Administrative Advisory Committee Meeting Minutes
February 14, 2006

Present: Linda Clune, Erin Kirk, Ellen Nolan, Jessica Pentz, Jason Ramsey, Mike Richwalsky, Marian Sherwood

Not Present: Melissa Burns, Tiffany Cipollone, Jennifer Foxman, Mounira Morris

The meeting was called to order at 12:05pm.

Minutes Approval:

January’s minutes were approved, motion by Marian Sherwood.

Financial Report:

No report was made.

Old Business:

Service Excellence Committee Update:

Jessica Pentz updated the group on the following developments:

- Good Morning Allegheny – The first open house in Schultz was a success, with an estimate of over 100 attendees. Public Affairs will be hosting the next event in March 9th (at the Campus Center). Athletics will be the next likely host. After that, SEC is hoping to involve departments that lack direct representation on SEC. The Campus Center has been brought up as a possible next host after Athletics.
- Mentor Program for Staff and Administration – Tammy Garland continues to collaborate with Pat Ferrey in Human Resources.

Election Committee:

Erin and Ellen presented a draft of the proposed letter inviting administrators to vote for the new members. The letter has been customized for the voting status of each cluster, as some clusters do not have member seats up for election.

The letter is being submitted to Kathy Roos in Public Affairs for approval, with a tentative mailing date of March 9th – response deadline of March 17th. AAC will review the ballots and post-election procedures during the April meeting.

New Business:

VP Finance/Administration Search:
Mike and Jason attended an interview for the most recent candidate for this position. They recommended that any interested members of the campus community be sure to attend the next candidates’ general presentation on Thursday at the Campus Center.

**End of Summer Picnic**

A question from President Cook (via Human Resources) requested a recommendation from AAC regarding the possible cancellation of the end of summer picnic. It has been suggested that the more popular event held at the President’s house at the beginning of the semester be expanded to replace the picnic.

AAC agreed to recommend that the september picnic at the President’s house include staff/admin/faculty and family. Another recommendation related to this is to include staff and administration in the first Faculty meeting immediately preceding the picnic – including a move to a larger venue and possibly a more inclusive name to that particular meeting. Allowances would need to be made for various offices on campus to close an hour early to allow all staff to attend the meeting.

**Future Meeting Time:**

Mike created a web survey at [http://www.allegheny.edu/forms/106](http://www.allegheny.edu/forms/106) to assess people’s opinions of the current AAC meeting time in the hopes of finding the best time for everyone to attend. He asked that all AAC members take the survey.

The meeting was adjourned at 12:43pm.

**Next meeting is March 14th, at noon in the McKinley’s Private Dining Room. Mike Richwalsky will be bringing treats.**

**Respectfully submitted,**

**Jason Ramsey**