

Administrative Council

Tennessee Technological University

ADMINISTRATIVE COUNCIL

February 25, 2004, 3 p.m.

President's Conference Room

Members Present:

Mohamed Abdelrahman	Glenn James	Charlene Mullins
Pedro Arce	Glen Johnson (Idem)	Marilyn Musacchio
S.K. Ballal	Mancil Johnson	Mike Nivens
Robert Bell	Shirley Laird	Sue Pogue
Peggy Bilbrey	Diane Ledbetter-Smith (Harrell)	Terry Rector
Whewon Cho	Regina Lee	Virginia Rivers
Brandon Clowers	Jeffery Marquis	Paul Semmes
Robert Delgado	Linda Maxwell	Sandra Terneus
Kurt Eisen	Leo McGee	Brent Waugh
Linda Giesbrecht-Bettoli	Bill McRae	Jessica Whitehead
Gary Gunter	Allan Mills	

Members Absent:

Marc Burnett	Dan Fesler	Mike Wells
George Crawford	Ramesh Garimella	Sam Winfree
Roger Dickson	Colleen Hays	
Susan Elkins	Dean Richey	

Others Present:

Daniel Badoe	Danny Reese	Dale Wilson
Ed Boucher	Stephen Wight	
Jim Cobb	Brenda Wilson	

Summary of Proceedings:

Approved agenda.

Approved minutes of January 28, 2004, as distributed.

Approved Constitution of the “Trombones at Tech.”

Approved recommendation from Safety and Environmental Committee.

Approved revisions to the Athletics Policies/Procedures Manual.

Approved Annual Reports—Commission on Status of Blacks and University Public Media.

Received subcommittee report on ITC purchase approval procedures and related issues.

Proceedings:

Chairman Mills called the meeting to order at 3 p.m.

Dr. James moved to approve the agenda of February 25, 2004, as distributed. Dr. Terneus seconded. Motion PASSED.

Motion to approve the minutes of January 28, 2004, was made by Dr. Terneus and seconded by Ms. Whitehead. Minutes were APPROVED as distributed.

A motion to approve the Constitution of the “Trombones at Tech” was made by Dr. Cho and seconded by Dr. Terneus. Stephen Wight, a representative for Trombones at Tech, addressed the Council on the purpose of the organization. The mission of Trombones at Tech is to develop an awareness of the trombone as a rich, beautiful, orchestral instrument in the Upper Cumberland region. As a result of the group’s efforts, they hope to inspire trombone players to pursue their musical passion at greater levels. The Constitution was PASSED.

Motion to approve the recommendation from the Safety and Environmental Committee of a proposed candle/open flame policy was made by Dr. Cho and seconded by Dr. Terneus. The recommendation was APPROVED unanimously.

A motion to approve the revisions to the Athletics Policies/Procedures manual was made by Dr. Cho and seconded by Dr. Giesbrecht-Bettoli. Dr. Wilson, chair of the Athletics Committee, reported on the proposed revisions to the Athletics Policies/Procedures manual. The Athletics Policies/Procedures manual was last revised in the mid-1990’s. The proposed revisions update the areas of operations, personnel, budget, OVC composition, and NCAA rule changes. The Athletics Department is undergoing NCAA certification this year. Some of the changes such as a mission statement revision are results of recommendations from the NCAA certifying committee. The revisions were PASSED unanimously.

Motion to approve annual reports of Commission on the Status of Blacks and University

Public Media was made by Dr. Terneus and seconded by Dr. Eisen. The annual reports were APPROVED, as submitted.

Dr. James delivered an update on the progress of the ad hoc committee appointed to study potential reforms to the current ITC purchasing form and related purchasing issues. The committee is composed of Dr. James, Dr. Abdelrahman, Dr. Furtsch, Mr. Reese, Ms. Littrell, and Ms. Hull. Dr. James presented a flow chart outlining possible changes to the purchasing process for hardware and software. The committee anticipates presenting a final report with recommendations at the April 7 Administrative Council meeting.

Dr. Mills announced that Dr. Cho will chair the nominating committee to recommend a candidate to serve as chair of the Administrative Council for the 2004-2005 academic year.

Motion by Dr. Ballal, seconded by Dr. Arce to adjourn. ADJOURNMENT at 3:35 p.m.

Terri Watson, Recorder

Documents on file with minutes of meeting:

- Constitution of the "Trombones at Tech"
- Candle/Open Flame Policy at Tech
- Annual Report of the Commission on the Status of Blacks
- Annual Report of the University Public Media Committee
- Draft of flow chart for ITC purchase procedures/process
- Revised Policies/Procedures Manual for Athletics