

## **Administrative Advisory Committee Meeting Minutes**

October 10, 2006

**Present:** Melissa Burns, Anna Button, Stan Francisco, Erin Kirk, Jess Pentz, Mandy Prusia, Jason Ramsey, Marian Sherwood

**Not Present:** Jim Fitch, Linda Clune, Josh Tysiachney

The meeting was called to order at 12:04 pm.

### **Minutes Approval:**

September Minutes were approved, motion by Anna Button, seconded by Marian Sherwood.

### **Financial Report:**

Melissa Burns reported a balance of \$761.25.

### **Old Business:**

#### **Service Excellence Committee Update:**

GMA (Good Morning Allegheny) continues to be a successful program.  
Mentoring Program is being reviewed.  
Customer Service/Etiquette training is also being reviewed.

Jason Ramsey asked if Computing was involved in any of the training review. James Fadden (OET) is a member of SEC and some of the topics they have considered might be useful for Computing to assist with training.

Marian Sherwood also suggested that once a more formal training process is proposed, an endorsement by AAC might help encourage attendance.

#### **FFC Nominations:**

Jason Ramsey was selected to replace Larry Lee as a voting member of FFC. Jason supplied some information regarding recent FFC discussions and said that he would be happy to share future information with any interested members. The FFC minutes are also available on the web at <http://committees.allegheny.edu>

#### **Elections:**

Elections were held. With unanimous consent, Melissa Burns was elected chair, Mandy Prusia was elected vice-chair/treasurer, and Josh Tysiachney was elected secretary.

**New Business:**

**New Administrator Breakfast:**

Rather than repeat the sparsely attended breakfast from last year, it was decided that AAC could combine the breakfast and our typical end-of-year lunch to a new hire luncheon, and combine the luncheon with the usual AAC meeting in case anyone wanted to stick around for that. Erin Kirk offered to reserve the rooms, Melissa Burns agreed to handle attendance.

**Webmail:**

Jason Ramsey filled the group in on the planned upgrade to Webmail. He also invited administrators and staff to express their interest in taking part in future beta testing of possible new email systems.

The meeting was adjourned at 12:49pm.

**Next meeting is November 14<sup>th</sup>, 2006, Campus Center 301/302.**

**Respectfully submitted,  
Jason Ramsey**