Administrative Council Minutes

March 29, 2013
8:30 am
Room 301 Stratton Administration Building

Welcoming Remarks

Dr. Darrell Garber

Dr. Darrell Garber welcomed the Council and guests at 8:30am.

Approval of the Minutes

Mr. Chad Brown motioned to approve the minutes from February 15, 2013. The motion was seconded by Dr. Karen Rauch and passed as presented.

Violence Training

Dr. Javier Cevallos

Mr. Jonathan Kremser gave his insight regarding the media portrayal of the recent school violence incidents. He highlighted the various safety protocols we have on campus and concluded that KU is generally a very safe place. Dr. Javier Cevallos mentioned that cameras were being installed on the roads and back parking lots on campus. However, with limited budgets they are unable to be monitored 24/7.

There was more discussion on educating students to be more aware of their surroundings. Suggestions include covering student awareness in “Connections” or residence hall training. Faculty could also benefit from an emergency plan, should an incident arise while they are teaching.

Next Steps for September:

- Mr. Gerald Silberman will investigate most effective way to implement safety training for students in the fall 2013 semester.
- Dr. Carole Wells will work with “Connections” and the residence halls to see how safety training could be incorporated into these programs.
- Dr. Duane Crider will work on creating a brief emergency plan for faculty.
- Mr. John Dillon and Dr. Richard Courtney will work together to track locations of recent incidents on campus in an attempt to identify “hot spots”.

Additional Ideas:

- Deans could devote a faculty meeting every academic year to campus safety, or each department could schedule their own safety meetings after the faculty meeting.
- Include campus safety in new faculty orientation.
- Review our current enhanced security system.
Since the February meeting, Ms. Michelle Hughes revised the presented proposal for the 2014-2015 Academic Calendar. The new request includes having the Tuesday after Labor Day as a holiday for students, and the Monday after Columbus Day becoming a teaching day. This will eliminate the need to make up the 2nd Monday holiday.

A tentative 4-day final exam schedule is currently being built to be presented to the Council at the April meeting. Until then, the Registrar’s Office has only proposed to approve the changes to the Labor Day/Columbus Day holiday schedule.

Dr. Garber requested a motion to table this item and hold an additional Council meeting to conclude discussions on the Academic Calendar. Chad Brown seconded and the motion was passed. The meeting will be held on Friday, April 5th at 8:30am.

Dr. Garber reminded all that Committees are to report activities at our next regular meeting on April 19, 2013 at 8:30am.

Dr. Rauch, Ms. Tracy Reidenhour motioned to adjourn at 9:20am.

**Members Present:**
- Dr. F. Javier Cevallos
- Dr. Darrell Garber
- Dr. Karen Rauch
- Mr. Chad Brown
- Ms. Tracy Reidenhour
- Dr. Paul Quinn
- Mr. John Green
- Dr. Carole Wells on behalf of Dr. Carlos Vargas
- Mr. Jerry Silberman
- Dr. Richard Courtney

**Members Absent:**
- Ms. Frances Cortez Funk
- Dr. Deryl Johnson
- Mr. Ray Dunkle
- Mr. Paul Keldsen
- Mr. Jesus Pena, Esq.

**Guests Present:**
- Ms. Louise Male
- Mr. Steve Helms
- Mr. Jonathan Kremser
- Dr. Duane Crider