

Administrative Advisory Committee (AAC)
Meeting Minutes
September 6, 2018

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

Absent (cluster): Kelly Barzak (6), Valerie Lohr (7), Bob Simmons (6), Molly Smith (2)

1. Officer Elections

The following committee members were nominated and elected to serve in officer positions for the 2018-19 academic year:

- Chair: Sueann Mercier
- Vice Chair: Carly Masiroff
- Treasurer: Kelly Boulton
- Recording Secretary: Sara Pineo

Josh Tysiachney has agreed to serve as liaison to update materials on AAC's website.

2. Representative Reports

Campus Master Planning Committee (Kelly Boulton):

No meetings have been held since start of semester. First meeting planned for later in September.

Finance & Facilities (Aimee Reash, Sueann Mercier):

Interest was expressed in FFC for feedback about a proposed "Blue Sky Exercise" (brainstorming exercise around a specific topic, perhaps in a large broad campus conversation, similar to past Schultz Hall discussions about shared governance and ASAP initiatives) regarding ways to enhance campus climate, with a request to solicit prompts for discussion from AAC and other committees. Kelly Boulton reminded AAC members that the Sustained Dialogue circles that are occurring this semester are focused on campus climate. The committee agreed to recommend to AEC that, considering the timing of this Sustained Dialogue initiative, they wait until its completion before an all campus initiative occurs. It was also suggested that due to the sensitivity of the topic, a broader all-campus conversation may prove difficult as participants may not feel they can be candid in their responses. Instead it was recommended that these "Blue Sky Exercises" begin in committee forums.

Strategic Planning Group (Kelly Boulton):

No update since meetings have not been held since start of semester.

Council on Diversity & Equity:

Rep was needed. Aimee Reash agreed to serve in this capacity.

3. Review of last year's plans and next steps

Employee Onboarding

Last year, initial discussion was held about ways AAC could support the onboarding process of administrative colleagues new to our campus. We conducted a survey of recently hired employees to identify current and most successful practices, as well as potential needs. This effort was put on hold last year because of an open HR Generalist position whose job description included duties regarding employee onboarding.

The current committee agreed that this was still an important contribution that AAC could make to the College. We identified that the next step would be to invite Leslie Evanoff and Jennifer Mangus to an upcoming meeting to discuss ways we could partner with HR.

Resource Institute

Sara Pineo asked about the Educator Resource Institute (see below for the description which appeared in myAllegheny) which was held in late August, and wondered if we should consider ways to either duplicate or augment the current institute to create learning opportunities for staff and administrators. This could include soft skill development (leadership training, running successful meetings, time management) as well as opportunities to create awareness about resources on campus. The committee agreed that this would be a good idea to explore. First step would be to ask SAC if this was of interest to them. If so, reach out to Provost's office and/or Catharina Coenen to learn more.

Description: The Institute will be Thursday, August 23, 8:30 a.m. to noon in the Schultz East Alcove. A light breakfast will be provided, and there is an optional lunch following the sessions (please RSVP below). The Institute will begin with updates from summer orientation, the Gardner Institute Study on Student Retention, and an introduction of Dr. Kristin Dukes, dean for Institutional Diversity. Break-out sessions as listed here will follow: Advising Students About Gateway Opportunities, Civic Learning and Community Engagement, Creating Inclusive Classrooms, Engaging Multilingual Writers, Why We Say it Like That: Oral Communication, Instruction and Evaluation. All faculty and other educators are encouraged to participate for a collegial and informative start to the academic year.)

Administrator Workload

President Mullen announced in the Faculty Meeting that there would be no staff layoffs or change in benefits for the next two years. Concern was raised about whether a staffing plan has been completed, and if not, how this decision was made without a staffing plan.

Discussion ensued about the number of staff reductions which have occurred through attrition over these last six months. At the same time, more has been added to the workload through

new programming, like summer orientation. The question was raised about the overall weight being placed on administrators.

The question of available data regarding workload was asked. Aimee Reash mentioned a data point used in the Chronicle of Higher Education regarding work/life balance that could be located. Kelly Boulton suggested that information about our student/employee ratio and how it compares to other institutions may also be accessible. A question about the number of admins teaching classes (and presumably not getting compensated for it) was also raised. It was agreed that concrete data would be helpful.

Communication to Community

Sueann Mercier will speak to Eileen Petula about the “2 years without layoffs” message to ensure that it gets communicated quickly to the broader Allegheny community.

Aimee asked if we could consider a way to share meeting minutes more easily and conveniently with the admin community, perhaps through an email blast. Considering the College’s interest in reducing the number of all campus emails, Josh agreed to ask if a monthly email to admins would be permissible.

Next meeting is October 4, at noon in Campus Center Room 206.