

Administrative Advisory Committee Meeting November 11, 2003

Present:, David Chambers, Keri Fadden, Jim Fitch, Nancy Frambes, Phil Reinhart

Sally Barrett Hanley, Gretchen Beach, Kate Copeland, Julianne Foltz, Gretchen Kerr, and Kathy Uglow were unable to attend.

David Chambers, Chair, called the meeting to order at 12:05 p.m.

New Business:

- ◆ Middle States Accreditation – Dan Willey from the accreditation process committee joined us to answer questions about the administrative self-study and planning feature of the accreditation plan. Some general observations that Dan shared are that nothing is mandated in the report we received – this is all just simply the recommendation of the committee.
Questions and answers are as below:
 - Q. The report mentions hiring a consultant for the administrative review – does each department hire its own or is it just one for all of administration? Can we simply have a list of potential on-campus and community consultants as being offered to Faculty? Where will the funds come from for the consultant?
 - A. Each department starts the planning process by doing a self-study and then brings in their own consultant to review (for example, someone at a similar department at another school). Consultants review the self-study and conduct interviews with the goal of providing an outside perspective. The time frame is uncertain at this time (maybe in a year) and it is also uncertain where funds will come from.
 - Q. What is the accreditation process?
 - A. Middle states will assign us a team. They will read all reports, conduct interviews, and determine if the general community is aware of assessment process. The team is scheduled to come in March. We are involved in a new “alternative” process in which there is an evaluative review rather than just a checklist (this was our choice to pursue this option).
 - Q. Are merit-based raises a factor in the accreditation process (community question)?
 - A. Not that Dan is aware of, although he will check into this.
 - Q. Should AAC have a role in disseminating some of the expectations of the accreditation process (i.e. educating administrators about the self-study and planning reports)?
 - A. This needs to be AEC-driven. It may be more appropriate for supervisors to disseminate the information to their staff. AAC is willing to help with this process if AEC is interested.
- ◆ New Admissions Message – some key departments on campus have been given a 45 minute presentation from Admissions about the new message they are using. This is not practical for one of our meetings, but they do plan to have some open campus presentations that we could attend. David will share this information with us and we can share it with our constituents.

Old Business:

- ◆ The minutes from the October meeting were distributed by Keri Fadden. Any corrections should be forwarded to her.
- ◆ Holiday Party – SAC has requested that we increase our contribution from \$150 (as already agreed upon by the committee) to \$200. Because we have already voted on the \$150 and we do not have a quorum today, we agreed to stay at this amount. If the party goes over budget, we can discuss additional funds at that time.

- ♦ Computer Training for Administrators and Staff – briefly discussed if this is too big of an issue for AAC to try to address (seems to have a lot of history to it). Should it be a part of professional development (which HR is apparently exploring at this time)
- ♦ Professional Development – Gretchen Kerr is creating a summary of the survey conducted last spring. David will post this to the website.
- ♦ Part Time Employee Recognition – David will contact Deb Baker to discuss. After we have discussed this with Deb, we will approach SAC to share our thoughts.
- ♦ Sodexo – David shared a draft letter to the Facilities and Finance Committee expressing our concerns about the increase in costs as well as the lack of communication of this increase. We do need to consider more carefully how we want to address this. Email any feedback to David.

Items from the Community:

- ♦ Ergonomic workstations – concerns about making sure that workstations are ergonomically correct to avoid workplace strain. Nancy will check with Human Resources on any standing policies or procedures.

The meeting was adjourned at 1:05 p.m.

Respectively submitted

Nancy Frambes, Secretary