

LAFAYETTE

ADMINISTRATIVE COUNCIL

Building From Our Strengths



A MESSAGE FROM THE CHAIR:

As students bustle across campus and staff navigate meetings, I'm filled with appreciation for our campus community, especially my Administrative Council colleagues and our collective support for the College's mission. Some recent highlights include the launch of this Admin Council Newsletter to keep you updated on Council initiatives and supplement other key campus communications. We'll soon be meeting with the Faculty's Advocacy & Coordination Council to discuss ways to better align the work of administrators and faculty. Please stay connected with us, and enjoy the holidays!

Warmly,
Becca Pichetto

REMINDER: NEXT STAFF & ADMIN COMMUNITY BREAKFAST IS 11/21

The next Staff & Admin Community Breakfast will be Thursday, November 21st from 8:45-10:30 AM. Breakfast service begins at 8:30 AM. The presentation at the breakfast will include updates from President Hurd, Executive VP Audra Kahr, and Admin Council, as well as a review of the current strategic planning draft.

In celebration of Rivalry Week, wear your maroon & white, leopard print, or favorite Lafayette gear!

LAFAYETTE-LEHIGH IS 11/23!

This year marks the 160th meeting of the most-played rivalry in college football!

[Check out all of the 2024 Rivalry Week events leading up to the big game!](#)

ROLL PARDS!

FALL OPEN COMMUNITY LUNCH SERIES

ICYMI:

>>> **SEPTEMBER:** DIVISION OF INCLUSION

Ernest Jeffries, VP of Inclusion, introduced Kimberly Weatherly, the new Executive Director of Intercultural Development. Together they discussed plans for strengthening connections within the Lafayette community and the importance of promoting diversity and inclusion in all spaces.

>>> **OCTOBER:** FINANCE PRESENTATION ON *CHROME RIVER BY EMBURSE*

Andrea Bohn, Assistant VP for Finance, offered an introduction to *Chrome River by Emburse*, the new P-Card expense reporting program that will be rolling out in the coming months. More information and detailed trainings on *Chrome River by Emburse* will be announced to the campus community soon.

UP NEXT:

>>> **NOVEMBER:** PUBLIC SAFETY

Join us Monday, 11/25 from 12-1 PM in the new Simon Center for Economics & Business (Room 300) to hear from our Public Safety colleagues about the current state of the campus and a review of protocols in the event of a campus emergency and crisis.

>>> **DECEMBER:** TBD

Keep an eye open for more information in an upcoming edition of Lafayette Today!

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

CONTACT US!



2024-25 ADMIN COUNCIL COMMITTEES

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.



- Co-chairs: Jake Bates & Millie Smith
- Key Responsibilities:
 - Identify macro-issues, bottlenecks, areas for improvement across campus for admin/staff
 - Advise college leadership on findings
 - Maintain the Lafayette Staff and Admin Slack Workspace

- Co-chairs: Mike Nass & Millie Smith
- Key Responsibilities:
 - Communicate to the admin/staff community about Administrative Council and other topics of interest
 - Maintain the Admin Council website
 - Develop print or electronic materials for Admin Council



COMMUNICATIONS

Mission: To provide clear and consistent messaging to the entire Lafayette community about, and on behalf of, the Administrative Council's work and advocacy.

EDUCATION & PROGRAMMING

Mission: To support our community members' success by creating and advocating for programming that allows for collaboration, idea-sharing, best practices, and growth across the campus.



- Co-Chairs: Lisa Karam & Kate Pitts
- Key Responsibilities:
 - Organize and develop Admin Council programming
 - Schedule the monthly Open Community Luncheon Series
 - Host info sessions or panels about topics of interest for admin/staff

- Chair: Alissa Carver
- Key Responsibilities:
 - Contribute to an improved employee experience related to topics such as:
 - On-boarding & Welcome
 - Professional Development
 - Appreciation & Recognition
 - Community Building
 - Social Experiences



EMPLOYEE EXPERIENCE

Mission: To provide opportunities for Lafayette employees to connect with one another and build employee morale so that the professional Lafayette community feels valued, engaged, and motivated across the campus.

