Administrative Advisory Committee (AAC)
Meeting Minutes
February - May, 2018

Bylaw Updates:

Proposals were made to update clusters to ensure full representation of administrators. The following changes were proposed and accepted:

Cluster 1: 2 Representatives
Learning Commons, Gateway (Career Education, Civic Engagement, International Education, Pre-Professional Advising), IDEAS, Registrar, Provost, Gateway, Playshop Theatre, Creek Connections, Environmental Science, and Physics.

Cluster 2: 2 Representatives
Institutional Research, Information Technology Services, TNS Computing, User Services, Library, Student Finance & Technology.

Cluster 3: 2 Representatives
Admissions, Financial Aid, College Relations.

Cluster 4: 2 Representatives
Financial Services, Conference and Events, Physical Plant, Student Involvement, Counseling Center, Health Center, Residence Life, Spiritual and Religious Life, Executive Vice President's Office, Dean of Students, Title IX.

Cluster 5: 2 Representatives
Development and Alumni Affairs, Human Resources, President's Office

Cluster 6: 2 Representative
Athletics

Cluster 7: 1 Representative
Administrators who have been working at Allegheny less than three years as of July 1 of the year in which the election is held

Additionally the following language reflecting ad hoc committee representation was added:
There are also short term committees that require representation. Examples of these include, but are not limited to the Presidential Search Committee and the Presidential Commission on the Status of Women Employees and Employees of Color.

Elections:

Elections were held electronically. Requests were initially sent for nominations on May 9. The following message was sent from Carly:

You are receiving this information because you are an administrator who is represented on campus by the Administrative Advisory Council (AAC).

The purpose of AAC is
**To represent the interests and opinions of the administrative staff of Allegheny College in providing advice and counsel to the President and the Administrative Executive Committee (AEC).*
**To make recommendations on administrative governance matters and all general policies affecting administrators.*
**To facilitate effective communication between the President/AEC and all administrators.*
**To foster the professional development, recognition and advancement of all administrators.*

As many changes and shifts are happening on this campus, we are looking to fill multiple spots on AAC. Attached is a list of the current openings, a list of all administrators who are eligible to serve (per HR), and our newly approved bylaws. The term on AAC is two years and we meet monthly.

If you are interested in nominating someone or stepping up yourself, please reply by Monday, May 14th. An electronic ballot will go out after to select each position. We would like to have new positions selected before June 1st.

If you have any questions about AAC in general or the duties of serving on the council, please contact myself or our current President, Sueann Kaster Mercier.

The election results were as follows:

Cluster 1: Wendy Kedzierski
Cluster 2: Molly Smith
Cluster 3: Josh Tysiachney and Penny Drexel
Cluster 4: Amanda Mangine
Cluster 6: Kelly Barzak
Cluster 7: Valerie Lohr

The following members' terms are finished: Lenee McCandless, Suzyn-Elayne Soler, Sean O'Connor, Rebecca Guanzon, Marian Sherwood and Ashley Hughes.

The following will continue in 2018-19: Carly Masiroff, Aimee Reash, Kelly Boulton, Sara Pineo, Sueann Mercier and Bob Simmons.