**INDIANA STATE UNIVERSITY**

**Administrative Affairs Committee**

**AAC 11/12-01 Approved: 10/3/11**

**9/21/11, 1:00 p.m.**

**NB 427**

**Present:** Esther Acree, Richard Baker, Eliezer Bermudez, Boris Blyukher, Steve Hardin, Leamor Kahanov, Feng-Qi Lai,

**Ex-Officio**: Kevin Bolinger (Senate Liaison)

**Guests:**

1. Call to Order
	1. Convener E. Acree called the meeting to order at 1:06 p.m.
2. Introductions
3. Election of officers

Esther Acree – Chair

Eliezer Bermudez – Vice Chair

Steve Hardin - Secretary

1. Discussion of charges
	1. The charges were distributed and discussed. They are as follows (numbering follows that in the handout):
2. Continue with regular annual reports to the Faculty Senate on:
	1. Staffing
		1. Continue with the staffing report using the definitions, methodology, and reporting style of previous reports.
	2. Academic Calendar
		1. Work with the Provost’s office to see to it that every effort is made to fulfill the Faculty Senate’s desire to have all of Thanksgiving week classes off by moving the start of classes and/or removing Fall Break.
		2. Prepare the 2014-2015 Academic Calendar
	3. Review of Administrative Positions
		1. Review the personnel position change portions of the Board of Trustee’s agenda to ensure that every substantive position title change at ranks appropriate for committee review, have been reviewed by the AAC committee prior to any appointments of individuals to those positions.
3. Review Handbook language with respect to granting faculty Professorship rank and tenure (as faculty members) to incoming chairpersons and academic administrators to determine whether it adequately and clearly expresses the intent of the faculty.
4. Work with FEBC, in a joint meeting if necessary, to generate an understanding of the relationship of FEBC and AAC with regard to budgets and financial review. {See separate explanation}

**Explanation of the Purpose of the Meeting Between AAC and FEBC**

At its April 21, 2011 meeting the Executive Committee unanimously approved an AAC recommendation that the Faculty Senate (of 2011-2012) move the university budget consultation responsibilities currently held by AAC to FEBC and for FEBC to be renamed to reflect that change. This item is on the agenda for the August 25, 2011 Faculty Senate meeting and pending September approval by the Board of Trustees, appropriate language will be placed in the Handbook assigning the responsibility for university budgets to FEBC. The meeting between the two committees is to ensure that both understand their respective roles.

1. Schedule of future meetings
	1. The Committee determined to meet on alternate Mondays @ 7:30 a.m. in NB 427 (location subject to change). 2011 meetings will be held on 10/3, 10/17, 10/31, 11/14, 11/28 and 12/12.
2. Adjournment
	1. The meeting was adjourned at 1:47 p.m.

Respectfully submitted,

Steve Hardin

Secretary