Administrative Advisory Committee (AAC)
Meeting Minutes
May 7, 2019

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

Absent (cluster): Kelly Barzak (6), Kelly Boulton (4), Valerie Lohr (7), Aimee Reash (2), Bob Simmons (6)

1. **Professional Development Proposal**

Carly presented the results of a survey that was sent at the end of April to administrators. Survey questions included a request for preferences regarding length and format of a professional development opportunity, as well as preferences for topics. 74 of 167 colleagues filled out the survey. Key conclusions:

- Majority preferred a half day or shorter presentation with a keynote speaker.
- Top topic preferences included teaching and development of tangible skills, how to better collaborate across campus, and development of leadership skills.

After discussing feedback, it was agreed that we would request a proposal from Amma Marfo and Faun Zarge (including cost) for a half-day session about cross-campus collaboration. It will be recommended that common barriers to collaboration such as work styles and personality types be addressed.

**Next Steps:** Carly will follow up with Amma and Faun. Sueann will schedule a meeting with SAC and SEC regarding the proposal for professional development. Proposing a meeting on May 21 at noon. Sueann will also discuss with SAC the possibility of sending a copy of the survey used for administrators to staff to acquire their feedback prior to the meeting. Carly to duplicate the survey and share the link with Sueann.

2. **FY1920 Nominations**

No nominations for members of Cluster 1 were made. Carly graciously agreed to continue for an additional term.

3. **Institutional Re-branding & Messaging Project**

Susan Salton requested input from AAC for two administrator representatives to serve on this working committee regarding institutional brand. Wendy and Carly will be presented to Susan to serve on the committee. If Carly is already being considered for service on that committee due to a divisional representation need, Molly will be presented as the second individual instead of Carly.
4. **Onboarding**

Penny provided an update that Leslie is prepared to send a monthly email to a representative of AAC and SAC with new employee information, start date, and email address. Sara agreed to receive these emails on behalf of AAC.

**Next Steps:** During upcoming joint meeting, discuss onboarding with SAC and develop consistent plan for messaging.

5. **Budget**

Discussion was held about the remaining $495. Sueann will connect with Linda W. to determine if it’s possible to roll over remaining budget to next year to use toward anniversary lunches and/or professional development presentation. If not possible, options included bringing Dunkin’ Go to campus for a social or pre-buying gift cards for lunches at a local eatery to use for the anniversary lunches. Wendy to research Dunkin’ Go.

**Next scheduled meeting is June 6 at 12:00, Campus Center Room 206. Hold May 21 at 12:00 for potential meeting with SAC and SEC (to be scheduled).**