ADMINISTRATIVE ADVISORY COMMITTEE

Administrative Advisory Committee (AAC) Meeting
Reis Hall Lincoln Room
August 31, 2000

Present: Melissa Bames, Joe Di Christina, Cathy Madigan, Erin McAdams, Phil Ness, Dave Roncolato, Marian Sherwood, Don Vrabel and Mary Jane Webb. Ann Areson and Terrence Mitchell were unable to attend.

Chairperson, Don Vrabel called the meeting to order. Phil Ness moved that we accept the minutes of the June 7th meeting and Dave Roncolato seconded the motion. Joe DiChristina reported that we had $1,000 in our budget for this year.

Under old business, Don reported that he had spoken with Pat Ferrey and the first draft of the handbook is on Joe Grasso's desk. There was a request that our committee be permitted to review the handbook before it is finalized and Don will talk to Joe about this.

It was decided that we would meet the second Thursday of each month in the Lincoln Room. The fall schedule of meetings will be September 14, October 12, November 9 and December 14.

We will continue to send the minutes to all members for any corrections then email then to all administrators after corrections are made. I will get a list from Pat Ferrey of all administrators for the email list. Marian Sherwood will continue to post the minutes on the Allegheny web site.

Erin McAdams and Cathy Madigan agreed to serve on the Visibility Committee along with Terrence Mitchell who had previously been a member of this committee. They will work on a lunch for new administrators as well as a packet of information for them.

Sue Plunkett, a former member of AAC, raised a couple of issues that had been brought to her attention by other administrators and staff. The first was regarding salary raises: When will notifications of raises be sent and who will make those decisions. The second issue was regarding safety on campus. It was suggested that anyone who is afraid to enter a building or leave a building contact security for an escort. Cathy Madigan will take the issue to the Safety Committee for further discussion.

Don reported on the recent Finance and Facility Committee meetings held in mid-August. Don Vrabel and Ann Areson are the administrative representatives to FFC and Don Shea and Phyllis Hoople are the staff representatives. Admissions reported a successful year with a 20-year high on SAT scores and a good discount rate. The Annual Fund had a 10% increase and the endowment is at $118 million. There was some discussion about reorganizing offices on campus. In regards to compensation, there were some faculty on the committee that felt uncomfortable with the disparity between faculty raises and administration and staff raises. After discussion, President Cook said he could see there was a desire for parity.

Members of AAC questioned the use of a percentage of salary verses an equal dollar amount and how raises were related to the amount of work produced. They also asked about the College's policy on

consulting. It was decided to ask Joe Grasso to come to the next meeting to discuss these issues There also was a suggestion for all AAC members to contact three colleagues at other schools and ask them how their raises are determined and how evaluations are done. There was also a discussion about evaluations at Allegheny and how different departments handle this.

At our next meeting we will discuss the evaluative process, bring suggestions for AEC and the lunch for new administrators. Phil Ness made a motion to adjourn and Melissa Barnes seconded the motion. The meeting adjourned at 1:00 p.m.

Mary Jane Webb
Recording Secretary