

Administrative Advisory Committee (AAC)
Meeting Minutes
March 3, 2020

Attendees (cluster): Kelly Barzak (6), Kelly Boulton (4), Penny Drexel (3), Wendy Kedzierski (1), Valerie Lohr (7), Sueann Mercier (5), Sara Pineo (5), Molly Smith (2)

Absent (cluster): Amanda Mangine (4), Carly Masiroff (1), Aimee Reash (2), Bob Simmons (6)

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

SAC/AAC subcommittees met together to identify challenges, ideas, and requests for improving onboarding experience for new employees. Additionally, two new(er) employees joined the conversation to provide additional ideas and feedback. Outcomes include,

- Kelly Barzak will be heading up the email “Drip” campaign for first year employees.
- Amanda Mangine and Stephanie Carson (guest) will assemble a list of instructions for hiring managers

New feedback that was shared included an interest in a “new employee” networking event, and concerns about the “new employee” welcome letter from the president including a considerable amount of “at will” language and HR’s dependence on online forms that require a printer and scanner to complete. Additionally, we discussed a need to be consistent with SAC and the experience they give a new employee (invitation to meeting, free lunch, goody bag).

2. Professional Development Subcommittee Report (Masiroff, Pineo, Boulton):

SAC and AAC both received links to the FranklinCovey webinars, and some committee members were able to view them after receiving Aimee’s instructions. Sara to send a survey for feedback immediately after the AAC meeting.

SAC feedback about the topic “Effective Meetings” was that it was a good topic, and would be value-added to Allegheny, even if not everyone felt it was obviously applicable to their work. Penny is meeting with President Link on March 4 regarding professional development, and will seek her approval of Gary Svetz’s proposal then.

3. Advocacy (Mercier, Simmons, Reash):

Continued interest in implementing policies regarding the handbook. Considering a formal request for (1) defined policy for handbook review, including who is responsible and when it would be completed, (2) policy that handbook would always be accessible to

employees and (3) that new employee policies can not be instituted retroactively. Penny will include in her meeting with President Link.

4. Standing Committees and Other Business:

CoDE: Reminder to fill out the Inclusive Excellence Survey, sent in emails on 2/26. Additionally CoDe is conducting research of other institutions regarding cultural calendars.

FFC: Henderson Brothers proposed a change in salary bands for health insurance, compressing the bands from 7 to 5. Those who were previously in a higher band would be subject to expenses as those in their new lower band. For example, previously there was a \$0-\$30K and \$30-\$40K band, and the proposal is to combine to one 0-\$40K band. Those in the old \$30-\$40K band would have a reduction in cost because of this combination. This would not be a cost saving for the college, but would be in alignment with standard best practices and better for employees.

A new committee is forming to review spiritual/religious life on campus. Val will serve as the AAC representative.

Jim Basinger will join us for the 4/7 AAC meeting.

Question was raised regarding criteria for the use of the emergency alert system. Committee member wondered about recent crisis events on campus, and why the emergency alert system was not used then.

The next AAC meeting is Tuesday, April 7, at noon, in Campus Center room 206.