

Administrative Advisory Committee Meeting
Treasure Room - Reis Hall
January 14, 2003

Present: David Chambers, Jim Fitch, Gretchen Kerr, Mary Jane Lombardi, Andy Naples, Sherry Proper, Marian Sherwood, Kathy Uglow

Phil Foxman, Sally Barrett Hanley, Linda Wetsell were unable to attend.

Sherry Proper called the meeting to order at 12:08 p.m.

Items from the Community:

Gretchen Kerr announced that Career Services is sponsoring a students' Etiquette Dinner event, which Administrators can attend. It will be on Friday, February 7, 2003, from 5:00 p.m. - 7:30 p.m. in Schultz. Administrators can contact Gretchen Kerr <gkerr> if they would like to attend or for more information.

Old Business:

- Plans for the second semester New Administrator Welcome Breakfast were finalized. The event will be held on Wednesday, February 19, 2003, from 8:30 a.m. - 10:00 a.m. Jim Fitch reserved the Schultz Alcove, Andy Naples ordered the food, and Sally Barrett-Hanley will send out the invitations. Sherry Proper is checking with Human Resources about any recent new hires or changes to the list of names we have compiled. Those administrators who were invited to the September breakfast, but could not attend, are to be invited again. Andy Naples will offer an "optional campus tour." Sally Barrett Hanley provided mugs for new administrators at the last event. Jim Fitch and Gretchen Kerr are donating mugs for the February 19 breakfast. Jim Fitch will contact Phil Foxman to see when the next time to place an order for mugs will be and at a future meeting our committee will officially decide whether we should order some to have on hand for these welcoming events.
- There was continued discussion about the Exempt Staff Handbook draft that is now on the web. Jim Fitch reported that all the changes to the draft are not yet posted on the web. Sherry Proper will check with Human Resources to find out when the final version should be online. It was decided that we would encourage our contacts to review the final version on the web when it is available. Linda Wetsell, who is checking with Human Resources about some of the points of concern/confusion, was not present at this meeting, so we will continue this discussion at the next meeting. Some of the Committee members' concerns remain centered around the following points:
 - o Reporting vacation time, personal days, sick time (defining usage of sick time)
 - o Whether supervisors have the implied flexibility to allow hourly employees to leave work early before holidays or under special circumstances
 - o When the final, revised Exempt Staff Handbook will be on the web
- The Professional Development discussion was revisited. Sherry Proper will check with Pat Ferrey and Linda Wetsell about whether Human Resources is planning any Professional Development workshops and also get their input about topics for us.

Gretchen Kerr will draft a sample survey that the Committee could distribute to our contacts to find out their interests on this topic. The Committee will continue this discussion at the next meeting.

New Business:

- Re-accreditation Committee and Benefits Committee updates will be tabled until next meeting. Jim Fitch will be reporting about the Benefits Committee progress so far.

The meeting adjourned at 1:08 p.m.

Respectively submitted,

Kathy Uglow
Secretary