

Administrative Council Minutes

9:00 a.m. December 2, 2011

Room 301 Stratton Administration Building

Welcoming Remarks

Dr. Barbara Darden

Dr. Barbara Darden welcomed everyone and started the meeting at 9:01a.m.

Approval of the Agenda

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

Approval of the Minutes

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

The Commission on the Status of Minorities Update

Dr. James Jackson

Dr. James Jackson presented the members of Administrative Council with an update report on the Commission on the Status of Minorities. His report included membership, their meeting schedule, activities/events and Commission recommendations. Dr. Jackson asked for guidance as he expressed some challenges with student and faculty recruitment/maintenance. He has identified several students that he would personally like to recruit and requested permission to ask them to serve. The Administrative Council informed Dr. Jackson that he may personally recruit students and that he should submit their names to the Council and Committee on Committees. Mr. Bob Watrous suggested the use of KUnited to help streamline soliciting student activity. Mr. Paul Keldsen stated that he would send a student representative from the Student Government Board to serve on the Commission. Dr. Jackson also informed the members of the Administrative Council that the Commission is extremely interested in Climate report. Dr. Deryl Johnson suggested doing more research via survey/questionnaire.

Campus Beautification Committee Update

Dr. Pdraig McLoughlin

Dr. Pdraig McLoughlin presented the members of Administrative Council with an update report on the Campus Beautification & Preservation Committee. His report included membership, meeting schedule, activities/events and Committee recommendations. Dr. McLoughlin asked for guidance as he informed the Council that his Committee lost two members who coordinated the design & implementation of the

campus artwork project. He requested that the Administrative Council authorize a full-time position to handle the campus artwork project. Dr. Cevallos will discuss with Cabinet. Dr. McLoughlin informed the members of Administrative Council that the Lytle Court Yard set up was completed this summer and it looks good as Facilities did a great job. He suggests that the soda machines be removed from the side entrance area of Lytle Court Yard. Mr. Jerry Silberman stated that area was purposely made not accessible. It can be reopened with agreement from faculty. Mr. Jesús Peña, Esq. stated that if the decision is made to reopen the area; we would have to address the ADA issues. Dr. McLoughlin also discussed possible changes to the Bylaws as the Committee would like to extend membership to staggered three year terms.

The Commission on the Status of Women Update

Dr. Lyn McQuaid

Dr. Lyn McQuaid presented the members of Administrative Council with an update report on the Commission on the Status of Women. Her report included membership, meeting schedule, activities/events and Commission recommendations. Dr. McQuaid informed the Council that the Commission on the Status of Women currently has 19 members. There are still some vacancies and they are in need of a non- traditional student. Mr. Paul Keldsen will recommend a non- traditional student representative to fill the vacant position. She informed the Administrative Council that Love, Sex and Healthy Relationships Workshops is one of their biggest activities. Dr. McQuaid stated that the Non-Instructional Leadership Development Program (NILDP) is the one program that is struggling. The Commission on the Status of Women is planning to bring Dr. Jackson Katz to campus hopefully with some additional funding and collaborating with other organizations.

University Safety and Security Council Update

Dr. Duane Crider

Dr. Duane Crider presented the members of Administrative Council with an update report on the University Safety and Security Council. His report included membership, meeting schedule, activities/events and Council recommendations. Dr. Crider discussed elections and collaboration with Campus Safety. He recommended that the University Safety and Security Council work with KuBok. Dr. Cevallos suggested working with the Student Government Board for their Safety Walk event which is scheduled every year. Dr. Crider also presented the Hazard mitigation report prepared by Steve Helms.

The Commission on Human Diversity Update

Ms. Heather Fountain

Ms. Heather Fountain presented the members of Administrative Council with an update report on the Commission on Human Diversity. Her report included membership, meeting schedule, activities/events and Commission recommendations. She informed the Administrative Council that the #1 victim of hate crimes is no longer the members of the GLBTQ but Muslims in America. Ms. Fountain also informed the members of the Administrative Council that the Commission on Human Diversity has implemented a

three month plan including movie series and ongoing dialogue leading up to the Understanding Islamic Faith and Muslim Culture conference to be held during the Spring Semester 2012.

The Traffic Bureau Committee Update

Ms. Anne Reel

Ms. Anne Reel presented the members of Administrative Council with an update report on the Traffic Bureau Committee. Her report included membership, meeting schedule, activities/events and Committee recommendations. Ms. Reel discussed the appeals process for traffic violations. She also discussed the Parking Management Software Systems that will be implemented. She provided a review of motor vehicle regulations and discussed resolutions to fairgrounds parking lot issues. Finally, she informed the members of Administrative Council that the Traffic Bureau Committee does void all visitor tickets.

The Campus Wellness Committee Update

Ms. Dolores Hess

Ms. Dolores Hess presented the members of Administrative Council with an update report on the Health and Wellness Committee. Her report included membership, meeting schedule, activities/events and Committee recommendations. Ms. Hess discussed the recommended changes to the Bylaws regarding standing members and appointed members. She also informed the Administrative Council that the Committee was in need of a representative from the Student Government Board. Mr. Paul Keldsen will recommend a student for the Committee. Ms. Fran Cortes-Funk informed the members of the Administrative Council that the Health Expo was well attended and that the Survey was distributed to students regarding health/ wellness habits (smoking, exercise, etc.).

The Calendar Committee Update

Ms. Michelle Hughes

Ms. Michelle Hughes presented the members of Administrative Council with an update report on the Calendar Committee. Her report included membership, meeting schedule, activities/events and Committee recommendations. Ms. Hughes informed the Council that since the University now follows the PASSHE academic calendar; the Calendar Committee has very little work to do. However, Kutztown University still has the freedom to schedule summer and winter schedules. Ms. Hughes informed the Council that during the Summer Sessions we may have issues with housing. Finally, she also informed the Administrative Council that the Committee was in need of a student representative. Mr. Paul Keldsen will recommend a student from the Student Government Board for the Committee.

Approval of the 2013-2014 Academic Calendar

Ms. Michelle Hughes

Ms. Michelle Hughes presented the Kutztown University of Pennsylvania 2013-2014 Academic Calendar for approval. The calendar as presented shows additional tentative winter session dates and the removal of EDW courses as they did not bring in enough revenue and two make up dates for summer session.

As May Arise

Dr. Cevallos will work with Dr. Johnson on the Disabilities Commission.
Bob Watrous will send Leah Cassellia to provide an update report to the Administrative Council regarding the Office of Student Involvement and how it has been working on systemic ways to improve student involvement.

Members Present:

Members Absent:

Dr. F. Javier Cevallos
Dr. Barbara Darden
Mr. Sean Dallas on behalf of Mr. John Green
Dr. Carole Wells on behalf of Dr. Carlos Vargas
Ms. Fran Cortes-Funk
Ms. Christina Ferris
Dr. Deryl Johnson
Mr. Jerry Silberman
Mr. Paul Keldsen
Mr. Jesus Pena, Esq.
Dr. Micheal Gambone

Dr. Karen Rauch
Dr. Paul Quinn
Dr. Ache

Guests Present:

Mr. Bob Watrous
Dr. James Jackson
Dr. Pdraig McLoughlin
Dr. Lyn McQuaid
Dr. Duane Crider
Ms. Heather Fountain
Ms. Anne Reel
Ms. Dolores Hess
Ms. Michelle Hughes