

Administrative Advisory Committee (AAC)
Meeting Minutes
March 7, 2019

Attendees (cluster): Kelly Barzak (6), Kelly Boulton (4), Penny Drexel (3), Valerie Lohr (7), Amanda Mangine (4), Carly Masiroff (1), Sueann Mercier (5), Aimee Reash (2), Josh Tysiachney (3), Wendy Kedzierski (1)

Absent (cluster): Sara Pineo (5), Bob Simmons (6), Molly Smith (2)

Guests: Eileen Petula (EP), Jen Mangus (JM)

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— MEETING START — 12:03pm

1. Benefits & Title/Classification Discussion - *Refer to confidential document sent via email on 2/26/19*
Guests: EVP Eileen Petula, HR Director Jen Mangus

— Initial request for confidentiality; details have been discussed in other committees and these notes are OK to share (3/31/2019)

- Document provided is in response to a letter sent by SAC (December 2018) to Jen Mangus; AAC has requested of SAC to see the letter
- Document provided is combination of response to SAC letter and also notes that were added; Eileen and Jen will be looking at everything from a broader view in order to maximize benefits and possibly solve other existing issues (i.e. exempt employees not accruing sick time sometimes causes issues)
- Considering review of job descriptions but also PROCESS of review on the whole
- Move to one vernacular (all administrators, all staff, all /something/) is being considered; benefits would even out for everyone while title and salary would reflect the jobs being done. If we go to one word for non-faculty employees, what is that word? They want to hear ideas/thoughts.
- Long-term budget salary pool, increase to 2.5 and remain there, allocation to fluctuate; approval in May, finalize after matriculation. Raises will still become effective July 1; a previous plan to not implement these until October was never implemented, and now the idea to push them off is scrapped.
- Changes to things like vacation/sick time would likely affect all employees, and must still align with the goal to improve the long-term financial sustainability of the college
- August 30, 2019 – employees hired after this date will only be able to choose the High Deductible Plan – part of the SAC request is to come up with incentives for those on HDHP (currently anyone on HDHP plan making < \$40k does get a “jump start” in their Health Savings Plan)
- Goal is to make sure changes do not take away from anyone else, only to add benefits, not remove
- This is the last year spouses with alternative insurance coverage options can be on our

insurance plan at all; decision was made before now. Beginning July 1, spouses are not covered.

- • If sick time accrues for exempt employees, it will be added according to employment history (non-exempt employees bank 10 days per year, payable upon retirement). It's likely a maximum will be set.
- • **NEXT STEPS:** Potential changes were reviewed with SAC (before), AAC (today) — it will go to FFC review next for their first review; AAC representation on FFC should be reporting back to AAC so that AAC can remain involved, it is their responsibility to report back to AAC and then report back to FFC
- • AR: request for more research to be done (e.g. compare to GLCA schools' policies)
- • CM: can exempt employees during busy seasons have flex time in their schedules to help with work-life balance; EP – goal is to even out the benefits, but she will talk offline with JM to discuss flex time and other options (keeping financial challenges always in mind)
- • FLSA focuses on non-exempt rules, there isn't much official about how to best handle exempt policies, not from them anyway
- • SKM: reading of reference in employee handbook that is about flexibility in time spent during the day (see notes from February meeting). This is not truly "flex time", this is more "you have a dentist appointment, you can make that up tomorrow". EP: this is correct; this is broad on purpose because department expectations are so varied, to allow for flexibility. JM: a true "Flex Time" policy defines specific hours that are mandatory (e.g. between 10am and 2pm) and allows for people to come and go so long as they work 8 hours, for example, without prior supervisor approval; this is NOT what we have. Any requests for time off here and there have to be approved; it is the supervisor's job to determine what is appropriate, with direction/support from HR.

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- 2. Response to Feb. 12 AAC Minutes (Work-Life Balance & Report Outs to AEC)
- Guests: EVP Eileen Petula, HR Director Jen Mangus

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- • Sueann quickly read through our recommendations, there was no time for a thorough discussion

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• — MEETING ADJOURNED — 1:12pm

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• **Items Tabled for Next Meeting**

- 3. Professional Development Speaker (Masiroff)
- 4. FY1920 Nominations
 - a. Nominations Committee
 - b. Cluster Reorganization
 - c. ByLaw Update (needed if clusters are reorganized)
- 5. Community Building Ideas Follow-Up -- Birthdays, Work Anniversaries (Mercier)
- 6. Onboarding subcommittee update
- 7. Other Business

