ADMINISTRATIVE ADVISORY COMMITTEE

WELCOME OFFICERS MINUTES

Administrative Advisory Committee (AAC) Meeting
Reis Hall Lincoln Room
September 14, 2000

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

Co-chairperson, Joe DiChristina called the meeting to order and presided until Don Vrabel arrived. Ann Areson moved that the minutes of the August 31, 2000 meeting be approved as revised and Dave Roncolato seconded the motion. Joe reported that AAC has a balance of $944 left in our budget for this fiscal year.

The Visibility Committee reported that they will be sending a letter to all administrators explaining what the AAC is and who the members are. It will also explain what they should do if they have any questions or problems to bring before AAC.

There was a question from the community about the College's policy on bringing pets and children to work. Marian will check to see if any policies exist regarding this.

Don reported that he has spoken with Joe Grasso. The draft of the handbook is on Joe's desk, and he has agreed to let AAC look at it before anything is finalized. He would like a joint meeting with AAC and SAC to discuss any questions before the handbook goes to AEC.

There was a general discussion about the evaluative process and salary increases. Several members had spoken with colleagues at other institutions and reported how these processes were done at these institutions. We also discussed the variety of ways that evaluations are done or not done at Allegheny. The committee feels that there should be an expected, campus-wide, written evaluative process at Allegheny. The committee also agreed that the evaluation should be a process instead of a form so that it would be more flexible and fit different styles of managing and different departmental operations. The evaluation should also include goals for the next year and an annual plan of work.

Don asked about suggestions to bring to AEC when he is asked to meet with them. These items were mentioned and the committee agreed to have a special meeting later to prioritize and add to this list:

- Evaluative process
- A consulting policy
- Publication of an organizational chart
- Providing training for new managers on procedures and a handbook of procedures.

Don received an email from Pat Ferrey asking AAC's suggestions for what facilities should be included on the campus tour for new employees.

Cathy Madigan reported from the Visibility Committee that the AAC lunches for new administrators will

be held in McKinleys on the third Thursday of each month starting next Thursday, September 21st. The new administrators will be given a packet of Gator items and members were asked to contribute items from their departments if anything was available. Members should let Cathy, Terrance or Erin know when they will be attending these luncheons.

Don reported that the Finance and Facilities Committee discussed new initiatives. There will be an attempt to reinvigorate summer programs, workshops and conferences. These are not revenue producing but ways to have high school students experience Allegheny and attract them for Admissions. He also mentioned the Alumni College, which would bring alumni to campus to study in the summer.

Melissa moved that the meeting be adjourned and Marian seconded the motion. The meeting was adjourned at 1 p.m. Our next meeting will be October 12.

Mary Jane Webb
Recording Secretary