Administrative Advisory Committee Meeting Minutes
March 14, 2006

Present: Melissa Burns, Jennifer Foxman, Erin Kirk, Jessica Pentz, Jason Ramsey, Mike Richwalsky, Marian Sherwood

Not Present: Tiffany Cipollone, Linda Clune, Mounira Morris, Ellen Nolan

The meeting was called to order at 12:07pm.

Minutes Approval:

February’s minutes were approved, motion by Erin Kirk.

Financial Report:

Melissa Burns reported no change in the fiscal status of the committee.

Old Business:

Service Excellence Committee Update:

Jessica Pentz updated the group on the following developments:

- Good Morning Allegheny – Athletics & Recreation will be hosting the third session in conjunction with the Employee Wellness Fair at 9am on the concourse level. The Employee Wellness Fair will be held between 7:30 and 1:30 on the blue courts.
- Mentor Program for Staff and Administration – Tammy Garland continues to collaborate with Pat Ferrey in Human Resources.
- SEC is working to develop telephone training resources.

Election Committee:

Erin reported that the new and improved election forms have been mailed. The committee agreed to have its final meeting in May as a transitional meeting for old, returning, and new members.

End of Summer Picnic:

Mike Richwalsky presented the AAC recommendations to Pat Ferrey. Upon hearing of differences between the AAC recommendations and those of SAC, AAC agreed that Mike should try to contact SAC and see if there is a compromise recommendation that AAC and SAC could make jointly to the President. All members of AAC expressed willingness and interest in helping to address any concerns on the part of SAC.
Future Meeting Time:

After reviewing the results of Mike’s survey, there were no clear results as to the ideal meeting time. It was decided that meeting times will remain the same.

New Business:

Diversity Survey:

Marian Sherwood presented information regarding a planned diversity survey for students and employees of the college. She requested suggestions on how to successfully distribute the survey. Mike Richwalsky suggested creating an online version to broaden the reach. It was also suggested that an email from AEC or President Cook would give the survey more weight. Jen Foxman suggested that AAC members encourage their cluster members to participate, based on the advantages of having clear data as to the diversity outlook on campus.

The meeting was adjourned at 1:03pm.

Next meeting is April 11, at noon in the McKinley’s Private Dining Room. Jason Ramsey will be bringing treats.

Respectfully submitted,
Jason Ramsey