

Administrative Advisory Committee

Meeting Notes

January 14, 2021

Attendees (cluster): Lucinda Morgan (1), Beau Smith (2), Molly Smith (2), Linda Clune(3), Penny Drexel (3), Amanda Mangine (4), Diane Patton (5), Sara Pineo (5), Kelly Barzak (6), Bob Simmons (6)

Absent (cluster): Mikka Hunt (1), Charity Grace (4), Valerie Lohr (7)

1. Workshop contribution vote

AAC members unanimously agreed to contribute \$500 to the Foundations of Cultural Humility Workshop to cover the cost of workbooks. Registration for the workshop ends on Monday, January 18th. Penny will draft an email for AAC members to send to their clusters as soon as possible to encourage participation in the workshop.

2. Sub-committee Reports

Onboarding and Employee Outreach: Kelly is working on an onboarding email that will be sent out at the end of January or the beginning of February. Penny informed the AAC that SAC representatives shared their onboarding file for new SAC members. The next Onboarding and Employee Outreach subcommittee meeting is scheduled for January 28th at noon.

Professional Development: The Foundations of Cultural Humility Workshop Series is beginning in January and continuing through the spring semester. AAC approved a \$500 contribution to the workshop for workbooks. The next Professional Development subcommittee meeting is scheduled for January 21st at noon. Members of the Professional Development subcommittee will continue refining a survey and messaging to send to employees to determine ongoing professional development needs as Allegheny College progresses through President Link's planned reorganization.

Advocacy: Tammy Steinfath, SAC chair, requested a meeting to discuss issues surrounding advocacy and shared governance. SAC would also like to continue discussing around remote work and create a Google form that captures employees' feedback relating to remote work practices. The next Advocacy subcommittee meeting will be scheduled after Penny meets with Tammy on January 23rd.

3. Standing Committee Reports

Council on Diversity and Equity (CoDE): The first meeting of the semester will occur on January 25th.

Finance and Facilities Committee (FFC): The first meeting of the semester will occur on January 20th.

4. Other Business

Moving forward, AAC working groups should plan to meet and bring the minutes back to the full AAC committee for feedback and discussion.

Penny touched base with Tammy Steinfath and Pam Higham about the next All-staff meeting at the end of the January. The next meeting with Steve Levinsky and Missy Feeley is scheduled for the end of the February to give us time to collect work from the subcommittees. We could push the meeting until later if that's what we want to do.