**Indiana State University**

**Administrative Affairs Committee**

Wednesday, December 9th, 2015

Meeting commenced at 2:01pm in the Federal Hall Conference Room, Chaired by Kelly Wilkinson.

**Present**

Brian Bunnett, Cindy Crowder, Eric Hampton, Steve Hardin, James Hughes, Brian Johnston, Lisa Spence, Kelly Wilkinson

**Excused**

Don Richards (Sabbatical)

The Administrative Affairs Committee (AAC) convened for the purpose of discussing the data collection process for the Deans Charge. Kelly Wilkinson called the meeting to order at 2:01pm. Minutes from November 18th were approved 4-0-1 (Steve Hardin; James Hughes).

The meeting began with a senate liaison report. Eric Hampton reported on the proposed Faculty Senate Budget Committee, stating that the committee would be its own entity. K. Wilkinson communicated no recollection of AAC having budgetary responsibilities, with the exception of reviewing the university’s purchasing of large items.

The AAC next took up a continuation of discussing the Deans Charge regarding Deans’ responsibilities and fundraising. E. Hampton inquired if the charge can be made specific to fundraising? Lisa Spence responded that any “activities” speaks to “operations.” Steve Hardin added that Deans’ activities, especially in regard to fundraising, might increase or decrease in the time needed for that activity semester-by-semester and this can likewise impact other personnel. James Hughes suggested that we keep our focus upon the fundraising activities and not get caught up in the many different directions, categories or activities that could be reviewed. Brian Bunnett suggested this is a cost verses benefits question, and the amount of money raised should be considered. L. Spence asked if one could attribute a fundraising visit directly to a quantifiable amount of money raised, adding: “Do you see more benefits because of visits developing a relationship?” E. Hampton added that the time away on the part of deans and subsequent delegation of duties while gone should be a question the AAC pursues in its deliberations.

The AAC reviewed a set of questions that would potentially be delivered to Deans to gauge questions raised by AAC in review of the fundraising activities of Deans, costs/benefits of the activity, and the impact these activities have upon the college and college personnel. A final version of these questions will be distributed at the next meeting of the AAC.

The AAC agreed to table the Staffing Report Charge for its first meeting in 2016. It was noted that hiring is a pressing concern. The timing of approved searches impacts the quantity and potentially the quality of possible applicants.

The conclusion of this meeting of the AAC marked Steve Hardin’s last day of service with the committee. The committee communicated its gratefulness to Steve for his contributions and colleagueship.

The meeting adjourned at 2:53pm (K. Wilkinson; Steve Hardin).

Respectfully submitted by,

Brian Johnston

AAC Secretary