

Administrative Advisory Committee (AAC)
Meeting Minutes
December 10, 2020

Attendees (cluster): Kelly Barzak (6), Linda Clune (3), Penny Drexel (3), Charity Grace (4), Mikka Hunt (1), Lucinda Morgan (1), Diane Patton (5), Sara Pineo (5), Bob Simmons (6), Beau Smith (2), Molly Smith (2)

Absent (cluster): Valerie Lohr (7), Amanda Mangine (4)

1. All-Staff Meeting

Sub-committees will make announcements during Friday's All-Staff meeting to share the mission of each group and contact information. Bob, Kelly and Sara will make these announcements.

2. Sub-committee Reports

Onboarding and Employee Outreach: No update

Professional Development: Mikka shared about the Foundations of Cultural Humility Workshop series. This will be shared as an announcement by Kristin Dukes in the All Staff Meeting. It was agreed that, in addition to sharing and advertising this development opportunity, AAC could use budget dollars to support sponsorships for book purchases for some who register. Additionally, we identified that we could partner with the Office of Institutional Diversity and purchase some copies of the common read for employee use. After the committee meeting, Diane confirmed that AAC has a \$1,000 budget.

Advocacy: No update.

3. Standing committees

- CoDE: no update
- FFC: questions were answered regarding how furlough time was calculated. For non-exempt, furlough will be calculated by hours they would have worked. For exempt, the annual salary would be divided by 52 weeks, and that would be used for calculating furlough. HR reported that this will be shared with employees. Additionally, FFC members were invited to join either the Facilities or Finance summer 2020 working groups as they reconvene, if they are not currently members.