March 1, 2012

In attendance: Alan Bartlett, Kelly Boulton, Jim Fitch, Jennifer Foxmann, Tahirah Jordan, Brian Kern, Jesse Lavery, Jodi Millin, Kelly Swiney.

Treasurer's report: Remaining balance is $937.20. This does not include outstanding bills related to the financial trilogy series.

New Business

1. Elections:

Voting for new members will commence on April 9, 2012 and conclude on April 13, 2012. Voting will be done electronically through WuFoo form. Jodi Millin, Kelly Boulton, and Jesse Lavery will be in charge of the elections, creating the form and tabulating the results. AAC will finalize the results at their May meeting. Clusters 1-5 will vote for a new member to replace outgoing members; all clusters will vote for a representative to Cluster 6.

2. Cluster reorganization:

According to section 3.6 in the bylaws, "The cluster breakdown will be reassessed by the election committee prior to the next election. If substantial institutional changes were made in the previous calendar year, the election committee may make a recommendation to alter the cluster composition (Section 2.1) in the bylaws. "Substantial institutional changes" include the addition or removal of a member of the Administrative Executive Committee, or the changing of a campus department's executive reporting responsibility." Also of note is section 2.1, which states that "In an effort to ensure representation across Allegheny's different administrative offices, "clusters" based on similarity of function and/or Division and *number of administrators in those areas* have been established" (italics added). Given the addition and reorganization of departments and changes in AEC reporting, the committee reexamined the cluster structure. Also of concern is the number of administrators in these areas (i.e. proportional representation); the committee will do some research to make sure that the clusters are appropriately balanced.

Below is a list of the current cluster organization. Proposed changes to the clusters are highlighted in red. These changes do not take into consideration proportional representation:

- Cluster 1 (Dean of College/President/Finance): 2 Representatives
  Departments reporting to the Dean of the College, the President and the Vice President of Finance and Administration
  Finance and Academics: Accounting, Bookstore, Budget/Treasury, Conference & Event Services, Financial Services, Human Resources, Mailing Services, Printing, Physical Plant, Registrar and other Academic areas. IDEA, Campus communications
- Cluster 2 (Dean of Students excluding Athletics): 2 Representatives
  Departments reporting to the Dean of Students excluding the Athletics Department
  Student Affairs: ACCEL, Campus Security, Career Services, Community Services, Counseling Center, Dean of Students, Health Center, International Office, Religious Life, Residence Life, Student Involvement.
- Cluster 3 (Athletics): 2 Representatives
  Student Affairs: Athletics & Recreation Department
- Cluster 4 (Development/Enrollment): 2 Representatives
  Departments reporting to the Vice President of Development and Alumni Affairs and the Vice

President of Enrollment
Enrollment/Development: Admissions, Alumni Affairs, Financial Aid, Development.

- Cluster 5 (LITS): 2 Representatives
  Departments reporting to the Chief Information Officer
  Information: Information Technology and Library, Institutional research
- Cluster 6 (New Employees): 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.

3. Financial trilogy series:
Members were reminded to get the word out for the March 8, 2012 presentation on estate planning presentation, part of the Financial Trilogy Series. AAC will help pay for refreshments.
4. Summer events:
Jodi did not have any new updates regarding Summer Events series. SAC is not sure what they would do, possibly something related to the bicentennial.
5. Budget:
In the past, AAC has used its budget to support SAC initiatives, such as the Summer Events series. This year, AAC is sponsoring Financial Trilogy series. There will be some money left over after we pay these expenses. Tahirah asked the committee to consider other ideas for using the budget. Committee members are to come to the April meeting with ideas.

Old Business
1. Form:
Anonymous suggestion / comment form for administers will go live on the committee website March 2, 2012. Additionally, an e-mail message will be sent to cluster members. Committee members should encourage their colleagues to submit comments and suggestions, either through the form or directly to them.