

Administrative Council Meeting Minutes

September 27, 2019 at 8:15am
Room 301 Stratton Administration Building

1. Welcoming Remarks & Introductions @ 8:15am Mr. Ted Witryk

2. Approval of Minutes from April 26, 2019 Mr. Ted Witryk
 - All Council members approved minutes as presented.

3. Committee Reports (links for reports on website)
 - a. University Safety & Security Council Dr. Duane Crider
 - b. Campus Beautification Committee Dr. Kaoutar El Mounadi
 - c. Commission on Human Diversity Dr. Mark Wolfmeyer
 - d. Commission on the Status of Minorities Dr. Arthur Garrison
 - e. Commission on the Status of Women Dr. Yasoda Sharma
 - f. University Traffic Bureau Ms. Anne Reel
 - Further discussion if all present parking lots are needed with declining enrollment. Option to terminate fairground lot agreement with ninety days notice.
 - Mr. Ted Witryk will work with Drs. Steve Lem & Richard Courtney to add a faculty member to this committee.

 - g. Health & Wellness Committee Mr. Bryan Salvador

4. Institutional Learning Outcomes Dr. Carole Wells
 - Informational purposes, forward any feedback to Dr. Wells.

5. GEN-006: Audio & Video Recording Dr. Carole Wells
 - Informational purposes, suggested to add to class syllabi. Will be presented at Meet & Discuss then forwarded to policy register.

6. Calendar Committee: Academic Calendar 2021-2022 Mr. Ted Witryk
 - a. Version B - Represents the calendars that we have recently approved. One day short in Fall and Spring made up by faculty at their discretion. (Shippensburg has been doing this for years.)
 - b. Version C - We would make up for a loss of Mondays due to holidays by choosing one of the two days marked with an **M**.
 - c. Version D - We would have only 4 days of finals. This is the most popular variation utilized by the other PASSHE universities. It would mean 4 finals per day for the first three days.



- d. Version E - Move commencement to Sunday, Dec 19 at 1 PM and have five days of finals from Dec. 14-Dec. 18th. This was the version the Calendar Committee unanimously voted for and it keeps to all of the rules set by PASSHE.
- Discussion on calendars.
 - Suggested to prepare another option; no fall break, no Columbus Day, and week off for Thanksgiving. Also, suggested to ask Chairpersons for feedback. Vote at October 18th meeting.

7. Budget Update

Mr. Matt Delaney

- Mr. Matt Delaney will present budget update at October 18th meeting.

8. As May Arise - None

Meeting adjourned at 9:15am.

MEMBERS PRESENT:

Mr. Ted Witryk
Dr. Steve Lem
Dr. Carole Wells for Dr. Anne Zayaitz
Mr. Jesus Pena
Dr. Warren Hilton
Mr. Matt Santos
Dr. Ken Hawkinson
Ms. Tracy Reidenhour
Ms. Sharon Picus

GUESTS PRESENT:

Ms. Anne Reel
Dr. Yasoda Sharma
Mr. Matt Delaney
Dr. Duane Crider
Dr. Mark Wolfmeyer
Mr. Bryan Salvadore
Dr. Arthur Garrison
Dr. Kaoutar El Mounadi

MEMBERS ABSENT:

Mr. Braden Hudak
Dr. Tom Stewart
Dr. Richard Courtney
Ms. Fran Cortez-Funk

