Administrative Advisory Committee (AAC)
Meeting Minutes
August 28, 2020

Attendees (cluster): Kelly Barzak (6), Linda Clune (3), Penny Drexel (3), Charity Grace (4), Mikka Hunt (1), Valerie Lohr (7), Lucinda Morgan (1), Sara Pineo (5), Molly Smith (2)

Absent (cluster): Matt McCrillis (2), Amanda Mangine (4), Diane Patton (5), Bob Simmons (6)

1. **Welcome New Members, Officer Positions and Meeting Schedule**

New cluster representatives are as follows:
Cluster 1: Mikka Hunt and Lucinda Morgan
Cluster 2: Matt McCrillis
Cluster 3: Linda Clune
Cluster 4: Charity Grace
Cluster 5: Diane Patton

Status of Officer Positions:
Chair: Penny Drexel
Vice Chair: Amanda Mangine
Treasurer: needs to be filled
Recording Secretary: Sara Pineo

Meetings are held monthly. Attendees agreed that, generally, Thursdays would work best for most, with some conflicts during the lunch hour. Penny would be following up with members regarding availability to create a meeting schedule. It was identified that sub-committee meetings may also be appropriate to schedule during the weeks between full committee meetings.

2. **Bylaw Edit Proposals**

Proposed edits were presented which include updates of cluster composition to correct department names, updates to terms of service to extend eligibility for those who have served two terms in a row but have no volunteers from their cluster to replace them, and expansion of Vice-Chair responsibilities. Edits were voted upon, and unanimously approved.

3. **AAC Sub-Committees**

Each committee's goals were explained.

- **Onboarding and Employee Outreach** (Kelly Barzak, Penny Drexel, Amanda Mangine, Molly Smith) will be continuing to work on a drip campaign for employees' first year at Allegheny. Some suggestions for potential topics include highlighting local "safe spaces"

for BIPOC and LGBTQ+ employees, resources for “stressed out” employees,and local business discounts for employees. Additional ideas were raised about business discounts including providing such businesses with stickers for their windows to advertise discount, committee members reaching out to Gretchen Beck to learn more about process of securing discounts and offering to support that through our committee. Linda Clune volunteered to serve on this sub-committee.

- **Professional Development (**Sara Pineo) will be working toward providing a continuing education opportunity for staff and administrators. Currently Gary Svetz has a deposit of $490 for a previously planned continuing education event, which had been quoted to cost $1,400 (two-hour training session for 50 participants about keys to effective meetings). Ideas were proposed regarding utilizing alumni and board members to provide professional development, a training about zoom by members of College Relations, and self-care and yoga. It was also suggested that we consider hosting smaller 20-30 minute opportunities on a regular basis. Charity Grace, Mikka Hunt, and Lucinda Morgan volunteered to serve on this sub-committee.

- **Advocacy** (Bob Simmons) Lucinda Morgan, Charity Grace and Val Lohr volunteered to serve on this sub-committee.

Matt McCrillis and Diane Patton have not yet selected a sub-committee for service.

4. **Standing Committees**

AAC committee members were asked to volunteer to serve as representatives for the following committees:

- CoDE: Penny to get information about commitment and meeting schedule ● FFC: Lucinda and Val volunteered to serve. First meeting is September 2.
- Presidential Commission on the Status of Women Employees and Employees of Color: we believe this committee is no longer in operation
- Master Planning Committee (Strategic Planning?): Penny to get information about commitment and meeting schedule

5. **Other Business**

Jim Basinger will be invited to a future meeting.

Next meeting is TBD. Penny will be following up with a doodle poll for scheduling. All meetings will be held virtually.