Administrative Advisory Council (AAC)
Thursday, February 1, 2018, Location: CC 206

Those present: Rebecca, Marian, Carly, Lenee, Suzyn, Aimee, Sueann

Minutes

1. **Approval of January 18, 2018 Minutes**

tabled until March (Or maybe April if we don't have time prior to joint meeting with Eileen)

2. **Academic Freedom & Intellectual Diversity Policy - Further Discussion** *(Marian Sherwood)*
   - Report on follow up with Shanna Kirschner

Marian shared that she followed up with Kirschner and she was responsive to her thoughts and concerns. Not all will likely be addressed, especially since it was modeled after an AAUP document. Post meeting the revised policy was shared with AAC for a confidential electronic vote. A majority passed the policy.

3. **Spring Joint Meeting with SAC & EVP Petula**
   - Scheduled for Thursday, March 1, 2018 **(NOTE ON LOCATION: CC301/302)**
   - Compile topics we would like her to address or questions in advance:
     - Retirement update
     - Staffing plan
     - Process for hire approvals; do positions get discussed at AEC?

The upcoming joint meeting was discussed. Committee had a very robust and open discussion regarding the current campus climate. The following were collected as a jumping off point to gather additional questions and comments to be shared with EVP Petula in advance:

- Staff/Admin Staffing Plan (based on retirement).
  - Is there a process in place?
  - If not, what is timeline to address?
  - Who are the decisions makers (in regards to staffing)?" *(does it go through AEC?)*
- Benefits:
  - How sick & vacation time is being looked at; will there be changes in how it is calculated.
  - Anticipated health benefits changes
- Maintaining a work-life balance (with fewer staff)

As follow up Mercier sent out an email to committee members for additional input. That was collected and shared anonymously with EVP Petula on 2/12/18.

4. **Summer Orientation** *(Carly Masiroff, Samantha Avery)*
   (tabled from January)

Masiroff shared the Google doc schedule in advance of the meeting.
There will be a need for volunteers.
A discussion is also occurring with the senior administration about compensation for the extra duties individuals and departments are taking on. Final decision TBD.

5. **Faculty Council Outreach**
   - Faculty Council (Chair Barbara Shaw) shared the following:
     - I think what I am most interested in as Faculty Council Chair is to let AAC as a group know that FC cares and understands our scope to include staff--across the divisions of the college--and that we discuss agenda items that concern the community. If AAC wanted to send us any ideas/issues/concerns through me as chair, I would make sure that they appear on the Faculty Council agenda.

       Faculty Council will be asking AEC in the weeks ahead to be thoughtful and craft a staffing plan for the staff. We recognize that faculty have been given this attention, but as far as we can tell, the staff have not. Is this true in your group's experience?
   - Would AAC like to form a response to Faculty Council?
     - While not a "formal" response on all aspects, Mercier did respond to Prof. Shaw in regards to her outreach. Copy of communication is below:
       - "We had a really good conversation about what is on people's minds. Many of the topics will be sent to EVP Petula in advance of our March meeting (that she will attend). Topics ranged from the lack of hearing about a staff/admin plan in the works, maintaining a work-life balance (with fewer staff), how sick & vacation time is being looked at, and "who are the decisions makers (in regards to staffing)?"

6. **Human Resource Follow Up** Email sent to Jennifer Mangus on 1/19 regarding:
   - HR Generalist position hire
     - Timeline for hire
       - Per HR Director Mangus, HR Generalist will not be in place until March/April.
     - Based on this position's hiring timeline, AAC will table this discussion until we understand HR's goals and can work in conjunction with them.
     - Assuring our committee's goals match that of HR in regards to onboarding
   - Mentor Program
     - How best to expand
       - This also relates to needs being identified by HR. We have identified some as well and will share our findings with the new hire (HR Generalist).
   - Requesting a list of eligible admin for next round of AAC nominations
     - List shared with AAC 1/31/18
     - Confirm next steps

This will continue to be researched over the next couple of months to assure all eligible administrators are included in a Cluster. We had a specific request from three areas: the President's Office, the Provost's Office, and the EVP's Office.

Mercier requested assistance from committee members to review the clusters on 2/12/18.

7. Market Research Advisory Group Representation

- This is an advisory group (not governance)
- Next meeting is Friday, Feb. 9, 8:30-10
- If there is no one that wants to volunteer as this rep, there is an admin on the committee (Kate Constanza), and we could ask her to come to an AAC meeting a couple times a year to report out.
- No one volunteered to represent AAC for this group. If someone that was not present would like to be part of the group, please let Mercier know. If not, we can ask Constanza to attend a future meeting or Ron Cole.

Standing Items - Representative Reports

1. Space Migration Working Group Report (Kelly Boulton)
2. Finance & Facilities (Aimee Reash, Sueann Mercier)
3. Strategic Planning Group (Kelly Boulton)
4. CODE (Carly Masiroff)

Announcements

All Campus Meeting, Friday, April 6, 2018

We will ask that there be an option to request confidential advance questions for this meeting.