

In-Person Members: Aimee Reash, Josh Guthrie, Jenna McCann, Sueann Mercier, Gordon Truesdale, Ben Mourer, Katheryn Frazier, Roslyn Perry

Remote Attendance: Mandy Pawling, Molly Smith

Excused Members:

Guests: Anne Butcher

General AAC Updates

Sueann Kaster-Mercier is leaving the College in October and we'll need to vote in a new cluster member as well as choose a new vice-chair.

Committee Representation Updates

- Finance and Facilities Committee (FFC)- Kirsten Peterson and Penny Drexel - no FFC meeting since the last AAC meeting
 - Advancing Allegheny (board sub-committee)- Nick McIntire
- Council on Diversity and Equity (CoDE)- Aimee Reash - CoDE is meeting Monday, Sep 9, 2024
 - Diversity, Equity, and Inclusion (board sub-committee)- Aimee Reash
- Campus Life and Community Standards Committee- Mandy Pawling - coming to a consensus on meeting times
 - Allegheny Experience (board sub-committee)- Mandy Pawling

Chief Financial Officer, Search Committee

- Nick McIntire will represent the search committee on behalf of AAC

Cabinet Meetings, AAC Leadership

- AAC Leadership, SAC, and Faculty Council is now invited to cabinet meetings once a month
- Sueann will represent at the first one as Katheryn will be away from campus

All-Staff Meeting Update

- Sueann has been working on a list of possible improvements
- MarComm and Jen Winge have agreed that AAC and SAC should take ownership of the meetings
- **ACTION:** discuss this with SAC first
- **ACTION:** create subcommittee between AAC and SAC to manage the meeting and moderate
- **ACTION:** ask your clusters what they'd like to see from the meetings

Sustained Dialogues & DEI Audit / With Guest Anne Butcher

- DEI Audit. The DEI Audit is starting year 2, its final year. The audit committee originally included 2 faculty, 2 staff and Faculty Chair and an administrator and a member of the Board of Trustees.
 - Over the course of the last year we have lost our staff representatives. One moved to Faculty and one left the college. The audit is in the writing phase and we would like to have staff input. There are 2 proposals the remaining committee came up with.
 - Looking for 1-2 employee members, meeting weekly for the writing phase. Anne Butcher will need to know in the next couple of weeks.
- The Office of Inclusive Excellence is bringing Sustained Dialogues back to campus. It was last used in 2017 on campus.
- Dialogue for staff will start September 17; spread the word! It's not a debate, it's a discussion. It opens a conversation in a respectful manner.
- If you are interested in assisting, let Katheryn Frazier or Anne Butcher know- there are at least seven sessions this semester. If you commit, you have to commit and put your whole heart into it.

Human Resources:

TIAA In-Person Consultations

- September 12 from 9-5 pm
- October 1 and 2 from 9 am-4 pm
- Meetings will be held in the Campus Center, Room 317

Ask HR, Every Wednesday In September

- Beginning in September, the Office of Human Resources will be available in the Campus Center Lobby to assist with any employment-related questions, including inquiries about processes, policies, and benefits

Employment Handbook Feedback

- AAC, SAC, and Faculty Council will provide feedback on the Employee Handbook in October

Orientation Document Feedback

- AAC, SAC, and Faculty Council will provide feedback on an orientation document by next Monday, Sueann and Katheryn to update
- **Please review the below sections and consider if we are missing any important aspects as our new colleagues join the Allegheny Community.** The full document is currently confidential.
- Aspects included in the document:
 - Introduction: Mission Statement, Statement of Community, Strategic Pathway, History
 - Getting Started: Handbook links, Campus Map, Parking information, ID info, Self-Service instruction, Access/Keys, Campus Tour, Employee Directory, Recognized Name policy, Meal Plans & Green Boxes
 - General Employee Information: Work Week, Time Sheets, Pay Days, Brand Center, Gator Post & Print, Merriman Bookstore

- Allegheny Account & ITS Information: MyAllegheny, ITS Web Help Desk, Phone/Voicemail, Wifi, ITS Acceptable Use Policy, Google Suite, Tutorials
- Physical Plant: Work Orders, Scheduler
- Office of the President: Cabinet members, Campus Master Plan, Strategic Pathway
- Acronyms
- Department Location & Main Line Contact Numbers

Increase 3%

- As mentioned by President Cole in a previous email update, the Board of Trustees and the executive leadership have approved a 3% salary increase for 2024. Additionally, employees who earn at or below the average income for Meadville residents (\$52,290), as reported by the U.S. Bureau of Labor Statistics, will receive an extra \$500 added to their base salary. This increase will be retroactive to July 1, 2024, and will be reflected in the September 6, 2024 payroll.
 - The 3% increase has been implemented following the [standard guidelines available here](#).
 - For those earning \$52,290 or less, the additional \$500 to base pay was applied after the 3% increase.
 - The retroactive pay (3% increase from July 1, 2024, to the current payroll) will be included as a lump sum amount on your pay stub. You can also view this amount by logging into your Self-Service account, clicking on the 'Employee' tab, and then selecting the 'Stipend or Non-Base Pay History' tab. There, you'll find the 'Retro pay raise' section where the retro pay amount applied to your payroll check is listed.
- Job classification and pay type are now different and separate. **Action:** ask HR to clarify the definition of administrator and staff in the handbook.

Upcoming campus events

- Thursday, September 5 (TODAY), Gator Gathering in Tippie Alumni Center from 4 to 5 pm
- Thursday - Sunday, September 19–22, [Blue & Gold Weekend](#)
- Friday, October 18, 4–8 pm- A campus celebration for the launch of our 'In For Allegheny - Our Pathway Forward' campaign. This is family friendly and less formal feeling than other prior campaigns.

Actions:

All: Share TIAA sessions and Ask HR with your clusters

Katheryn Frazier add FERPA training for onboarding document

Katheryn Frazier to hold voting for vice chair

Katheryn Frazier to vote in Sueann's replacement on the committee

Discuss all-staff meeting direction with SAC first

 Create subcommittee between AAC and SAC to manage the meeting and moderate

 Katheryn Frazier ask Human Resources to define administrators vs. staff

All: ask your clusters what they'd like to see from the all-staff meetings

 Katheryn Frazier invite HR to an upcoming AAC meeting

 Katheryn Frazier working document of topics for HR, we'll invite HR in November or December. Try to stick with the topics for the meetings so that we can show a unified front.