

Administrative Council

Tennessee Technological University

Minutes Administrative Council April 5, 2000

Members Present

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|--------------------------|-------------------|
| Veronica Barger | Mancil Johnson |
| Paul Bonner | Jon Jonakin |
| Ed Boucher | David Larimore |
| Karen Case | Regina Lee |
| Whewon Cho | Jeffrey Marquis |
| Debbie Combs | Leo McGee |
| L. K. Crouch | Marilyn Musacchio |
| Jann Cupp | Mike Nivens |
| Donald Davis | Terry Rector |
| Nancy Dixon | Paul Semmes |
| Penny Douglas | Natalie Treadway |
| Linda Giesbrecht-Bettoli | Sharon Whitney |
| Paul Isbell | Steven Williams |
| | Dale Wilson |

Members Absent

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| Sue Bailey | Homer Kemp |
| Marc Burnett | Tony Marable |
| Larry Click | Linda Maxwell |
| Mark Creter | Allan Mills |
| Gregory Danner | Alicia Toline |
| Edith Duvier | Angelo Volpe |
| Dan Fesler | |

Others Present

Audrey Cody
Pat King, Resource Person
Gretta Stanger

Summary of Proceedings

Approved the agenda as distributed.

Approved the Minutes of March 1, 2000 as distributed.

Approved submitted annual reports.

Approved change in Procedures for Staff Advisory Committee with friendly amendment.

Approved recommendation from Buildings and Grounds Committee.

Approved Sexual Assault Policy as amended.

Approved change in Admissions and Credits Committee Procedures.

Approved recommendation from Nominating Committee to recommend Chairperson for Administrative Council for 2000-2001 year.

Proceedings

Approval of the Agenda

Ms. Lee MOVED approval of the agenda with Ms. Douglas SECONding. MOTION CARRIED.

Approval of the Minutes of March 1, 2000

Dr. Bonner MOVED approval of the minutes of March 1, 2000 with Mr. Boucher SECONding. MOTION CARRIED.

Approval of Submitted Annual Reports

Dr. Cho MOVED approval of the submitted annual reports and there was a SECONd. MOTION CARRIED. The annual reports approved were: Athletics Committee, Buildings and Grounds Committee, Commission on the Status of Blacks, Commission on the Status of Women, Fitness Center Advisory Committee, Institutional Committee for the Care and Use of Laboratory Animals in Experimentation, Institutional Review Committee for the Protection of Human Subjects, Patents and Copyrights, Public Media Committee, Space Utilization and Allocation Committee, Sports Hall of Fame, Student Affairs Committee, Student Financial Aid Committee, University Art Committee, University Judicial Council, and University Safety and Environmental Committee,

Change in Procedures of Staff Advisory Committee - Ms. Audrey Cody

Ms. Cody said the Staff Advisory Committee recommends the procedures be

changed under the duties of the officers to read that the Committee shall meet with the President and resource persons regularly in bi-monthly sessions beginning in September of each fiscal year. The Committee's non-exempt employees shall meet in ad hoc bi-monthly sessions beginning in October of each fiscal year. Dr. Cho MOVED approval of the recommendation with Ms. Combs SECONDING. A friendly amendment was then suggested to drop the term ad hoc because it is not necessary and Ms. Cody agreed. The MOTION CARRIED with the friendly amendment.

Recommendation from Buildings and Grounds Committee - Dr. Mike Nivens

Dr. Nivens said in keeping with an SGA bill recommendation, the Buildings and Grounds Committee recommends that two signs be placed on each side of the west, east, and south entrances of the Smith Quad parking lot that state "open parking with permit". Dr. Nivens MOVED approval of the recommendation with Ms. Treadway SECONDING. The recommendation was unanimously approved by the Council.

