AAC Meeting Minutes
November 7, 2024

Remote Attendance: Katheryn Frazier, Joshua Guthrie, Carli Belosh, Aimee Reash, Jenna McCann, Nick McIntire, Gordon Truesdale, Amanda Pawling
Remote Guests: Nicole Ross, Mark Kohnen, Margi Crate
Excused Members: Roslyn Perry, Benjamin Mourer
Unexcused: Matthew Hanhold

Meeting called to order at 12:01pm by Vice Chair Aimee Reash.

Introductions

Welcome guest Nicole Ross, Director of Human Resources, and Mark Kohnen, Assistant Director of Human Resources

- Discussion topics:
    - Turnover
        - Number of hires, resignations, and terminations are down since last year
        - Contracts ending is higher than last year

	2023	2024	
Hired	72	61	
Turnover Totals	79	51	↓
Contract Ended	14%	40%	↑
Retired	30%	27%	↓
Resignation	44%	27%	↓
Termination	11%	6%	↓

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    - An update on the compensation study
        - Supports goal 2 and 5 of pathways
        - Common to spread out salary structure implementation over 3-5 years.
        - No one is being paid below what our compensation plan will allow
        - Comparing rates to GLCA, Peers, Non-Peers, and outside of higher ed.
        - Commitment: as positions come in or as compensation plan comparisons are requested, HR is analyzing and adjusting rates based on comparisons. Positions come in at minimum and midpoint of roles.
        - During performance reviews, HR is requesting employees to dig deep and update job descriptions with less generic essential functions. HR can help if you have questions about listing essential functions.
    - Sustained Dialogues

    - HR suggests SAC and AAC have a formal sustained dialogue conversation to talk about the potential of a merger or not.
    - HR floated the idea of a Sustained Dialogue session between AAC and SAC. HR will also present the suggestion to SAC.
- Clarification of employee classifications— scope of AAC/SAC
    - Status: exempt or non-exempt
    - Duties: administrator or staff
    - Jobs have to meet both a duties test and the minimum salary test to be exempt from overtime
    - HR is investigating adding job classification into job descriptions so that it's clear that your job duties pass the duties test for administrative tasks.
- Plans for the potential FLSA rollout in January
    - Effective payroll prior to Jan 1, 2024 in order to give everyone the opportunity to enter data into timecards and ask questions and make sure payroll is correct.
- Engagement Survey
    - HR was happy with the 68% participation rate for the first survey
    - 4 areas of focus that scored low
        - Opportunities for cross-departmental collaboration
        - Connection with executive leadership
        - Recognition (lack of recognition)
        - Career advancement and development
    - HR will be reaching out to AAC for brainstorming and ideas

Please note: These topics may go more in-depth at additional meetings as required

Action items:

- Molly Smith - Ask HR for turnover numbers with faculty removed
- Katheryn Frazier - Be on the lookout for an invite for Sustained Dialogues

Adjourned at 1:07pm

Welcome New Leadership

- Aimee Reash will be serving as AAC vice chair

Committee Representation Updates

- Finance and Facilities Committee (FFC)- Penny Drexel, in need of a committee member to replace Kirsten Peterson
    - Review of how students are charged:
        - 12-24 credits = full time student
        - Above 24 credits = overage charges

        - Less than 12 credits = part-time
    - Healthcare Management Master's - approved but planning not finalized (no approved charge structure yet)
    - Ron Cole is presenting a new model to faculty. He's mentioned it before and has talked with trustees about it, which is a business model in order to predict and figure out how we're going to close the deficit. He's planning to come to FFC to discuss how it affects the relationship for FFC in the landscape of governance and process. Barbara Riess mentioned she wasn't clear if he was planning to attend or report at the All-Staff Meeting.
        - Advancing Allegheny (board sub-committee)- Nick McIntire
- Council on Diversity and Equity (CoDE)- Aimee Reash
    - Discussion on CoDE's charge and how that might change with increased personnel in the Office of Inclusive Excellence. Suggestions made included: Campus Climate, Campuswide Inequities and historical DEIB-centric education, Engaging with Campus Climate Surveys, retention data, Student and Employee Experience, Sustained Dialogues, Indigenous Education
- Diversity, Equity, and Inclusion (board sub-committee)- Aimee Reash
    - Board of Trustees weekend in lieu of a meeting; no updates
- Campus Life and Community Standards Committee- Mandy Pawling
    - Allegheny Experience (board sub-committee)- Mandy Pawling

Chief Financial Officer, Search Committee

- Nick McIntire update

Cabinet Meetings

- The next one is on November 19

Board Of Trustees Joint Report

- AAC and SAC leadership presented the following report on Oct. 19
- Chris Allison gave a shout-out to non-instructional employees; this is the first time it has happened at a board meeting since AAC and SAC have started to attend

All-Staff Meeting Update

- The last meeting was held on November 4, featuring:
    - Ian Binnington, student life/experience
    - Jenn Winge, enrollment
- SAC will secure the agenda and speakers going forward
- Katheryn will organize the calendar invite

- Amiee will record the meeting notes, but anyone from either committee is invited to help with the note-taking if interested
    - Working on those here: All-Staff Meeting Minutes 11-4-24
- Any feedback?

Employee Handbook

- Revisions will need to be submitted by November 15 as there will be an annual review process going forward.
    - PG 19- ~~College Relations~~ The Office of Marketing and Communications maintains institutional-level accounts on several social media platforms, and many Allegheny offices, departments, and programs also have accounts. To assist with posting from official channels, ~~College Relations~~ the Office of Marketing and Communications has developed and curated the following guidelines and policies accessible here: sites.allegheny.edu/brandcenter/social-media/
    - PG 30- Exempt employees are paid ~~monthly~~ bi-weekly~~, generally the last working day of each month, for the current month~~.

Winter Warm-Up Event, January 8

- SAC is thinking about providing homemade donuts from Meadville Eats and Hot Chocolate from French Creek Coffee
- Are we interested in contributing our funds to this? We are at $1,000 currently.

Items from the community