**Administrative Affairs and Budget Committee Meeting Minutes**

**Wednesday, November 18, 2020**

**6:00 P.M.**

***Meeting held on Zoom due to the Governor’s order regarding meetings during the pandemic.***

***Call to Order at 6:01***

Present: Deb Garrahy, Vishal Midha, Julie Murphy David Marx, Kee-Yoon Nahm, Djimon Lewis, Patrick Walsh

Absent: Sandy Cavi, Danielle Agbonifo

***Discussion:***

***2020-2021 Survey on the Performance of the President***

The committee discussed the questions to be used for the annual survey on the performance of the President. The committee viewed the survey questions via shared screen and decided to make the following changes:

Faculty & Staff Survey

               under Q3, items 3 and 4: replace “open to” with “open and responsive to”

               add a column for “I do not know” as a response

Student Survey

               under Q3, item 3: replace “open to” with “open and responsive to”

               add a column for “I do not know” as a response

***Policy 3.2.15.  Administrator Evaluation***

* Made minor adjustments to some grammar and wording

***Policy 3.2.16.  Administrator Evaluation***

* Made minor adjustments to some grammar and wording

For both policies, suggestions by AVP Sam Catanzaro were also reviewed.

***Adjourned at 6:55***