

Administrative Advisory Committee Meeting Minutes

May 9, 2006

Present: Melissa Burns, Anna Button, Linda Clune, Jim Fitch, Erin Kirk, Ellen Nolan, Mandy Prusia, Jason Ramsey, Mike Richwalsky, Marian Sherwood, Josh Tysiachney

Not Present: Tiffany Cipollone, Mounira Morris, Jessica Pentz

The meeting was called to order at 12:17pm.

Minutes Approval:

April minutes were approved by the committee, motion by Marian Sherwood.

Financial Report:

Melissa Burns reported no change in the fiscal status of the committee. Remaining funds will be devoted to today's luncheon and any money required in planning the Summer Trilogy.

Old Business:

Service Excellence Committee Update:

The next Good Morning Allegheny event will be held on May 11th at the Tippie Alumni Center, 9:30 AM.

Summer Trilogy planning:

Mike Richwalsky will represent AAC during the planning of this event.

End of Summer Picnic:

Marian Sherwood volunteered to replace Mike Richwalsky as one of two AAC members to be a part of the picnic planning committee in conjunction with SAC. (Ellen Nolan remains the second AAC volunteer.) Mike cited involvement in the Summer Trilogy

Election Committee:

Welcome to the new members of AAC, Anna Button and Josh Tysiachney from Cluster 3, Jim Fitch and Mandy Prusia from Cluster 2! The committee thanks outgoing members Tiffany Cipollone, Jen Foxman, Mounira Morris, and Mike Richwalsky for their hard work.

Diversity Survey:

Marian Sherwood continues to encourage administration to fill out the diversity survey mailed last month. Response has been good from employees and faculty, but not from students.

Blood Drive:

Mike Richwalsky reported that the blood drive for Professor Cupper was extremely successful, and the committee remarked how good it was to see him out and about on campus again.

New Business:

Jason Ramsey announced the upcoming schedule of computing classes available to the administration and staff of the college. Classes will start June 14th and be available through the end of the month. Based on last year's strong turnout, the number of classes was increased from five to nine. In addition to the guest instructor from last year, James Fadden, Pete Gifford, Rich Metzger, Jason Ramsey, and Mike Richwalsky will be teaching classes. Signup will be available on the web starting next week.

The meeting was adjourned at 12:41pm.

Next meeting is September 12th, 2006, in the McKinley's Private Dining Room.

**Respectfully submitted,
Jason Ramsey**