

**Administrative Council**

**Tennessee Technological University**

**ADMINISTRATIVE COUNCIL  
November 5, 2003, 3 p.m.  
President's Conference Room**

**Members Present:**

Mohamed Abdelrahman	Gary Gunter	Marilyn Musacchio
S.K. Ballal	Glenn James	Mike Nivens
Robert Bell (sub/Watson)	Glen Johnson (sub/Deivy)	Terry Rector
Peggy Bilbrey	Shirley Laird	Dean Richey
Brandon Clowers	Jeffery Marquis	Virginia Rivers (sub/Boucher)
Susan Elkins	Linda Maxwell	Paul Semmes
Ramesh Garimella	Leo McGee	Sandra Terneus
Linda Giesbrecht-Bettoli	Allan Mills	Jessica Whitehead

**Members Absent:**

Pedro Arce	Dan Fesler	Sue Pogue
Marc Burnett	Colleen Hays	Brent Waugh
Whewon Cho	Mancil Johnson	Mike Wells
George Crawford	Diane Ledbetter-Smith	Sam Winfree

Robert Delgado

Regina Lee

Roger Dickson

Bill McRae

Kurt Eisen

Charlene Mullins

**Others Present:**

Melissa Benjamin, Calvin Ely, Annette Littrell, Danny Reese, Melissa Ryglewski, Landon Vick

**Summary of Proceedings:**

Approved agenda.

Approved minutes of September 3, 2003, as distributed.

Approved Constitution of the “Go Club” at Tennessee Tech.

Approved Constitution of the “Formula SAE” at Tennessee Tech.

Approved SGA Bill F03-04 “An Act to Increase Student Volunteerism” at Tennessee Tech.

Discussed purchase procedures for hardware/software.

**Proceedings**

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

Dr. Terneus moved to approve the agenda of November 5, 2003, as distributed. Mr. Boucher seconded. Motion PASSED.

Motion to approve the minutes of September 3, 2003, was made by Dr. Terneus and seconded by Dr. Giesbrecht-Bettoli. Minutes were APPROVED as distributed.

A motion to approve the Constitution of the “Go Club” at Tech was made by Dr. Eisen and seconded by Dr. Giesbrecht-Bettoli. The motion was PASSED.

Motion to approve the Constitution of the “Formula SAE” was made by Dr. Deivy and seconded by Dr. Marquis. The Constitution was APPROVED.

A motion to approve the SGA Bill F03-04 “An Act to Increase Student Volunteerism” at Tech was made by Mr. Clowers and seconded by Dr. Giesbrecht-Bettoli. The motion

was PASSED.

Dr. Abdelrahman expressed his concerns over the purchasing process for computer hardware and software specifically in the College of Engineering. He stated that the process becomes tiresome and is unnecessary when vital software is needed for research and other projects. Personnel from the Information Technology Department addressed the advantages and benefits provided by the current purchasing procedures. Some of these included the assurance that TBR guidelines are adhered to, site license information is kept up-to-date, and the provision of protection against liability issues. Further discussion confirmed that some aspects of the procedures could be improved. The Council requested that Chairman-Dr. Allan Mills form a subcommittee to investigate the possibility of streamlining the procedures involved in purchasing computer hardware/software while maintaining the necessary financial oversight and information-gathering functions of the current policies. This includes but is not limited to a review of the ITC purchase approval form.

Motion by Dr. Ballal, seconded by Dr. Terneus to adjourn. ADJOURNMENT at 3:50 p.m.

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Terri Watson, Recorder

Documents on file with minutes of meeting:

Constitution of the "Go Club"

Constitution of the "Formula SAE"

SGA Bill F03-04 "An Act to Increase Student Volunteerism"