

Administrative Advisory Committee (AAC)
Meeting Minutes
May 5, 2020

Attendees (cluster): Kelly Barzak (6), Kelly Boulton (4), Penny Drexel (3), Wendy Kedzierski (1), Valerie Lohr (7), Carly Masiroff (1), Sueann Mercier (5), Sara Pineo (5), Aimee Reash (2), Bob Simmons (6), Molly Smith (2)

Absent (cluster): Amanda Mangine (4)

1. Incident Management Team Communications

Prior to this meeting, cluster reps were asked to collect COVID-19 related questions from our clusters, and then forward to clusters the following responses from the Incident Management Team:

1. **Employee concern regarding "losing" vacation time:** There were multiple individuals worried that they would lose their vacation time in the rollover to the next fiscal year because they either had to cancel their vacation time due to pandemic disruptions of their travel plans and/or increased workload to manage student needs. Jen Mangus stated that we are still encouraging employees to take their vacation time as planned (even if that means you're not travelling) and reminds everyone that the rolling accumulation and capping of vacation time is no longer based on the fiscal year end. Each employee can accumulate up to one and a half times their annual vacation allowance and you reach a cap on accumulation only when you reach 1.5 times and this is independent of the fiscal year. Jen said she would check on two things: 1) Are there supervisors who are asking or mandating employees to cancel their planned vacation time in order to work through the pandemic, and 2) she'll ask her team to run a report on what employees are approaching or at their max bank of vacation time so we can understand the magnitude of the problem.
2. **Timing of decisions and communication regarding any potential furloughs, layoffs, terminations:** As we know, there was a commitment to not make any changes to staffing through the end of this fiscal year. Understandably many are wanting to know what to expect for next fiscal year. There is a subgroup working through the many scenarios related to if and how we can invite all our students back to campus for the fall semester. Of course, this is dependent upon a lot of factors outside our control so there's a need to develop all the scenarios and then monitor the development of rapid-testing, treatments, and vaccines for the coronavirus. There is also a lot of work being done to create budget assumptions and scenarios to help inform our approach going forward. All that to say, there is not a definite plan or timeline for making final decisions regarding staffing, but there is a lot of careful work being done with the hope that we can continue to keep our community intact. There

will likely be additional information shared on this front in an All-Employee meeting tentatively to be scheduled in the next couple weeks.

3. **Summer Work-Study Students:** While we've canceled all summer programming there is an understanding that we need to work through the details of what offices have student worker needs through the summer and what students remaining on campus might be able to fill those positions. This work is pending, simply because there are other more pressing issues at the moment.
4. **Employee Benefits:** We should expect to receive an email next week regarding employee benefit details. This will include a simplification of salary bands, good news on employee and employer contributions to benefits, and information on a new Employee Navigator program for this year's open enrollment.
5. **Returning to Work:** While the governor is reopening the campus gradually starting on 8 May, employees should NOT expect to report to campus on that date. (Since this message, the campus received communications from President Link that remote work will continue through June 30.) In an effort to prioritize the health and safety of our entire campus community, we are working on plans to provide sufficient protective equipment, develop precaution protocols, and think through how we can delay and stagger on-campus work. If you are an employee who CAN do all or some of your work from home, you will likely be asked to continue to work remotely at least part of the time. More details will be shared soon.

Val confirmed that she was not sending such messages to cluster 7, since they would already be receiving emails from their cluster 1-6 reps. Instead, she was continuing to do general outreach. She recommended that, if it is not already the case, cluster 7 should only include those with up to 2 years of service.

Kelly Boulton will confirm that the SAC representative on the Incident Management Team was also distributing information for communications with staff. If committee members receive additional questions, Kelly asks that we forward those to her attention.

Concern was raised about focus on issues like vacation time during such a critical time for the College, and the suggestion was made that future AAC communications include language that identifies our role as collectors of feedback/questions to support transparent communication with leadership, while reinforcing the need to work together to help the College through this time.

2. Elections

A number of clusters will have openings for new committee members for the 2020-2021 year. Sueann shared a document tracking eligibility status for current committee members. The following clusters have open positions for next year:

- Cluster 1 (2 reps, Wendy will remain a nominee for a second term)
- Cluster 2 (1 rep)

- Cluster 3 (1 rep)
- Cluster 4 (1 rep)
- Cluster 5 (1 rep)

3. Committee Reports

- a. Professional Development Subcommittee Report (Masiroff, Pineo, Boulton): Gary Svetz has been in touch with virtual options for continuing education. Sara to review materials.
- b. Onboarding and Employee Outreach Subcommittee Report (Mangine, Smith, Drexel, Kedzierski, Barzak): Work has been occurring to transition employee NaviGator to Colleague for HR forms, etc.
- c. Spiritual/Religious Life committee (Lohr): first meeting took place prior to the crisis, with a purpose of evaluating campus's spiritual welfare.
- d. CoDE (Reash): The committee has conducted a review of the religious calendar and identified possible new dates for inclusion. Additionally, much time has been spent focusing on the recent Inclusive Excellence Survey responses and discussion regarding CoDE's role in gathering/assessing data regarding work during the COVID-19 crisis and any cumulative effects.

The next AAC meeting will be held virtually on Tuesday, June 9, at noon.