**Administrative Affairs and Budget Committee**

**Meeting Minutes**

**Wednesday, November 3, 2021**

**6:00 p.m.**

**Founders Suite (lounge side), Bone Student Center**

***Call to Order*** 6 p.m.

***Roll Call***  Winfred Avogo, Sandy Cavi, Vishal Midha, Kee-Yoon Nahm, Kevin Phares, William Restis, Isabel Samuel, Pete Smudde (chair)

***Public Comment (guests must sign in with the chair before the meeting starts; total time limit for public comment is 10 minutes)***

***Approval of Minutes for meetings held in October.***

***Discussion:***

* ***Review of AABC task schedule & subcommittee assignments***
* ***Updates on subcommittees’ progress & needs***
  + Academic Impact Fund—will be given a presentation by Dan Elkins on Feb. 2.
  + Commentary/Surveys about president et al.—awaiting copies of the survey instruments used last year so this committee can decide on survey content. Need to check about use of QR codes and secure system access. Awaiting Martha Horst’s guidance from President Kinzy about the commentary/survey.
  + For Policy 3.2.15 and 3.2.16—some confusion about who within administration has jurisdiction over 3.2.16 but is narrowed down to the provost, who has been asked for his review. Policy 3.2.15 will be reviewed among the school/department leaders in the Chairs/Directors Council.
  + For Policy 6.1.3 and 6.2.3—meeting today with Facilities Planning showed major differences between pandemic and nonpandemic impacts to space. Next meeting ought to have some details: Policy 6.2.3 is good as is, and Policy 6.1.3 will have some drafted revisions.
  + For Policy 7.1.4—reviewed in committee and will request ISU comptroller to review and notify us about any needed revisions.
* ***Other committee business*** 
  + None

***Adjourn***  6:20 p.m.

Approved in committee 11/17/2021