Administrative Advisory Committee (AAC)
Meeting Minutes
February 15, 2021

Attendees (cluster): Penny Drexel (3), Charity Grace (4), Valerie Lohr (7), Lucinda Morgan (1), Diane Patton (5), Sara Pineo (5), Bob Simmons (6), Molly Smith (2)

Absent (cluster): Kelly Barzak (6), Linda Clune (3), Mikka Hunt (1), Amanda Mangine (4), Beau Smith (2)

1. **Sub-committee Reports**

Advocacy: As follow up to the joint SAC/AAC working meeting, an email was drafted and sent to Human Resources to request information about handbook policies, archives, access, etc. Leslie Evanoff will be responding to all questions. A recent question about a tuition remission policy for employee spouses, which is identified in the handbook as policy but in actuality no longer exists, highlighted the need to continue to advocate for clear handbook review procedures and expectations.

Professional Development: After reviewing other institutions' professional development policies and opportunities, an employee survey was drafted and is ready for review. Charity will send to members of AAC and SAC (via Tammy Steinfath), as well as HR and Pam Higham for review and buyin, with a tentative goal of sending to employees in March. Currently 55 employees are registered for the Workshop on Cultural Humility.

Onboarding and Employee Outreach: A new hire onboarding checklist has been drafted and will be distributed to members of AAC for review. The final checklist will be provided to HR to be included in hiring paperwork. Additionally new employee drip campaign messages are being finalized to cover topics of communication, Meadville and recreation.

2. **Standing Committees**

    - CoDE: Last meeting included President Link's realignment plan and no other business was discussed.
    - FFC: Last meeting included presentation of President Link's realignment plan

3. **Other Business**
    - Ideas for the use of remaining AAC budget dollars were discussed, including the possible sponsorship of shared reading books or books recently highlighted during President Link's Social Justice series lecture.
    - Gator Give Day is April 22, save the date.
    - VP of Enrollment search has identified 4 strong candidates who will be coming to campus during the first week of March.
    - Recruitment/vote for open 2021-2022 AAC positions was discussed.

The next full committee meeting will be held virtually on Thursday, March 4, from 12:00 - 1:00pm.