Administrative Advisory Committee (AAC)
Meeting Minutes
April 8, 2019

Attendees (cluster): Kelly Barzak (6), Kelly Boulton (4), Penny Drexel (3), Wendy Kedzierski (1), Valerie Lohr (7), Amanda Mangine (4), Carly Masiroff (1), Sueann Mercier (5), Sara Pineo (5), Aimee Reash (2), Bob Simmons (6)

Absent (cluster): Molly Smith (2), Josh Tysiachney (3)

1. Professional Development Proposal

Carly presented two options of speakers who have been identified to date.

- Amma Marfo, who comes from a higher ed background, provided information about potential structure for half day and full day options. She proposed that she focus on the traits that comprise a creative mindset on work with students: why it's valuable for the work, how it benefits students, and ways to cultivate these traits in individuals and environments.

- Faun Zarge, who comes from a business background, provided less structure information. She suggested a targeted focus on the underlying issues of building trust and collaboration could make a meaningful impact and give employees a range of concrete skills that they can immediately put into practice.

In discussion, it became clear that the professional development speaker should focus on investing in our employees and be fun and inspiring. SAC and SEC (Service Excellence Committee) are both interested in professional development and onboarding as well. We agreed it would be advantageous to arrange a meeting with these groups, in which we would all come prepared to discuss and answer:

- Amount of time we/our colleagues would be willing to commit to a professional development opportunity (half day, full day, two separate half day sessions with lunch served in between)

- 2-3 relevant topics that would be most widely useful for staff and administrators across campus

Goal of meeting at end of April. Sueann will send out doodle poll to arrange. Additionally, a survey was proposed which we could send individually to our clusters using Google Forms. Questions include,

- We're soliciting feedback about providing a continuing education opportunity on topics relevant to staff and administrators in early August. Would you be interested in attending a professional development seminar on campus?

- How much time would you be willing to commit to a professional development seminar?

- What topics or themes would you find especially relevant and useful to your personal and professional development?

Carly will create a form and connect with SAC about sending.
2. FY1920 Nominations

Three people are qualified to roll off at the end of FY2019: Carly, Bob and Sara. Per the bylaws, each would be qualified to extend their roles for an additional two year term. Sara and Bob both expressed interest in serving for an additional term. Sueann made a motion to approve Sara and Bob’s extension of service, Penny seconded it. Vote was passed. Carly will not continue for an additional term. A request for nominations for Cluster 1 and vote is targeted for completion by end of April by Carly and Amanda.

Aimee recommended a future agenda item of reviewing AAC representation on other committees, specifically FFC. She noted that both AAC members on FFC will be rolling off at the same time, and that it would make sense to stagger to maintain some continuity.

3. Cluster Reorganization

Continued discussion about the size of Cluster 7 and the role of their representative. Val encouraged continued representation due to the nature of feedback and conversations she had with members of her cluster during various outreach efforts. It was agreed that any changes to cluster organization should be gradual, especially as onboarding improvements are being explored. Val noted that anecdotally, those who had been with Allegheny for more than 2 years did not identify themselves as new employees. A motion was made by Sueann to redefine Cluster 7 as administrators who have been employed by Allegheny less than 2 years, to reduce cluster size and improve focus of Cluster 7 representative. Penny seconded it. Vote was passed.

4. Bylaws

Sueann presented recommendations for bylaw changes. Recommendations were made regarding wording of Section 4. Sueann will make changes, and present to committee members via email for electronic vote.

5. Onboarding

Penny presented notes from conversation with HR. A number of ideas were presented for immediate consideration. Two ideas were identified for adoption:

- A handwritten welcome note from an AAC member to new hires. HR could send an email to AAC/SAC rep with names of new hire along with minimal information.
- A celebration of work anniversaries with a free lunch pass for McKinleys. Because of potential cost concern, it was suggested that a first proposal for every work anniversary be presented, and then a second proposal for certain landmark anniversaries be additionally prepared. Aimee agreed to develop the two proposals.

6. Budget
Current balance remaining is $615; however, SAC has not yet processed a transfer for January’s coffee break. Estimated balance after transfer is $495.

Next scheduled meeting is May 2 at 12:00, Campus Center Room 206.