ADMINISTRATIVE ADVISORY COMMITTEE

Administrative Advisory Committee (AAC) Meeting
Reis Hall Treasure Room
November 20, 2001

Present: Ann Areson, Mary Jane Lombardi, Erin McAdams, Joe Miller Andy Naples, Sherry Proper, Dave Roncolato, Marian Sherwood, Mary Jane Webb and Linda Wetsell. Phil Foxman could not attend. Dave McInally attended as a special guest.

The meeting was called to order by Ann Areson shortly after noon. The minutes of the last meeting, held on October 16, were approved.

Ann Areson suggested that the discussion of the Planning Workshop Report be held prior to other items on the meeting's agenda. The committee agreed.

Dave McInally explained the background and the process of the Planning Workshop Report, primarily that the activity of the workshop has sparked several ideas that may be included in a strategic plan. The Report outlines both strategic items as well as operational concerns, which may not appear in a final strategic plan but may be addressed in other ways. The final step of the Report is the proposal of a strategic plan for the approval of the Board of Trustees in April.

Through invitations of various departments, discussions by the faculty and open forums, feedback and various issues raised by the campus community have been collected. AAC is encouraged to gather responses of other administrators as well and share those with Dave. In response to this, Ann Areson suggested that AAC schedule theme-based forums (similar to the forums held by the faculty) to provide an additional opportunity for administrators to voice their feedback. This suggestion was not voted upon by the committee.

The committee then engaged in a discussion on the Report in general. Some questions that arose include:

- How has diversity been addressed?
- How often do strategic planning sessions like this occur at Allegheny?
- What is the timeline for future planning epidodes?
- Were the intangible effects of the last planning process measured? If so, how were they addressed? And how were these items factored into the most recent planning process?
- Was there a sense of urgency with this current process?
- What were the primary topics of focus?
- Is there a foreseeable manner in which new initiatives can be funded?

Dave McInally provided substantial answers to these questions and concluded the discussion by indicating that the strategic plan proposal (to be written in the Spring semester) will most likely include items regarding diversity, marketing, civic engagement and faculty development as well as elements linked to the campaign.

The Visibility Sub-committee also gave a brief report of its most recent meetings. The committee agreed

by consensus to two of the sub-committee's ideas:

- AAC will send a holiday-oriented card to all administrators. The list of all administrators will be divided among AAC members.
- AAC will host a welcome reception all new administrators (hired since July 1, 2001) as the first step in reviving the monthly lunches for new administrators.

The full AAC committee is asked to review all of the suggestions submitted by the Visibility Sub-committee and respond via e-mail with any new ideas, questions or concerns.

Another AAC meeting was scheduled for **Tuesday, December 4** at noon in the Lincoln Room of Reis Hall to discuss the remaining items on the agenda.

The meeting was adjourned shortly after 1 p.m.

Respectfully submitted,

Erin McAdams
Secretary