Administrative Advisory Committee Meeting Minutes
April 11, 2006

Present: Melissa Burns, Jennifer Foxman, Erin Kirk, Ellen Nolan, Jessica Pentz, Jason Ramsey, Mike Richwalsky

Not Present: Tiffany Cipollone, Linda Clune, Mounira Morris, Marian Sherwood

The meeting was called to order at 12:14pm.

Minutes Approval:

March minutes were approved by the committee.

Financial Report:

Melissa Burns reported no change in the fiscal status of the committee. Upcoming possible expenditures are the new member luncheon in May and any financial contribution to the summer trilogy.

Old Business:

Service Excellence Committee Update:

Jessica Pentz reported no new updates.

End of Summer Picnic:

The President will invite staff, administration and faculty to the picnic at the President's house following the first Faculty Meeting in September. After speaking with SAC, Mike Richwalsky will attempt to form a picnic subcommittee consisting of two members of SAC and two members of AAC. Mike and Ellen Nolan volunteered for this committee.

Election Committee:

The results of this year's election of four new members were completed. Should these members accept, they will be invited to the May meeting, where their election will be officially announced.

Welcome Luncheon:

The committee agreed to meet a final time on May 9th to conduct a welcome luncheon for new members. Mike Richwalsky will order a catered lunch for this meeting.

New Business:

Blood Drive:

The college is holding a blood drive on April 17th for Professor Robert Cupper in the Wise Center.

The meeting was adjourned at 12:35pm.

Next meeting is May 9th, at noon in the McKinley's Private Dining Room.

Respectfully submitted,
Jason Ramsey