Sexual Assault Policy and Recommendations - Dr. Gretta Stanger

Dr. Stanger presented the policy that the ad hoc committee recommends and asked that on page one under Take Care to Preserve All Physical Evidence that the word "rape" be changed to "sexual assault". Ms. Stanger said the ad hoc committee also recommends that the approved policy be given widespread distribution by being included in, but not limited to, the following publications: the annual security report, the student handbook, the faculty handbook, the athletic handbook and the staff manual of the resident advisors. They also recommend that an initial campus-wide distribution occur of a brochure with the policy using registration packets for student distribution and campus mailings for all employees. Additional brochures will be needed for each orientation of new employees and each orientation of new faculty. It is expected by the committee that brochures would be reprinted as needed and available across campus after the initial distribution. Mr. Boucher MOVED approval of the recommendation and there was a SECOND. Ms. Case suggested a change in Take Care to Preserve all Physical Evidence on page one to insert the word "because" so it would read "Do not disturb anything in the area where the assault occurred because you may destroy evidence" instead of "Do not disturb anything in the area where the assault occurred. You may destroy evidence." A recommendation was then made to take out the sentence "You may destroy evidence." The Take Care to Preserve all physical evidence would read as follows:

Take Care to Preserve all physical evidence.

If possible do not bathe, shower, douche, eat, drink, smoke, urinate, brush your teeth, or change your clothes. Do not disturb anything in the area where the assault occurred. If you have changed your clothes, take the clothes you

were wearing at the time of the sexual assault to the hospital in a paper bag. (Plastic may destroy evidence). It is important to appropriately preserve evidence for the proof of a criminal offense.

After considerable discussion on whether to use the word "survivor" or "victim" in the document, Ms. Treadway suggested an amendment to the recommendation to change the word "survivor" to "victim" in all locations where "survivor" is mentioned with Dr. Cho **SECONDED**. A vote was taken on the amendment to change "survivor" to "victim". The amendment passed.

Dr. Wilson pointed out that on page 3 under Criminal/Civil Court, the paragraph seems to discuss reporting rather than court except to mention Civil Court. Mr. Boucher said the essence of what has to be shown is that there are options that the victim has and those options would be to go through the university judicial system, the criminal system, and/or civil system. Regarding confidentiality, if reports are given to the University Student Affairs area, it then becomes a part of the educational record and is covered by the privacy act. Even though it can still be a public document, information given to the Student Affairs area becomes private. If a student reports something and wants the university to handle it, this information cannot be released. Information given to the University Police is a matter of public record.

Dean Musacchio then called the question to vote on the entire document. A vote was taken and passed. Dr. Wilson then asked for a vote to accept the Sexual Assault Policy as amended. **MOTION CARRIED**.

Change in Admissions and Credits Procedures - Dr. Cho

Dr. Cho **MOVED** to approve the change in Admissions and Credits Committee Procedures from having three regular meetings of the full Admissions and Credits Committee to be held each academic year to two regular meetings, one per semester, of the full Admissions and Credits Committee to be held each academic year with additional meetings scheduled as needed. Mr. Treadway **SECONDED** the **MOTION**. **MOTION CARRIED**.

Report from Nominating Committee to Recommend Chairperson for Administrative Council for 2000-2001 Year - Dr. Cho

Dr. Cho said the nominating committee of Dr. Paul Semmes, Professor Mancil Johnson, Dr. Allan Mills, Dr. Jeffrey Marquis and himself met and that it was an unanimous decision to nominate Dr. Dale Wilson as Chairperson for the Administrative Council for the 2000-2001 year. He **MOVED** that Dr. Wilson be nominated, that nominations cease, and that Dr. Wilson be elected by acclamation. The nomination was **SECONDED** and **MOTION CARRIED**. Dr. Wilson said

he would be happy to serve as Chairperson for the 2000-2001 year assuming he is re-elected to the Administrative Council since his term expires this year.

Dr. Wilson said that Dr. Volpe was attending a Tennessee College Association Meeting in Nashville and expressed Dr. Volpe's regrets that he could not attend the meeting since this would have been his final Administrative Council meeting due to his retirement June 30, 2000. Dr. Wilson expressed Dr. Volpe's appreciation to the Council members for their work this year.

An announcement was made that the University Assembly Meeting will be April 19, 2000 at 3:00 p.m. in the President's Conference Room and that the University Faculty Meeting will be May 3, 2000 in Johnson Hall Auditorium.

Dr. Wilson thanked everyone for a good year and said he looks forward to working with the Council members again next year.

The meeting adjourned at 3:45 p.m.

Patricia King, Resource Person