Administrative Advisory Committee Meeting
Treasure Room – Reis Hall
May 13, 2003

Present: David Chambers, Phil Foxman, Mary Jane Lombardi, Andy Naples, Sherry Proper, Marian Sherwood, and Kathy Uglow

Sally Barrett Hanley, Jim Fitch, Gretchen Kerr, and Linda Wetsell were unable to attend.

Sherry Proper called the meeting to order at 12:08 p.m.

Old Business:

- The Professional Development surveys that Gretchen Kerr prepared had a 39% response rate. Feedback from administrators seemed very useful and it is the opinion of the Committee that the new restructured AAC Committee will resume this project in the fall. Consensus was that summer is not the best time of year to develop this endeavor. It was also suggested that the New Committee submit a report to Pat Ferrey and Marcus Buckley about the survey results.
- Marian Sherwood reported that the SAC/AAC Summer 2003 Trilogy plans are moving ahead. The "Hot Dogs at Robertson" event was the most popular with those surveyed and the "Bentley Bell Tower" and the "Tour of Campus Trees" came in second and third. More information will be forthcoming.
- The Election Committee members (David Chambers, Mary Jane Lombardi, and Kathy Uglow) reported on the AAC election results. There was a good voter response, and the newly elected AAC members are:

  - Gretchen Beach, Principal Cataloger (Cluster 4)
  - Kate Copeland, Accountant Analyst (Cluster 1)
  - Keri Fadden, Assistant Director, Student Activities (Cluster 2)
  - Julianne Foltz, Director of Gift Planning (Cluster 3)
  - Nancy Frambes, Associate Director, Student Activities (Cluster 2)
  - Phil Reinhart, Computing Help Desk Manager, TNS (Cluster 1)

  Mary Jane Lombardi mentioned that the Election Committee received a few ballots that were incorrectly filled out. Some administrators circled more candidates than they were supposed to vote for. Those ballots were not considered in the tallies. Next year the ballots need to have the directions made larger and be more prominently displayed on the ballots to address this problem.

New Business:

- There was a discussion about planning the end of the year AAC luncheon for 2003. It was decided that the business part of the luncheon would be limited to a summary presentation by the President and the election of officers. Sherry Proper, David Chambers, Mary Jane Lombardi, and Kathy Uglow will coordinate the event, including contacting members to come up with the best date for members.
- It was agreed that the Committee should broadcast the AAC election results campus wide. Sherry Proper would contact Inside News with the information and all AAC members should e-mail the news to their constituents. Kathy Uglow would forward the information to all AAC members as well as a list of the 2003-2004 Committee membership.
- Sherry Proper would check with Dan Willey on the status of the Mid Atlantic States Re-accreditation document and report back to the Committee.

The meeting adjourned at 12:30 p.m.

Respectively submitted,

Kathy Uglow, Secretary