

Administrative Advisory Committee (AAC)
Meeting Minutes
June 9, 2020

Attendees (cluster): Kelly Barzak (6), Kelly Boulton (4), Penny Drexel (3), Valerie Lohr (7), Amanda Mangine (4), Carly Masiroff (1), Sueann Mercier (5), Sara Pineo (5), Aimee Reash (2), Bob Simmons (6)

Absent (cluster): Wendy Kedzierski (1), Molly Smith (2)

1. Elections

Penny has requested cluster lists from HR to identify administrators eligible for the open committee positions.

The following clusters have open positions for next year:

- Cluster 1 (2 reps, Wendy will remain a nominee for a second term)
- Cluster 2 (1 rep)
- Cluster 3 (1 rep)
- Cluster 4 (1 rep)
- Cluster 5 (1 rep)

Amanda and Penny will follow up with these clusters by June 15, asking for nominations by June 19. For those clusters with nominations exceeding the number of open committee positions, Amanda and Penny will conduct a vote, to be completed by June 26.

2. Bylaws

Penny reviewed the bylaws, and noted that some office titles needed to be updated. Additionally, a question was raised concerning the current requirement that committee members must take one year off after serving two consecutive terms. A proposal was made to waive this requirement if no other potential candidates come forward to serve in that committee position. Penny will make the proposed edits to the bylaws, and send to AAC members for an electronic vote for approval.

3. Sub-Committees

- a. Onboarding and Employee Outreach (*Amanda Mangine, Molly Smith, Penny Drexel, Wendy Kedzierski, Kelly Barzak*)
- b. Professional Development (*Sara Pineo, Carly Masiroff*): Gary Svetz continues to share information regarding potential professional development options, but no further steps have been taken at this time. Sara reminded the committee that the College has made a downpayment to Gary for the proposed short course about

running effective meetings. As Carly steps down from AAC as of June 30, she will forward other professional development contacts' updates to Sara.

- c. *Advocacy (Sueann Mercier, Bob Simmons)*: AAC members continue to receive questions about COVID19's impact on policies associated with FSA and HSA. HR has stated that a communication should be going to employees about this issue by the end of the week, but it is unclear if it is going to everyone or only those affected. Additionally, a question was raised with AAC members about the re-banding of the health insurance policy. This process went from a decision to use 5 bands to 3, without review by FFC or communication, and it has had negative financial implications for some employees.

4. Standing Committee Reports: Question was raised about the requirement that AAC members serve on these standing committees vs. AAC assists with identifying administrators to serve on these standing committees.

- a. *CoDE (Aimee Reash)*
- b. *FFC (Sueann Mercier and Aimee Reash)*: not currently meeting. Will need two new administration/AAC representatives for this 4-year commitment to replace Sueann and Aimee, who have both completed their terms.
- c. *Presidential Commission on the Status of Women Employees and Employees of Color (Carly Masiroff)*: Status unknown, no communication since prior to campus closure.
- d. *Master Planning Committee (Kelly B.)*