Administrative Advisory Committee Meeting Minutes
January 11, 2005

Present: Gretchen Beach, Tiffany Cippollone, Keri Fadden, Jennifer Foxman, Mounira Morris

Not Present: Kate Copeland, Julianne Foltz, Sue Plunkett, Phil Reinhart, Mike Richwalsky, Jennifer Spirer

Approval of Minutes: The minutes from the previous meeting were approved with the correction of one typographical error in the first paragraph (pursuing).

Financial Report: There have been no changes to the financial report since the last meeting.

Old Business:
A brief overview was given regarding the visit from Marcus Buckley at the last AAC meeting. It was agreed that one of the primary goals will be to create a working process for comparing and identifying administrative positions for the purpose of determining market equity, as this seems to be especially challenging within administrative positions. Marcus indicated that Melissa Mencotti and Larry Lee will be a part of the discussions for developing this process. Keri will be inviting Melissa and Larry to the next meeting to discuss the process, their thoughts and observations and how we might be able to help. We also discussed the emphasis on using total compensation as a comparison, rather than just salary.

We reviewed the AAC bylaws and made some proposed updates and changes to reflect changes in positions, etc. We will vote on these changes at the next AAC meeting.

The question was raised about whether or not we should find a new meeting time for AAC as we seem to be missing a number of members at each meeting.

Jennifer Spirer has sent a sample e-mail that we can use to contact our constituents (assignments were given in December). All AAC members should notify their constituents soon. We can refer administrators to the AAC web page to review minutes from previous business meetings.

We reviewed the list of seminar topics from Citibank and chose three that we thought might be interesting and helpful to do on campus. They are Customer Care, Stress Management and the FISH! Philosophy. We also discussed the possibility of purchasing some staff development books and resources and asking the library to provide a shelf to use to house the materials for use by administrators on campus.

New Business:
We discussed plans for a "summer trilogy" series and decided on a series of three programs:

1. Social gathering in Campus Center (have games room open, etc.)
2. FISH! Philosophy
3. Health Fair

Keri will contact SAC about joining the staff development programs.

Items from the Community:
There were no items from the community.

Next meeting is February 8th at noon in CC 206.

Respectfully Submitted,
Jennifer Foxman