***Minutes***

***Administrative Affairs & Budget Committee***

***September 9, 2015***

***6:00 p.m.***

***Founders’ Suite, Bone Student Center***

Members Attending: Alan Lessoff (Chair), Greg Alt, John Bantham, Mark Hoelscher, Ashley Holmes, and Sherry Sanden.

Guest Attending: Janice Bonneville, Director, Benefit Services and Tammy Carlson, Assistant Vice President, Human Resources

Members Absent: Alan Avitia, Megan Bockrath, Alita Kendrick, and Bo Park

**The meeting was convened at 6:00 pm.**

**Quick Comment on survey for Commentary on the President**

* Alan Lessoff asked John Bantham and Mark Hoelscher to investigate what needed to be done to move the survey from Select Survey to Qualtrics.

**Review of 2015—2016 Meeting Schedule**

* Alan Lessoff reviewed this year’s meeting schedule with the committee.

**Policy 3.1.37 Employee Assistance Program**

* Alan Lessoff explained that the Executive Committee had asked for some clarifying language to be included in this policy. Tammy Carlson and Greg Alt agreed to develop the clarifying language for the committee’s review.

**Policy 3.2.7 Sick Leave**

* A revised draft of this policy was developed over the summer by representatives from Human Resources, Legal Counsel, and the Administrative Affair and Budget Committee.
* This revised draft was introduced to the committee at large and discussed at length.
* A motion was made and seconded to recommend that this policy be accepted and sent to Senate for approval.
* The motion was passed unanimously.

**The meeting was adjourned at 6:55 pm.**

Respectfully submitted,

John H. Bantham, AABC Secretary