

Administrative Advisory Committee Meeting
Treasure Room – Reis Hall
September 17, 2002

Present: Sally Barrett Hanley, Dave Chambers, Jim Fitch, Phil Foxman, Gretchen Kerr, Mary Jane Lombardi, Andy Naples, Sherry Proper, Marian Sherwood, Kathy Uglow, and Linda Wetsell

Sherry Proper called the meeting to order at 12:05 p.m.

Treasurer's Report:

Linda Wetsell reported that we had a \$196 expense for the third Trilogy event. We began the year with \$1,000 and now have a balance of \$803.

Items from the Community:

David Chambers informed the group that nature writer Gary Ferguson would be coming to campus on October 3, 2002. He will give three presentations and offer a nature writers workshop on Friday, October 4, from 9:00 a.m. – noon.

Old Business:

- Sally Barrett Hanley reported that the New Administrators Welcome Breakfast would be held on Friday, September 20, 2002 at 8:00 a.m. in Schultz. Invitations were sent to all new administrators, AAC members, and AAC members from last year that are no longer on the committee. She read the list of new administrators who have not yet responded to allow committee members to mention the event to those people they know or work with. Sally will bring Allegheny mugs for the new administrators and also will provide nametags. Sherry Proper will kick off the event by giving the welcome and explaining AAC's role at Allegheny. She will also introduce new administrators as well as AAC members.
- A list of administrators, current through May 2002, was distributed to aid in the assignment of AAC representatives to those on the list. Discussion concerning how to reassign the administrators concluded with Marian Sherwood, Gretchen Kerr, and Kathy Uglow agreeing to update the list and then make reassignments. After they accomplish this, AAC will check over the revised list to approve the assignments. Linda Wetsell will obtain information from Human Resources and forward it to Kathy Uglow.
- AAC has not yet received an update on the Exempt Employees handbook draft. Committee members would like to know when the open meeting for administrators' comments would be held. Linda Wetsell will ask Marcus Buckley about the timeline for this.
- Sherry Proper distributed copies of the AAC by-laws for individuals to review. The consensus was that they seem acceptable as they stand. If committee members do find that they have concerns about anything in the by-laws, they should contact Sherry.

New Business:

- Linda Wetsell inquired whether there is anything our committee can do to increase the involvement of administrators in this year's Homecoming events. Sally Barrett Hanley

will talk to Tiffany in Development about specific ideas we can try to heighten involvement. Gretchen Kerr mentioned that one event in which to participate is the Career Connections dinner.

- Linda Wetsell announced that budget information has gone out to departments on campus. If any administrators have any budget questions or new big items that they would like to get her input about, they can contact her.

The meeting adjourned at 12:45 p.m.

Respectively submitted,

Kathy Uglow
Secretary