**Indiana State University**

**Administrative Affairs Committee**

Wednesday, September 2nd, 2015

Meeting commenced at 2:09pm in the Federal Hall Conference Room, Chaired by Kelly Wilkinson.

**Present**

Brian Bunnett, Cindy Crowder, Steve Hardin, Tim Hawkins, Brian Johnston, Leah Nellis, Lisa Spence, Kelly Wilkinson

**Excused**

James Hughes, Don Richards (Sabbatical)

The Administrative Affairs Committee (AAC) convened for the purpose of setting a meeting schedule, the election of officers, and a review of charges.

Kelly Wilkinson called the meeting to order at 2:09pm. Steve Hardin was introduced as an alternate to Don Richards. Minutes from April 27, 2015 were approved (2-0-4). K. Wilkinson explained the duties of chair, vice chair, and secretary. Results of the officer elections were as follows: Kelly Wilkinson, Chair; Cindy Crowder, Vice Chair; Brian Johnston, Secretary.

K. Wilkinson provided a brief synopsis of the charges addressed by the AAC during the 2014-2015 academic year. Brian Bunnett inquired about the origination of charges. Tim Hawkins, Liaison to AAC, explained that the charges come to the AAC from the Faculty Senate Executive Committee. Additionally, K. Wilkinson clarified the AAC’s role as advisory, not authoritative. K. Wilkinson reported the list of charges for 2015-2016:

1. Respond to the administration’s draft of the Academic Calendar.
2. Compile report on the results of the Deans’ fundraising efforts by college and include the costs of these efforts in terms of costs of travel and percentage of Dean’s time spend as well as the time away from campus associated with those efforts.
3. Continue with regular annual reports to the Faculty Senate on Staffing.
4. Review of Administrative Positions as specified in the Handbook, and report to the Executive Committee on these.
5. Review of Board of Trustee minutes at each meeting when available for new administrative appointments not passed through AAC.
6. Work with FAC and Linda Ferguson in Institutional Research to set up a mechanism for annual reports to be generated by them regarding staffing and other desired data.
7. Produce and submit an annual report by April 27, 2016.

Discussion of the Charges focused upon Staffing and reporting. Lisa Spence explained the requirement that 65% of instruction be delivered by Tenure and Tenure Track faculty was influenced by past budget and retirement factors. Therefore, the AAC should re-evaluate Staffing given the contemporary environment of increased enrollment and evolving definitions of “instruction.” K. Wilkinson noted that Charges 3 and 6 are related.

The last order of business regarded setting a meeting schedule. K. Wilkinson proposed the AAC meet the first Wednesday of every month at 2pm through December of 2015. All present were amenable to the proposal.

The meeting was adjourned at approximately 2:45pm.

Respectfully submitted by,

Brian Johnston

AAC Secretary