



ADMINISTRATIVE ADVISORY COMMITTEE

WELCOME BYLAWS OFFICERS MINUTES

Administrative Advisory Committee (AAC) Meeting
Reis Hall Treasure Room, August 16, 1999

Present: Pat Ferrey, Amy Hirschy, Ken Hanna, Rich Metzger, Phil Ness, Sonie Parry, Marion Sherwood, Melissa Barnes

The meeting was called to order by chair Amy Hirschy at 3:05 p.m. Minutes of the July meeting were approved.

Meeting dates were set for the fall. Meetings will be held at noon in the Treasure Room in Reis hall on the following dates: September 13, October 4, November 8 and December 13.

Rich Metzger brought a list of new administrators. Members divided up the names and planned to invite each of them to the Surf and Turf Barbecue on August 19th.

The committee voted to co-purchase with the Office of Career Services a copy of Dream Weaver, the software needed to put the minutes on the Intranet.

The committee was joined by new Vice President for Finance and Administration Joe Grasso. Joe volunteered to attend AAC meetings whenever we request his presence. He agreed to provide the committee with information that preserves confidentiality but informs us as much as possible about compensation issues. He will also seek our guidance on policy changes and concerns. For instance, he and Pat are developing a Personnel Guidance Policy Statement which will be used in making promotions, determining salary for promotions, creating and requesting new positions, and minimizing internal and external inequalities.

Joe also discussed a compensation management report he is in the process of developing, in which he will review the ways in which salaries, benefits and hiring counts are being determined, with the goal of maintaining the gains from the recent restructuring. He also plans to review policies for the use of consultants and outside services by college departments.

In response to a question, Pat explained that administrative evaluations were put on the back burner due to staffing limitations, but will be revisited this year. Evaluation training for managers is also planned for this year.

Pat is also working on a personnel manual that will clarify personnel policies that have been largely unstated since 1988. According to Pat, these policies are already being adhered to by most department heads but are not always applied consistently. In response to questions regarding the need for a written policy, Joe added that employment law requires that employers inform managers of such policies.

After some discussion, the committee approved a motion to include a confidentiality statement in its bylaws. Amy will bring a draft of the statement to the September meeting.

The committee decided to send a memo to all administrators, staff and faculty soliciting ideas for topics to be addressed this year. A planning session will be held at the September meeting.

The next AAC meeting is scheduled for Monday, September 13 at 3 p.m. in the Treasure Room.

The meeting was adjourned at 4:10 p.m.

Melissa Barnes
Recording Secretary

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