

Administrative Council Minutes

8:30 a.m. February 25, 2011

Room 301 Stratton Administration Building

Welcoming Remarks

Dr. Barbara Darden

Dr. Barbara Darden welcomed everyone and started the meeting at 8:33 am.

Approval of the Agenda

Dr. Barbara Darden

Dr. Richard Courtney motioned to approve the agenda. The motion was seconded by Mr. Jesus Pena, Esq. and passed as presented.

Approval of the Minutes

Ms. Christina Ferris motioned to approve the minutes. The motion was seconded by Mr. John Green and passed as presented.

Service Animal Policy / Procedure

Mr. Jesús Peña, Esq.

Mr. Jesus Peña, Esq. presented the council members with a copy of the amended Service Animal Policy/Procedure for review and approval. The amended policy includes the statement that “No pets allowed in any University premises.” Dr. Charles Woodard motioned to approve the Service Animal Policy/Procedure as presented. The motion was seconded by Ms. Sharon Picus and passed as presented.

Wellness Committee Report

Ms. Mary Gutekunst

Ms. Gutekunst provided the council members with an update on the membership, meeting schedule, activities/events and committee recommendations for the spring semester.

Status of Women Commission Report

Dr. Lyn McQuaid

Dr. McQuaid provided the council members with an update on the membership and workshops for the spring semester.

Smoking Committee Report

**Dr. Barbara Darden on behalf of Mr.
Robert Watrous**

Dr. Darden informed the council members that there have been some complaints regarding issues about smoking on campus. The council discussed the proper protocols which should be followed in handling the complaints. The council members also discussed some education efforts regarding smoking.

Status of Minorities Committee Report

Ms. Petritsa Chatzitziva

Ms. Chatzitziva provided the council members with an update on the committee membership, meeting dates, activities/events and committee recommendations.

As May Arise

Dr. Charles Woodard expressed his concern regarding recent incidents with speeding vehicles in the parking lot F-1. He plans to research the speed limits and discuss reinforcement with President Cevallos.

Dr. Richard Courtney inquired about the policy which requires students to provide a discharge notice as documentation when they miss deadlines for an assignment or exam. The council members informed Dr. Courtney that the Health and Wellness Center provides the student with a discharge notice to be shared with their respective professors.

Dr. Barbara Darden notified the council members that she is searching for a representative from the administrative council to serve on the University Strategic Planning and Resource Committee.

Ms. Petritsa Chatzitziva suggested that the University reopen the Keystone Field house during lunch time to be utilized by the Kutztown community. The council members suggested that Ms. Chatzitziva submit a written proposal to Dr. Woodard for review.

Ms. Petritsa Chatzitziva made a motion to adjourn the meeting at 9:55 a.m. The motion was seconded by Dr. Charles Woodard and passed.

Members Present:

Members Absent:

Dr. F. Javier Cevallos
Dr. Barbara Darden
Ms. Sharon Picus for Mr. Gerald Silberman
Mr. Jesús Peña, Esq.
Dr. Chick Woodard
Ms. Christina Ferris
Mr. John Green
Dr. Richard Courtney
Ms. Petritsa Chatzitziva

Dr. Paul Ache
Mr. Robert Watrous
Dr. Paul Quinn
Dr. Michael Gabriel
Ms. Samantha Dennis
Mr. Jerry Silberman
Dr. Carlos Vargas

Guests Present:

Ms. Mary Gutekunst
Dr. Lyn McQuaid