

**Reich College of Education  
Administrative Council  
Minutes**

**June 23, 2009, 10:00 am, Room #314 EDH, Greene-Oakes**

**Members Present:** Charles Duke (chair), Doris Jenkins, Roma Angel, Jim Killacky, Richard Culatta, Monica Lambert, Richard Riedl, and Lee Baruth

**Members Excused:** Michael Jacobson and Dolly Farrell

**1. Approve Minutes from May 5, 2009, Meeting:** Minutes were approved with some name corrections.

**2. Budget Update:** The House and Senate are now in Conference over the budget differences. Dr. Duke discussed some of the points of difference. Reduction projected for management flex. This would mean if positions are vacated they probably will not be filled. Any funding for planning of a new Health college building has disappeared. The House has proposed a tuition increase of \$200; however, if approved, this money would not go to the colleges, it would remain in Raleigh. The House went through and identified centers at each of the institutions and they may receive a 20% cut. This includes the National Center for Developmental Education and the Math and Science Education Center that are in the RCOE. House proposes to freeze longevity payments for 2 years, and reducing the number of tuition free courses staff can take from 3 to 2. No salary increases for faculty or staff are recommended. These are all issues that are under discussion along with many others. The overall picture is not good. Enrollment increase money is position money and will be used to offset the budget reductions. The cut will probably be at least 8% and there will probably be another cut next year.

**Operating Budget:** Dr. Duke provided a handout on the operating budgets for departments. Lynn Church discussed the operating budget handout. The coordinator pay is not impacted at this time but it does have to be funded with existing vacant position money. The college does not receive additional moneys for these expenditures. People that were promoted this year will probably not get increases for those promotions.

Equipment- purchases of equipment are still suspended. In cases where equipment is necessary we can submit those to Tim Burwell for possible approval. Any purchase order that exceeds \$1,000 will have to go through Tim Burwell.

Membership dues- we are not paying the dues to AACTE this year so that means we will not be members of AACTE this year.

We will keep you posted on the budget issues as we get more information.

**Employment-** Temporary hires are not cleared to be hired. Also student workers should not be promised positions. If a SPA person decides to leave, we may not be able to fill that position.

**Extension Budget:** We are not counting on the \$1,000 per course money because we may need that funding to pay salaries and travel to operate. **We need to be cautious with our new cohorts and make sure sufficient enrollment- 15+- is available before proceeding.**

**Copying:** You can purchase supplies out of operating funds. We need to look at caps for everyone and have those set by the department to keep copying under control.

**On-line evaluations-** seem to be a good way to evaluate as long as there is follow up. This would be a good thing to look at incorporating. We need to be careful that we have this documentation for all faculty members, full and part-time.

**Travel Guidelines:** We are to continue the situation we have been under for institutional travel. If the expense of an overnight stay is cheaper than the traveling expense for returning each day then we will cover the cost. Faculty members really need to be cautious with the travel. They will need to be prepared to provide justification of the cost for overnight stays if necessary.

### **3. Other:**

**Electronic Signatures:** This is a cumbersome process at the moment. We are not prepared to do this at this time but we would like to move in this direction university wide and will begin exploring ways to encourage the institution to move in this approach.

**Zone printers:** There are systems that can set maximum number of copies for zone printers. What is a reasonable cap? How much are we spending on toner, paper, number of copies, etc.? We will take a look at this and see what we can come up with. There will be no printing on the zone printers for now.

**Overall admissions are down.** The university lowered the target by 50 and took 50 more transfers than they had anticipated.

**Dr. Duke sent members an e-mail on CurricUNET.** Not only do administrators need to go, you need to have staff attend as well.

**Registrar-** an offer is out for that position. However the Admissions position is still unfilled.

**Dr. Duke provided a handout on promotion/tenure and asked chairs to check for accuracy.**

**Faculty evaluations-** we are supposed to do evaluations on part-time as well. Fixed term have to be done every 3 years.

**Chairs annual evaluation of faculty has to be written and in the faculty member's personnel file.** The DPC's provide a written review for the 2<sup>nd</sup> year informal. There should be a written evaluation for every faculty member.

**If we hire people who do not have their Doctorate and do not have the 18 hours in the content area you need to make sure there is sufficient documentation explaining the hiring rationale.** This is very important in the upcoming SACS accreditation.

**Dr. Duke provided a handout with the AC and TEC meeting dates for the 2009-2010 school year.**

**We are about to launch TK20.** There will be some training going on this summer. We still have agreement from the university that they will pay the \$100 per student fee that is good for 7 years.

**Dr. Duke discussed the draft letter he sent to AC members that will be going to new faculty members.** Dr. Duke would like your input. Please provide the addresses for the new faculty members.

**Faculty offices are still being looked into and we are awaiting renovations to create an additional six offices.** That is why nothing has been put out yet. There may be only 1 window office available and it will go fast.