Administrative Advisory Committee Meeting Minutes
September 11, 2007

Present: Adam Bratton, Anna Button, Jim Fitch, Peg Hart, Sarah Holt, Jacquie Kondrot, Pam Majors, Andy Naples, Angelo Panzetta, Mandy Prusia, Josh Tysiachney
Guests: Jason Ramsey

The meeting was called to order at 12:30 p.m. Mandy welcomed new members and provided an overview of AAC and its purpose.

Minutes Approval:
May minutes were approved, motion by Anna, seconded by Adam

Financial Report:
$573.23 ($337.45 was spent on the picnic at Robertson, $89.32 on the ice cream social)

FFC Update:
Jason Ramsey will continue to attend AAC meetings to provide FFC updates. Jason encouraged members to complete the benefits survey that FFC will circulate soon. (Members can also mention this survey in the introductory message sent to AAC constituents.)

Service Excellence Committee Update:
No update.

Old Business:

Computer Loan Program
The committee suggested that the task force (Jason Ramsey, Mike Richwalsky, and Jim Fitch) formed last year proceed with the plan of contacting comparison group schools to learn if they offer computer loan programs.

New Business:

Election of Officers
Results:
Chair: Mandy Prusia
Vice Chair/Treasurer: Josh Tysiachney
Recording Secretary: Anna Button

Email Message to Constituents
Members will send an email to their constituents to describe the purpose of AAC and to encourage them to submit ideas, questions and concerns. Jason will work with Human Resources to get a list of administrators. Josh will provide a sample message.

The meeting was adjourned at 1:00 p.m.

Respectfully submitted,
Josh Tysiachney