

Administrative Council Minutes

8:30 a.m. February 24, 2012

Room 301 Stratton Administration Building

Welcoming Remarks

Dr. Barbara Darden

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

Approval of the Minutes

Ms. Fran Cortez-Funk motioned to approve the minutes. The motion was seconded by Mr. Jesus Pena, Esq. and passed as presented.

KU Policy Register Guidelines

Dr. Cevallos presented a copy of the KU Policy Register Procedures – How to Develop/Update a Policy to the members of the Administrative Council for informational purposes. The KU Policy Register is a compilation of authorized academic and administrative policies of Kutztown University, which serves as a source of information for the campus community, and as a basis on which decisions can be made.

Office of Student Involvement Update Policy

Ms. Leah Cassellia

Ms. Leah Cassellia provided the members of the Administrative Council with a presentation regarding the Student Involvement Initiative: KUnited. This initiative will be a vehicle for connecting students with a 24/7 menu for student involvement. It creates a link between a student's academic course of study and related co-curricular opportunities. KUnited will be the leading platform to centralize, organize and increase involvement opportunities. This program will encourage growth and development as students engage in co-curricular activities and provides the tools for managing student organizations. It can also be utilized in departments and offices across the institution in order to achieve a variety of needs related to the student experience.

Sexual Offenses Policy

Bob Watrous & Mike Demetor

Mr. Michael Demetor presented a copy of the Student Code of Conduct Sexual Offenses Policy to the members of the Administrative Council for review.

Endorsement of Changes to Policy ACA-067

Mr. Jeffrey Werner

Mr. Jeffrey Werner presented a copy and discussed changes to Policy ACA-067, Policy for Responding to Allegations of Research Misconduct. On page two of the policy under the Introduction – General Policy; Mr. Werner suggested that we need to list the federal regulation in our policy. On page four of the policy under Research Misconduct; Mr. Werner suggested to change the wording to reflect the revised definition from DHHS Office of Research Integrity. On page seven of the policy under Interim Administrative Actions and Notification of Special Circumstances he suggested that the policy must list ORI throughout the policy as someone who may have to be contacted.

Review Wellness Committee Bylaws Draft

Ms. Delores Hess

Ms. Delores Hess presented a copy of the current draft of the Campus Wellness Committee Bylaws. She suggested several changes be made to the Bylaws. The purpose of the committee is to coordinate the development and delivery of wellness initiatives to engage the campus community in fostering a culture of health and wellness through education, motivation, support, access to resources, and activities and events. In Part 1; Structure of the Committee, section 1.1, the Clinical Services Director was added as a Standing Member. In section 1.2, the membership terms was eliminated for Standing Members. In section 1.3, the word “made” was eliminated from the statement. In Part 2; Operational Procedures of the Committee, section 2.1 the statement was revised by adding “The duties of the chair will be rotated each academic year. This position will be held by a standing member and voted on at the last meeting of the academic year.” Section 2.5 was added to the bylaws which states “Proxies will be considered voting members”. In Part 3; General Charges to the Committee, section 3.1, the statement listed under the final bullet was changed as it eliminates the word “improve”.

Dr. Paul Quinn motioned to accept the Bylaws as presented. The motion was seconded by Dr. Deryl Johnson and passed as presented.

Commission on Human Diversity Suggestions

Dr. Deryl Johnson

Dr. Deryl Johnson, University Senate President, recommended that a new disability advocate and student disability advocate be appointed to the Commission on Human Diversity. The advocates recommended are C. Thomas McNally and student Cara Liebowitz. Dr. Deryl Johnson motioned to accept the suggestions as presented. The motion was seconded by Dr. Paul Quinn and passed as presented.

As May Arise

Dr. Cevallos provided a Budget update to the members of Administrative Council. He informed the council that he met with all union representatives. He plans to attend the PA Senate hearings and on March 8 he will attend PA House hearings with the Chancellor. He is working on putting together a book to be sent to the legislators regarding PASSHE and their strategy. Currently, at this point he is gathering information as the action will start in April/May and the Budget deals will begin in May/June. Dr. Cevallos suggests that we begin lobbying with our local representatives. He reminded the council members that our students have the most power. He informed the council that the Chancellor's Office will have Advocacy Days in late March. In the meantime, Dr. Cevallos suggests that we prepare for the worst. He has asked Mr. Ken Long to present the Budget presentation to Senate and APSCUF. He has also asked Cabinet members to start planning for different scenarios. Finally, he informed the Administrative Council that the Board of Governors financial workshop is scheduled on March 5 and it may be a public meeting.

Members Present:

Members Absent:

Dr. F. Javier Cevallos
Dr. Barbara Darden
Mr. John Green
Dr. Paul Quinn
Dr. Carole Wells on behalf of Dr. Carlos Vargas
Ms. Fran Cortes-Funk
Ms. Tracy Reidenhour
Dr. Deryl Johnson
Mr. Ken Long on behalf of Mr. Jerry Silberman
Mr. Paul Keldsen
Mr. Jesus Pena

Dr. Paul Ache
Dr. Karen Rauch
Dr. Micheal Gambone

Guests Present:

Ms. Leah Casseliah
Mr. Bob Watrous
Mr. Michael Demetor
Mr. Jeff Werner
Ms. Delores Hess
Mr. Jeffrey Werner