



ADMINISTRATIVE ADVISORY COMMITTEE

WELCOME BYLAWS OFFICERS MINUTES

Administrative Advisory Committee (AAC) Meeting

Reis Hall Lincoln Room

December 7, 2000

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

The minutes of the November meeting stand as presented. There was no Treasurer's report available.

Ann Areson reported that she had been asked about better lighting in the parking lot behind the Odd Fellows Building. We don't own this building yet so Don will check with Ken Hanna to see if there is anything that can be done now.

The rest of the meeting was devoted to questions and comments about the Administrative Policy Manual. Mary Norton reported that there will be two books presented instead of the combined book for staff and administration. There will also be an opportunity for both SAC and AAC to review the manual before it is finalized. It was also suggested that there be a Table of Contents added and that it be presented in loose-leaf fashion allowing pages to be inserted when changes are made. Another suggestion was to have a committee that would review the manual periodically and recommend changes, updates, etc.

The following were suggestions/comments on specific sections of the manual:

Page 1 - The statement regarding At Will Employment-change the language to indicate that the College values its employees. Maybe move it to section 8.

Page 3 - Broadcast email about new hires or list them on the inside news weekly.

Page 4 - Change wording to indicate the College MAY reimburse employees for moving expenses. Add that Human Resources will be happy to explain the protocol for interviewing or add as an appendix. Also add that Human Resources should be consulted prior to the recruiting process.

Page 5 - Employee consulting—There were several questions and comments about this subject. What happens if you are already committed as a consultant prior to this statement being published? Why are faculty treated differently in this regard? Do we need to add a clause about consulting work that interferes with regular work? Time? Conflict of interest?

Page 6 - Why is there a deadline of May 1st for hiring Allegheny students? If we wait until then, we will not be able to hire outside of the College if no Allegheny students are available.

Page 13 - Change wording on Holidays (leave out sentence about Christmas and New Yearsholidays. Also note that some administrators are required to work on Labor Day.

Page 16 - Add statement about telephone discounts through Alltel at home. Add section about computer loans, ID cards and Wise Center passes for family members.

Page 18 - Section 8.01 - Note that this is usually defined by individual departments.

Page 23 - Travel insurance - How much are we covered by the College policy? NOTE: Employees are covered at the rate of \$50,000.

Mary Norton asked that if anyone had any more comments or questions to direct them to Mary Jane Webb and she could forward them to her.

It was decided that the meetings for the next semester would be the second Tuesday of each month (January 9th, February 13th, March 13th, April 10th and May 8th).

The meeting was adjourned at 1:10 p.m.

Mary Jane Webb
Secretary

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