

**Reich College of Education
Administrative Council
Minutes
April 21, 2009, 10:00 am, Room #314 EDH, Greene-Oakes**

Members Present: Charles Duke (chair), Doris Jenkins, Roma Angel, Dolly Farrell, Jim Killacky, Michael Jacobson, Richard Culatta, & Lee Baruth

Members Excused: Dick Riedl

1. Approve Minutes from March 31, 2009, Meeting: Minutes were approved without changes.

2. Budget: Please look at all your expenses and get those up to Lynn Church immediately. Only essential copying should be allowed. We need to run all copies through assistants in the departments. We will need to set up copier codes so they will not work except for codes provided by departmental staff. Staff member will have to monitor copying very closely. Zone printing needs to be kept to a minimum as well. Any travel supervisors have taken needs to be submitted immediately. We should turn back in any permanent state cars. State cars are allowed for extension teaching travel. Field Experiences tried to call everyone and ask them not to stay overnight in visiting interns as well as for teaching classes. We are not sure on the grants at this point and we are going to try and get more clarification on that today, if possible. We are probably not going to be able to go ahead with the Academy for recruitment. We are cancelling the end of the year award luncheon. Faculty awards recognition will be held over until the fall opening meeting. We will notify the faculty within the week of the award but we will wait on the public reception. We are not going to be able to do staff appreciation awards this year. If someone wants to go ahead and travel on their dime they can. **If you do go you will not be supported by the university as far as liability is concerned. If a ticket was purchased with university funds, it must be cancelled. ASU will not honor the tickets.** We cannot process any new one year adjunct contracts for this coming year. Faculty will be paid for teaching summer school. However, operating expenses are in question for summer. GA's who were committed prior to April 9th for summer should be honored.

We will continue with the Honors Reception because we already have people committed to attending.

Dr. Duke asked if he had everyone's projections for extension for 2009 thru summer 2010. LES and LRE were not submitted yet.

Low enrollment classes need to be scrutinized closely for summer and for fall 2009.

3. New Programs: Held for next meeting.

- MAT
- Reading add-on Yadkin
- CBI
- Certificate in Assessment

4. Other:

Next AC Meeting is scheduled for Tuesday, May 5, 2009, at 10:00 am, in Room # 314 EDH, Greene-Oakes.