Administrative Advisory Committee (AAC)
Meeting Minutes
December 6, 2018

Attendees (cluster): Kelly Boulton (4), Penny Drexel (3), Wendy Kedzierski (1), Amanda Mangine (4), Carly Masiroff (1), Sueann Mercier (5), Sara Pineo (5), Aimee Reash (2), Molly Smith (2), Josh Tysiachney (3)

Absent (cluster): Kelly Barzak (6), Valerie Lohr (7), Bob Simmons (6)

Guest: Jennifer Mangus, Human Resources

1. Winter Coffee Break with SAC

All members voted to approve the sharing of expenses with SAC for the Winter Coffee Break, scheduled for January 9.

2. Discussion with Jen Mangus

Institute for Administration/Staff Development
Ideas were shared with Jen to address issues of morale by creating a continuing education opportunity for administrators and staff similar to the Educator Resource Institutes, which have to date been faculty-focused.

- Talked about pros and cons of bringing in keynote speaker vs. several internal speakers to share ideas
- Topics discussed included leadership skills, how to run more effective meetings, time management, developing healthy boundaries, creating inclusive workplace, quick presentations (similar to those shared during interconnect cafe events) about things happening in different offices
- Importance of thinking about timing of institute, because of the different busy/slow times on campus
- Consideration of collecting data about morale before institute to potentially identify topics and create baseline for measuring success
- Sara mentioned that she had contact information from Dickinson College, Gettysburg, and Bucknell who have developed admin training programs/institutes.

Next step: Jen expressed support of the idea. She recommends connecting with SAC to get their buy in, and then together create a proposal for AEC which identifies the need, the cross-functional group involved, and a framework of what the institute would look like to get a sense of budget.
**Onboarding**

Current practices for onboarding new employees were discussed with Jen, and feedback from last year’s survey of new employees was shared. Jen confirmed that this spring HR Generalist Leslie Evanoff would begin identifying current practices and soliciting suggestions. She envisions that HR would guide the onboarding process, providing more consistency in the experience across campus. It was noted that there are a number of resources already in existence that may require some updating.

A subcommittee of Penny Drexel, Valerie Lohr and Amanda Mangine was formed to assist Leslie.

Next step: When Leslie is ready to proceed, subcommittee should connect with her about ways to assist.

**Attrition**

Jen provided some data which had been shared in FFC regarding administrator attrition numbers.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Number of administrators who’ve left</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-13</td>
<td>14</td>
</tr>
<tr>
<td>2013-14</td>
<td>16</td>
</tr>
<tr>
<td>2014-15</td>
<td>24</td>
</tr>
<tr>
<td>2015-16</td>
<td>28</td>
</tr>
<tr>
<td>2016-17</td>
<td>19</td>
</tr>
<tr>
<td>2017-18</td>
<td>40 (8 from retirement)</td>
</tr>
<tr>
<td>2018-19</td>
<td>10 as of 11/2018</td>
</tr>
</tbody>
</table>

Jen confirmed that College policy is that each employee is offered an exit interview by HR.

Next step: Jen indicated that in the future, HR would be exploring benefits that support work-life balance. She requested that AAC have a conversation about this topic and share any ideas that are discussed with her.

Next meeting is January 3 at noon in Campus Center Room 206.