AAC November 3, 2011
In attendance: Alan Bartlett, Tahirah Jordan, Brian Kern, Jesse Lavery, Jodi Millin
Guest: Pat Ferray

New Business

1. Guest Discussion - Pat Ferrey - Human Resources Director

- Parental Leave for faculty, staff and administrators – falls under Family Medical Leave Act (FMLA). An employee can request up to 12 weeks off due to a birth in the family. Employee could use vacation, sick time, personnel time, or unpaid leave. AEC just approved five days paid leave for parent not giving birth, effective immediately. For adoption, 5 days applies for both parents (if applicable). The policy is still being written and will be officially announced soon.
- Maternal leave for staff and administrators – falls under FMLA. The college's short term disability policy provides 6 weeks of paid leave to the mother if it is a normal birth, and 8 weeks for a C-section. Employee may take additional time off (beyond the 6 or 8 weeks allotted through short term disability) as vacation, sick time, personnel time, or unpaid leave. Additional medical complications could extend disability policy benefits. The total leave allowed under FMLA is 12 weeks.
- Maternity leave for faculty – time off is decided in each case in consultation with the dean and department chair. There is a course-load reduction.
- AAC members are encouraged to talk to clusters about the new policy for parental leave and share information we have learned about parental and maternal leaves.

2. Financial Trilogy

Tahirah announced the upcoming financial trilogy. The first presentation will be November 10, from noon to 1 PM. The decision to proceed with the trilogy was based on Jason Ramsey and the committee's work last year. There will be two additional presentations. The first two presentations will have a dessert reception, while the final trilogy will be a luncheon. Funding is already provided for the luncheon. AAC, Staff Advisory Committee (SAC), and development office will each share 1/3 of the cost of desserts for the first two presentations. Please spread the word to our clusters about these presentations.

Old Business

1. Continue discussing topics from previous years

- Discovery week: This idea came from Jason Ramsey. An administrator could spend a week shadowing another individual or department to learn what they do and how they support the college. Questions to consider: How would you promote this? What are the organizational issues? Good Morning Allegheny is a similar idea. Decided to table this issue.

- All College Picnic / Summer Trilogy: There is no longer an all college picnic in the summer. It has been replaced with the summer trilogy, sponsored by SAC. In the past, SAC has asked for a representative from AAC to assist with the planning of the summer trilogy. Also, SAC has asked for AAC's assistance to promote employees participating in summer trilogy to have time off to attend. Jodi will contact president of SAC to see if they would still like our assistance.
- Revise bylaws to include a clause about missing too many meetings. It is unclear why members are missing meetings. Is it possible that we need to change the date or time of our meetings? Tahirah will investigate this issue further.
- Sustainability education: Can AAC help spread the word about sustainability? Kelly Boulton was not present, and Alan Bartlett discussed what he knew about this issue. Given the number of trash containers to use for recycling and compositing, there is confusion about which container to use. One idea that has been suggested is investing in labels to place on the containers to better identify. Are we still interested in this project? Is there a budget already in place elsewhere to fund this project? What are the logistics, such as how many containers would be involved? What is the overall financial magnitude of this project? Jodi will look into a budget, and what it might cost to create labels.

2. Updates regarding new hires program

At our last meeting, we asked for clarification about the mentoring program for new employees. Tahirah reported that Service Excellence Committee (SEC) is still offering a mentoring program. When an employee signs their paperwork in human resources, they are presented an opportunity to participate in the program. Participation is voluntary. SEC is willing to take any suggestions we might have.

3. Website updates

No pictures were taken. Tahirah will send a student around to offices to take pictures for those that have not sent a picture to her for the website.

Respectfully submitted,
Brian Kern