CURRENT ADMIN COUNCIL PROJECTS

SURVEY FROM THE EDUCATION & PROGRAMMING COMMITTEE

- What departments or offices do you want to hear from?
- Do you want to share your work with the community?
- What kinds of events work best for you?
- Do you have any ideas for community building events?

The Education & Programming Committee wants to hear from you! [Let us know what information and programs interest you.](#) We will use these responses to guide our open lunch topics and other programming for the year. The [survey](#) takes only a few minutes to complete!

SURVEY

Click  OR Scan 



PERFORMANCE EVALUATION FEEDBACK

Executive VP Audra Kahr recently met with Admin Council to review last spring's rollout of the 2024 performance evaluations. We discussed community feedback received so far (such as timing for completing evaluations, length of forms, and trainings), as well as potential changes to be made to the 2025 performance evaluation process.

Admin Council requested additional time to collect feedback from the staff and admin community before the 2025 performance evaluations are announced early next year. Admin Council will compile any additional feedback and share it with VP Kahr before Thanksgiving in order for it to be considered for the coming year's process. Feedback submitted last spring has already been collected and shared so there is no need to resubmit.

Please submit any feedback you may have about performance evaluations through the [Admin Council Contact Form](#) by [Monday, November 25th](#).

ADMIN COUNCIL CONTACT FORM

Click  OR Scan 



(Yes, it is anonymous!)



NEED TO KNOW

OPEN ENROLLMENT: 11/7-11/22

All eligible employees who wish to enroll in 2025 College benefits must make their selections in HR's Open Enrollment Portal by 11/22, *even if their benefits selections are not changing!* You can watch a recorded on-demand info session about 2025 benefits and read more about changes on the [HR Open Enrollment website](#).

DON'T FORGET! VOYA

If you are enrolled in 2024 college health benefits, don't forget to submit a claim for your existing Voya benefit before the end of the calendar year! Did you go to a wellness or health screening appointment this year? You can get \$50 back in your pocket! [More info can be found on HR's Voya Benefit webpage.](#)



ADMIN COUNCIL CONTACT FORM UPDATE

Thank you to those who have been submitting comments, questions, and concerns to Admin Council through our online contact form! We love to hear from you! We have so far received submissions about:

- The annual performance evaluation process
- Lafayette-Easton community relations
- Increased resources for campus cleanliness
- Open enrollment & changes to healthcare benefits
- The cost of internal catering services
- Joining the Lafayette Staff & Admin Slack Workspace

We've heard you and have been sharing your words and advocating on your behalf to relevant campus partners.

ADMIN COUNCIL CONTACT FORM

Click  OR Scan 



(Yes, it is anonymous!)

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

At our July 2024 retreat, Administrative Council adopted five core values that will guide the Council's decisions. 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

