



# ADMINISTRATIVE ADVISORY COMMITTEE

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## **Administrative Advisory Committee (AAC) Meeting Reis Hall Treasure Room December 18, 2001**

***Present:** Ann Areson, Phil Foxman, Mary Jane Lombardi, Erin McAdams, Joe Miller, Sherry Proper, Marian Sherwood, Mary Jane Webb and Linda Wetsell. Andy Naples and Dave Roncolato were unable to attend.*

The meeting was called to order by Ann Areson at noon. The minutes of the last meeting, held on [December 4](#), were approved.

Mary Jane Webb gave the Treasurer's Report. The funds for the holiday cards (\$50) nor the new administrator Welcome Reception (approx. \$120) have not yet been taken from the account. Therefore, the budget remains \$1000.

No items from the community were reported.

### ***Old Business:***

#### *Holiday Cards*

The holiday cards have been sent out.

#### *Welcome Reception*

Planning for the upcoming Welcome Reception for new administrators is moving along well. The event was approved by Marcus Buckley, though he suggested an earlier time. The committee discussed and determined that the Reception would be held on **Monday, January 7 at 8 a.m. in Shultz Hall Alcove**. Breakfast items will be served. The committee suggested that some background music be available (the Visibility Sub-committee will investigate this) and that past AAC members be invited to offer representation of all areas on campus. Erin McAdams will invite Don Vrabel, Phil Ness, Maureen Hager and Pat Ferrey to the event this week when the e-mail invitations to all new administrators is sent. Sherry Proper suggested that Ann Areson give a brief welcome to all attendees at the start of the event. Joe Miller suggested that we give attendees a list of all administrators. Andy Naples volunteered to give attendees an optional campus tour following the event.

#### *Designated Representation*

The committee discussed how we should approach our "designated administrators" to inform them of our representation. The committee decided by consensus that we will each contact our administrators in an impromptu manner in which we're comfortable at the start of the next semester. The committee did caution any language that might suggest that we are the only AAC member that they can contact to discuss issues.

### ***New Business:***

#### *Recognition for Employees*

Ann Areson met with Human Resources to discuss a new system of recognition for length of service. Human Resources will be taking over the annual May event (formerly completed by the Office of Events)

that recognizes 25-year employees and those retiring. Under the new system, employees will be recognized for 5-year increments of service with special emphasis on the 25-year and retirement celebration. Pat Ferrey has requested for help in re-evaluating the format and location of the event to incorporate these changes and help in determining what type of recognition employees should receive at the 5-, 10-, 15-, etc. year mark. Phil Foxman, Marian Sherwood and Linda Wetsell have volunteered. Others interested in volunteering may contact Pat Ferrey directly at [pferrey@allegheny.edu](mailto:pferrey@allegheny.edu).

*Other*

The father of a fellow administrator recently passed away. A sympathy card will be sent to him from the entire committee.

AAC meetings will continue to be held on the third Tuesday each month at noon in the Treasure Room of Reis Hall during the Spring semester. The next AAC meeting will be held on **Tuesday, January 15**.

The meeting was adjourned at 12:30 p.m.

Respectfully submitted,  
*Erin McAdams*  
*Secretary*

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