

Administrative Advisory Committee Meeting
Treasure Room – Reis Hall
December 17, 2002

Present: David Chambers, Jim Fitch, Phil Foxman, Sally Barrett Hanley, Mary Jane Lombardi, Andy Naples, Sherry Proper, Marian Sherwood, Kathy Uglow, and Linda Wetsell
Gretchen Kerr was unable to attend.

Sherry Proper called the meeting to order at 12:05 p.m.

Treasurer's Report:

No expenses have been reported since the last meeting. The account balance remains \$803.

Items from the Community:

There were no new items from the community.

Old Business:

- There was a follow-up discussion about the Exempt Staff Handbook draft that is now on the web and the meeting that took place on Friday, December 13, where exempt employees were given the opportunity to ask questions and get clarification on the draft's revised content. Some Committee members voiced feedback from fellow administrators on their contact lists regarding the handbook and the meeting. Some of the points of concern/confusion addressed were:
 - Winter break policy
 - Short term disability will be 100%
 - Vacation, reporting vacation time, personal days
 - Sick days policy, especially concerning illness over 5 days and when to report them as short term disability
 - Whether supervisors may allow hourly employees to leave work early before holidays or under special circumstances
 - When the final, revised Exempt Staff Handbook will be on the web

It was decided to contact Pat Ferrey to make sure the Committee comes away with a clear understanding of those points above. Sherry Proper urged Committee members to check the web page for the updates and make sure the copy looks correct, and to make sure our contacts know that we are required to print and sign a form that acknowledges receipt of the information and return it to Human Resources.

- Professional Development Ideas were discussed. Some Committee members received comments and ideas from those on their contact list and some did not get responses. Some of the topics that were suggested were:
 - Time Management
 - Team Building
 - Supervisor Training, Managing People and Leadership skills, Tips for Supervising College Students
 - Ergonomics
 - Fire Extinguisher Training
 - CPR

- Career Planning—goal setting, self evaluation
- Issues of diversity
- Show and Tell of Innovations/New Initiatives of the College
- Grant Writing Basics
- Project Management Skills

It was announced that students are sponsoring a January workshop called “Who are Our Students” that will present information about student demographics. SAC cancelled the professional development workshop on Stress Management that they had planned.

One suggestion was to choose some topics from the list above and do a survey (with RSVP) of our contacts to better determine interest in those subjects before committing to an event. The Committee’s decision was to continue the discussion of this topic at the next meeting.

- Plans for the second semester New Administrator Welcome Breakfast were discussed. The list of new administrators obtained from Human Resources had the names of eight new administrators and David Chambers reported that there were two additional new hires in Athletics. Sherry Proper mentioned that the usual attendance rate at the welcome event is 50%. After some discussion about whether to continue to have the breakfast session or switch to welcoming lunches for new administrators, it was decided to go ahead with plans for the breakfast and have it on Wednesday, February 19, 2003, from 8:30 a.m. – 10:00 a.m. Jim Fitch volunteered to reserve the Schultz Alcove, Andy Naples will order the food, and Sally Barrett-Hanley will send out the invitations. Committee members were asked to check on whether there are any exempt employees who were formerly non-exempt. We will update the contact list at the January meeting before the invitations are distributed.

New Business:

There was no new business.

The meeting adjourned at 1:00 p.m.

Respectively submitted,

Kathy Uglow
Secretary