

Staff Advisory Committee Meeting Minutes
January 7, 2026
CC206

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

Guests: Amelia Gish, Jess Sakal

Budget -In December, 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. Kelly reported that Debra has approved the request and will work with Margi Crate to release the funds

Discussion - Sufana distributed a worksheet with suggestions on how to spend the additional funds, there were a variety of suggestions with the majority of the discussion surrounding workshops - two suggestions included “How to be a Representative of Allegheny College” and “Interpersonal Communication.”

Members expressed concern about how to respond to inquiries about ALIC @Bessemer, Kelly will contact Byron for more information.

Ebony asked if anyone had a list of drivers she can contact for an upcoming event - members suggested these resources: Public Safety, Student Success - Ian Bennington and Bonner office - Sarah Young.

Winter Warm Up - AAC and SAC will still be hosting a gathering on January 8, however the chili, chowder, and soup portion has been rescheduled for a later date. Join us from 3 to 5 pm on the second floor of the Campus Center for light snacks and a hot cocoa bar! The Merriman Campus Store will be offering a 20% discount during this time as well. This event is sponsored by the Office of the President.

Unfinished business from December:

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Kelly reminded us all to review the [Employee Handbook](#) and make notes about items that are out-of-date, require editing or should be included in clear language.

Our next meeting will be on Wednesday, February 4, 2026, 12:00 - 1:00 pm, CC206

Respectfully submitted,

Maureen Beth Ryan
Program Coordinator
Center for Business and Economic

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

Lora Barkley

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

Advancing Allegheny Committee

Kelly Wright