# ADMINISTRATIVE ADVISORY COMMITTEE



**Administrative Advisory Committee (AAC) Meeting**
**Reis Hall Treasure Room**
**October 16, 2001**

**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 shortly after noon. The minutes of the last meeting, held on September 18, were approved.

Mary Jane Webb gave the Treasurer's Report. No funds have yet been spent from the current fiscal year's budget (set at $1,000).

**Items from the Community:**
Erin McAdams brought to the committee's attention a concern from SAC that College employees are not recognized for their service prior to the 25-year mark or retirement. Linda Wetsell offered to send a letter on behalf of AAC to Pat Ferrey in Human Resources to inquire about this concern and offer AAC's assistance in any needed planning or coordination. Ann Areson suggested that after this contact with Human Resources, AAC will be better equipped to make follow-up recommendations, if needed, to AEC or the President.

Mary Jane Lombardi notified the committee of the concern of others on campus regarding the proposed time and attendance sheets (proposed in the Employee Handbook and presented to the committee by Marcus Buckley during the September 18 AAC meeting).

Linda Wetsell also inquired about the ways in which the College will communicate with the campus about the Planning Workshop report. Ann Areson will follow-up with Dave McInally on how the College plans to do this and how AAC will be involved.

**Old Business:**
Ann Areson addressed past inquiries about a fund to memorialize Ruth Wheeler. Several levels are available, including planting/dedicating a tree on campus, building a bench or creating a book fund (ranging from approximately $400 and up). Other options (such as funding endowments and scholarships) are more than $25,000. Ann also let the committee know that individuals can make a contribution to the College in memory of Ruth, and they will be recognized for such in the Annual Report of Gifts.

This report evolved into a discussion of the various policies on donating plaques, book funds, trees and other items to the College. Ann reported that the College expects to standardize these policies and coordinate their execution with Physical Plant, Development and others.

Ann Areson also revisited the task forces created during the August 21 meeting and suggested that the various groups get together to begin work on their respective tasks. To aid in this process, Ann will send copies of the AAC bylaws to the committee.

**New Business:**
Under new business, Ann read the purpose/mission of the AAC and brought up the issue of whether the committee should be doing more on campus. A discussion of the history of AAC ensued. Sherry Proper suggested that the committee bring their own interpretations of the purpose and responsibilities to the next meeting. In addition, Ann will clarify with Marcus Buckley (AAC's AEC liaison) how AAC should be more involved - particularly in relation to the Planning Workshop Report.

This issue elicited discussion of AAC's outreach to and representation of all administrators on campus. To increase the committee's visibility on campus, Erin McAdams will post an announcement in Inside News Weekly reminding administrators of the committee (linking to the AAC web site). An announcement will also appear in Inside News Weekly before each AAC meeting with a link to the most recent minutes and an invitation to administrator's to contact one of the committee members with any items.

Linda Wetsell also suggested assigning each committee member "pockets" of administrators to increase our proper representation of administrators. Mary Jane Lombardi will request and obtain a complete list of administrators (listed by departments). A discussion developed about the benefits of a formal communication structure and whether AAC should incorporate this suggestion into a formal process. The Visibility Subcommittee will also report on its activities at the next AAC meeting.

**FFC Report:**
Ann reported that the FFC was reviewing a new initiatives proposal.

The committee determined by consensus that, in the future, the FFC Report should include only items of direct interest to administrators (in place of a summary of the FFC meetings).

The next AAC meeting will be held on **Tuesday, November 20** at noon in the Treasure Room. During this meeting, the committee will address our mission and responsibilities as well as next steps to better communicate to those we represent.

The meeting was adjourned shortly after 1 p.m.

Respectfully submitted,
*Erin McAdams*
*Secretary*