Administrative Advisory Committee Meeting Minutes
September 13, 2005

Present: Melissa Burns, Linda Clune, Jennifer Foxman, Erin Kirk, Jessica Pentz, Jason Ramsey, Mike Richwalsky, Marian Sherwood
Not Present: Tiffany Cippollone, Mounira Morris, Ellen Nolan
Guest: Keri Fadden (previous AAC chair)

The meeting was called to order at 12:05 p.m.

Old Business:
Review of AAC initiatives from last year for the new members:
  • The Finance and Facilities Committee (FFC) started a review of employee compensation. Larry Lee and Melissa Mencotti are the administrative representatives on the committee and will continue to keep us informed about this issue.
  • A customer service committee was formed on campus this last spring through SAC and AAC and the committee is working on a number of initiatives, including the visit from Jane Jarrow this coming Friday (an expert on working with students with disabilities). There are also some programs scheduled for this semester on issues such as customer service and stress management.
  • AAC continues to be a group to hear any concerns from the community. An example of this is from last spring, when concerns were raised about the administration of the Section 125 plans through Ceridian. The concern was brought to AAC and then passed along to Human Resources.
  • A discussion began last spring with Human Resources about recognition of part time employees. Currently, part time employees are not recognized for milestones such as 25 years of service. AAC has advocated for a change in that policy.
  • AAC has continued to co-sponsor programs with SAC – for example, the Summer Trilogy series.
  • AAC has continued to sponsor a welcome breakfast for new administrators.

New Business:
Election of officers for this year:
  Chair: Mike Richwalsky
  Vice Chair/ Treasurer: Melissa Burns
  Recording Secretary: Jason Ramsey

Thanks for agreeing to take on these positions!

It was agreed that AAC would once again sponsor a breakfast for new administrators. The breakfast will be held on September 29 at 8:30 am in the Campus Center. Mike Richwalsky will take care of reserving the room, ordering the food and inviting the new administrators. Jason Ramsey will run the names
of the new administrators and get them to Mike. Jen Foxman will pull together welcome goody bags for the new employees. Anyone who has anything to donate to the bags (pencils, pens, magnets, etc.) should send them to Jen.

Melissa Burns will contact Kate Copeland about changing over the AAC budget line and collect the budget numbers.

Jason Ramsey will run a list of all administrators by general cluster areas. Mike and Jason will split up the list and all AAC members will receive a group of administrators to whom we will serve as a liaison. Once the committee members receive the names, they will send an e-mail to their group letting them know that they can be contacted with any concerns or ideas and also encouraging administrators to read AAC minutes.

AAC will meet the second Tuesday of every month at noon throughout the semester. Those dates will be:
10/11, 11/8, 12/13, 1/10, 2/14, 3/14 and 4/11
The meetings will take place in room 206 of the Campus Center unless we hear differently from Mike. Mike will take care of scheduling the room for us.

At the next meeting, we will fill committee spots for AAC.

Next meeting is October 11 at noon in CC 206.

Respectfully Submitted,
Jennifer Foxman