

## **Administrative Advisory Committee Meeting Minutes February 13, 2007**

**Present:** Melissa Burns, Anna Button, Jim Fitch, Erin Kirk, Ellen Nolan, Jessica Pentz, Mandy Prusia, Marian Sherwood, Josh Tysiachney

**Guests:** Pat Ferrey, Dave McInally, Mike Richwalsky

**Not Present:** Linda Clune, Jason Ramsey

The meeting was called to order at 12:05 p.m.

### **Minutes Approval:**

January minutes were approved, motion by Marian Sherwood, seconded by Jim Fitch

### **Financial Report:**

\$694.45.

### **FFC Update:**

No update.

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

SEC continues to explore providing discussion questions that department supervisors can use to begin conversations about customer service with their staff.

### **Old Business:**

#### **Computer Loan Program**

Dave McInally and Pat Ferrey provided a summary of the reasons behind the discontinuation of the computer loan program. Those reasons included:

- Difficulty collecting loans from some former employees
- Decreasing cost of technology and increasing compensation (McInally noted that most of those currently using the loan program are more senior employees)
- Problematic nature of the College being in the “loan business,” having an unfair advantage over commercial lenders
- Amount of budget money earmarked for the program that could possibly be used in other ways.

The committee recommended to McInally and Ferrey that the computer loan program be extended for a defined period. (Ferrey has since sent a memo announcing that the loan program would be extended until June 30, 2007, so that

employees who planned on using the loan program have an opportunity to do so.)

Several individuals expressed interest in serving on a committee that would explore the possibility of the computer loan program returning in a modified form. Schools in Allegheny's comparison group could be surveyed as part of that effort.

**New Business:**

**Statement of Community**

Ellen Nolan distributed a draft Statement of Community developed by an ad hoc committee representing the Committee on Discriminatory and Sexual Harassment, the Campus Life Committee and Allegheny Student Government. The purpose of the statement is to create an awareness of community members' collective responsibility to contribute to the development of a healthy community. The statement will not replace any existing personnel policies or codes of conduct.

AAC members should forward their comments and suggestions relating to the statement to Ellen.

The meeting was adjourned at 1:15 p.m.

**Respectfully submitted,  
Josh Tysiachney**