Administrative Advisory Committee

Minutes for
January 7, 2016

AAC Members Present: Andy Cooley, Christi Pendolino, Lauren Kennedy, Carli Belosh, Jaime Plunkett, Beth Curtiss, Heather Grubbs, Kristin Mook, Jayne Pistorik, Chris Rick

We were joined by Diane Patton and Deb Carmon to discuss ways AAC can partner with the Allegheny College Mentor Program.

- **Deb and Diane:**
    - Current and new employees are matched based on their wage schedule (i.e. salary vs hourly)
    - They match people who work in different buildings to encourage communication across campus and also based on interest
    - The mentor program is one year long but could be shortened to six months if that seems better

- AAC is hoping to find a way to partner with mentor program to greet new administrators. Points of discussions were:
    - Could we get all new employees together once or twice a year for a "luncheon"
    - AAC members could be individually assigned to stop by the offices of new administrators to welcome them
    - A form could be included in their welcome packet with information about the program for them to look on their own time since they receive so much new information when they first arrive
    - Change the timing of reaching out to new hires for participation in the mentor program to about 90 days after the start date to give them time to acclimate and figure out what they need/want to know
    - Send them a welcome card when they first arrive

- Carli has created a Google doc so that AAC members can sign up to greet new employees when they arrive. Keep a watch on it monthly.