AAC Meeting
May 9, 2013

Attendance: Erin Detwiler, Mary Jane Webb, Brian Kern, Jesse Lavery, Rebecca Dickinson, valerie guerrero, Jodi Millin, Jim Fitch, Andrea Bloodworth,

March minutes approved.

Motion: The committee will make a $400 donation to the Cancer Walkathon. The remainder of our 2012-2013 budget will be used towards expenses incurred in hosting the Walkathon. Seconded and passed. **Amended on 9/5 – we are not allowed to make contributions from our budget.**

Election Update: Jodi will send a reminder of the deadline to cast a vote. Ballots received are running about the same as last year.

Discussion of the searchable employee and student directory:

There are three accessible directories of Allegheny employees. The publically accessible directory is on the Human Resources website http://sites.allegheny.edu/hr/employee-directory/. Internal directories are located on MyAllegheny (http://allegheny.edu/search/) and on Google Drive (https://drive.google.com/a/allegheny.edu/?tab=mo#recent). All information is provided by HR and is updated once per semester – although the Google Drive document may be more current.

There is a searchable student directory to replace the old printed directory. It can be found on WebAdvisor and is maintained by ASG. Directions to locate the directory:

1. Use a web browser to Go to WebAdvisor at https://webadvisor.allegheny.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=230413655

2. Click on the "Log In" tab located near the upper right corner of the screen.

3. Enter the User ID and Password that you use to access email, the Google calendar, etc.

4. Click on "Employees" on the right side of page.

5. Click on the link to the "ASG Student Directory" which falls below the "Communication" section.

Other Updates:
The library is preparing for the Gateway move by moving/shifting/relocating items on the ground level to prepare for the eventual move of materials from the second floor.

valerie mentioned that she had heard that HR was exploring the possibility of a non-faculty orientation. Jodi will call HR to express the committee's interest in participating in these discussions.

Fall Agenda:

Terry Bensel will attend a meeting in the fall to update the committee on the Gateway Initiative.

The first meeting will be the transition meeting to welcome new members and select officers for the 2013-2014 school year.