Administrative Advisory Committee Meeting Minutes
February 12, 2008

Present: Jim Fitch, Sarah Holt, Pam Majors, John Mangine, Angelo Panzetta, Mandy Prusia, and Josh Tysiachney
Not present: Jacquie Kondrot, Peg Hart
Guests: Rick Holmgren, Mike Richwalsky, Jason Ramsey

The meeting was called to order 12:05

Minutes approval:
January minutes approved, motion by Sarah, seconded by Pam

Financial Report:
Josh reported that AAC currently has $506.09
(Will spend $25 for GC at bookstore for upcoming survey)

FFC Update: Jason Ramsey
Allegheny is looking at SMART technology classrooms (50), Ben Haytock is the driving force. Preliminary budget report is a work in progress. Jason is on a Benefits subcommittee which is exploring options, Highmark package is up at the end of summer. Consensus is people are happy with Highmark.

Rick Holmgren: Technology plan
Committee is working on a reorganizational structure. Topics include a 5-year replacement of campus computers (currently 8-years), as well hardware and software updates. Implementation of the new OFFICE 2007, training issues for staff from old OFFICE 2003. Eudora changes are coming, as they pursue new options. Any questions see Rick, may revisit us at a later date.

Mike Richwalsky: Campus Communication
Topic of Campus Communication - looking at cost-saving and environmentally friendly solutions. Better ways to communicate upcoming events, possibilities include Inside Allegheny and persuade more staff to sign for e-mail updates.

Old Business:
Survey – get comments to Josh
Mandy gave an update for the Presidential search

New Business:
We need to fill two positions on the committee (Anna and Andy). John offered to help Pam review the last election process for potential candidates.

The meeting adjourned at 12:50

Respectfully submitted,
Angelo Panzetta