

# LAFAYETTE ADMINISTRATIVE COUNCIL

*Building From Our Strengths*



## A MESSAGE FROM THE CHAIR:

I am always appreciative of the teamwork and progress achieved by my colleagues in Admin Council, but especially so this year. As you will read through this report, we have been active this winter making meaningful steps forward. We've developed new projects such as the upcoming Shop Local Day, begun important dialogues about shared governance and employee recognition, engaged in discourse with senior leadership, planned several events for the entire staff and administrator community, and met with various campus constituencies, including an introductory meeting with the faculty's Advocacy & Coordination Council to discuss faculty and staff dynamics and brainstorm ways for faculty and staff to collaborate more effectively.

As we look ahead to spring, with tulips emerging and trees blossoming across campus, I'd like to point to our Admin Council value of ***Intentional Community***. The relationships we all create and nurture across campus will be essential tools for moving forward and making progress. We look forward to the warmer weather on our beautiful campus and the continued cultivation of our campus connections.

Warmly,  
Rebecca Pichetto

## WHAT YOU'LL FIND INSIDE:

- 3/11 Admin Council Town Hall on Shared Governance
- 3/12 Lafayette College Shop Local Day: \$10 gift cards!
- Presidential Task Force on Compensation Update
- Software Survey
- Winter & Spring Open Luncheon Series Guests
- Review of Admin Council Governance
- Summary of 2/14 Staff Community Breakfast
- A "Laf Hack" for more sustainable campus events

# CURRENT ADMIN COUNCIL PROJECTS

## ADMIN COUNCIL TOWN HALL ON SHARED GOVERNANCE:

Tuesday 3/11 from 12:30-1:30 PM  
Hugel 103

**RSVP**



The Administrative Council has recently heard from several staff and administrators about frustrations that there isn't a more effective and timely way for staff and administrator voices to be heard by other parties across campus. This has led to several discussions within Admin Council about shared governance at Lafayette, during which we have pondered questions, such as:

- What is the role that staff/admin play in shared governance as it is described in college documents?
- What is the current practice when it comes to the staff/admin role in shared governance?
- What might more substantial staff/admin participation in Lafayette's shared governance look like?
- What campus stakeholders would need to be involved when considering a different governance approach?

Administrative Council is an elected body that is supposed to represent all staff and administrators on campus, so we want to hear directly from the community. **We are hosting a town hall lunch on Tuesday, March 11, from 12:30-1:30 PM in Hugel 103.** We would love to hear from staff and administrators about what a more effective shared governance model at Lafayette might look like, particularly one that is more inclusive of staff and administrator voices.

This winter, Administrative Council was able to collaborate with the President's Office to identify two staff and administrators to fill two open seats on the new **Presidential Task Force on Compensation**. We received 13 excellent interest form submissions across 9 different divisions/areas on campus, including:

Academics, Advancement, Athletics, Enrollment, Facilities, HR, Inclusion, ITS, and Student Life.

In line with the Admin Council value of **Responsible Transparency**, we wanted to share the process for identifying the recommendations for these seats. All Admin Council members who did not fill out the interest form participated in a **Ranked Choice Vote** for all 13 submissions. Voting members ranked all of the candidates in order of preference. If someone's first choice candidate could no longer mathematically obtain a majority vote, then that person's vote was transferred to their second choice candidate, and so on. Once two majority vote candidates were identified, we submitted our recommendations and all of the original submissions to the President's Office for final review and selection. The full roster for the taskforce will be announced once the faculty completes their selection process.

We would love to hear feedback about the process we utilized and ways to improve for the future.

Please email us at [admincouncil@lafayette.edu](mailto:admincouncil@lafayette.edu) or use our [anonymous contact form](#).

## PRESIDENTIAL TASK FORCE ON COMPENSATION

Two Open Staff and Administrator Seats





# CURRENT ADMIN COUNCIL PROJECTS

## COMING SOON! ADMIN COUNCIL NOMINATIONS

Information about open Admin Council seats and the nomination process for the 25-26 year will be coming in late April or early May. Keep an eye on Lafayette Today for more information!

## LAFAYETTE SHOP LOCAL DAY ON 3/12

Admin Council is hosting a Lafayette Shop Local Day on Wednesday, March 12 to celebrate Lafayette's founders - the citizens of Easton! Head downtown to support local businesses and restaurants. Admin Council will set up at a table in 3rd & Ferry between 11 AM -1:30 PM and the first 50 people to stop by will receive a **\$10 City of Easton gift card** that can be used at a variety of locations. A shuttle (school bus) will be running on a continuous loop from 11:30 AM - 1:30 PM with pick up at the Williams Center for the Arts and drop off on Northampton Street in front of The Easton Public Market. Wear your Lafayette gear, maroon or leopard print to show your Lafayette pride!



## SOFTWARE SURVEY

The Lafayette College community makes use of numerous software packages to better perform our jobs. Software use ranges from enterprise-wide licenses to departmental contracts to free software offerings for individuals. Admin Council has developed a survey to obtain a sense of where there is room for collaboration and to identify areas where various teams are making use of the same tools (or have similar tools performing the same roles). An understanding of existing software solutions and their uses can help the College identify areas where we can all potentially benefit from cost savings, shared budgetary responsibility, ITS support, etc.

