

Staff Advisory Committee Meeting Minutes  
December 3, 2025  
CC206

In attendance: Sufana Chowdhury, Kelly Wright, Michelle Thompson, Beth Ryan, Lora Barkley, Ebony Bengé, Jera Lodge, Amelia Gish

The committee reviewed and approved a request to Debra Fitzsimons to increase the SAC budget from \$1,000 to \$3,000 citing increased costs for hosting employee events. Kelly will submit the request concurrently with Katheryn Frazier, chair of AAC.

Ebony asked the question - what exactly does the SAC committee do, we seem less active than AAC? SAC is a working group that offers input on policies that impact hourly employees. According to the bylaws:

Functions of SAC were discussed:

1. To maintain a means of communicating concerns of all non-exempt (full and part-time) staff with the administration of Allegheny College and to provide a sense of unity within the staff and the College community.
2. To advise the Administration on the needs and interests of staff employees.
3. To provide a vehicle whereby staff employees can give input into the decision making process on issues which will affect them. This is regularly accomplished through staff representation on appropriate campus committees.
4. To improve communication among the staff, the faculty, and the administration.
5. To develop and promote activities and services which will improve the quality of work-life of staff employees at Allegheny College.

Sufana requested that all members of the committee review the by-laws – <https://sites.allegheny.edu/staff-advisory-committee/bylaws/> and offer their edits and suggestions. Sufana requested that we think about the process of how we learn about college changes and updates that affect hourly staff without having to solicit for that information.

Kelly reminded us all to review the [Employee Handbook](#) and make notes about items that are out-of-date, require editing or should be included in clear language.

The next Gator Gathering will be a chili cook-off in January with the date and specifics to be finalized at a later date. Kelly and Shelby coordinate Gator Gatherings at Ron Cole's request. For January, both SAC and AAC will provide supplies for the lunchtime chili cook off in Schultz. The actual Gator Gathering will be held in the afternoon, the normal employee event when the award (or awards maybe?) for the best recipe will be presented. There are still a lot of moving parts to this event, look for the final details on Gator Hub.

Beth sent thank you notes to Ooh La La Boutique and Big lots for discounting hats and gloves for donation that were collected at the November Gator Gathering.

Our next meeting will be on Wednesday, January 7, 2026  
Respectfully submitted,

Maureen Beth Ryan

**SAC Committees:**

Finance and Faculties (administrators and staff, 4 year staggered)

Beth Ryan (2025-2029)

Sufana Chowdbury (2024-2028)

CoDE Committee - Council on Diversity and Inclusion 9/3 Kelly will contact Julia Ludewig for more information

Student Enrichment Committee

Sufana Chowdhury

SAC Committee Roles

SAC Chair - Kelly Wright

SAC Co-Chair - Ebony Bengé

Treasurer - Michelle Thompson

Secretary - Beth Ryan

Sub Committees

Activities - Ebony, Michele

Outreach - Beth, Lora

By-Laws - Sufana