

Administrative Advisory Committee Meeting  
Treasure Room – Reis Hall  
September 3, 2002

**Present:** Sally Barrett Hanley, Dave Chambers, Jim Fitch, Phil Foxman, Gretchen Kerr, Mary Jane Lombardi, Andy Naples, Sherry Proper, Marian Sherwood, Kathy Uglow, and Linda Wetsell

Sherry Proper called the meeting to order shortly after noon.

***Announcements:***

Sherry Proper explained the new procedure for approving the minutes. Kathy Uglow will compose the minutes and send them via e-mail to all committee members for their review. If any members have corrections or additions, these will be e-mailed back to Kathy within a week's time. She will revise the minutes. If there are no comments, she will assume the minutes stand as written and will forward the approved copy to Dave Chambers to post on the web. Everyone agreed that this procedure is satisfactory.

***Treasurer's Report:***

Linda Wetsell reported that we have no expenses so far this year. We begin the year with a balance of \$1,000.

***Items from the Community:***

Sally Barrett Hanley informed the committee that the total employee participation percentage for the capital campaign was 68%. There was a 76% participation by the Administrative Staff.

***Old Business:***

Sherry Proper reported that the AAC written response to Marcus Buckley concerning the new exempt employees' handbook draft was sent to him on August 26, 2002. She has not received any updates about this and no date has yet been announced for the open meeting for administrators' comments.

***New Business:***

- Sherry Proper and Kathy Uglow met with a group at the request of Tiffany Cipollone, Development, who is planning the October 9, 2002 Capital Campaign Kick Off Event for employees. That meeting served as a brainstorming session to generate ideas for thanking Allegheny employees for their hard work, and to also thank those who contributed to the campaign. As a result of the meeting, there will be a daytime luncheon or dessert event held at the Wise Center with information available about the various campaign aspects for employees to check out. Individual thank you notes will be sent to those who made contributions, rather than having a public announcement or list of contributors.
- It was agreed that AAC would meet on the 3<sup>rd</sup> Tuesday of each month this year, as they have done in the past. Kathy Uglow will reserve the Treasure Room for the meetings. This schedule will begin with a meeting on Tuesday, September 17, 2002 to plan for the new administrator welcome event that is held every six months.

- Two subcommittees were formed as members volunteered to serve on each:
  - Elections committee: David Chambers, Kathy Uglow, Mary Jane Lombardi
  - Visibility committee: Andy Naples, Sally Barrett Hanley, Gretchen Kerr
- At the upcoming September 17 meeting, we will review the list of Allegheny administrators and decide how to divide the names to allow each AAC member to represent a designated group of individuals. Kathy Uglow will bring copies of the list that Erin McAdams had from last year for the committee to review/update.
- Sherry Proper is checking with Pat Ferrey to confirm that she has a current copy of the new administrator welcome letter and that she includes this in her new employee orientation. Also, Kathy Uglow will forward Sherry a copy of the letter given to her by Erin McAdams for her records.
- There was discussion about planning the new administrator welcome reception. Jim Fitch agreed to meet with those on the Visibility Committee after this meeting adjourned to plan the details. The Visibility Committee will decide the date of this event, whether to have lunch or breakfast, and distribute the invitations. It was agreed that any interim administrators should be invited to this event and a list of new administrators will be obtained. Sherry informed the group that Marcus Buckley has approved the two per year breakfasts/luncheons, and if we desire to make changes to that schedule we will need to get approval. Sherry will also check with Pat Ferrey to see if names of new administrators could be sent to the Visibility Committee on a regular basis. The next welcome event will be in January 2003.
- Discussion was held about whether there is a need to form a sub-committee to examine the AAC by-laws. It was decided not to form a sub-committee at this time, but rather to have members review the by-laws and determine if they have questions or concerns that need to be addressed. The by-laws can be viewed on the web.

Marian Sherwood motioned for adjournment and Andy Naples seconded the motion.  
The meeting adjourned at 12:37 p.m.

Respectively submitted,

Kathy Uglow  
Secretary