

Administrative Advisory Committee (AAC)
Meeting Minutes
February 12, 2019

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

Absent (cluster): Wendy Kedzierski (1)

1. Work-Life Balance Discussion

In December, Jen Mangus indicated that HR would be exploring benefits in the future that support work-life balance. She requested that AAC have a conversation about this topic and share any ideas that are discussed with her. Committee members spent 45 minutes brainstorming potential ideas and issues to share.

- Creating space for flextime/telecommuting. There is a broad spectrum in levels of flexibility across campus among the various departments. Much discussion was held about ambiguity in exempt employee handbook (on website, last updated 2002), which states

“The standard business hours of the College are generally from 8:00 a.m. to 5:00 p.m. with some flexibility, provided that the business needs of the office and College are met. There are situations where an exempt employee may work a different schedule and/or extra hours due to workload, special projects, or unexpected emergencies. The College recognizes this and therefore allows for some flexibility in an employee’s work schedule, when appropriate, with supervisor approval and provided the production needs of the department are met.”

It was suggested that flex-time and working from home should be addressed on a department by department basis. Questions were raised in response about whether supervisors are aware of ways flexibility could be permitted, and if training would be helpful.

- Mandatory un-plugged time. There was agreement that many admins work from home, after hours, and that there is a perception that “they are never off duty”. Perhaps institutionalizing mandatory time away from work.
- Sick time to be applied for care of other individuals dependent on employee.
- Ways of compensating for additional work hours, perhaps through additional personal or vacation days.

- Fitness and wellness incentives. For example, exercising during lunch to earn reduced work hours (15 minutes?) or financial compensation.
- Flextime/working from home allowances for school delays in the county
- Incentives to attend events on campus, such as theater, art shows, athletic events, international dinners, etc, to encourage building community. Perhaps attending an event can be used to make up to X amount of hours of missed work time.
- Create spaces on campus dedicated to relaxation, meditation, escape.
- Create personal/professional development opportunities on campus.

2. Cluster Representation, continued discussion

Representation of new employees was continued to be discussed. A proposal was raised to update Cluster 7 to represent only employees who have been employed for 2 or fewer years (based on fiscal year date range), and for a single new employee liaison to be voted on from that cluster to serve as a voice/provide feedback for the committee. Every admin would be represented by 2 reps from one of six clusters, and will receive regular communication including minutes from that individual.

3. Reporting to AEC

The question was raised about how we as a committee can better communicate with AEC, to provide updates on committee actions and partner on key issues facing the College. Ideas ranged from sending members of AEC the monthly minutes, to requesting opportunities to provide committee reports during AEC meetings. It was proposed that AAC approach AEC with a question such as, "During this time of change and transition and concern over campus climate and morale, AAC would like to ensure that it is communicating clearly and effectively with members of AEC regarding initiatives, feedback, ideas and opportunities for partnership, and vice versa. How would AEC prefer to engage in strategic dialogue with our committee members for the betterment of Allegheny College?" Committee members agreed such a question should be raised. Sueann to follow up.

4. Other

- We were unable to discuss the options for a speaker that Carly brought forward. AAC members agreed to review the information about the candidates for discussion at the next AAC meeting.
- Two ideas for recognition of fellow admins by AAC were brought forward and were agreed to: birthday month celebration and job anniversary celebration. Penny provided notecards that can be used. Sueann will follow up with HR to find out what we can have access to regarding month/year of anniversary and month of birthdate of fellow employees.

Next meeting is March 7 at noon in Campus Center Room 206.