Administrative Advisory Committee Meeting
Treasure Room – Reis Hall
February 18, 2003

Present: David Chambers, Jim Fitch, Phil Foxman, Gretchen Kerr, Sherry Proper, Marian Sherwood, Kathy Uglow, Linda Wetsell

Mary Jane Lombardi, Andy Naples, and Sally Barrett Hanley, were unable to attend.

Sherry Proper called the meeting to order at 12:05 p.m.

Dan Willey attended this meeting to discuss the Administrative Program Planning Subcommittee's work for the Middle States Re-accreditation and to get the AAC Committee's opinions/comments about the February 13, 2003 Draft Proposal for Administrative Program Planning, prepared by Rick Holmgren. He and Phil Foxman addressed many comments about the proposal. A majority of the group discussion centered on the following main topics:

- The plan is primarily for Allegheny College's internal use, not just to report to the Middle States.
- In the proposal, the term 'administrative program' used to describe various offices, departments, etc., needs to be clarified since it may be confusing to some campus administrators.
- There is a need to establish a reasonable timeline for this planning process.
- The plan needs to fit in with similar individual office/department plans already being implemented on campus.
- The process needs to involve everyone and not be considered a top down approach. However, there needs to be oversight, in some manner, at the executive level to assure that Allegheny College's goals and the individual departments'/offices' goals go hand in hand.
- It will be valuable to have a resource/facilitator individual or group to aid in the process.
- It was explained that there are three parts to the one evaluation process: (1) Long Range Planning (2) Tasks (3) Staff satisfaction. This process should lead to an action plan that will take place over the next few years. This timeline would have to be decided and there should be room for change built into the plan.
- It will be important to make sure off-campus surveys are well coordinated as to not overwhelm those audiences being polled with frequent questions from numerous offices/departments.

Dan Willey requested that all AAC members please contact him with additional comments or questions. He will have a completed document for review later this semester.

Items from the Community:

- Gretchen Kerr handed out programs from the 2003 Etiquette Dinner to those who wanted copies and reported that eleven administrators had attended the event.

Old Business:

- The New Administrator Welcome Breakfast is scheduled for Wednesday, February 19, 2003, from 8:30 a.m. – 10:00 a.m. in the Schultz East Alcove. Thank you to Phil Foxman for providing Allegheny mugs for the new administrators at this event.

- Sherry Proper asked the Committee members if they had received her e-mail regarding information from Human Resources about the Exempt Staff Handbook draft that is now on the web. Everyone said the correspondence was received. Sherry reported that Marcus Buckley would send out a notice when the final version of the handbook is online.
- The discussion about Professional Development workshops will be tabled until the next meeting. However, Gretchen Kerr distributed the draft sample survey she prepared to poll campus administrators' interest and preferences for the workshops. Committee members were then able to take the draft with them for review.

New Business:

- The next AAC meeting was rescheduled for **Tuesday, March 11, 2003,** at noon in the Treasure Room. (There will not be a March 18 meeting.) Sherry Proper will reserve the room and send out an e-mail that includes the new information.
- The spring election of new AAC members will be discussed at the March meeting.

The meeting adjourned at 1:05 p.m.

Respectively submitted,

Kathy Uglow
Secretary