



ADMINISTRATIVE ADVISORY COMMITTEE

WELCOME BYLAWS OFFICERS MINUTES

Administrative Advisory Committee (AAC) Meeting

Reis Hall Lincoln Room

April 10, 2001

Present: Ann Areson, Melissa Bames, Joe DiChristina, Cathy Madigan, Phil Ness, Marian Sherwood, Don Vrabel and Mary Jane Webb. Erin McAdams, Terrence Mitchell and Dave Roncolato were unable to attend. Maureen Hager, Marcus Buckley and John McCandless were also in attendance.

The minutes of the previous meeting stand approved as written. There was no Treasurer's Report.

Maureen Hager is looking for suggestions from administrators for activities, lectures or other ways to make better use of the Wise Center. Members of the committee suggested summer hours from 4 to 6 and student trainers available for help with machines in the training room. Maureen is doing a fitness workshop on Thursday, April 17 for staff and would be willing to do one for administrators as well. She also mentioned that if anyone wants a one-on-one session with her to explain all of the machines, just email her to set up a time. Maureen also mentioned doing "brown bag" lectures on wellness. Any additional ideas should be forwarded to Maureen.

Marcus Buckley addressed the group looking for our current concerns. They were discussed as follows:

- Handbook - The handbook should be reviewed and updated regularly. Marcus has reviewed the draft of the handbook and feels it is good but not great. He and Pat Ferrey are working on this and plan to have a final copy ready before next academic year.
- Rotation of leadership - A need for periodic training on policies of hiring, etc. Marcus hopes to have this available in the future.
- New employee orientation.
- New position orientation.

Marcus also reported on the last FFC meeting. Linda Wetsell presented the budget for the next fiscal year. The budget currently breaks even. The FFC will be prioritizing request for additional budget money and honoring those requests when and if money becomes available.

Marcus asked what services others are looking for from the Finance Department. Phil Ness mentioned the possible increases in fuel costs and hotel costs for traveling teams. These teams are required to travel to games and he hoped there would be some flexibility in the budget for these expenses. Others appreciated the budget process being open and interactive with the hope that this will continue. Marcus stated that he feels outreach is important! He also talked about the salary increases for next fiscal year at 3.2% with a .8% amount available for merit-based raises. Salary letters should be mailed soon.

Don Vrabel asked the group for names of administrators for the planning group that will be meeting this summer. The president had asked him for suggestions of names so that he could pick two to represent administrators on this committee.

The meeting was adjourned at 1:05 p.m.

Because there were several topics we did not get to, the next meeting will be Tuesday, April 24 at noon in the Lincoln Room.

Mary Jane Webb
Secretary

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