

Administrative Advisory Committee Meeting Minutes December 14, 2004

Present: Mike Richwalsky, Kate Copeland, Keri Fadden, Jen Foxman, Jennifer Spirer & Sue Plunkett

Unable to attend: Phil Reinhart, Mounira Morris, Gretchen Beach, Tiffany Cipollone, Julianne Foltz

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

Speaker:

Recent FFC activity:

Following a question from Gretchen Beach at our last meeting we have been interested in the work FFC (Finance and Facilities Committee) is pursuing in regards to compensation packages for faculty, staff, and administration.

Marcus Buckley came to report on the most recent findings of FFC. They have come up with a recommendation with regard to total compensation adjustments for faculty, administration and staff. Below are some of the points and questions that were brought up during our conversation. Please see packet of information from Marcus (received at meeting and sent to those who were not in attendance).

1. There's a slip up with the use of the word salary. We talk about total compensations.
2. These are floors (minimums) if we can do better we will.
3. Faculty has lost the most ground as a group and is the easiest to adjust.

Administrative and Staff compensation comparison research will be done. Melissa Mencotti and Larry Lee will be working with Pat Ferrey to help put together and communicate a plan for Administrative and Staff adjustment requests.

One of the goals was to help retention of both faculty and staff. Marcus reminded us that it is important to note that with respect to future budget development compensation is an important variable, but it's not the only one.

Questions –

1. During the 2nd year will everyone get the same amount of a raise? -- No it will probably be variable based on market value and equity.
2. Why isn't merit more important in the process? -- haven't really instituted a good performance appraisal system and it is difficult to determine in higher education compared to the private sector.
3. Define internal equity? – Keeping salaries similar between people who do the same kind of job. I.E. office managers, secretaries, etc.

New Business:

FFC Discussion continued after Marcus Left:

Jen Foxman suggested that we need to ask Melissa and Larry to come to an AAC meeting to tell us what their process for determining adjusted compensation will be. And in the mean time we'd like to make some recommendations. First we think that we should determine a procedure before adjustments are made to ensure fairness. We could ask members of each department to order salary surveys from their various professional organizations as we can do the most accurate comparison. We want to know if Pat Ferrey will be willing to share information if people have questions; such as what job descriptions with which they have been compared. Essentially, we determined that we have a good deal of questions and need to speak with more Melissa and Larry to see what information they have at this point in regards to a process.

Division of Constituents:

We've broken down the Administration into Groups and given each member a list of approx 16 people to contact. We would like them to do it some time before the next semester. It could be some kind of Happy New year message. Mostly introducing ourselves as a resource and directing people to the minutes on our website. Jennifer Spirer will make a sample message for folks who aren't sure what to say. Mike Richwalsky has agreed to post the minutes on the Web.

EEO Update:

Keri Fadden brought up the fact that she's been looking into the situation with the EEO officer and how other schools handle it. It seems that, like some of our comparison schools we have our EEO officer as a member of HR. We still don't think this is the best policy. Keri has agreed to speak to Marcus about it. It will be important for AAC to educate administrators on how to file equal employment complaints and describe the process in detail.

Also, we discussed that we should probably promote ourselves better as resources to the community as a whole.

Professional Development events:

Keri received the list of Citibank's professional development seminars. Please look over and make suggestions (included in packet). If anyone has ideas please send them to Keri.

The meeting was adjourned at 1:10 pm.

Respectively submitted,
Jennifer Spirer
Secretary