Administrative Advisory Committee (AAC)
Meeting Minutes
November 12, 2020

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

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

1. **All-Staff Meeting**

Pam Higham has been working with AAC and SAC to develop a regularly scheduled (hopefully monthly) all-staff meeting, structured similarly to Faculty meetings. Faculty feedback was especially helpful in planning. SAC will take minutes and AAC will moderate and manage the agenda. Currently, meeting format is

- "5 Questions" intro to get to know another colleague
- Reports
- Announcements
- "Shout Outs"

It was recommended that down the line, we build the SAC/AAC roles for these meetings into our bylaws.

2. **AAC Sub-Committees**

Onboarding and Employee Outreach: A Gators in Meadville event had been planned for this weekend, however it was canceled due to an increase in local COVID19 numbers. 25 businesses had signed up to provide discounts for the event. The first EM campaign will begin in January. There was discussion about making the community aware of what businesses were excited to offer this opportunity to the community.

Professional Development: Due to upcoming announcements regarding restructuring, plans for a survey about professional development needs are on hold. The President's Office has approved moving forward when we are ready. Currently the sub-committee is working on creating the survey and email and auditing other colleges' sites to learn about professional development programs at other institutions. Information was provided about an internally created workshop "Reflections on Racism" that "guides groups through facilitated discussions centered on cultural awareness and anti-racist work. In depth discussions of intersectionality and challenging ways of thinking to expand knowledge and increase cultural humility are the primary objectives of the workshop series." After discussion about whether AAC could have a role in promoting this workshop under the Professional Development mission, Sara offered to connect with Mikka about next steps.

Advocacy: No items.

3. **Standing Committee Reports**

- CoDE: no update, next meeting 11/16
- FFC: more COVID19 expenditure discussion and review of room plans
- Review of Disciminatory and Sexual Harassment Policy: Gilly reported that there was sufficient interest and agreed that Penny could serve as a liaison with the working group

Next meeting to be scheduled prior to holiday break.