Administrative Advisory Committee Meeting Minutes
February 8, 2005

Present: Keri Fadden, Sue Plunkett Jennifer Spirer, Kate Copeland, Jennifer Foxman, Mounira Morris, Mike Richwalsky

Not Present: Gretchen Beach, Tiffany Cippollone, Julianne Foltz, Phil Reinhart

Approval of Minutes: The minutes from the previous meeting were approved with the correction of one typographical error in the second paragraph (next).

Financial Report: There have been no changes to the financial report since the last meeting. The total is $443.95

Old Business:

The By-laws have been updated to reflect changes made during the last meeting, all who were in attendance approved the changes, Jennifer Spirer will email the updated version to the rest of the committee and await approval.

We are still waiting to touch base with SAC in order to determine how to proceed with the summer trilogy events. We have already set the date for FISH Philosophy – It will be July 12th. The others can be set up later. In terms of the Staff Development seminars, we will try to schedule them for late September and October as not to interfere with the busy beginning of the school year.

New Business:
We discussed the need for Election Preparations. Kate Copeland will email the electronic version of last year's letter to the Election Committee (Jennifer Spirer and Julianne Foltz) and they will begin to revise, so that we will be ready to send out the ballot in late April. Jennifer Spirer will contact HR for list of administrators including date of hire so that we can make sure that new members vote appropriately. We will talk about this more next month.

In terms of continuing staff development, we talked about creating a section in the Library devoted to Business/Professional development books. Keri asked if anyone would be interested in putting together a list for the committee to review. Jennifer is going to put together a brief list with a few recommendations.

Finally we spent some time talking about recognition of part time administrators and whether or not we need to revisit this subject from years past. Sue brought up the situation with Dr. Bazalek, in which he has been injured after serving in the Armed Forces and that if he returns we should do something to recognize him. Keri has agreed to look into this matter to see if it has been resolved in the past…she will report back to the committee.

Items from the Community:
Keri brought up that one of her constituents would like us to consider offering wellness activities for staff. Keri talked about upcoming wellness information.

Next meeting is March 8th at noon in CC 206. Melissa Mencotti and Larry Lee will be attending in order to give an update on FFC activities.

Meeting was adjourned at 12:40 pm

Respectfully Submitted,
Jennifer Spirer