Administrative Advisory Committee **2023-10-05**

Members Present: Kirsten Peterson, Lynn McManness-Harlan, Sueann Kaster-Mercier, Jonathon May, Katheryn Frazier
Remote: None

Review Bylaws, view here

- Updating outdated language
- Take a closer look at clusters representing Student Success and Life, view Lynn's document here
- Discussion was tabled until the next meeting

Strategic Pathway

- No new information. HR issues did not seem to generate much response.

Board of Trustees

- SAC & AAC will report to the Board of Trustees on Oct. 14
  - The report will be finalized by early next week, as notification was given by Patti on Oct. 2
- All SAC & AAC members are invited to lunch with the Board Chair and Vice Chair on Thursday, Oct. 12
  - View the joint report here

All-Staff Meetings

- Chairs of AAC and SAC will meet with Penny Drexel to discuss All-Staff Meetings
- Hoping to mirror faculty with a moderator and support from both committees

Chair Collaboration

- Faculty Council
  - The provost is open to help fund a mixer hosted by AAC, SAC, and FC
  - Rethinking a mixer since there are Gator Gatherings, perhaps something else
- Human Resources
  - Emphasized anyone can set up a meeting with them to talk
  - The compensation study is coming along, the hope is it will adjust hourly and salary compensation
    - Compensation would be comparable to counterparts at Erie institutions, NOT Meadville
    - There's a clause expressing other duties as assigned, so compensation picked up when understaffed is case-by-case
  - Basic professional development is being rolled out, optimistic about virtual opportunities
    - Student Success has received the first wave and it will be introduced to the different offices. Jonathon and Kirsten noted they haven't heard about it yet

        - Jonathon to connect with Katrina, CIO, about technology training. Sueann, a representative from Faculty Council, and SAC also will be there.
            - Potential topics include Google Suite, Colleague, Excel
            - It was suggested that a poll be sent out understand collective needs
            - Also discussed was reimbursement for individual training
    - Onboarding will hopefully have a virtual module and be more structured going forward
    - HR and MarComm are coordinating a better employee directory, but it's not at the top of HR's list
        - Data is not accurate due to their system and process, employee directory does not list office anymore
        - The resolution involves a lot of manual work before becoming more robust
        - Jonathon and Katheryn will meet with HR again in November
            - Ask HR about salary transparency, some admissions openings listed pay
            - Research potential compensation laws that address overtime for exempt employees
            - Putting the anniversary project on hold to better focus on alignment with HR

Committee Representation Updates

- Council on Diversity and Equity (CoDE)- Jonathon
    - 20% of 1st Year students are CAP eligible
    - Diversity audit
    - Working with faculty to meet expectation of diverse populations of students entering institution
- Finance and Facilities Committee (FFC)- Kirsten
    - Working on a presentation for faculty meeting (maybe staff meeting in the future) on the work of the committee
- Campus Life and Community Standards Committee- Amanda
    - No report made

Second Saturday Update

- September, Second Saturday (last one this year)
    - Sold 12 pretzels at $6, totaling $72
    - SAC is splitting the cost, $36 each
- SAC is splitting the cost

Allegheny Unite, Happy Hours hosted by the Office of DEI

- Oct 6, Colleagues of Color
- Nov. 3, Pride
- Dec. 1, 1st Gen

Administrative Advisory Committee **2023-10-05**

Campus Events

- Inauguration of President Cole: Oct. 14
  - AAC Representative: Katheryn Frazier to speak
- TIAA Consulting: Oct. 18 and 19
- Concert: Oct. 20, Laundry Day
- Gator Day: Oct. 24
- Campus Holiday Party: Dec. 21

Committee Balance

- $679.22, last pretzel cost still needs to be included

Additional Items from the Committee

- Ad hoc committee to review cluster representation on clusters 1, 2 and 4- Lynn and Sueann to review
  - View the individual cluster breakdown here
  - Jonathon will revise clusters once he receives the full exempt staff list from Lynn, Mark
- Idea to initiate a quarterly newsletter- Lynn to lead, anyone is available to contribute or help
- Potential for an ad hoc committee on professional development, will discuss next meeting
- Brenna leaving the College, Jonathon to start process to vote a new rep
  - Jonathon to reach out to Gordon Truesdale, as Lynn identified him as a potential representative to be voted in