**Administrative Affairs and Budget Committee**

**Minutes Meeting No. 2**

**Wednesday, September 24, 2025**

**Founder’s Suite, Bone Student Center**

**6:00-7:00 P.M.**

**Call to Order**

**Roll Call** (Note: quorum is six (6) voting members; *ex-officio*)

 *Committee composition*

 Faculty members (voting): Lucian Ionescu, Tom Lucey, Kevin Meyer (chair), Vishal

Midha, Melissa Oresky

 Student members (voting): Braden Beasley, Jazmine Benson (co-Secretary), Hassan

Hillard (co-Secretary), Jack Stahl

 *ex-officio* members (non-voting): Dan Elkins, Amanda Hendrix

 All members were present.

**Public Comment** None

**Order of Business:**

See #2 below. Due to the joint committee meeting and presentation, no committee-specific business occurred. We listened to the finance presentation and asked questions.

1. Approval of the minutes from September 10, 2025.

Once we approve the minutes from a prior meeting, they should be submitted to Kevin Pickett (kpicket@ilstu.edu) the next day. Minutes are typically handled by the committee co-secretaries. Minutes do not have to be as detailed as the Senate minutes, but they should include attendance and a basic overview of what was covered in the meeting. For record keeping purposes, it is helpful for the minutes to include context about what was discussed and how decisions were reached (i.e., similar to a substantive summary rather than a transcript of the conversation).

1. The Planning and Finance Committee and the AABC will have their annual joint meeting tonight. This is usually a preview of the same presentation the full Senate receives later in October. It is also our opportunity to pose questions.
2. Organizing notes to consider for upcoming meetings this year. Please read and ponder these notes as the presentation tonight will likely take the entire meeting time. These are notes to myself but also ones I want to share with all of you so that we have a shared understanding of our purpose and the tasks before us. I am, of course, still learning about the AABC and our processes, as are most of you, so these notes are certainly subject to future correction:
* Policies we will likely be addressing: 3.3.6 *Academic Department Chairperson/School Director Responsibilities, Appointment, Compensation, and Evaluation*; 3.2.15 *Administrator Evaluation*; 6.1.37 *Naming of University Facilities and Entities*; and others as we may be assigned. See and bookmark this site to locate existing policy wording: <https://policy.illinoisstate.edu/>. Please familiarize yourself with the language of these policies now so that our progress of any policy revisions can move efficiently as the year progresses. AABC plays a vital role in revising/rewording existing policies and Senators can even propose new policies (though that function is rare).
* Budget matters we will consider, question, and issue commentaries to the Executive Committee regarding: University operating budget, annual capital budget, athletics budget, & academic impact fund (includes instructional capacity trends and permanent hire searches), as well as others (?). We will have the opportunity to question everything, investigate, and comment on these budgets. Our commentary/reports then go to the Executive Committee. We are basically doing budget “oversight” and staying informed on the budgets, which is a vital function of the Senate.
* Evaluations we will involved with: University President, Provost, & VP Finance. AABC helps to revise and shape the evaluation instrument (e.g., items/questions asked) and writes a summary report thematizing the responses that go into a report to the Executive Committee. This is an important duty we fulfill each year that necessitates us maintaining confidentiality and ethical standards. Doing this work with integrity is an incredible responsibility as the report we draft eventually goes through the Executive Committee, Academic Senate, and then to the Board of Trustees. Our ability to keep our lips sealed directly impacts the integrity of this process and of our committee.
* Other matters we may address: University calendar & committee functions. It is also possible for individual senators to propose resolutions, and even conceivable that such resolutions might originate from a committee’s concerns.
* Expect agendas the Friday before we meet. My objective is to move us through budget reviews, policy updates/revisions, and evaluation reports efficiently because this committee has a lot on its plate each year; and if we want to do more than simply accomplish our assigned tasks and move on to tackling new initiatives, we need to use our time wisely.
* Verify access to and bookmark AABC Repository Folder: [ SUB - Administrative Affairs and Budget](https://illinoisstateuniversity.sharepoint.com/%3Af%3A/s/AcademicSenate/Et2yqCzVKPFFlfO0eaJZ5cABlP47TN7dc1QRW8KoAr_ppg?e=fmGMgW)
* For past AABC agendas and minutes, which provide some useful background and context, see: <https://academicsenate.illinoisstate.edu/committee-sites/internal/minutes/adminaffairs.php>
* We also have a Teams site for AABC: [General | Administrative Affairs and Budget Committee | Microsoft Teams](https://teams.microsoft.com/l/channel/19%3A0b5dfcb6ee1c434c8aaec83e89748aac%40thread.skype/General?groupId=676952a3-b959-49c1-aa31-81f91421c613&tenantId=085f983a-0b69-4270-b71d-10695076bafe)
* Our committee discussions are subject to the open meetings act. This is why we must record and post minutes. It also means when we discuss confidential information, we will move to go into executive session so that our discussion of said information is not recorded in the minutes. We will be able to edit documents, such as policy language revisions or commentary reports between meetings (on documents in the Teams site and/or repository folder), but we cannot hold whole-committee discussions electronically. It is permissible for us to have one-on-one discussions with other committee members between meetings, but anything we discuss as a whole committee needs to happen in committee meetings that are open to the public and recorded in the minutes. Consequently, when I share agendas with the group or minutes are (possibly) distributed in advance of meetings, we should refrain from “replying all” and discussing any business matters. The time for us to talk as a group is when we meet as a committee before each Senate meeting. Our meeting time is always 6-7pm in the Founder’s Suite (Lounge side) on Senate nights.
	+ Relatedly, we have the ability to contact various offices on campus to request information and/or request experts to meet with our committee as we gather information and investigate various matters related to our tasks. We should make such decisions as a whole and in coordination with the Senate office.
	+ We also are expected to run proposed policy language changes by legal (General Council) prior to sending changes along to the Executive Committee.
* Finally, I am excited to work with all of you! My sense is that we will be a group that is not shy to ask questions and make inquiries in the interests of shared governance, which I believe is a good trait as we should avoid being timid and passive as a committee. You are always welcome to reach out to me with questions or concerns via my phone or university email.

**Adjourn**