



ADMINISTRATIVE ADVISORY COMMITTEE

WELCOME BYLAWS OFFICERS MINUTES

Administrative Advisory Committee (AAC) Meeting Reis Hall Lincoln Room, April 11, 2000

Present: Amy Hirschy, Rich Metzger, Ken Hanna, Sortie Parry, Marian Sherwood, Terrence Mitchell, Pat Ferrey, Melissa Barnes

The meeting was called to order by chair Amy Hirschy.

The meeting began with a discussion of feedback from young administrators. Members solicited feedback and received the following comments:

The AAC new staff lunches are a good idea.

Information on housing would be helpful for new staff members; also additional communication from the College to newly hired administrators prior to their starting dates. A suggestion was made to send out a packet like the one Sonie sends to new faculty. Terrence added that the Meadville website has good information and should be given to new hires. Amy suggested that we put together a list of steps involved in a search for new administrators, including the new hire's first day on the job.

A question was raised as to whether we legally have to advertise positions. Pat responded that we do not, although typically we want to announce any opening to the college community. When there is a logical person in-house to promote, there's no need to advertise, but we would not normally hire outside the community without posting internally.

Eleven responses were received from employees who want to participate in the campus tour to be led by Ken Hanna on April 18th. Marian agreed to ask Mary Norton to send a broadcast e-mail promoting the tour.

Amy reported that the Finance and Facilities Committee is reading the new initiatives proposals and will share its recommendations with AEC. Eight new initiatives requests were submitted.

The committee began planning the schedule for the next AAC election to be held this spring. Amy, Terrence and Marian volunteered to coordinate the election process. Marian suggested that we ask administrators to vote for a specified number of candidates rather than for everyone on the ballot whom we don't oppose. Since the process is specified in the bylaws, the committee agreed to look into the matter and perhaps recommend changing it for next year.

A lunch for new AAC members will be held on June 6th. An AAC reception for the campus community will be held on Tuesday, June 20. Terrence will begin putting the open house together. There will be no AAC meeting on June 13th, as originally scheduled - the lunch will replace that meeting.

Amy closed the meeting by asking members to think about whether they are interested in chairing the committee next year.

Melissa Barnes
Recording Secretary

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