

Academic Office Professional Meeting Minutes

Tuesday, March 01, 2005

10:00-11:00 am

4th Floor Lounge, Old Main

Attendees: Barb Jeffers, Roxy Fisher, Jane Kollasch, Barb Ekeberg, Mary Lou Byrne, Gerry Foley, Toni Schrantz, Theresa Klauer, Kathie Scott, Herta Pitman, Mary Claire Schultz, Patty Byrne Pfalz, Kay Crawford, Ann Esson, Jill Gebhardt, Jeanne Arntzen, Betsy Salvatore. Guest speaker – Lynn Hertz

I. Faculty and Staff Office Moves (Lynn Hertz)

- a) Lynn passed out two sheets (*Offices In Academic Buildings and Facilities Management Work Planning List*). The College prefers that faculty be out of their office in early June. Facilities Management will work on office preparation for outgoing/incoming faculty in June or July. August is used for Residence Hall preparations.
- b) New Faculty moving in – Lynn is working on a letter that will go out to new incoming faculty stating where to go when they arrive, and who their summertime contact will be. (Theresa Klauer has volunteered to be a summer contact.)
- c) Lynn is working with Mark Dickinson (Facilities Mgmt) regarding funding for some office furnishing needs.

II. Budget Issues (Lynn Hertz)

- a) The finalized department budgets will be sent out soon. No major surprises expected.
- b) Student Employment – They will roll forward with a 2% wage increase. In the fall student employment usage will be reviewed to look into how funds can be better spent.
- c) Summer Student Employment - There is an emerging issue with summer employment for International Students. They cannot work outside of Macalester; therefore we highly encouraged anyone looking for summer help to hire an International Student.

III. Founders Day Celebration – Friday, March 11, 8:30 pm --- Volunteers Needed! Visit link to sign up

www.macalester.edu/foundersday/volunteer.html

IV. AOP Meeting with Human Resources Tuesday, March 15th, 1:30 pm, OLRI-250

Attendance Highly Recommended

Chuck Standfuss and David Wheaton will respond to the AOP groups' questions regarding the denied Senior Department Coordinator incentive proposal.

- a) Why the proposal was denied, and what other avenues are available?
- b) How does an academic department coordinator differ from an administrative department coordinator?
- c) Feeling that Chuck is not an advocate of AOP --- How can we change the relationship?

V. New Staffing/HR Policy Committee

Mary Claire Schultz is a part of this newly created committee. She will update us on the role of this new committee at the next meeting.

VI. AOP RETREAT
Wednesday, May 18th
9:00 am – 3:00 pm

- Position Description – Review and complete
- “Back-up” pool – identify who is available to cover our position if long absence
- New Faculty Checklist – Review and update sample from Herta Pitman
- Food/Catering – Someone come to talk about our options (taste good, cost, etc.)
- Search checklist
- Department Review Checklist
- Department publicity

Concern and Issues: -

- **“Fronting” Department Expenses:** Concerns were raised regarding Department Coordinators “fronting” the cost of department event expenses. Kay Crawford will work on drafting a letter to Doug Rosenberg regarding this issue, and we will review at our next meeting.
- **MSP Travel Fee:** Concerns regarding their \$36 ticket fee. Would a department credit card eliminate this problem?
- **Security:** Concerns were raised regarding the lack of communication and response time to calls (at times 35 minutes). On several occasions there is a recording when calling. Idea: Invite Terry Gorman to come and talk to our group where these concerns can be discussed.