

## **Administrative Advisory Committee Meeting Minutes**

December 13, 2005

**Present:** Melissa Burns, Tiffany Cipollone, Jessica Pentz, Jason Ramsey, Mike Richwalsky, Marian Sherwood

**Not Present:** Linda Clune, Jennifer Foxman, Erin Kirk, Mounira Morris, Ellen Nolan

**Non-Members Present:** Melissa Mencotti

### **Old Business:**

There was nothing to report at this time.

### **New Business:**

#### **Update from FFC**

Melissa Mencotti presented an update from FFC on the 3 year compensation plan for faculty and non-faculty.

This plan is available on the web at

<http://committees.alleghey.edu/ffc> - under minutes, as an attachment for the December 8, 2004 meeting (Multi-Year Compensation Plan)

After reviewing this plan with the committee, Melissa discussed the relative ease in comparing faculty compensation across peer institutions versus non-faculty. Through the efforts of HR and Institutional Research, progress has been made in making these comparisons, but it is still far from an exact science.

Melissa also reported the key difference for administration and staff between the FFC proposal and what actually happened in FY 2004-2005. The 3% non-faculty base increase was reduced to 2.2% to create a small pool for merit increase. This was separate and in addition to the proposed \$100,000 market adjustment pool.

#### **Inclusion of names in minutes**

Based on discussions over email between the November and December meeting, the confusion over anonymity was reviewed and decided as follows:

- Names will be stricken from the minutes on all requests and submissions made by members of the campus community.
- Names will remain on responses or answers to committee inquiries

November and December minutes will be submitted for approval at January's meeting with these guidelines in mind.

### **Parking**

There was a reported complaint regarding branches over the Park Avenue parking lot across from Brooks Hall. (Gold Lot #25) Although the trees do not belong to the college, Marian Sherwood will ask Ken Hanna if there is anything that can be done to clean up the lot.

### **Service Excellence Committee Update:**

Jess updated the group on the following developments:

- Mentor Program for Staff and Administration – SEC is working to develop guidelines for this program. One of the key components is making the mentor someone outside of one's department, with the advantages of exposing new employees more to the greater campus community, as well as providing an outside sounding board with a different perspective from someone in the same department.
- "Good Morning Allegheny" – Tentative title for departmental open houses being proposed. Open houses would allow members of the campus community to put faces to names, learn about other departments. AEC by-in is necessary for turnout, as are coffee and muffins.
- SEC minutes are being shared with AEC

### **Financial Report:**

Melissa Burns reported a balance of 527.56

AAC contributed to the purchase of refreshments at the customer service training in October.

**Next meeting is January 10th at noon in the McKinley's Private Dining Room.**

**Respectfully submitted,  
Jason Ramsey**