Administrative Council Minutes
8:30 a.m. October 28, 2011
Room 301 Stratton Administration Building

Welcoming Remarks
Dr. Barbara Darden

Dr. Barbara Darden welcomed everyone and started the meeting at 8:31 am.

Approval of the Agenda

Dr. Deryl Johnson motioned to approve the agenda. The motion was seconded by Mr. Jerry Silberman and passed as presented.

Approval of the Minutes

Dr. Deryl Johnson motioned to approve the minutes. The motion was seconded by Ms. Christina Ferris and passed as presented.

Health & Wellness Committee
Mr. Bob Watrous

Due to the recent restructuring within campus divisions; the members of the Administrative Council discussed the changes that they need to consider for the Health and Wellness Committee bylaws, membership structure and purpose. Ms. Fran Cortez-Funk is currently the Interim Chair of the Campus Wellness Committee. Mr. Bob Watrous suggested that Ms. Dolores Hess should be appointed as chair and assume responsibility of the position. The Council members discussed the membership structure of the committee and brought forth several suggestions. Mr. Jerry Silberman suggested that the Director of Recreational Services, Ms. Amy Sandt be added as a fifth member of the Standing Members group. In an effort to remain consistent; the members of the Administrative Council also suggested that the Disability Services/ADA, Director be removed as an Appointed Member and added as a Standing Member. Dr. Vargas suggested that the Academic Affairs Representative and Student Services & Campus Life Representative be combined as one representation. He will report back to the Council with a representative name at the next meeting. Mr. Watrous suggested that Jean Adam remain as the representative for Human Resources, Benefits Manager. Mr. Silberman suggested that Ms. Christine Price serve as the OPEIU Representative. Mr. Green will report back to the Council with a name for the Advancement Representative. Ms. Fran Cortez-Funk confirmed that she is and will remain the SCUPA Representative. Dr. Vargas inquired if there was a mechanism in place for membership permanency.
Mr. Watrous suggested that the Standing Members remain permanent positions and the Appointed Members will remain staggered for three academic years.

Administrative Council made the following suggested Health & Wellness Committee membership changes:

Standing Members:

- Health & Wellness Services, Director (chair)
- Human Resources, Benefits Manager
- Environmental Health & Safety Director
- Health Promotion Services Director
- Director of Recreational Services
- Disability Services/ADA Director

Appointed Members:

- OPEIU Representative
- AFSCME Representative
- SCUPA Representative
- APSCUF Representative
- Academic Affairs/Student Services & Campus Life Representative
- Administration & Finance Representative
- Advancement Representative
- Student Government Representative

The Administrative Council was confident that the above membership structure would permit the Health & Wellness Committee to carry out its purpose.

Dr. Johnson suggested modifying item 1.3 by removing the second line so that it reads “Appointments can be made any time during the year to replace a committee member.” He also suggested to modify item 2.4 by clarifying the number of meetings missed and that the bylaws be made uniform in item 3.1. Mr. Watrous suggested that item 2.1 be modified to remove the word “Executive”. Dr. Johnson suggested to amend the purpose statement of the bylaws with the use of the word of “assess” to avoid competition. Mr. Peña, Esq. suggested that the purpose statement of the bylaws be amended with the use of the words “promote” and “support.” The Council agreed with the above suggestions.

Dr. Vargas discussed the basis of coordination of initiatives of the Health & Wellness Committee. Mr. Watrous clarified the purpose of the Standing Members is to coordinate initiatives individually based on the offices that they represent. Ms. Cortez-Funk informed the members of the Administrative Council that the action and function of the Health & Wellness Committee has been collaborative rather than of oversight. The Committee could be helpful in advertising similar programs among constituents.
Dr. Johnson suggested that the Health & Wellness Committee expand their membership to include a counselor to address issues of Mental Health. The members of the Administrative Council discussed rather than expand the membership, instead, strengthen the communication with the Counseling Center.

Dr. Vargas made a motion that Ms. Fran Cortez-Funk, interim chair of the Health & Wellness Committee, review and discuss changes of the bylaws with the Committee. Afterwards, she should report back to the Administrative Council with suggested revisions. The motion was seconded by Dr. Johnson and passed.

**As May Arise**

Ms. Fran Cortes Funk was happy to announce that she will be taking 10 students from KU to the Annual Council on Chemical Abuse conference next Thursday, November 3 in Reading, PA. The students received a scholarship to attend. The students planning to attend are a combination of graduate and undergraduate students.

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<th>Members Present:</th>
<th>Members Absent:</th>
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<td>Dr. F. Javier Cevallos</td>
<td>Dr. Michael Gambone</td>
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<td>Dr. Barbara Darden</td>
<td>Dr. Karen Rauch</td>
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<td>Mr. John Green</td>
<td>Dr. Paul Quinn</td>
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<td>Mr. Bob Watrous</td>
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<td>Dr. Carlos Vargas</td>
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<td>Ms. Fran Cortes-Funk</td>
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<td>Ms. Christina Ferris</td>
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<td>Dr. Deryl Johnson</td>
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<td>Mr. Jerry Silberman</td>
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<td>Dr. Ache</td>
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