

**Reich College of Education
Administrative Council
Minutes**

October 26, 2009, 10:00 am, Room #314 EDH, Greene-Oakes

Members Present: Charles Duke (chair), Doris Jenkins, Roma Angel, Jim Killacky, Michael Jacobson, and Dick Riedl

Members Excused: Dolly Farrell, Monica Lambert, & Lee Baruth

Guest: Beth Clark & Seth Norris

1. **Approve Minutes from October 13, 2009, Meeting:** Minutes were approved without changes.
2. **Safety office about Safety Evacuation- Beth Clark & Seth Norris:** Beth discussed fire safety and safety in general. Fire safety/ drill- Beth provided assembly points on a map that showed meeting at the rock garden by Rankin and an inclement weather location in the breezeway at Rankin South. What is the most appropriate way to monitor that the building has been evacuated? Beth referred to the faculty handbook. Beth provided a copy of the guidelines from the handbook to Dr. Duke. Faculty members make sure their students get out and staff members make sure that they themselves get out. Octagon occupants may need to exit to the front of Raley. We need to make sure that anytime an alarm goes off that everyone takes it seriously and gets out of the building. Communicate to people to congregate at the rock garden and avoid going out the front if possible. If they do go out the front door on the Rivers Street side, they need to make their way to the rock garden.
Other emergency situations: Seth discussed the other emergency situations. Active shooter has been a focus on campus. We would like to have a person or persons to be liaison(s) for the building to emergency personnel. The university is working on template plans per building for emergency responses. Buildings will plan for emergencies. Building coordinators- 2 people- departments come together to select building coordinators. This policy creates a person for everyone to go to if an emergency occurs and to create procedures to follow in case of an emergency. That person(s) would make recommendations based on training. These persons would seek the emergency responders to provide emergency personnel with information about the building and any occupants left in the building. This semester is when we would like to have the resources available so that we can start working on this plan in the spring. There is nothing in this plan that is new. It just puts the information together for better access. The building coordinator would train everyone. They would not be responsible for the technical abilities. They would just pass on the information and answer questions as needed. We could have a quick reference guide in classrooms and administrative areas for easy access. Any particular characteristics that we would need to look for in the building coordinators? We would like someone who is here at regular intervals and someone with existing relationships throughout the building would be helpful. You would look to department heads for identifying the particular people that would make good coordinators and they would have confidence in. We are looking for 2 to 3 individuals in the college to hold these coordinator roles. We may need to look at a network of people for this process due to the availability of individuals.
3. **Strategic Planning:** Held for another meeting.

4. Budget: A preliminary budget was passed out to Chairs. Departments received \$55 less per FTE. We will go ahead with the \$1,000 per course for summer II and fall. We are not going to release spring per course extension money yet. Our salary budget is very tight. You at least have a guideline for operating money. On-campus new positions have been allocated and we did not receive any of those positions. We may propose lines for faculty position for extension. Outside of our existing positions being advertised we need to see if we want to request additional positions. There still is a 5% holdback on-campus as well as the 5.2% cut from the GA. Right now we still have to send all travel through for the provost office for approval as well as any purchases over \$1,000. Extension \$1,000 per course- we have used the money for professional development and some have used it for copying and supplementing operating budgets. We are not changing the allocation. There is a departmental allocation for special projects. Copying was brought up. Can we lift some of the restrictions on copying? Chairs can loosen the copying through the \$1,000 per course money. The restrictions are still on for copying. Chairs can make the decision to increase a faculty members copying allocation. If you increase allocations, you would need to provide the paper for the increased allocations.

5. Other:

Diversity Committee: Dr. Duke provided a handout called Perspectives of African Faculty and Families at ASU. Dr. Mudiwa provided the information to the Diversity Committee about the African community at ASU. Faculty Fellows- we are not on the list for faculty fellows. We continue to run into difficulties getting green cards for international faculty. Washington is not taking any action on those green card applications.

Print ad and on-line ads will come out on October 30, 2009, in The Chronicle for vacant positions. The on-line ads are up through the equity office now. When we get down to final individuals we will have to do the background checks on them before they are brought to campus. If you have another vacancy to fill you could go ahead and try to do a search on that position. We would have to put out another print ad.

Jeff Williams is retiring. Should that position be filled or should we fill it with an interim or should we look at a Vice Chancellor position for technology? It is worth going for the Vice Chancellor position was the feel. We need someone with an overarching vision and very seasoned.

Next AC Meeting is on Tuesday, November 10, 2009, at 10:00 am, in Room # 314 EDH, Greene-Oakes.