

**Administrative Council**  
**October 15, 2014**  
**President's Conference Room**

**Members Present**

Bobby Adams	Bobby Hodum (sub. M. Irvin)	Rodley Pineda
S.K. Ballal	Glenn James	Bedelia Russell
Ed Boucher	Regina Lee (sub. D. Hajdik)	Deborah Setliff
John Brooks	Malinda Lloyd (sub. A. Callender)	Sandi J. Smith
George Chitiyo	Charlie Macke (sub. A. Moneymaker)	Bharat Soni
Kellie Collins	Ann Manginelli	James Stewart
Brooke Dedmon	Jack Matson	Claire Stinson
Kent Dollar	Emily McDonald (sub. R. West)	Debbie Walker
Judy Duvall	Tony Nelson	Mark Wilson
Laura Graves	Philip Oldham	Jeff Young
Kim Hanna, Chairman		Chad Rezsnyak

**Members Absent**

Jim Baier	Chris McDonald	Jeff Roberts
Marc Burnett	Joseph Ojo	Mark Stephens
Jack Butler	Jeff Plant	Holly Stretz
Melissa Geist	Tiff Rector	Dana Winningham
Sharon Holderman	Joseph Rencis	
Michael Hooper		

**Summary:**

Approved agenda of October 15, 2014, as distributed

Approved minutes of September 10, 2014, as distributed

Received revised policies submitted and presented by University Counsel:

- Access to Public Records
- Minors on Campus

Approved Student Organization Constitutions:

- Chemical Engineering Graduate Research Association (CEGRA)
- Tennessee Tech Cycling Club Constitution
- Tennessee Tech University Functional Programming Club
- Tennessee Technological University Poultry Science Club
- Tennessee Tech Smash Bros. Club

Received the revised policies as submitted by Planning and Finance and presented by Dr. Stinson:  
Acquisition, Distribution and Management of Cellular Services  
Charitable Organization Deduction  
Collection of Accounts Receivable  
Contracts and Agreements

Adopted the policies as submitted by Planning and Finance and presented by Dr. Stinson:  
Delegation of Authority/Signature Authorization Policy  
Emailed or Faxed Transactions

Received the revised policies as submitted by Planning and Finance and presented by Dr. Stinson:  
Key Control  
Methods and Process of Competitive Procurement  
Miscellaneous Purchasing Policies  
Non-Standard Purchases  
Prohibited Transactions  
Purchases from Contracts of Other Entities  
Receipting

**Proceedings:**

A motion to approve the agenda of October 15, 2014, as distributed, was made by Mr. Wilson and seconded by Dr. Ballal. Motion APPROVED.

A motion to approve the minutes of September 10, 2014, was made by Mr. Wilson and seconded by Dr. Ballal. Motion APPROVED.

Mr. Wilson made a motion to receive the “Access to Public Records” policy as revised. Professor Russell seconded. University Counsel Kae Carpenter discussed the implications of the policy. The updated policy would allow both current and former employees to access public records pertaining to themselves free of charge. Motion APPROVED.

A motion by Professor Russell was made to receive the “Minors on Campus” policy as revised. The motion was seconded by Mr. Wilson. University Counsel Kae Carpenter stated that the policy would exclude any event where parents’ attendance is requested from the “Minors on Campus” policy. Motion APPROVED.

Mr. Adams moved to approve the Chemical Engineering Graduate Research Association (CEGRA) Constitution. Mr. Wilson seconded. The CEGRA intends to promote chemical engineering research and scholarship, interactions with faculty, staff and fellow students; sponsor academic and social activities for the graduate students; enhance graduate student life and alumni interactions with the department; and act as a liaison between industry and graduate students. Motion APPROVED.

A motion to approve the Tennessee Tech Cycling Club Constitution was made by Mr. Adams and seconded by Mr. Wilson. Vice President Boucher spoke on behalf of the organization and clarified

that the Cycling Club wishes to encourage an active lifestyle for all members of campus via cycling. Dr. Ballal questioned if the University would incur liabilities if a member of this organization was injured while cycling on campus. Mr. Wilson and Interim University Police Chief Nelson commented that only the parties involved in the accident would be held liable. Motion APPROVED.

Mr. Wilson motioned to approve the Tennessee Tech University Functional Programming Club Constitution. The motion was seconded by Mr. Adams. Functional programming is a style of programming that uses critical thought processes, and the organization wishes to encourage individuals to learn and grow functional programming skills. Motion APPROVED.

