

Administrative Advisory Committee Meeting Minutes November 14, 2006

Present: Melissa Burns, Anna Button, Jim Fitch, Erin Kirk, Ellen Nolan, Jessica Pentz, Mandy Prusia, Jason Ramsey, Josh Tysiachney

Not Present: Linda Clune, Marian Sherwood

Non-Members Present: Brian Gillette, Pat Henry, Betsy Mitchell, Michaeline Shuman

The meeting was called to order at 12:35 p.m. Prior to the meeting, AAC members and guests enjoyed a luncheon—after a trip to McKinley's.

Minutes Approval:

October minutes were approved, motion by Anna Button, seconded by Jason Ramsey.

Financial Report:

\$761.25 (prior to luncheon expenses)

Old Business:

FFC Update:

Jason Ramsey provided a summary of recent FFC meetings at which faculty compensation, non-faculty compensation, and faculty staffing plans were addressed. Discussions continue on the compensation plans; please refer to the FFC minutes at <http://committees.allegheny.edu> for further information.

Service Excellence Committee Update:

The Good Morning Allegheny program continues to be well received and will continue into next year.

SEC continues to explore ways to provide customer-service training to employees. Jessica Pentz noted that the cost of bringing a customer-service expert to campus to train employees is prohibitive. SEC is considering asking department supervisors to facilitate discussions about customer service with their respective staff members.

The Mentoring Program continues to be reviewed, although it is not SEC's highest priority at this time.

Password Security:

Jason Ramsey addressed a concern raised at the October meeting about password security—whether an employee should be compelled to share his/her password with a supervisor. Ramsey noted that the College's current computing policy implies that passwords should not be disclosed to others, and this is stated more clearly in a draft of a revised computing policy that will be reviewed by AEC. Ramsey added that there are other avenues available to share files, such as FTP and shared folders. If a password is shared in an exceptional situation, it should be changed as soon as possible to prevent future access.

New Business

Election Subcommittee:

Erin Kirk, Ellen Nolan, and Anna Button agreed to serve on the election subcommittee. (Jason Ramsey also volunteered to help if needed.) Elections typically take place in January and February via a ballot sent to administrators. Ramsey noted that there may be some inconsistencies in how the various administrative clusters are currently represented. It is possible that AAC did not elect enough new members for this year. The election subcommittee agreed to investigate and address the situation.

Ad Hoc Subcommittees:

Members agreed to forgo appointing individuals to the visibility and professional development subcommittees this year. As these are ad hoc committees, a formal motion was not required for this action.

Goals for the Upcoming Year:

Members and guests discussed potential services/programs that the College might offer to employees. Among the items discussed were: bike racks; incentives for walking to work/purchasing a home near the College; a low-interest loan fund to assist employees with catastrophic emergencies; and a program to assist with various legal issues that employees might face.

The meeting was adjourned at 1:15 p.m.

**Respectfully submitted,
Josh Tysiachney**