



ADMINISTRATIVE ADVISORY COMMITTEE

WELCOME BYLAWS OFFICERS MINUTES

Administrative Advisory Committee (AAC) Meeting Reis Hall Lincoln Room, February 22, 2000

Present: Amy Hirschy, Rich Metzger, Terrence Mitchell, Don Vrabel, Melissa Barnes, Sue Plunkett, Ken Hanna, Pat Ferrey, Sonie Parry

The meeting was called to order by chair Amy Hirschy.

The committee began by deciding on meeting dates for the rest of the semester. Meetings will be held on the second Tuesday of each month: March 14, April 11, May 9 and June 13.

Terrence, Amy, Pat and Melissa reported on their recent meeting with Joe Grasso to discuss issues related to salary. In that meeting, Joe agreed to share information about salary schedules with administrators and staff. The 2000-2001 fiscal year will be the third year of the three-year salary plan that was announced in 1998. During the next year AAC will review new salary comparisons with the 25 comparison group schools in the process of determining a new salary plan to begin in 2001.

The comparison group schools are: Albion, Bates, Bucknell, College of Wooster, Connecticut College, Denison, Dickinson, Franklin & Marshall, Gettysburg, Hamilton, Hartwick, Hiram, Hobart & William Smith, Hope, Juniata, Kenyon, Lawrence, Muhlenberh, Ohio Wesleyan, St. Olaf, Union, Washington & Jefferson, Westminster, Wheaton (MA) and Wittenberg. This comparison group was chosen by the Summer Work Group in 1997.

Pat reported that AEC tries to keep faculty and administrative salaries within the 30 to 50% range with salaries of comparable positions at the comparison group schools.

Amy reported on her half-hour meeting with AEC. At this meeting she shared the following list of concerns that have been or are being discussed this year by AAC:

- Short Term Disability Policy/Maternity Issues
- Consulting: Policy on Personnel Actions
- Summer programming
- Administrative salary comparison: percentage increases, 3-year compensation plan, what is next, what role should AAC play
- AAC Visibility and Connection with SAC
- E-mail address
- New employee welcomes
- Consistency vs. flexibility on policy issues
- Employee handbook
- Family members ill - vacation or sick time
- Moving expenses policy
- Community meeting with Richard

Feedback:

- Appreciate Pat's responsiveness and Joe's accessibility
- Appreciate benefits policy

AEC commented that AAC seems to be composed of senior level administrators and asked how we make sure we are inclusive of the concerns of younger administrators. In response, AAC members decided that each of us would touch base with 2 or 3 younger administrators to get a sense of their concerns.

Other issues discussed at Amy's meeting with AEC included an assessment of community morale and equity differences between administrators and staff.

Rich reported that the attendance at Joe Grasso's general meeting was low except for members of the physical plant department, but that his presentation was well received by those present.

The next meeting will be held on Tuesday, March 14, 2000.

The meeting was adjourned at 1 p.m.

Melissa Barnes
Recording Secretary

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