

Administrative Advisory Committee (AAC)  
Meeting Minutes  
January 3, 2019

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

Absent (cluster): Wendy Kedzierski (1), Amanda Mangine (4), Sueann Mercier (5), Bob Simmons (6)

### **1. Cluster Representation Review**

With AAC's current focus on onboarding processes, a review of new hire representation was requested. We discussed Cluster 7, the new hire cluster which includes administrators who have been employed by the College for 0-3 years. Nearly 40% of all admins now fall into this cluster. There was some confusion about responsibilities of the Cluster 7 representative, and whether it was appropriate to have such a large percentage of administrators be represented by only one individual. It was agreed that it was critical to have the new employee voice represented on AAC. It was also agreed that it would be most appropriate for administrators to receive communications regarding AAC (such as distribution of minutes, announcements about events, etc) from representatives of their specific work areas (Cluster 1 - 6 representatives). To reduce confusion among our administrators about their multiple affiliations, it was proposed that Cluster 7 be dissolved. Instead, one(or two) "new employee" liaison(s) would be nominated and appointed by members of the committee.

A recommendation was made that AAC take an active role in welcoming new employees to our campus, through outreach, celebration of milestones (one year anniversaries, etc), and requesting feedback. It was proposed that the Vice Chair would be responsible for monitoring for new employees (through MyAllegheny or HR) and directing cluster representatives to conduct outreach.

A final decision on this matter was tabled for a future meeting.

### **2. Onboarding**

No further progress since December meeting. Penny, Valerie and Amanda will reach out to Leslie Evanoff about next steps and will report at next AAC meeting.

### **3. Institute for Administration/Staff Development**

After discussing the scope of creating a larger administration/staff development program, it was agreed that the first step should be to host a smaller event with an outside professional/personal development speaker presentation. Lunch would be included. Potential

dates included after graduation, early August, and fall break. Carly will identify potential speakers and prices to share in next AAC meeting.

#### **4. Committee Reports**

- Campus Master Planning (Kelly Boulton) - no update
- FFC (Aimee Reash, Sueann Mercier) - no update
- Strategic Planning Group (Kelly Boulton) - identifying consistent standard comparison group for College
- CODE (Aimee Reash) - currently working on bylaws revisions

#### **5. Additional Business**

Next meeting's agenda should include Jennifer Mangus's request that AAC brainstorm ideas for benefits that support work-life balance.

Reminder was shared about SAC/AAC Coffee Break, scheduled January 9 from 9 - 10am.

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