

Administrative Advisory Committee Meeting Minutes

January 10, 2006

Present: Melissa Burns, Linda Clune, Erin Kirk, Mounira Morris, Ellen Nolan, Jessica Pentz, Jason Ramsey, Mike Richwalsky, Marian Sherwood

Not Present: Tiffany Cipollone, Jennifer Foxman

The meeting was called to order at 12:10pm.

Minutes Approval:

November's minutes were approved, motion by Erin Kirk, seconded by Ellen Nolan. December's minutes were also approved, motion by Marian Sherwood, second by Ellen.

Financial Report:

Melissa Burns reported a balance of 527.56.

Old Business:

Service Excellence Committee Update:

Jessica Pentz updated the group on the following developments:

- Good Morning Allegheny – Debbie Carman is organizing the first session of this open house program for Schultz (Admissions/Financial Aid). Host departments decide on the format and cover all expenditures related to these sessions. Upcoming sessions may be hosted by Bentley Hall, Wise Center, and one or more departments from the Campus Center.
- Mentor Program for Staff and Administration – Tammy Garland from Physical Plant is pursuing this further in collaboration with Pat Ferrey in Human Resources.

Parking

There was a reported complaint regarding branches over the Park Avenue parking lot across from Brooks Hall. (Gold Lot #25) After speaking with Ken Hanna of Physical Plant, Marian Sherwood reported that the college has purchased the lot on which those trees exist and that the problem would be taken care of.

New Business:

Election Committee

Erin Kirk, Mounira Morris and Ellen Nolan will be meeting before the next AAC meeting to discuss plans for upcoming elections.

Items from the Community:

New Employee Orientation to AAC

Linda Clune reported a concern regarding new employee awareness (or lack thereof) of AAC. Suggestions from the committee were:

- Sending a welcome email to new employees
- Including a document about AAC in new hire packets
- Covering AAC functions as part of the mentoring program being developed by SEC.

Mike Richwalsky will contact Pat Ferrey in Human Resources to find out if he can be notified when new administrators are hired by the college.

The meeting was adjourned at 12:36pm.

Next meeting is February 14th, at noon in the McKinley's Private Dining Room. Mike Richwalsky will be bringing treats.

**Respectfully submitted,
Jason Ramsey**