Administrative Advisory Committee Meeting Minutes
December 12, 2006

Present: Melissa Burns, Anna Button, Jim Fitch, Erin Kirk, Jessica Pentz, Jason Ramsey, Marian Sherwood, Josh Tysiachney

Not Present: Linda Clune, Ellen Nolan, Mandy Prusia

The meeting was called to order at 12:10 p.m.

Minutes Approval:

November minutes were approved, motion by Jim Fitch, seconded by Erin Kirk

Financial Report:

$694.45. (Members noted that using McKinley’s for the new administrator luncheon was economical.)

FFC Update:

Jason Ramsey provided an update on the following issues: recommendations for staff and administrative compensation; the possibility of expanding the rear parking lot at the Odd Fellows Building, and FFC’s recommendation for a tuition increase. Please refer to the FFC minutes at http://committees.allegheny.edu for further information.

Service Excellence Committee Update:

No update.

Old Business:

None.

New Business:

Cluster Representation:

The committee discussed the various clusters that AAC represents and whether the committee’s current membership accurately reflects those clusters. The election subcommittee will review the clusters prior to sending out ballots this winter to determine if adjustments should be made. Committee members noted that it would be preferable to have at least one “veteran” AAC member within each cluster, rather than it being represented entirely by first-time members.
Goals/Introductory Email to Constituents:
The committee discussed the merits of providing incentives to employees who do not drive to work each day. There was also considerable discussion about whether parking fees for students should be increased while employees are not being charged for parking.

Committee members agreed that we should seek input from administrators about issues of concern to them. In January, AAC members will email the constituents in their respective clusters to: introduce themselves; explain the purpose of AAC; and ask if there are issues that employees would like the committee to address. Josh Tysiachney will provide a sample message that members can use, modify or ignore. Jason Ramsey will provide a list (sorted by cluster) of employee names and email addresses. AAC members in the same cluster should work together to decide how to divide their list of constituents.

The meeting was adjourned at 1:00 p.m.

Respectfully submitted,
Josh Tysiachney