

Administrative Advisory Committee (AAC)
Meeting Minutes
December 5, 2019

Attendees (cluster): Kelly Barzak (6), Penny Drexel (3), Wendy Kedzierski (1), Amanda Mangine (4), Carly Masiroff (1), Sueann Mercier (5), Sara Pineo (5), Molly Smith (2)

Absent (cluster): Kelly Boulton (4), Valerie Lohr (7), Aimee Reash (2), Bob Simmons (6)

1. Statement of Community Revisions, update:

Updated language was approved by ASG. Penny was notified that there will be further steps requesting feedback. Penny will email the entire committee with suggestions that had been made previously to determine if further conversation is necessary.

2. IT Consultant:

Announcement was made reminding committee members about the email from James Fadden regarding the scheduled meeting for AAC/SAC to share our experiences with a visiting IT consultant on December 12 at noon in Murray.

3. Onboarding and Employee Outreach Subcommittee Report (Mangine, Smith, Drexel, Kedzierski, Barzak):

Penny requested updated admin list from HR by next Wed/Thurs to identify potential candidates to serve as temporary representative for Cluster 3, replacing Josh. An email will be sent to those administrators asking for volunteers.

Amanda received a new hire list from HR on 12/3 with new hires through 10/30. Amanda will write welcome notes to those individuals, and reference the names of their cluster representatives.

Penny reminded all committee members to add “best kept secrets” and other tips to [brainstorming document for first year communications](#).

4. Professional Development Subcommittee Report (Masiroff, Pineo):

Nine (of 11 or 12) AAC and SAC members responded to a survey about the Time Management Workshop with Gary Svetz. [Responses were overwhelmingly positive](#) about the value and the possibility of bringing an abbreviated version to campus for an all employee professional development. Agreed next step is to bring HR into the loop via email, referencing Hilary’s interest in professional development and requesting any information they have regarding Gary Svetz’s pricing/contact information. Penny to reach out to Pam to schedule time with Hilary for AAC update and bring her up to speed about professional development ideas. Penny will also reach out to SAC to provide update.

Penny reminded everyone to review the [Franklin Covey materials](#) for future Professional Development options.

5. Advocacy (Mercier, Simmons):

Concern was expressed that the employee handbook, after being offline for an extended time for updates, still contained many errors. Examples such as references to departments that no longer exist (ACCEL and CEED) left committee members wondering what else had not been updated that will impact employees and leave them uninformed. Additionally, a question was raised if AAC could recommend that handbooks remain accessible during updates and only switched out once the update is completed.

6. Treasurer's Report:

Of \$1,000 budget, \$385.25 was spent on the Nacho Bar in August with SAC. \$614.75 remains. Questions were asked about the use of remaining budget, if it should be used for socials, or if it could be used as a donation. Funding a bone marrow registration drive was given as an example.

The next AAC meeting is Wednesday, Jan 8, at noon, in Campus Center Room 206.