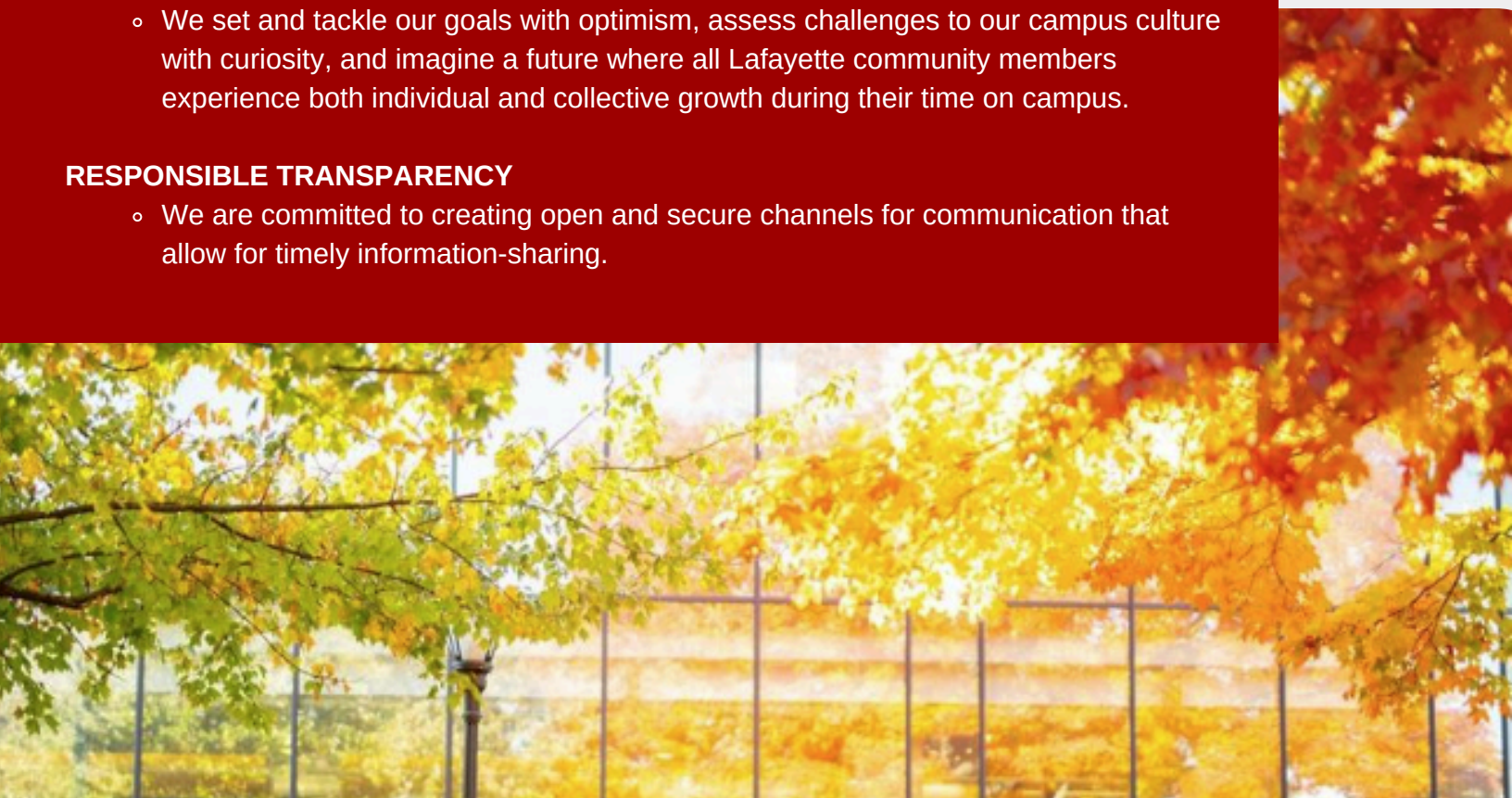
- We recognize that each employee is more than their job title and we see value in investing our time and energy to build relationships and networks.

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.



SEASONAL CELEBRATIONS

CLAY KETCHAM ROOM GATHERINGS

'Tis the season to break bread with one another and dig into the comforts of an upcoming holiday season! Gather some of your peers in the Clay Ketcham Room of Marquis Hall and enjoy the fall festivities. Reservations are required, as space is limited. Call 610-330-5348 to reserve your group's spot today!

➤➤➤ **THANKSGIVING LUNCH: THURSDAY, 11/21**

First seating: 11:00 AM

Second seating 12:30 PM

➤➤➤ **FACULTY & STAFF HOLIDAY BRUNCH: WEDNESDAY, 12/11**

First seating: 11:00 AM

Second seating 1:00 PM



**ADMIN COUNCIL WISHES
YOU AND YOURS A
HAPPY AND HEALTHY
HOLIDAY SEASON!**