**Administrative Advisory Committee Meeting Minutes**
**January 9, 2007**

**Present:** Melissa Burns, Anna Button, Linda Clune, Erin Kirk, Ellen Nolan, Jessica Pentz, Mandy Prusia, Jason Ramsey, Josh Tysiachney

**Guests:** Mike Richwalsky

**Not Present:** Jim Fitch, Marian Sherwood

The meeting was called to order at 12:05 p.m.

**Minutes Approval:**
December minutes were approved, motion by Jason Ramsey, seconded by Mandy Prusia

**Financial Report:**
$694.45. (The cost of the new administrator luncheon was $66.80.)

**FFC Update:**
No update.

**Service Excellence Committee Update:**
No update.

**Old Business:**
**Constituent Email**
Members are to send an introductory email to constituents in their clusters, except for those in cluster five ("new" administrators). Linda Clune will email those individuals. A sample message and a list with contact information were provided to members after the meeting. Brief discussion confirmed that, per the bylaws, all administrators who are not members of AEC are represented by AAC and should be included in the introductory email and other initiatives.

**New Business:**
**Computer Loan Program**
General consensus was that AAC should work with appropriate individuals on campus to address extending and/or permanently reinstating the computer loan program, which was recently discontinued by the College. Members see the program as a valuable benefit and as a way to encourage better understanding of technology by employees.

Among the possibilities discussed were:

- Setting a minimum purchase price for the program
- Working with a preferred vendor such as Computer Showcase to ensure that program funds are actually being used to purchase a computer.

Melissa Burns will contact Dave McInally to begin discussions between AAC and the College administration.

The meeting was adjourned at 12:38 p.m.

**Respectfully submitted,**
**Josh Tysiachney**