AAC Meeting Minutes
January 17, 2025

In-person: Jenna McCann, Ben Mourer, Molly Smith, Katheryn Frazier, Gordon Truesdale, Joshua Guthrie, Carli Belosh, Nick McIntire, Aimee Reash
Remote: None
Excused: Roslyn Perry
Unexcused: Matthew Hanhold, Mandy Pawling

Cluster Representation

- Nick McIntire will leave the College at the end of the month; this will be his last meeting
    - Aimee and I will work on voting for a new cluster representative, hopefully by the next meeting
    - Indicate if you're interested in:
        - Becoming AAC's treasurer - by next meeting
        - Joining the board sub-committee "Advancing Allegheny" - by the February board meeting
    - Katheryn will reach out to HR to inquire about the accuracy of the Active Administrator report - a potential nominee isn't listed on the report but should be.

Committee Representation Updates

- Finance and Facilities Committee (FFC)- Penny Drexel, Katheryn Frazier
    - Katheryn will join her first FFC meeting on January 22, as she is unable to make the meeting the prior week
        - Advancing Allegheny (board sub-committee)- Nick McIntire - Deposits are double what they've ever been at this point in the year. Campaign is doing well so far.
- Council on Diversity and Equity (CoDE)- Aimee Reash - no update
    - Diversity, Equity, and Inclusion (board sub-committee)- Aimee Reash - no meeting since last AAC meeting.
- Campus Life and Community Standards Committee- Mandy Pawling - not available
    - Allegheny Experience (board sub-committee)- Mandy Pawling - not available

Chief Financial Officer, Search Committee

- Discussed candidate Steven Shilling last meeting
- Candidate Debra Fitzsimons visited campus on Tuesday, December 17. An open session was held for faculty and staff 1:30–2:30 p.m. in the Quigley Auditorium.
    - Higher education experience

- Through an ERP conversation

Cabinet Meeting

- December 10, 2024
  - Nicole will be on cabinet starting in January, by Ron's direction as more policy evolves around employees
  - AI task force will be implemented
  - The search for a public safety director is complete
    - Jim Basinger retired on January 10, 2025. January will also see the retirements of Assistant Director of Public Safety, William "Doug" Merchbaker and Office Manager, Marilyn Moore, after 38 years of distinguished service.
    - Kurt Sitler will serve as Interim Director of Public Safety starting on January 10.
    - New Director: Mark Weindorf, a thirty-one year veteran of law enforcement serving most of his career with the Pennsylvania State Police has been announced as our next public safety officer. He retired at the rank of Lieutenant as the Criminal Investigation Section Commander of Troop E in Erie, PA.
      - Well prepared, impressive
  - Turning Point - President Cole would like to have a heads up when organizations like Turning Point table on campus.
  - Policy for political messaging from the President was presented by a student from an independent study
  - Student Handbook
    - Goes through Campus Life and Community Standards Committee
  - Government Policy Concerns
    - College Cost Reduction Act
      - Graduates' debt-to-salary ratio, if unsatisfactory, it may demand institutions to pay the government
    - Inclusive Excellence

- January 14, 2025
  - Enrollment
    - Down in visitors
      - Travel reimbursement incentive
    - Up in deposits
    - Referrals are higher than last year
  - Campaign
  - Gator2Gator App instead of browser, relaunch

- The new director of public safety has been hired
- Replacing Ellucian Colleague with Oracle Cloud to streamline operations and standardize, ERP (enterprise resource planning) - Finance and HR should go live in December 2025
- Renovations
  - Reis Hall
  - Brooks
  - Quigley
  - Football Complex
- AAC was invited to discuss student- and employee- centered processes - cabinet was struggling with Strategic Pathway 5.4. It was nice to be invited in to brainstorm. President Cole may potentially redefine the strategic pathway.
- Creating a new mission statement
- February 12, State of the College
- Invited to contribute agenda items to the cabinet meetings that we attend

Sustained Dialogues

- If SAC wants to have a discussion, we would want to know why
- The process of Sustained Dialogues implies that you are not told or forced to have the conversation.
- There should be an action that comes out of the sustained dialogues
- Sustained Dialogues is an 11 week commitment, meant to form relationships

Board Of Trustees Meeting

- The next board meeting will be February 6-8
- AAC and SAC leadership to get together in January to put together a joint report
  - Katheryn and Aimee to provide an update
  - Draft of report can be viewed here
- The committee is invited to a meeting with SAC, Steve Levinsky (Board Chair), and Julie Skattum (Vice Chair) on Thursday, February 6, from 3:15-4:00 pm in the Tippie Alumni Center Board Room.
  - Contact Katheryn by early next week if you want to attend, along with any dietary restrictions

All-Staff Meeting

- Katheryn and Aimee be discussing this with SAC today, they will provide an update
- Upcoming dates, they'll be coming to people's calendars, 10-11am
  - January 27

        - Joe Micheal will be invited to attend to speak about the renovations
    - February 17
    - March 17
    - April 28

Human Resource Topics

- 403(b) Plan Changes
    - The U.S. Department of the Treasury has enacted Provision 125 of the SECURE Act 2.0, which impacts 403(b) retirement plans, effective January 1, 2025.
    - This new provision allows part-time employees working fewer than 1,040 hours annually to participate in 403(b) plans, though they will not receive employer matching contributions. Prior to this change, Allegheny employees working fewer than 1,040 hours per year were ineligible to participate in the 403(b) plan.
    - Part-time employees will be eligible to contribute but no Allegheny match.
- TIAA
    - A representative will be on campus for in-person meeting in February
- Pet Insurance Benefit available
- FLSA Conversion
    - 12/9/24- Email from Nicole
        - We are still determining the route for which we will take moving forward. This is a very important decision and we want to ensure compliance as well as equity to the campus. We did reach out to everyone that was slotted to convert to non-exempt January 1. As we navigate this decision and come to a solution, we will keep everyone posted.
    - 12/12/24- Email from Nicole
        - Employees who transitioned from exempt to non-exempt status in July will remain non-exempt.
        - Those scheduled to transition from exempt to non-exempt on January 1 will remain exempt.
    - 12/16/24- Email to campus
        - At this time, we will not proceed with converting additional staff from exempt to non-exempt status, as was initially required by the January 1, 2025, deadline. However, the changes implemented in July 2024 — when some staff transitioned from exempt to non-exempt — will remain in place. This decision is intended to provide consistency and minimize disruption while continuing to support our campus community.

- HR Handbook
    - 12/5/24- Fom Nicole:
        - When we make adjustments annually to the handbook, it will be sent, via email, to all employees of the college. The revisions to be made are very easy, so this will not create any issues. The work on the handbook will be completed in January.

Gator Hub

- More training will be available this month; it is recommended that people go to the resources tab to review tutorials
- AAC has an official group under Gator Hub that includes all the administrators
- Under “forms” encourage others to submit their feedback
- Request individual training for offices, Katrina and Penny
- Pain points
    - Email digest
    - Different between notifications and announcements

Winter Warm-Up Event, January 8

- SAC coordinated food from Meadville Eats and drinks from Cup N’ Spoon
- The poster has been distributed to the committee and was scheduled to go out on MyAllegheny/ Gator Hub
- AAC to contribute up to $400 in expenses matched by SAC
    - Motion made by Carli Belosh to contribute another $25 in expenses for the event. Seconded by Jenna McCann. Motion unanimously passed.
- Feedback on the event?
    - Heard people would have like coffee
    - Food was disappointing

Items from the community

- Carli Belosh is having a good experience with Ablepay