

Administrative Advisory Committee (AAC)  
Meeting Minutes  
October 4, 2018

Attendees (cluster): Kelly Barzak (6), Penny Drexel (3), Wendy Kedzierski (1), Amanda Mangine (4), Carly Masiroff (1), Sueann Mercier (5), Sara Pineo (5), Aimee Reash (2), Bob Simmons (6), Josh Tysiachney (3)

Absent (cluster): Kelly Boulton (4), Valerie Lohr (7), Molly Smith (2)

Guests: Catharina Coenen, Professor of Biology and Biochemistry, Kristin Dukes, Dean for Institutional Diversity

### 1. AAC Minute Distribution

Josh provided an update regarding our interest in distributing minutes to our clusters following our meetings. Initial conversations with Susan focused on learning about what SAC does. SAC does not distribute minutes via email. There is a broader conversation about appropriateness and frequency of broadcast emails for communications. Josh's recommendation is for each rep to send to their own cluster for now.

### 2. Administrative Workload

This was a follow up conversation from the last meeting. Questions were raised about the President's communication from March about the staffing plan development process and timeline. In the summary, President Mullen promises that that the timeline would be honored and that information would be shared through our governance process that allows appropriate input. Concern was expressed about the lack of information and updates, and AAC's role was discussed. Additionally, questions were raised about process for handling open positions caused by attrition since the June retirements. The point was raised that perhaps the August announcement regarding layoffs and benefits was the staff plan communication. We agreed to remind our clusters about the opportunity to [share questions anonymously](#) (to be submitted by October 15) for the upcoming campus meeting on October 18.

### 3. Institute for Administration/Staff Development

Catharina and Kristin were invited to talk about the development of the Educator's Resource Institute (ERI) and provide background and recommended next steps. There are two ERI sessions: Spring, designed to be more FS focused, and Fall, designed for all educators and not necessarily just for the classroom. Catharina was enthusiastic about the possibility of creating broader workshops, with wider appeal, on topics such as changing workplaces and communication. Kristin referenced topics like supporting administrators/staff with

underrepresented backgrounds, onboarding, working with underrepresented students, and bias training. ERI topics have often been generated through conversations with colleagues and following up with an invitation to them to present.

Time of year was discussed, because the fall institute is scheduled during orientation and would not be accessible to many administrators. Suggestions were made to have something scheduled prior to spring semester. January has traditionally been when the Sustained Dialogue Institute is held.

Next step, if interested in proceeding would be to discuss concept with SAC, and then prepare a formal memo to AEC, requesting their investment and support of release time for such an opportunity across campus. The committee was advised that a message from leadership, inviting participation, may help responsiveness.

Next meeting is November 1, at noon in Campus Center Room 206.