

Administrative Advisory Committee Meeting Minutes

April 12, 2005

Present: Keri Fadden, Mike Richwalsky, Gretchen Beach, Mounira Morris, Sue Plunkett, Jen Foxman

Not Present: Tiffany Cippollone, Phil Reinhart, Jennifer Spierer

Keri Fadden called the meeting to order at 12:04p.m.

Approval of Minutes: The minutes from the previous meeting were approved.

Financial Report: There have been no changes to the financial report since the last meeting. The total is \$443.95. We will be spending money on the prizes for summer trilogy and the June luncheon.

Reports from Guests

1. SAC Representatives, Deb Carman, Tammy Garland, and Pam Highman

- Members of SAC proposed the creation of a committee focused on educating employees on “Customer Service” to the Administrative Executive Committee. AEC was very responsive to the idea.
- SAC would like to partner with AAC on this initiative. After a brief conversation the members of AAC present at the meeting agreed to support the initiative. Keri Fadden will seek volunteers to work with Pam Highman and Deb Carman.

Old Business:

No changes to the Summer Trilogy since last meeting: June 8, Game Room Social coordinated by SAC, July 12, FISH! Philosophy coordinated by AAC, and August 4, Wellness Fair coordinated by both SAC and AAC. For the FISH! Philosophy Gretchen purchased the FISH! books as door prizes. We still need to buy some snacks like the cheddar gold fish and Swedish fish.

Kate Copleand has scheduled the fall programs: September 28, Stress Management and October 26, Customer Care. The events are 2 hours and one will be from 11-1pm and the other from 12-2pm.

We reviewed the email from Pat Ferrey to Keri Fadden in regard to recognition of part-time employees. The members of AAC agreed that part-time employees with *continuous* years of service should be recognized. The policy states now that only those with full-time continuous years of service should be recognized. Keri Fadden will contact Tammy Garland to see if SAC is interested in sending a letter to AEC requesting this change.

New Business:

Gretchen Beach will coordinate the Welcome/Transition lunch in June and elections seem to be on track.

Items from the Community:

Sue Plunkett reported that people have complained to her about the Flexible Spending Accounts from Ceridian. Employees have not been receiving reimbursements on time and there is a poor amount of customer service available. Members of the committee seconded the frustrations with Ceridian; including problems with payroll as well. Keri will contact Pat Ferrey about how to handle complaints with Ceridian.

Next meeting is May 10th at noon in CC 206. (Lunch will be provided!)

Meeting was adjourned at 1:00 pm

Respectfully Submitted,
Keri Fadden