A motion was made by Dr. Smith to approve the Tennessee Technological University Poultry Science Club Constitution. Dr. Duvall seconded. The Poultry Science Club seeks to connect the students with the poultry industry and bring recognition to Tennessee Tech as a leader in poultry science. Motion APPROVED.

A motion to approve the Constitution of the Tennessee Tech Smash Bros. Club was made by Mr. Wilson and seconded by Dr. Smith. The club intends to promote interest in and host events for the Super Smash Bros. game series for both entertainment and skill development, so that club members can viably compete in local, regional, state, national and international competitions. Motion APPROVED.

Mr. Wilson made a motion to receive the "Acquisition, Distribution and Management of Cellular Services" policy as revised. Professor Russell seconded. The purpose of the policy is to define the parameters for the authorization, purchase, and utilization of Tennessee Tech owned cellular equipment and service contracts for designated employees of Tennessee Tech. Motion APPROVED.

A motion to receive the "Charitable Organization Deduction" policy as revised was made by Mr. Wilson and seconded by Dr. Ballal. The policy establishes the operational guideline for charitable organization deductions. Motion APPROVED.

A motion was made by Mr. Wilson to receive the revised "Collection of Accounts Receivable" policy. The motion was seconded by Dr. Smith. This policy provides the criteria and process for collection of all accounts receivable at Tennessee Tech. Motion APPROVED.

Mr. Wilson motioned to receive the "Contracts and Agreements" policy as revised. Dr. Ballal seconded. This policy establishes the acquisition of goods and/or services through Contracts and Agreements. Motion APPROVED.

A motion to adopt the "Delegation of Authority/Signature Authorization" policy was made by Mr. Wilson and seconded by Dr. Smith. This policy establishes the process for delegation of signature authority for TTU employees. Motion APPROVED.

A motion was made by Mr. Wilson to adopt the “Emailed or Faxed Transactions” policy. Professor Russell seconded. This policy establishes the authority of Tennessee Tech to accept emailed and faxed documents bearing original signatures of contractors for processing of contracts/agreements. Motion APPROVED.

Dr. Smith moved to receive the revised “Key Control” policy. Mr. Wilson seconded. The policy establishes procedures and regulations to protect TTU’s property and ensure that keys are issued and retrieved with proper controls. Dr. Stinson commented that this policy does not apply to dorms or files. Motion APPROVED.

A motion to receive the revised “Methods and Processes of Competitive Procurement” policy was made by Mr. Wilson and seconded by Dr. Ballal. This policy establishes the methods of competitive procurement used by TTU and provides an explanation of various steps and actions within the procurement processes. Motion APPROVED.

Mr. Wilson moved to receive the “Miscellaneous Purchasing Policies” as revised. The motion was seconded by Dr. Smith. This policy establishes miscellaneous purchases and purchasing actions not otherwise specified in other sections of Tennessee Tech Purchasing Policies. Motion APPROVED.

A motion was made by Mr. Wilson to receive the revised “Non-Standard Purchases” policy. Dr. Smith seconded. This policy establishes purchasing classifications that are non-standard or special and the methods to be used to process them. Motion APPROVED.

Mr. Wilson moved to receive the revised “Prohibited Transactions” policy. The motion was seconded by Dr. Smith. This policy establishes certain purchasing transactions that cannot be made from Tennessee Tech funds. Motion APPROVED.

A motion to receive the revised “Purchases from Contracts of Other Entities” policy was made by Mr. Wilson and seconded by Mr. Adams. Policy establishes the ability of TTU to purchase from State of Tennessee contracts and from contracts established by other entities. Motion APPROVED.

Mr. Wilson moved to receive the “Receipting” policy as revised. Professor Russell seconded. This policy establishes standard for handling of receipts at Tennessee Tech. Motion APPROVED.

Mr. Adams moved to adjourn. Dr. Ballal seconded. The meeting ADJOURNED at 4:05 p.m.

Documents on file with minutes:

Revised Policies:

- Access to Public Records
- Minors on Campus
- Acquisition, Distribution and Management of Cellular Services
- Charitable Organization Deduction
- Collection of Accounts Receivable
- Contracts and Agreements
- Key Control
- Methods and Process of Competitive Procurement
- Miscellaneous Purchasing Policies
- Non-Standard Purchases
- Prohibited Transactions
- Purchases from Contracts of Other Entities
- Receipting

Adopted Policies:

- Delegation of Authority/Signature Authorization Policy
- Emailed or Faxed Transactions

Approved Student Organization Constitutions:

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