

Administrative Advisory Committee Meeting Minutes
February 12, 2008

Present: Jim Fitch, Sarah Holt, Pam Majors, John Mangine, Angelo Panzetta, Mandy Prusia, and Josh Tysiachney

Not present: Jacquie Kondrot, Peg Hart

Guests: Rick Holmgren, Mike Richwalsky, Jason Ramsey

The meeting was called to order 12:05

Minutes approval:

January minutes approved, motion by Sarah, seconded by Pam

Financial Report:

Josh reported that AAC currently has \$506.09

(Will spend \$25 for GC at bookstore for upcoming survey)

FFC Update: Jason Ramsey

Allegheny is looking at *SMART* technology classrooms (50), Ben Haytock is the driving force. Preliminary budget report is a work in progress. Jason is on a *Benefits subcommittee* which is exploring options, Highmark package is up at the end of summer. Consensus is people are happy with Highmark.

Rick Holmgren: Technology plan

Committee is working on a reorganizational structure. Topics include a 5-year replacement of campus computers (currently 8-years), as well hardware and software updates. Implementation of the new *OFFICE 2007*, training issues for staff from old *OFFICE 2003*. *Eudora* changes are coming, as they pursue new options. Any questions see Rick, may revisit us at a later date.

Mike Richwalsky: Campus Communication

Topic of Campus Communication - looking at cost-saving and environmentally friendly solutions. Better ways to communicate upcoming events, possibilities include *Inside Allegheny* and persuade more staff to sign for e-mail updates.

Old Business:

Survey – get comments to Josh

Mandy gave an update for the Presidential search

New Business:

We need to fill two positions on the committee (Anna and Andy). John offered to help Pam review the last election process for potential candidates.

The meeting adjourned at 12:50

Respectfully submitted,
Angelo Panzetta