Administrative Council Minutes

February 15, 2013
8:30 am
Room 301 Stratton Administration Building

Welcoming Remarks
Dr. Darrell Garber

Dr. Darrell Garber welcomed everyone and started the meeting at 8:30 a.m.

Approval of the Minutes

Dr. Deryl Johnson motioned to approve the minutes. The motion was seconded by Mr. Chad Brown and passed as presented.

Academic Calendar
Ms. Michelle Hughes

Ms. Michelle Hughes presented possible changes to the 2014-2015 academic calendar along with comparisons with our sister schools. Changes include removing the Columbus Day (Monday) holiday for students in October and instead giving them the Tuesday after Labor Day off. This eliminates the need to make up a Monday.

Also, Ms. Hughes proposed moving to a 4 day final exam week (Tues-Fri). The Monday of exam week would be considered a Reading Day in both the fall and spring, and courses that had Monday exams would be moved to Friday. In order to do this, the breaks between finals would be shortened to 30 minutes to allow the addition of another time slot during the week.

Topic was then discussed and additional data was requested. Dr. Johnson motioned to table this item for the next meeting. The motion was passed.

Collection of Funds Policy
Mr. Kenneth Long, Mr. John Nadolski, Jr.

Mr. Kenneth Long and Mr. John Nadolski, Jr. presented revisions to the Collection of Funds Policy. After receiving suggestions from auditors, it was determined that the Collection of Funds Policy needed to be updated. There was further discussion about minor changes to the revision of the policy, and was approved to pass after those changes were made.

Policy will be effective upon the signature of President Cevallos.
Violence Training  

Dr. Javier Cevallos

Faculty members have contacted Dr. Cevallos regarding our current safety and violence training. Various suggestions were discussed, such as presenting a 10 minute video in student Wellness courses, holding a workshop, etc. Dr. Garber will continue the subject at the next meeting and to invite John Dillon, Carol Sztaba, Jonathan Kremser and Duane Crider.

Employee Recognition Policy  

Ms. Sharon Picus

Ms. Sharon Picus presented the Employee Recognition Policy. There was a brief discussion about the revisions to the policy, and minor changes to be made. All were in favor to approve the policy after revisions were made.

Policy will be effective upon signature of the President.

As May Arise  

All

Meeting was adjourned at 9:50 am.

The next meeting will be March 29, 2013 at 8:30am

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Members Absent</th>
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<tbody>
<tr>
<td>Dr. F. Javier Cevallos</td>
<td>Ms. Frances Cortez Funk</td>
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<td>Dr. Darrell Garber</td>
<td>Dr. Karen Rauch</td>
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<td>Dr. Carlos Vargas</td>
<td>Dr. Micheal Gambone</td>
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<td>Mr. Chad Brown</td>
<td>Mr. Ray Dunkle</td>
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<td>Ms. Tracy Reidenhour</td>
<td>Mr. Paul Keldsen</td>
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<td>Dr. Deryl Johnson</td>
<td>Mr. Jesus Pena, Esq.</td>
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<td>Dr. Paul Quinn</td>
<td>Mr. Jerry Silberman</td>
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<td>Mr. John Green</td>
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Guests Present:

Mr. Kenneth Long
Mr. John Nadolski, Jr.
Ms. Michelle Hughes
Ms. Sharon Picus