Administrative Council Minutes

September 14, 2012
8:30 a.m.
Room 301 Stratton Administration Building

Welcoming Remarks

Dr. Darrell Garber

Dr. Darrell Garber welcomed everyone and started the meeting at 8:35 a.m.

Approval of the Minutes

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

Stairway & Corridor Fire Safety Policy

Mr. Steve Helms

Mr. Steve Helms presented his proposal for the implementation of Kutztown University Policy A&F 028, Stairway and Corridor Fire Safety Policy.

The purpose of the policy is to develop a plan within the University to facilitate a smooth flow of day-to-day foot traffic through the buildings, stairways and corridors. The policy will also develop a plan to provide a safe and adequate means by which large numbers of occupants may relocate, or quickly exit the buildings during an emergency. ADA compliance would be taken into consideration of this policy in regards to the various building structures on campus. Exceptions to the requirements listed in the policy must be approved in advance by the Director of Environmental Health and Safety. The members of the Administrative Council discussed the Implementation of the policy and suggested that the first point of contact should be the Deans. They would discuss risk management and any required action would be taken by the Dean in collaboration with their Chairperson. It was suggested that Mr. Helms meet with Deans. The effective date is the date the President signs as approval.

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

Wellness Committee Appointment

Mr. Steve Helms, chair of the Wellness committee reported the appointment of AFSCME member. He will also inform the Admin Council of the SGA appointment when it happens.
As May Arise

1. Dr. Deryl Johnson regarding the disillusion of ombudsman. Senate will review all policies. Recommends adim council perform policy review.

Chad, Jerry motion to adjourn at 9:23am.

Members Present:
Dr. F. Javier Cevallos
Dr. Darrell Garber
Dr. Carlos Vargas
Mr. Chad Brown on behalf of Ms. Fran Cortes-Funk
Ms. Christine Ferris on behalf of Ms. Tracy Reidenhour
Dr. Deryl Johnson
Mr. Jerry Silberman

Members Absent:
Dr. Ache
Dr. Karen Rauch
Dr. Micheal Gambone
Mr. John Green
Mr. Paul Keldsen
Mr. Jesus Pena, Esq.

Guests Present:
Mr. Steve Helms