Administrative Advisory Committee Meeting Minutes
December 11, 2007

Present: Anna Button, Jim Fitch, Pam Majors, Andy Naples, Angelo Panzetta, Mandy Prusia, Josh Tysiachney,
Guests: Jason Ramsey, Tiffany Cipollone, Sueann Kaster
Not Present: Peg Hart, Sarah Holt, Jacque Kondrot

The meeting was called to order at 12:07

Minutes Approval:
December minutes were approved, motion by Josh, seconded by Angelo

Financial Report:
Josh reported that AAC currently has $506.09

FFC Update:
Jason reported a few brief highlights and encouraged everyone to read the minutes posted on the web. FFC is currently in the process of building the operating budget. Items included in the budget are tuition, comprehensive maintenance, the technical plan, and the faculty move. Any surplus is planned to move to institutional priorities.

Old Business:
- Email message to constituents – AAC will address our constituents about the following items: professional development, employee wellness, the presidential transition, and technical services/workshops.
- Survey for constituents

New Business:
- Sueann Kaster and Tiffany Cipollone – Honoring President Cook – Sueann and Tiffany discussed current projects in place to honor Richard and Terry, the transition team that is already in place, and gifts to honor Richard and Terry including the special invitation to join Pat and Henry Tippie. Sueann and Tiffany requested that AAC talk to our constituents and if any questions were to arise to contact them directly.
- Replacement for Adam Bratton – In reference to the results from previous voting, the following people will be contacted in this order to replace Adam Bratton:
  - John Mangine
  - Brian Gillette
  - Rebecca Wiler

The meeting adjourned at 12:51.

Respectfully submitted,
Anna Button