AAC Meeting
March 14, 2013

Attendance: Kate Gullata, Erin Detwiler, Kelly Swiney, Mary Jane Webb, Brian Kern, Jesse Lavery, Rebecca Dickinson, valerie guerrero, Jodi Millin

Correction of February Minutes: Jesse, not Jodi, will post on Inside Allegheny.

Minutes approved as corrected.

Rachel Garza, Associate Vice President for Marketing & Communications, came to the meeting to introduce herself and talk about new initiatives in Admissions.

- People and Places turning from paper to electronic format which will provide a searchable data base for media with a news feed feature.
- Visiting families will have photo taken in front of a branded background. Sent to them electronically, encouraged to share on Facebook etc. The photo is also sent as a follow-up postcard.
- CRM (customer relation management) system is in the works. It will consolidate 4-5 separate systems currently being used and will customize messaging better. Live in July for next recruitment cycle. Enrollment RX shouldn't change how LC interacts with newly enrolled class.
- Question: Is Admissions capturing the information of local middle and high school students who participate in campus programming? Rachel will follow up on this.

VP Search: Initial interviews (8) will finish next week. Approximately four candidates will be invited to campus for presentation/visit on March 27, 28, 29 April 3, 5. A decision will be announced several weeks later. There will be a vehicle for collecting feedback from employees.

Items from AAC website (Human Resources was consulted in each case):

1. Can summer hours be extended until classes start? Answer: no, August is one of our busiest months getting ready for new class. AEC decides each year whether summer hours will be offered or not. The decision is not announced until employment letters come out in early May.

2. Can we extend family leave benefits? The person who submitted the question feels that currently FLMA is inadequate. Policy was just changed: paternity leave (5 days paid) was added. There are also 12 weeks, unpaid, through the Family Leave Act for men or women. Birth is a medical condition which entitles the mother 6 weeks or 8 weeks (c-section) paid leave. The mother then can take up to 12 weeks total through the Family Leave Act.

Election prep: We moved to Wufoo ballots last year. Voters were required to submit their names. There was ome pushback about this. Decision: Replace the required name field with an honor code statement. Jodi will revise and send to us to proofread. Target date: send out ballots at the end of April for a two-week voting period. A small committee will tabulate and ask candidates. There was a question about ties. By-laws: draw names in case of ties.

April - Terry B. re Gateway updates.