Please complete this survey by March 31.

## ADMIN COUNCIL CONTACT FORM

Click  OR Scan 



(Yes, it is anonymous!)

# WINTER & SPRING OPEN COMMUNITY LUNCHESES

## ICYMI:

### >>> DECEMBER: GENERAL COUNSEL

Lafayette General Counsel, Tim Cedrone, discussed his primary job responsibilities and the purpose of the General Counsel. He also answered several questions about the current higher education legal climate.

### >>> FEBRUARY: EVENTS & HOSPITALITY SERVICES

Assistant VP for Business Services, Geoff Labe, and colleagues from Events & Hospitality Services shared helpful information about managing and organizing on-campus events, including helpful catering tips and tricks. Get in touch by emailing [reserve@lafayette.edu](mailto:reserve@lafayette.edu) or [catering@lafayette.edu](mailto:catering@lafayette.edu).

## UP NEXT:

### >>> MARCH: DYER CENTER FOR BUSINESS & ENTREPRENEURSHIP

Join us on Wednesday March 26 at 12 PM in RISC 362 to hear from our Dyer Center colleagues

### >>> APRIL: LANDIS CENTER FOR COMMUNITY ENGAGEMENT

Join us on Wednesday, April 16, at 12 PM in the Gendebien Room (Skillman Library 206) to hear about ways to engage with Landis Center

### >>> MAY: LEHIGH VALLEY ASSOCIATION OF INDEPENDENT COLLEGES (LVAIC)

Join us on Wednesday, May 7, at 12 PM in the Gendebien Room (Skillman Library 206) to hear from representatives from LVAIC about resources available to Lafayette staff



**HAVE AN IDEA FOR A  
LUNCHEON TOPIC?**

**SHARE YOUR IDEA!**



# NEED TO KNOW

## CONTACT FORM CORNER: ADMIN COUNCIL GOVERNANCE

We have received requests for more transparency about how Admin Council functions. The [Admin Council Charter](#) explains how quorums, internal voting, and Admin Council elections work. Similar to local civil servants, Admin Council representatives take into consideration the input of the staff/admin in their designated division/area to help guide their decisions for internal votes. This highlights the importance of annual Admin Council nominations and elections. Meeting minutes are not publicly shared as some agenda items are confidential, but we aim to provide regular updates at breakfasts, lunches, and in published written material, such as this report. Historical documents can also be found on the [Admin Council website](#). We welcome additional feedback or questions by [email](#) or through our [anonymous contact form](#)!



## 2/14 STAFF COMMUNITY BREAKFAST

Below is a summary of some of the essential updates announced at the February 14 Staff Community Breakfast.

- President Hurd read the remarks she shared at the 1/28 Faculty Meeting about the health of the institution, including recent accomplishments and areas of opportunity. She also provided more detail about the new *Forward Together* series.
- EVP Kahr shared that 2025 performance evaluations are currently live and that all supervisors are expected to attend a training session about performance evaluations.
- General Counsel Cedrone and VP Jeffries reminded all employees about the required anti-discrimination and harassment training due 3/14. They acknowledged the current dynamic legal landscape for higher education and are closely monitoring topics of concern.

## LAF HACK:

Did you know that you can make your on-campus catering more sustainable by requesting reusable plates, cups, and utensils for your events directly in EMS? The Office of Sustainability and Dining Services have created a helpful [Faculty & Staff guide](#) on how to submit requests for Green EcoWare and reusable melamine plates.

# THE WHO'S WHO OF 24-25 ADMINISTRATIVE COUNCIL

HERE'S HOW ADMINISTRATIVE COUNCIL MEMBERS  
REPRESENT YOU ACROSS CAMPUS

- **Rebecca Pichetto**, Chair (2024-25)
- **Millie Smith**, Vice Chair (2024-25),  
College-wide DEI Committee representative
- **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), College-wide Benefits  
Committee Representative
- **(Open Seat)**, Inclusion (2024-26)
- **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-wide Budget Planning  
Committee representative (ex-officio)





# ADMIN COUNCIL VALUES

We are committed to ensuring our deeds match our words and we will use these values, along with a commitment to diversity, equity, and inclusion, as a tool for reflection and assessment going forward.

## COURAGEOUS ADVOCACY

- We aim to improve every Lafayette employee's experience by bringing topics of concern to senior leadership with resolve and honesty.

## INTEGRITY IN ACTION

- We take accountability for our actions, follow through on our promises, and bring attention to campus grievances with respectful candor.

## INTENTIONAL COMMUNITY

- We recognize that each employee is more than their job title and we see value in investing our time and energy to build relationships and networks.

## GROWTH MINDSET

- We set and tackle our goals with optimism, assess challenges to our campus culture with curiosity, and imagine a future where all Lafayette community members experience both individual and collective growth during their time on campus.

## RESPONSIBLE TRANSPARENCY

- We are committed to creating open and secure channels for communication that allow for timely information-sharing.

