**Administrative Affairs and Budget Minutes**

**3/2/16**

Members attending: Mark Hoelscher (Chair), Sherry Sanden, Ashley Holmes, Megan Bockrath, & Alita Kendrick

Members absent: Alan Avitia, John Bantham, Billy Lim, Greg Alt

**The meeting was called to order at 6:07 PM.**

**The minutes from the 2/17/16 meeting were approved.**

**Academic Impact Fund report**

* Guest Alan Lessoff presented a draft of the AABC Academic Impact Fund (AIF) annual report.
  + He pointed out that the precarious state budget situation has necessitated a cautious approach to this year’s report.
  + He recommended that Greg Alt and Alan Lacey review the report to ensure accuracy, before presentation to the Senate.
  + He clarified the process for presentation to the Senate.
* The AIF annual report will be returned to the agenda for the March 23 meeting, anticipating presentation to Academic Senate at the following meeting.

**Review of Deans Evaluation Forms**

* All deans and chairs evaluation forms except the College of Education forms were approved as revised by the respective colleges during the 2014-15 academic year.
  + Dr. Thomas Crumpler will be invited to comment on the progress for revising the COE form.
* Deans & chairs evaluation forms will be added to the agenda for the March 23 meeting.
* Alan Lessoff explained the procedure for approving the forms.

**Update on Presidential Commentary**

* Dates have been updated:
  + Questionnaire went out on Qualtrics to faculty and students on February 23.
  + A reminder about the questionnaire will be sent on March 3.
  + The survey will close on March 14.
  + Data will be available on March 23.
* Alan Lessoff clarified the procedure for analyzing the data and creating the report.

**The meeting was adjourned at 6:49 PM.**

Respectfully submitted,

Sherry Sanden