

AAC Meeting
15 November 2012

Attendance: Jodi Millin (chair), Jesse Lavery, Brian Kern, valerie guerrero, Rebecca Dickinson, Mary Jane Webb

Motions: The minutes from our 9/20 meeting were approved.

Treasurer's report: The committee began with \$1000. September's lunch cost \$82.85 and \$335.12 was contributed to last summer's SAC lunch leaving a balance of \$582.03.

Discussion:

- Those who haven't should send a head shot to Jodi asap. Please include your title.
- Kazi Joshua came to introduce himself and to see how CIASS initiatives might support administrators. The example of Safe Zone training was discussed and dates were refined based on committee input. A calendar of diversity events is in development. AAC members should help publicize these events (beginning with Safe Zone Training).
- Good Morning, Allegheny is actually sponsored by the Service Excellence Committee (Matt Gullatta, chair). They are working on events.
- Jodi spoke with Pat Ferrey about reporting vacation hours. She shared some historical information to help us understand why the current system exists. HR is comfortable with how hours are currently reported.
- Update on the VP search. The first meeting of the search committee has been held. A consulting firm attended to help develop the profile of the desired candidates. A job description is being polished. The search will begin in January with the goal of presenting a short list to the committee in late March/early April.
- We reviewed the by-laws about how to replace a member who leaves mid-term. Jodi will follow up.

Our next meeting is December 20 in Campus Center 303.