***Minutes***

***Administrative Affairs & Budget Committee***

***October 07, 2015***

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

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

Members Attending: Alan Lessoff (Chair), Greg Alt, Alan Avitia, John Bantham, Mark Hoelscher, Ashley Holmes, Alita Kendrick, Bo Park , and Sherry Sanden

Members Absent: Megan Bockrath

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

**Need to rearrange the AABC Annual Meeting Schedule**

* Due to some scheduling conflicts, Alan asked for and received permission to make some changes to the committee’s annual meeting schedule.

**FY 2017 Operating and Capital Budget Requests**

* A proposal to endorse the budget requests passed unanimously.

**Amendment to Employee Assistance Program (3.1.37)**

* Alan reported that Human Resources suggested minor wording changes to the policy.
* Sherry suggested some rewording to the proposed amendment for the sake of clarification.
* Greg Alt will review the recommended changes with Human Resources and Legal Counsel.

**Sick Leave Policy (3.2.7)**

* Alan reported that minor wording changes to the policy had been suggested by the Senate Executive Committee.
* The wording changes were accepted as a friendly amendment.

**Policy on Sale/Distribution of Food on Campus**

* The committee discussed the latest draft of this proposed policy.
* Alan asked that all committee members send him their questions relative to the policy.

**The meeting was adjourned at 6:51 pm.**

Respectfully submitted,

John H. Bantham, AABC Secretary