Administrative Advisory Committee Meeting Minutes
September 12, 2006

Present: Melissa Burns, Anna Button, Linda Clune, Jess Pentz , Mandy Prusia, Jason Ramsey, Mike Richwalsky, Marian Sherwood, Josh Tysiachney

Not Present: Jim Fitch, Erin Kirk

The meeting was called to order at 12:12pm.

Minutes Approval:

No minutes to approve. The May minutes were approved over email.

Financial Report:

Melissa Burns reported a balance of $761.25. Money was spent on the Lemonade Social in August, organized by Jess Pentz.

Old Business:

Service Excellence Committee Update:

The next Good Morning Allegheny event will be held on September 28th, Student Activities – Campus Center 3rd Floor.

End of Summer Picnic:

The Summer Picnic for employees was a success, with an estimated 75-100 attendees. Anectodal information suggests the food and events were worthwhile. Ideas for future events were to possibly move the picnic to the end of the school year. Another suggestion was to have a web survey to gauge future interest.

New Business:

FFC Nominations:

On behalf of Bruce Smith and FFC, Melissa Mencotti requested that AAC make recommendations to the President for a nominee to fill the seat vacated by Larry Lee on that committee. (Because of Larry's new position, he is no longer eligible to be a voting member.) Names that were suggested by the committee (for various reasons) were Jim Fitch, Jacquie Kondrot, Mounira Morris, Sherry Proper, Jason Ramsey and Mike Richwalsky.

Elections:

Marian Sherwood moved to delay elections until the October meeting, in the hopes that everyone will attend. Melissa Burns seconded. Unanimous approval.

The meeting was adjourned at 12:57pm.

Next meeting is October 12th, 2006, in the McKinley's Private Dining Room.

Respectfully submitted,
Jason Ramsey