Administrative Advisory Committee Meeting
September 9, 2003

Present: Sally Barrett Hanley, Gretchen Beach, David Chambers, Kate Copeland, Keri Fadden, Jim Fitch, Nancy Frambes, Gretchen Kerr, Phil Reinhart, Kathy Uglow,

Julianne Foltz was unable to attend.

David Chambers, Chair, called the meeting to order at 12:05 p.m.

New Business:

- Kathy Eves and Sue Pardee from Staff Advisory Committee joined us to discuss the possibility coordinating an employee party (aside from the luncheon held on campus). Kathy explained that an evening, off campus social event used to be held every December and was initially very popular, but interest waned with time and it was discontinued. SAC has created the following plan: on Friday, December 12 from 5:30 to 10:00 pm at the Days Inn. We would provide a DJ, hors d'oerves, and a small gift (like a candy cane), and a cash bar. At this same time, the Days Inn restaurant has their fish buffet, which they will give 10% off of to all party attendees, and they will offer rooms for $49. The cost would be $5/person. SAC is requesting financial support and coordinating help from AAC.

  After Sue and Kathy left, the committee discussed the proposal further. Kate reviewed our financial status and said she believed we could donate up to $200 to the event. Sally brought up concerns about the College's liability and pointed out that this would need to be discussed with Marcus Buckley first. Phil expressed concern with the times. For people who have to travel some distance after work to return home and pick up significant others, it would be impossible to be back by 5:30. He suggested a later starting and ending time. Nancy pointed out that a later start time would also help prevent attendees from substituting some simple hors d'oerves for a real dinner, and then drinking on a relatively empty stomach. It was also suggested that we consider offering babysitting at the event. David will follow up with Sue and Kathy on these issues.

- Review of the By-laws – a small ad hoc committee was developed to look at these, including David, Nancy and Gretchen B. We will look at this for early October.

Old Business:

- Minutes from the previous meeting were distributed; any suggested edits should be to Nancy within one week.
- Computer Training for Administrators and Staff – no progress on this area yet. Phil explained some of the history of the issue and that this topic was explored in the past, but there was no money available for training costs. David will continue to explore, along with the Professional Development ad hoc committee, starting with contacting Human Resources.
- Part Time Employee Recognition – this is an issue that does not need to be addressed at this time, but we want to make sure it is on our agenda in the spring.
- Facilities and Finance Committee – The President has requested that we provide a list of nominated administrators for the FFC. Melissa Barnes is willing to consider this. Ellen Kauffmann was also suggested – Keri will discuss it with her. Any other names should be to David by next Tuesday.
- Library Information and Technology Committee – Gretchen Beach spoke with the Chair of the committee, Amelia Carr, who stated that Gretchen is representing the library at these meetings and it could be problematic for her also to represent AAC. Linda Wetsell, who already serves on the committee, could be the administrative representative and she has agreed with this. David will send a follow up letter to Linda confirming this.
- Middle States Accreditation – Jim pointed out that, under the administration section in the draft document, it states that administrative departments are recommended to hire a consultant to help with their self-evaluations, but academic departments are encouraged to do their own self-evaluations for

which workshops will be provided. There is no indication where the money will come from to hire these consultants. It is believed that we already requested help for doing these self-evaluations. We were looking for workshops to provide the skills, or sources of skilled persons on campus who can help with this, not to hire outside consultants. Jim will follow up with Dan Willey (our contact on the accreditation committee) to clarify the issue of internal vs. external consultation and funding.

- Administrators Representation List – Nancy provided a list of members and the administrators they are asked to contact. We should all contact our groups soon, introduce ourselves, and provide the link to the AAC website. This way we can bring their concerns to the committee.
- New Administrators Breakfast – will be held on Tuesday, September 16 at 8 am. Invitations are out and we will provide a continental breakfast. Jim has arranged to get coffee mugs from Alumni Affairs, Gretchen will provide ACCEL pens, Keri will provide "Swamp" items, and David will bring his power bar samples.

Items from the Community:

- It was brought to our attention that the costs for Sodexho catering have increased significantly from last year and apparently with the new contract, we are expressly prohibited from hiring any outside catering companies. This has not been communicated at all to the community and many departments are struggling with how they will manage their regular programming. We can address the communication issue, but also would like to understand why these changes were made. We should start by discussing with the Finance department. Should we consider requesting help from SAC in addressing this?
- An administrator brought to Jim's attention an issue about the Jewish High Holidays. Our Jewish employees must take a vacation day for these holidays, but are not offered the option of trading in some of the Christmas holiday time for this. This should be addressed with Human Resources; is there anyway to allow an exchange of some of the Christmas week for the High Holidays?
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The meeting was adjourned at 1:10 p.m.

Respectively submitted

Nancy Frambes, Secretary