10.07.10 - Administrative Advisory Committee

Present: Alan Bartlett, Jason Ramsey, Matt Gullatta, Jen Foxman, Betsy Rhoades, Tahirah Jordan, Kelly Boulton, Kate Costanzo

James Fadden: GoogleApps

We're currently reaching our one year anniversary of the campus conversion to GoogleApps, a modern collaboration suite, so James is attempting to gauge what features are used, what other opportunities it holds for Allegheny, and how Computing Services can better spread the word about possibilities

Linking of conversations—Betsy mentioned some find this problematic but James noted the feature can be turned on and off at any time.

Filters—The library uses these a lot and finds them very important and helpful to send things on autopilot

Labels and crosslabels—They are helpful to link messages together that might not be easily found with a search.

Keyword search—most find this very helpful

Trash—Messages sit in trash for about 30 days and then automatically delete. If this is problematic, could create a temporary holding "trash" file before moving things finally to the auto-delete trash.

Eudora—will likely not work on Windows 7 so must eventually use the Eudora file converter to translate messages into text docs and file on computer if don't want to lose old conversations when Windows 7 conversion happens.

Meeting invitations—James noted you can send invitations straight from email but still be linked to calendars

GoogleDocs—James suggested we still need to determine what happens to shared GoogleDocs when those who are primary authors of document graduate or move on from college

Accessibility—availability of email via phone and increased internet accessibility blurring lines between work and personal time and creating more immediacy of expectations. This has changed the culture of the campus and its communications. Jason has seen a marked change in how certain departments operate.

GoogleChat—Alan finds it very helpful for expediency and wrapping up simple issues. James suggested replying by chat can also document it as part of a linked conversation. Kelly finds it useful and yet sometimes interruptive.

With all this constant rolling communication, James suggested it might be helpful to have some resources available to teach about GoogleMail functionalities that allow you to be "unavailable" and therefore uninterrupted

New Features—The red “new features” button in GoogleMail alerts to recent rolling releases

AAC business:

Jason proposed we wait to review last meeting’s minutes until Jamie is with us.

Matt gave a financial report stating that we currently have $953.50 in this fiscal year’s budget after purchasing lunches at the last meeting.

Last year included three big ticket items in the budget: $300 for trilogy gift cards, $??? In late august to Parkhurst for the picnic, and $170 which Betsy believed was for gift cards at another trilogy event.

Kathy Conaway communicated to Betsy that the last trilogy event picnic went over budget ($1100) so SAC is requesting we help pay for this. We already contributed money through the purchase of gift cards. Betsy suggested talking to Conference and Events to see if they will cover this budget overage since there was no employee picnic this summer. Jennifer and Kelly questioned why there was no recognition of costs exceeding the budget before the event since Parkhurst is meticulous about cost approval beforehand. AAC determined we need to understand a bit more about why there was such budgetary confusion with SAC and how much more they are specifically asking us to contribute. AAC will then need to determine if we can afford this without compromising other projects and determine a way to better communicate with SAC in the future regarding how much we are able to contribute and for what. SAC and AAC might together discuss how much realistically the two budgets allow. Perhaps an entire picnic lunch is not within the budget and this event should be scaled back to a snack or dessert. Matt will follow-up with Kathy Conaway.

Jason proposed tabling subcommittee reports until the next meeting.

Jason moved to adjourn and Matt seconded.