**Indiana State University**

**Administrative Affairs Committee**

**Stalker 105**

**September 3rd, 2019 Meeting Minutes**

**Members:** Ahmed Mohamed (Chair), Alma Anderson (Vice-Chair), Jon Bakos (Secretary), Jodi Frost, Yong Joon Park, Lisa Philips, Yasenka Peterson

**Faculty Senate Liaison:** Robert Guell

**Administrative Liaison:**  Lisa Spence

**Guests:**

***Absent***

**Members**: Yasenka Peterson, Lisa Spence

1. Called to order at 4:45pm
2. Roll call
	1. Members present – 6
	2. Quorum – 4
3. Elect Officers: Motion to elect officers were made by Lisa Philips, seconded by Ahmed Mohamed

(Approved 6-0-0)

* 1. Chair: Ahmed Mohamed
	2. Vice-Chair: Alma Anderson
	3. Secretary: Jon Bakos
1. Scheduled Meeting time: Thursdays 3:30 to 5 Pm root Hall A-186

Motion made Ahmed Mohamed by, seconded by Lisa Philips

(Approved 6-0-0)

1. Discussion about AAC charges approved from the Executive committee.
2. Respond to the administration’s draft of the Academic Calendar.
3. Review the progress of university restructuring.
4. Continue with regular annual reports to the Faculty Senate on Staffing.
5. Review Administrative Positions as specified in the Handbook and report to Exec.
6. Review Board of Trustee minutes for new administrative appointments not passed through AAC.
7. Invite the University General Counsel Katie Butwin before October 1 to discuss Board of Trustees bylaws changes regarding the review of the University President
8. Produce and submit an annual report in time for the final Senate meeting of 2019-20.
9. Adjourned at 5:15pm