

>>> 2023-24 REPORT <<<

ADMINISTRATIVE COUNCIL

Building From Our Strengths



Administrative Council has had an extremely active year, full of progress and significant steps forward. We have reinvigorated past Admin Council programs, opened new lines of communication across campus, and have striven to be an active voice for all staff and administrators. As we look ahead, we are excited to realize the amazing potential we see in our staff and administrator community at Lafayette! ***Onward and upward!***

ADMIN COUNCIL CHARTER UPDATE

The charter was updated in May to better reflect the current campus community and the long-term needs of the council.

- Reevaluation and reorganization of campus representation:
 - Addition of Inclusion division seat (currently open)
 - Restructure of current Finance & Administration associated seats
 - Addition of an umbrella Finance & Administration seat (this seat now also represents the President's Office support staff)
 - Addition of second Student Life seat
- Addition of Vice Chair position to support Chair
- Addition of term limits for representatives (two consecutive, full terms)

ADMIN COUNCIL CONTACT FORM



(Yes, it really is anonymous!)

2023-24 CAMPUS CONNECTIONS

- REESTABLISHED PARTNERSHIP WITH THE PRESIDENT'S OFFICE FOR REGULAR **STAFF COMMUNITY BREAKFASTS**
- RELAUNCHED THE MONTHLY **ADMIN COUNCIL OPEN COMMUNITY LUNCHEON SERIES** WITH 10 DIFFERENT INVITED GUEST SPEAKERS FROM ACROSS CAMPUS THROUGHOUT THE YEAR
- **CAMPUSWIDE BUDGET PLANNING COMMITTEE:** MET REGULARLY AND INVOLVED IN COMMITTEE WORK. SEE THE [BUDGET COMMITTEE ANNUAL REPORT](#) (LINKED) FOR MORE DETAILS.
- **CAMPUSWIDE DEI COMMITTEE:** PARTICIPATED IN VP FOR INCLUSION SEARCH AND EXECUTIVE DIRECTOR FOR OFFICE OF INTERCULTURAL DEVELOPMENT SEARCH
- **"WORKING AT LAFAYETTE" STRATEGIC PLANNING WORKING GROUP:** MET WITH AND SUBMITTED SIGNIFICANT ADVICE REGARDING STAFF/ADMIN WORKPLACE PRIORITIES
- SUBMITTED A SUMMARY OF STAFF & ADMINISTRATOR FEEDBACK ABOUT 23-24 **PERFORMANCE EVALUATIONS** TO SENIOR LEADERSHIP TEAM
- ADDRESSED VARIOUS **SUBMISSIONS ON THE ADMIN COUNCIL CONTACT FORM**, EITHER BY DIRECT ACTION OR THROUGH REFERRALS TO OTHER CAMPUS CONTACTS
- AT LEAST ONE REPRESENTATIVE ATTENDED ALL **FACULTY MEETINGS** THROUGHOUT 2023-24

THANK YOU!

We extend a big thank you to **Melissa Dalrymple** (Student Life) and **Jill Snyder** (Finance & Administration) for their service over the years as their Admin Council terms come to an end.

Thank you, thank you, thank you!

2023-24 COMMITTEE REPORTS

BENEFITS

Mission: To assess current staff benefits and make recommendations to Administration and HR about opportunities to elevate the comprehensive Lafayette benefits package in order to meet the ever-changing needs of our higher education workforce.

- Launched Admin Council Contact Form
- Launched Lafayette Staff & Administrators Slack Workspace (currently 76 staff/admin have joined)
- Updated the [Admin Council website](#)



- Met with HR about updates to 2024 health insurance plans and open enrollment rollout
- Continued conversations with senior leadership about recently announced continuing education fund for staff

CAMPUS ORGANIZATION

Mission: To advocate for clear college-wide procedures and policies, establish a centralized hub for staff resource and information sharing, and foster a culture of collaboration across campus.

SOCIAL

Mission: To cultivate a cohesive campus community by organizing fun and engaging activities and events as well as promoting mental well-being and work-life balance.

- Updated Admin Council brochure for events and new hires.
- Launched a monthly welcome email to new hires with helpful information about the College and Admin Council



- Organized events during Spirit Week
- Promoted additional longevity recognition at the annual faculty and staff picnic

WELCOME

Mission: To connect with and engage new and transitioning staff by guiding them to college resources, introducing them to the goals and mission of Administrative Council, and welcoming to the entire campus community.

ANNOUNCING THE 2024-25 ADMINISTRATIVE COUNCIL

CONGRATS TO OUR NEWLY ELECTED REPRESENTATIVES!

- **Rebecca Pichetto**, Chair (2024-25)
- **Millie Smith**, Vice Chair (2024-25)
- **Lisa Karam**, Academics (2022-25)
- **Kate Pitts***, Academics (2024-25, Vice Chair coverage)
- **Mary Ellen Nunes**, Advancement (2023-26)
- **Abbie Steinly**, Advancement (2023-26)
- **Billie Weiss**, Athletics (2022-25)
- **Jill Spatz**, Communications (2023-26)
- **DySean Alexander**, Enrollment Services (2023-26)
- **Grace Marchena Bechtel***, Enrollment Services (2024-25, Chair coverage)
- **Aimee Torrisi***, Finance & Administration: All subdivisions (2024-27)
- **Nadda Pavlinsky**, Finance & Administration: Facilities (2022-25)
- **Tracey Burton***, Finance & Administration: Finance & Business Services (2024-27)
- **Tammy Trach**, Finance & Administration: Human Resources (2022-25)
- **Sandra Rogers**, Finance & Administration: Public Safety (2022-25)
- **(Open Seat)**, Inclusion (2024-2026)
- **Tracey Itterly**, ITS (2022-25)
- **Mike Nass***, ITS (2024-25)
- **Jake Bates***, Student Life (2024-26)
- **Melissa Schultz***, Student Life (2024-27)
- **Alissa Carver**, Union (2023-26)
- **Nicole Eramo**, President's Office (ex-officio)
- **Hannah Tatu****, College Budget Planning Committee (ex-officio)

* DENOTES A NEWLY ELECTED MEMBER

** EX OFFICIO STATUS PENDING ADMIN COUNCIL CHARTER UPDATE



LOOKING AHEAD TO 2024-25

SUMMER PLANS

The new cohort of Admin Council representatives will have a retreat in July to reflect on 2023-24, establish committees and fill committee rosters for the new year, set council goals, and craft a guiding vision for 2024-25.

If you have any ideas or suggestions for next year, including topics or speakers for our open lunch series, please use the [Admin Council Contact Form](#) or reach out to your representative(s).

**HAVE A GREAT
SUMMER!**

**SEE YOU IN
THE FALL!**

