

AAC Minutes

4/9/15

AAC members present: Carli Belosh, Andy Cooley, Mike Hurley, Lauren Kennedy, Derek Li, Jayne Piskorik, Jamie Plunkett, Chris Rick, Craig Sewall, & Brent Wilkerson

• **James Fadden, Director of Information Technology Services met with AAC and discussed the following items:**

- IT has been meeting to discuss what programs those employed by the College should be proficient with, and what being proficient with something actually means. These programs (although eventually there may be more) include Gmail, Google Calendar, Excel, Google drive, Microsoft Word, and internet safety.
- It will be up to individual supervisors to determine which skills are necessary and should be included in job descriptions for those in their department.
- There will eventually be links and information for those who are not proficient in certain areas so that they may improve their skills.
- Any questions, for any program, etc. should go to the Help Desk and they can direct you from there.

• **Next month's meeting will take place on May 5th.**

- Clusters will be reexamined to make sure there is representation for all departments on campus. Perhaps the clusters need to change (ie. Derek used to represent Admissions but now does not have contact with their department).
- Either Brent or Jamie will remain on the committee for another year so that Athletics can fall back into the normal pattern of having one representative replaced per year.