Administrative Advisory Committee (AAC)
Meeting Minutes
June 6, 2019

Attendees (cluster):, Kelly Boulton (4), Penny Drexel (3), Wendy Kedzierski (1), Valerie Lohr (7), Amanda Mangine (4), Carly Masiroff (1), Sueann Mercier (5), Sara Pineo (5), Josh Tysiachney (3)

Absent (cluster): Kelly Barzak (6), Aimee Reash (2), Bob Simmons (6), Molly Smith (2)

Additional Attendees: Jermaine Mitchell

1. Onboarding Experience

New hire, Jermaine Mitchell, attended the meeting with Amanda to provide feedback about his initial onboarding experience. He described the process of working with HR as easier and faster than his experience at other employers. Orientation to date has been work/task-focused. He has not received any community-related materials or training at this point.

2. Professional Development Update

Draft of the proposal has been distributed to AAC, SAC and SEC, and all feedback has been received. Two weeks ago, Sueann provided Eileen with an initial draft to allow her to provide her thoughts. Eileen was supportive of the proposal and appreciated that this idea was coming from us. She requested that we work with HR as a partner, and have Jennifer Mangus review the proposal and provide input on the recommended speaker. Sueann has been unable to date to meet with Jennifer. Carly reports that the speaker, Amma, has placed a hold on her calendar for the first week of August without requiring a deposit, and will let us know prior to releasing it to others if those dates are requested.

3. Summer Social Opportunities

It was confirmed that the Dunkin Go $125 charge was a service charge on top of all goods, not a minimum order. Sueann requested that they waive this charge, and has not yet heard if this will be accepted. Additionally, Sueann researched Shabby's, which can provide an 'icecream truck' to get pricing information. If this choice does not suffice, we agreed to place an order through Parkhurst for an ice cream bar similar to last year.

4. Other

Question was raised regarding election of officers for the 2019-2020 year. This year, officers were nominated and elected during the first meeting. We agreed that since there were a number of individuals missing, we should table this issue for the first meeting of the 2019-2020 year.