Administrative Advisory Committee Meeting Minutes
October 12, 2004

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

Unable to attend: Kate Copeland***,*** Juliane Foltz***,*** Phil Reinhart, Mike Richwalsky, Jennifer Spirer

Meeting was called to order at 12:05 pm

Financial Report*:* Not available

Old Business:

New Administrators Welcome Event:
New member welcome breakfast will proceed as planned. Calls are being made to all new administrators inviting them to attend. We will lower the number of participants to 20 for purposes of ordering food. Agenda will be to introduce new administrators to AAC and each other and explain the role of AAC.

Constitution and Bylaws:
Jennifer Spirer will send copies to all members

Division of constituents:
Jennifer Spirer will get lists from Human Resources to divide up constituents.

New Business:

Professional Development Survey Results:
Professional Development survey results from last year were distributed. The committee was interested in finding out more about a suggestion raised in the results from Robin Szitas regarding Citibank Professional Development Seminars. Also suggested was the possibility of doing something on how to be service-oriented. The committee suggested that we combine with SAC for the trainings and perhaps plan something for the spring semester. Also discussed was the possibility of again doing the Trilogy Series with SAC next summer – possible topics included a wellness/fitness fair, a professional development program and something social. It was decided that dates and program ideas would be discussed at the next meeting.

Capital Campaign update:
Tiffany Cipollone gave AAC an update of the current Capital Campaign. The official end of the Campaign is June 30, 2006. The internal goal is the year prior. The goal is $105 million. We are currently just over $90 million and hope to be at $94 million by the end of the calendar year. Our "cash received goal" is ahead of schedule. The six initiatives for the Campaign remain the same and include the Annual Fund, Theater and Communication Arts, and faculty and student support. The Skattum Challenge (matching

funds for increasing annual fund gift over several years) has been very successful. The Annual Fund has topped $3 million the last two years. The Skattum Challenge is ending soon and the multi year pledges made at the beginning of the campaign will also be ending soon. Any gifts made from 1999-2006 count toward the Capital Campaign.

EEO Discussion:
Tammy and Keri are meeting with Pat Ferrey regarding the EEO position. Mounira offered to send an e-mail to other PA schools to find out how they fill this position. We discussed the role of the EEO and how it may overlap with other roles on campus, such as the CDSH. We discussed that it would be helpful to collect more information about what the EEO does and their role in educating the campus, dealing with complaints, etc. as those questions weren't clear to us and may not be to our constituents.

Respectfully submitted,
Jennifer Foxman