



ADMINISTRATIVE ADVISORY COMMITTEE

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Administrative Advisory Committee (AAC) Meeting Reis Hall Treasure Room February 19, 2002

***Present:** Ann Areson, Phil Foxman, Mary Jane Lombardi, Erin McAdams, Joe Miller, Andy Naples, Sherry Proper, Dave Roncolato, Marian Sherwood, Mary Jane Webb and Linda Wetsell.*

The meeting was called to order by Ann Areson at noon. The minutes of the last meeting, held on January 15, were approved.

Treasurer's Report:

The budget now stands at \$801.35. \$93 was spent for the holiday cards; \$105.65 was spent for the new administrator reception.

Items from the Community:

Wise Center

Marian Sherwood has followed up on the possibility of opening the Wise Center one hour earlier (at 6 a.m.). She will also suggest that the current open activity hours of the Wise Center be publicized more.

Old Business:

AAC Bylaws

The Bylaws Task Force (Phil Foxman, Mary Jane Lombardi, Dave Roncolato and Linda Wetsell) continues to work on a revised election procedure, including the ballot nomination process, and a re-evaluation of the committee's bylaws.

Designated Representatives

A discussion was held on how AAC members maintain the designated representative list (particularly when administrators are hired or leave the College community). Each month, Erin McAdams will bring the list of new administrators and staff-to-administrator promotions and Linda Wetsell will bring the list of administrators who have left the College community to each AAC meeting. The committee will then decide how to split up those lists. Each month, the revised representative list will be e-mailed with the minutes for that month's meeting to ensure that all have the updated list.

Strategic Plan

Dave McNally is currently writing the strategic plan, and the committee can expect to see a draft of this plan in March or early April. The committee decided to have a discussion on this plan after it has been released.

New Business:

AEC Liaison

AAC will invite Marcus Buckley, the committee's liaison with AEC, to the next AAC meeting. Marcus will address the approved budget, the master plan for the campus, the employee handbook and the plan for recognizing employee achievement. **[Please Note:** This meeting has been scheduled for **Tuesday, March 12 at noon** in the **Lincoln Room** of Reis Hall. Lunch will be provided. This meeting will replace

the monthly AAC meeting, previously scheduled for Tuesday, March 19.]

Celebration of the Liberal Arts

The committee had a discussion of AAC's role in the celebration of the liberal arts that will be held in October (Homecoming Weekend). Ann Areson presented a brief overview of the events and activities that will be included as part of this kick-off. Dave Roncolato suggested that AAC members contact their lists of administrators to show the committee's support for the campaign, encourage others to support it as well and gauge administrators' reactions to the solicitation. The committee decided by consensus to wait until the Team Leaders are trained before this contact is made. Ann Areson, Linda Wetsell and Erin McAdams will then draft language that the committee could use; this will be approved at the next meeting.

United Educators Presentations

Linda Wetsell reported that United Educators, an insurance group, will be coming to Allegheny's campus to give several presentations on topics related to risk and liability. Some ideas for presentations included travel abroad, summer programs, vehicle safety, community service or collaborations, and residence halls. Other ideas should be directed to Linda, who will also give the committee greater details on the presentations soon.

FFC Report:

Ann Areson, Marian Sherwood and Linda Wetsell gave the committee a brief report of the past FFC meeting. They reported that a New Initiatives proposal was not accepted and suggested that new strategic plan may bring changes to the dispersal process of New Initiatives funds.

The next AAC meeting will be held on **Tuesday, March 12** in the Lincoln Room of Reis Hall.

The meeting was adjourned at 12:50 p.m.

Respectfully submitted,
Erin McAdams
Secretary

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