

Administrative Advisory Committee (AAC)  
Meeting Minutes  
January 8, 2020

Attendees (cluster): Kelly Barzak (6), Kelly Boulton (4), Penny Drexel (3), Wendy Kedzierski (1), Carly Masiroff (1), Sueann Mercier (5), Sara Pineo (5), Aimee Reash (2)

Absent (cluster): Valerie Lohr (7), Amanda Mangine (4), Molly Smith (2), Bob Simmons (6)

Guest: Autumn Parker

1. **Cluster Vacancy:** Penny reached out to Cluster 3 members regarding vacancy, and no one responded. Cluster 3 representative slot will remain open for this academic year.
2. **Onboarding and Employee Outreach Subcommittee Report (Mangine, Smith, Drexel, Kedzierski, Barzak):**  
Fun Facts have been updated. Next step will be to start creating an email campaign. SAC is interested in assisting. Penny was unable to find the campaign in MailChimp which had been started previously by Jason Ramsey, and will be following up with him to locate. One new administrator started in the month of December, and Amanda will be sending the individual a welcome note.
3. **Professional Development Subcommittee Report (Masiroff, Pineo, Boulton):** On January 2, Jennifer Mangus responded positively to email proposing future work with Svetz Consulting. "Based on this feedback, I'm supportive on discovering other learning opportunities that we can open up to more employees on campus. If we engage with this group, would they need to develop a customized program for Allegheny with key elements from the time management workshop? Or are you thinking of a new topic altogether? Above all, we would want to ensure the program is applicable, relevant and interesting to a relatively large audience to justify the cost. To that end, when you contact Svetz Consulting, please ask about their pricing structures as this will be key for the final proposal review. Once a final proposal is developed, I can approach AEC with the proposal on your behalf if you would like. I don't have any direct experience or information from this consultant, just that they were recommended by the Chamber." Sara had reached out to Gary Svetz, but had not yet received a response.
4. **Advocacy (Mercier, Simmons, Reash):**  
Penny followed up with Jennifer Mangus regarding FLSA, and Jennifer stated that it *will* affect a small number of employees, and plans to work with AEC regarding next steps. Sueann followed up with Jennifer regarding discrepancies that continue to exist in handbook, and was informed that it is reviewed annually. Jennifer confirmed that the only changes made were related to vacation/sick time benefit changes. SAC expressed concern that there was no opportunity for SAC/AAC to review final revised handbook.

Committee members recommended that AAC formally request a policy that the handbook is always accessible via the website and that changes can not be backdated. Aimee will research if faculty handbook contains such a policy. Sueann to reach out to Ken Pinnow/Faculty Council to see who is in charge of their handbook review.

Penny to send update to Hilary.

**5. Standing Committee Reports:**

*Presidential Commission on the Status of Women Employees and Employees of Color:* Report will be on Hilary's desk by February 1, and will include information/recommendations about training, onboarding, retention and professional development.

*Master Planning Committee:* recent report included information about Odd Fellows, reducing square footage, possible renovations at Reis and Quigley

**6. Other Business**

Elections subcommittee will need to be formed. Sueann to share information regarding current members of AAC and terms.

The next AAC meeting is Thursday, Feb 6, at noon, in Murray 120.