

Administrative Advisory Committee (AAC)  
Meeting Minutes  
September 12, 2019

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

Absent (cluster): Valerie Lohr (7), Bob Simmons (6), Molly Smith (2)

**1. Employee Handbook/Policy Update**

Per the Committee's decision during the 8/15/19 meeting, Sueann sent an email on behalf of AAC on 8/23 to HR (Jennifer Mangus), copying Eileen Petula, requesting an update on the status of the availability of Employee Handbooks and, specifically, written policies on the accrual and reporting of vacation and sick time. On 9/5, Sueann met with Jennifer, who provided a timeline update, stating that handbooks would be available again on the HR site on Monday or Tuesday (9/9 or 9/10), and that both an email and notice on MyAllegheny will be used to communicate this to the community at the same time. In addition to the handbook, there will be a brief slide deck outlining the changes - specifically sick time and vacation accrual and how sick time can be used. At the time of this meeting, handbooks remain unavailable and no communications have been sent.

The Committee discussed next steps, including the possibility of partnering with SAC on a follow up communication. Members agreed that a follow up communication to AEC from AAC, independent of the message SAC plans to send, was appropriate toward the end of next week if the handbooks continued to be unavailable. Using the original email that Sueann sent on 8/23 as a starting point, the Committee agreed to begin drafting a memo to AEC, to be completed, approved and sent on 9/19 if possible.

**2. President Link's meeting with AAC**

President Link will be attending our next AAC meeting on October 7. The Committee discussed key items to share with President Link regarding AAC during this meeting, as well as questions we wish to ask.

We agreed to share the following AAC priorities,

- Onboarding and Employee Outreach, topics including
  - New hire/1st Year Communication Plan from AAC
  - Admin Work Anniversary Celebration and Recognition by AAC
  - Crafting Supervisor Instructions for New Hire onboardingImportant to highlight ways we have successfully partnered with HR in the brainstorming and plan development of these ideas.
- Campus investment in Professional Development opportunities for staff and admin

- Collaboration with SAC, SEC and AEC to bring the first speaker to campus in August to speak on the topic of Collaboration and Goal setting
- Used surveys to assess interest and identify topics
- Goal of a Professional Development series of 2 sessions per year, providing admin and staff access to relevant development opportunities
- Advocacy for colleagues regarding concerns as they arise
- These priorities stem from AAC's interest in making a positive impact on campus morale, by improving a problem of a perceived lack of consistency in treatment of employees across campus

Questions to pose to President Link:

- How can we best serve her and her vision for Allegheny?
- How can AAC facilitate improved connection with AEC?
- What are her goals for shared governance and how might AAC fit into that?

### 3. **AAC Procedures and Communications**

A number of procedural items were discussed. The following actions were proposed and will be executed:

- We have requested a Shared Google Drive for AAC to keep AAC materials accessible for future Committee members. Penny will put in a request.
- We will request a [AAC@allegheny.edu](mailto:AAC@allegheny.edu) address to allow messages, like those recently sent to HR and those proposed for AEC, to be from our group rather than from one person. Penny will put in a request.
- Little to no response has been received when Committee members send AAC minutes individually to their clusters. To simplify the process of sharing the minutes while maintaining transparency with our colleagues, It was proposed that MyAllegheny be used to post a link to minutes and invite the community to the meetings. In the interest of limiting access to minutes to only Allegheny community members, links will now be provided on the AAC site to the minutes on D-Space. Josh will begin using those links on the site.

### 4. **Committee Representation**

The following Campus Committees have AAC representation:

- CoDE - Aimee Reash
- FFC - Sueann Mercier and Aimee Reash
- SPC - no longer active
- Presidential Commission on the Status of Women Employees and Employees of Color - Carly Masiroff

### 5. **Next Steps**

The following items are to be completed:

- Amanda will reach out to HR to begin getting the new hire report on a monthly basis, to begin distributing names for welcome notes to be written by AAC members.
- Penny will distribute SAC's Gator Bites to Committee members to help begin brainstorming about possible 1st year communication plans by AAC
- Penny to add subcommittee reports to future AAC meeting agendas.
- Kelly to start google doc with Sueann's original email to allow Committee members to help draft memo to AEC.

The next AAC meeting is Monday, October 7 at noon, in Campus Center Room 303 with President Link.