

**Reich College of Education
Administrative Council
Minutes
May 20, 2010, 10:00 am, Room #314 EDH, Greene-Oakes**

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

Members Excused: Dolly Farrell

1. **Approve Minutes from May 4, 2010, Meeting:** Minutes were approved without changes.
2. **Space/ Offices:** Is going to be very tight this year. We have 12 new tenure track people we will be getting this year. HPC has 2 offices that will be open in their departmental area. We can use those as needed per Lee Baruth. We have a possibility of 13 offices available. We have put in a request for an estimate on splitting the old CD staff area into 2 offices. They will give us an estimate but it will be approximately 3 months because it has to go through the GA. One of the clinic rooms could be converted to an office and we are getting an estimate on that as well. The new chair for CD will be staying in Duncan and her assistant will be here as well. They will also need a storage room for the CD Program. We are trying to be as accommodating as possible as well as keeping our needs in mind. It looks like we will have space but are continuing to look at alternatives.
3. **CD & FCS Changes:** Angela Losardo is the new chair of the CD program. CD will remain here for the time being until we move into the new Education Building. We are in the process of trying to hire a new chair for FCS. B-K, Child Development, Secondary Ed., and Apparel and Textiles are the FCS programs we are getting. Lucy Brock will be in portables up by Chapel Wilson for the short term. We have been told we cannot put people in the Lucy Brock building because of the construction going on behind that building. We have been offered the possibility of temporary space in Sanford for the departmental office for FCS. We are in transition with FCS. The chair of FCS will join the Administrative Council.
4. **Copying for Fall:** We would like to continue our model from 09-10 for fall 2010. It seems to have worked pretty well for copying as well as zone printing.
5. **Budget:** The Governor has put out her budget. The House and Senate will have to put out their budget proposals. As we roll into July we encourage you to spend cautiously. Go ahead and figure you will have 80% of the budget that you had in 09-10. As far as we know with Extension we should be roughly the same as last year. Presumably we will continue to get recruitment money. We also hope there will be some enrollment increase money.
6. **Off-Campus/ Part-time Assistantships:** We do not have a substantial number of off-campus graduate assistantships. The funding is for full time students and off-campus graduate students are mostly part-time. The Graduate School is in the process of putting together a proposal to support part time off-campus students. Finding the funding is another issue in addition to the FTE issue. Can we come up with any ideas as to how we might structure this and what funding might be available? Can we increase on-campus full time programs in the summer? Each graduate department gets 2 graduate students to start and then it varies from there based on student generated credit hours. Assistantships are great for recruiting.

7. Administrative Offices in the New Building: Need to look at your departmental administrative offices and furnishings. There will be some standardization but if you need something specialized you need to point that out quickly. We are reaching the point that any major changes are not possible in the new building. In faculty offices and administrative offices they will be pretty consistent. Be thinking about the space and how you want it set up. If you have any special electrical needs you need to let Dr. Duke know now as well.

8. Other

- **Provost Search:** 2 candidates were invited back to meet with the Chancellor as well as others. They have been put forward as acceptable for the position. The Chancellor is going to take his time in this matter. If we are unable to get one of them by July 1, 2010, then there will probably be an interim situation. Hopefully the position will be filled by January 1, 2011, at the latest.
- **Supplementary Compensation will continue under the existing plan.**
- **Vacant Positions:** Those are the new Provost's responsibility but are not changing for the time being.
- **Salary Cap:** The issue of cap is still very much in play and will be closely monitored out of Academic Affairs. Dr. Duke asked chairs to be proactive in relation to salary cap. If you see where people are going to be over salary cap then we need to take a hard look at those issues and the alternatives, if there are any. Available staffing, sickness, etc., would need to be looked at in relation to rationale for going over cap and creating exceptions. Look at scheduling, look over caps and if you are well over for fall then you are going to have to look at spring strongly. Exceptions to salary cap should be addressed prior to going over the salary cap to make sure there is prior approval. We are still looking at the existing cap levels, 20% for academic year and 38.4% for summer. As far as we know there is no change in the 5% for on-line courses. Dr. Duke will double check on that issue.
- **Annual Report:** There are multiple aggregated departmental reports. Do not try to attach an aggregated report when submitting your reports to the Dean. The deadline for annual reports is June 30, 2010. Sometime in June or early July chairs need to schedule a time to sit down with the Dean for their annual conferences.

We are not going to meet in June.

Next AC Meeting is scheduled for Tuesday, July 20, 2010, at 10:00 am, in Room # 314 EDH, Greene-Oakes.