

Administrative Advisory Committee (AAC)

Meeting Minutes

June 3, 2021

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

Absent (cluster): Kelly Barzak (6), Charity Grace (4), Valerie Lohr (7), Beau Smith (2)

Special Guests: Kate Costanzo, Ombudsperson

John Mills, interim Chief of Staff

Members of SAC

1. **Introduction to Ombuds Position** Kate provided an overview of the ombuds role. She started on May 1 in this part-time position, and will be operating under four key ethical principles: confidentiality, impartiality, independence and informality. Kate stressed that she is the ombudsperson for all members of Allegheny including faculty. She is located in the Wise Center, and there will be a website set up, and office hours established weekly. Requests for meetings and other questions can now be sent to Kate using ombuds@allegheny.edu.
2. **AAC Elections** 2 positions will be open for elections for the 2021-2022 year, one for cluster 5 and one for cluster 6. Penny has requested an updated list from HR and there will be a review of individuals and their cluster assignments. Elections will occur by the end of the fiscal year.
3. **Subcommittee**
 - a. **Advocacy:** no updates
 - b. **Professional Development:** Report has not yet been completed. Some of the findings include:
 - i. 129 responses, including 69% of staff and 36% of administrators
 - ii. Staff and admin who have been with the College less than 5 years agree that they would most value training that would assist with identifying career advancement opportunities as well as develop job-specific skills.
 - iii. Staff identified their top need as technical skill building, developing core competencies in software and other computer tools

- iv. Administrators identified their top needs as soft skills associated with leadership development
- v. More than half of respondents identified barriers that indicated a perceived lack of value or priority placed on professional development such as a lack of release time, that it's not required, and that it doesn't result in career advancement opportunities
- vi. Sessions that respondents would attend again include Sustained Dialogues; training on Word, etc; and training about collaboration with Amma Marfo.

c. Employee Outreach/Onboarding: no update

- 4. Discussion about Shared Governance** with John Mills. John will be developing task forces including staff and faculty to talk about shared governance processes. Staff meeting will include break out discussions to get initial feedback.
- 5. Standing Committees**
 - a. CoDE - no update
 - b. FFC - much discussion during meetings about shared governance
- 6. Summer Employee Event:** collaborating with SAC, SEC and AAC to host a campus morale building event on June 23 11:30 - 1:30. Event would be in the Gator Quad and include food from Parkhurst (barbecue meals). The cost would be \$1,942.50. Combining SAC/AAC/SEC remaining budgets, there is an approximate \$300 shortfall. Mikka will connect with Pam to discuss how to request that additional funding from the President's Office.