



ADMINISTRATIVE ADVISORY COMMITTEE

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Administrative Advisory Committee (AAC) Meeting Reis Hall Treasure Room March 12, 2002

***Present:** Ann Areson, Phil Foxman, Mary Jane Lombardi, Erin McAdams, Joe Miller, Andy Naples, Sherry Proper, Dave Roncolato, Marian Sherwood, Mary Jane Webb and Linda Wetsell. Marcus Buckley also attended as the committee's AEC liaison (and provided a wonderful lunch. Thank you!).*

The meeting was called to order by Ann Areson at noon.

Marcus Buckley updated the committee on several items:

Employee Handbooks

The handbooks are being finalized by Human Resources. Marcus expects they will be reviewed on campus by AAC and SAC in a few weeks. Though they may be in effect on July 1, the handbooks will most likely be up for approval at the fall Trustee meeting.

Master Plan

A copy of the master plan will be placed in the library soon. The most immediate projects are:

- *Campus Center Renovation* - Starting in 2002, the renovations will place the bookstore, Post Office, coffeehouse and others in the Campus Center to make it a "town square." Shultz Hall will be open during summer months when McKinley's will be closed. The Campus Center will be reopened, finished in 2003.
- *Restoration/renovation of Cochran Hall* - This project will begin sometime after the Campus Center is complete. The selection of architects has been narrowed to three, with final selection in April or May 2002.
- *Construction of a New Residence Hall* - This new apartment-style facility will house 120 students. The selection of architects has been narrowed to four, with final selection by May 2002. This project is not contingent on other projects.
- *Historic Renovation of Bentley Hall* - This renovation will include the relocation of several departments to the Oddfellows Building.
- *Library Renovations* - Marcus is currently working on a plan for the library to make it a more vital and vibrant space.

Budget

The budget has been proposed to the Board of Trustees. The total increase on tuition, room and board was \$1200. The budget also calls for an operating surplus of \$176,000. Some items of special interest: health insurance; salary pool; enhancement to information technology resources; and property/liability insurance. Anyone who wishes to see a copy of the budget is invited to stop by either Marcus's office or Linda Wetsell's office.

Strategic Plan

The final draft will be circulated on campus before it is presented to the Board of Trustees in April. The

strategic plan will be tied to the capital campaign.

Employee Recognition

AAC and SAC had presented Marcus with similar proposals to alter how/when employees are recognized. AEC accepted these ideas, and Marcus is currently working with Deb Baker in the Office of Events to alter the employee recognition ceremony (with hope that this will be in effect in May 2002). We can expect that folks will be recognized at the 5-year, 10-year, 15-year and 25-year mark, as well as retirement, with a token of commemoration. The recognition will still culminate in a large reception, though with a changed format. The recognition will not be retroactive!

The discussion elicited several questions from the committee regarding:

- The purchase of property in downtown Meadville
- The purchase of the Phi Gamma Delta house
- The role of Tom Celli as other architects are hired for various projects
- Plans to move vehicles off campus
- And the coffeehouse as a student-run or Sodexo-operated program

The meeting ended with an invitation from Marcus that AAC is always welcome to voice its thoughts to him. He also thanked the committee and all College administrators "who have contributed mightily to the operation of the College."

The next AAC meeting will be held on **Tuesday, April 16** in the Treasure Room of Reis Hall.

The meeting was adjourned at 1 p.m.

Respectfully submitted,

Erin McAdams

Secretary

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