***Minutes***

***Administrative Affairs & Budget Committee***

***February 3, 2016***

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

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

Members Attending: Mark Hoelscher (Chair), Greg Alt, Alan Avitia, John Bantham, Megan Bockrath, Ashley Holmes, Jihad Qaddour, and Sherry Sanden

Members Absent: Alita Kendrick

**The meeting was called to order at 6:00 pm**

**The minutes from the 12/09/15 and 01/20/16 were approved.**

**Updates on Academic Impact Fund**

* Alan Lessoff will write the AABC report on the Academic Impact Fund
* Presentation of the AIF and the AABC report to the Academic Senate will occur later this semester

**Update on Presidential Commentary**

* The survey is now on Qualtrics
* Tentative time line (as of 02/03/16)
  + Survey to go our 02/22/16
  + Follow-up e-mail 02/29/16
  + Close survey 03/04/16

**Update on Food Service Policy**

* This policy was passed by the Academic Senate

**Review of Dean and Chair Evaluation Instruments**

* Preliminary discussion of tasks involved in our review of these instruments

**Policies assigned to the AABC for review**

* 7.8.1 Operating Budget—return to Executive Board for reassignment
* 3.2.2 Search Committees—check with the Executive Board as to why this is up for review (last reviewed 01/2015)
* 1.7 Use of Electronic Equipment for Surveillance Purposes—need to schedule for AACB review
* 3.1.45 Recruitment—need to schedule for AACB review
* 3.3.1 Authorization of Faculty Tenure-Track Positions—need to schedule for AACB review

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

Respectfully submitted,

John H. Bantham, AABC Secretary