Administrative Advisory Committee (AAC)
Meeting Minutes
July 22, 2021

Attendees (cluster): Kelly Barzak (6), Linda Clune (3), Penny Drexel (3), Mikka Hunt (1), Diane Patton (5),Beau Smith (2),
Absent (cluster): Charity Grace (4), Amanda Mangine (4), Molly Smith (2)

Guest: Sara Pineo (5)

1. **Elections and Cluster Realignment -**

It was proposed that clusters were realigned to better reflect the new campus structure. Recommendations that were presented:

a. Cluster 1: those areas that now fall under Institutional Advancement would be moved to Cluster 5, including Career Education and some Civic Engagement.
b. Additionally it was recommended that HR, Public Safety, and the President's Office be moved from Cluster 5 to Cluster 1, to allow Cluster 5 to be solely Institutional Advancement.

It was noted that these proposed changes would allow the clusters to be approximately the same size with one another based on current employees, with the exception of cluster 6 (athletics) which is always large. This proposal was accepted by vote.

Several positions on AAC had recently opened up due to personnel changes. Openings now exist in Cluster 1, 5, 6 and 7. Requests for nominations had been made, and nominations had only been received for cluster 6. A request for nominations will be resent to the other clusters, with the goal of having new members in place prior to the August AAC meeting.

Nominees for the position of secretary were requested.

2. **Sub-committees a. Advocacy:** no updates
   b. Professional Development: the finished report on the professional development survey results had been shared and next steps were discussed. It was agreed that it would be shared via the AAC email by the Chair with John Mills, for his review and recommendations about next steps, i.e. sharing with HR, Missy and Steve, etc. Additionally, Gary Svetz, who had been working with the subcommittee pre-pandemic to create a “Running effective meetings” professional development short course, reached out about timelines and will need a new AAC contact. The next step will be for the standing Professional Development subcommittee members to meet and identify a new chair who will be the point of contact for Gary.

c. **Onboarding**: Discussion was held about a goal of monthly communication between AAC cluster reps and clusters, and whether that should be an official newsletter or some other format.

3. **Standing Committees**
   - CoDE: New representative from AAC needed.
   - FFC: 2 new representatives from AAC needed. A number revenue generating ideas were presented, with two requiring immediate feedback: 1) change in comprehensive fee 2) updating summer room & board charges to mirror academic year charges 3)charging for credit overloads (21/25 standard comparison group do this, currently 88 students would qualify for this) 4) standard billing guidelines for a variety of things and 5) college retirement contribution adjustment. Feedback requested for credit overloads and college retirement contributions. Language will be shared with AAC members to use to request feedback from constituents, and the cluster lists will be reshared.
   - Shared governance task force: raised questions about differences in SAC and AAC bylaws. These will be reviewed and edits will be shared for feedback.

Next meeting will be held August 5, 2021 virtually at meet.google.com/wyr-ifna-tzh.