Administrative Advisory Committee Meeting Minutes
November 8, 2005

Present: Melissa Burns, Tiffany Cipollone, Jennifer Foxman, Erin Kirk, Jessica Pentz, Jason Ramsey
Not Present: Linda Clune, Mounira Morris, Ellen Nolan, Mike Richwalsky, Marian Sherwood

Old Business:

The Citibank speaker on October 26th, 2005 presented successfully. Turnout was higher than expected and most feedback was positive. The high turnout was expected to create groundwork for the success of future sessions.

The committee members reported responses from their clusters, which is included in new business.

New Business:

Erin Kirk reported a request regarding paying competitive rates for students in professional capacities. Erin had already referred this question to Mike Richwalsky who pursue the question with Pat Ferrey. Melissa Burns shed light on the possible solution, which is an internal discussion in Financial Aid regarding matching student pay to the planned increases in the state minimum wage.

Tiffany Cipollone reported requests regarding continued review of administrative compensation. Tiffany and Jen Foxman are making requests of members of FFC and AEC to attend December's AAC meeting to discuss this topic. AAC pursued this topic with Marcus Buckley last year. The new Vice President for Finance and Administration will be the best person to address these issues in the future.

Tiffany also reported a request to look into a campus-wide fund for professional development, for use by employees to attend conferences as well as to bring events to Allegheny for those who may not be able to travel to conferences for various reasons.

A third request reported by Tiffany was that the administration should consider pursuing a greater role in the running of the College or "a seat at the table." AAC agreed to consider this from a philosophical perspective, while also considering the realities of the world of higher education. AAC also agreed that the committee is a vehicle in which the administration can be represented in that arena.

The fourth request reported by Tiffany is that AAC Minutes be posted online. Jason Ramsey will check with Mike Richwalsky on the procedure for that to be done and immediately post minutes from this year so far.

Jen Foxman mentioned a “President’s Commission on Women at Allegheny” and will investigate how this may relate to the administration of the College.

Service Excellence Committee Update:

Tiffany and Jess updated the group on the following developments:

- Development of departmental flowcharts
- Review of Orientation methods for new employees
- Phone etiquette training
- Centralized resource guide
- Student appreciation day
- Cross-Department training

Next meeting is December 13th at noon in the McKinley’s Private Dining Room.

Respectfully submitted,
Jason Ramsey