Administrative Advisory Committee Meeting Minutes
September 14, 2004

Present: Gretchen Beach, Mike Richwalsky, Tiffany Cipollone, Julianne Foltz, Kate Copeland, Keri Fadden, Jen Foxman, Mounira Morris, Jennifer Spirer

Unable to attend: Phil Reinhart

Meeting was called to order at 12:05 pm.

Financial report:
Kate Copeland reported that we receive a budget of $1000 a year. So far we've spent $395. Last year we had $57.59 left over, which does not roll over. (This number was just reported to indicate that we do use all of our money.) We have roughly $600 left to spend.

Old Business:
Larry Lee, Kathy Roos and Melissa Mencotti were submitted as new members of FFC. We aren't sure who was elected, however once Keri finds out we will ask the other person to stand-by as a back up.

We discussed our summer trilogy of events. At least one member of the group had attended each one and said that they were well attended and well received.

New Business:
Transition on our committee:
Nancy Frambes is no longer working at Allegheny and her position needs to be filled. Keri recommended that we look through Cluster 2 from previous nominations and choose the next candidate. This is approved (we will do it after the meeting).

Also, technically Keri Fadden now works for the Learning Commons, which is not part of Cluster 2. We decided want her to continue her service on the committee and we will re-assign numbers at the next elections if necessary.

Keri Fadden proposed that the Learning Commons be added to Cluster 4. Sports Information will now be considered part of athletics (but that doesn't change numbers of Representatives). Summer conferences and Events Office should move to Cluster 1.

> Julianne Foltz made a motion
> Tiffany Cipollone seconded the motion
> The motion was approved

Keri Fadden and Jennifer Spirer will divide constituents for each member of AAC. Jennifer Spirer will email this information before the next meeting.

Committees:

Each year we have an elections committee, which needs to have three members. Gretchen Beach, Jennifer Spirer and Julianne Foltz volunteered to be on the next elections committee. Last year we had the visibility committee and professional development committees. We decided that we don't need to form these committees right now, we will volunteer on an as needed basis.

New Administrator Breakfast:
What do we want to do this year? In the past it has cost approx. $200. Tiffany Cipollone agreed to coordinate the food. Mike Richwalsky will create and send invitations. And, Jen Foxman will be in charge of choosing/getting a give-a-way (probably one gift). The breakfast will take place on October 13th from 8-9am. Keri Fadden will reserve the room, either 301, 302 or Schultz East Alcove. She will also get a list of new hires from Human Resources.

We confirmed that AAC will continue to meet time the second Tuesday of each month, therefore next month's meeting will be October 12th.

Jennifer Spirer will email a copy of the constitution and bi-laws to all committee members before the next meeting.

Professional Development Survey: Keri is currently in the process of compiling the results of last year's survey. Once that's finished we will come up with new ideas for future programming.

Items from the Community:
Julianne Foltz and Tiffany Cipollone will create and Tiffany Cipollone will report about the capital campaign next month.

The meeting was adjourned at 12:35 p.m.

Respectively submitted,
Jennifer Spirer
Secretary