**Administrative Affairs Committee**

**2015-2016**

The Administrative Affairs Committee has worked throughout the academic year to address issues regarding needs of the university and changes in policy. Along with submitting the staffing report which is a standing charge the following actions were taken:

1. Respond to the administration’s draft of the Academic Calendar.
2. Per the charge, AAC surveyed deans regarding fundraising and are continuing data analysis. This was delayed due to the need of clarification of the charge. This will need to be continued in the next academic year.
3. Reviewed of Board of Trustee minutes at each meeting when available for new administrative appointments not passed through AAC.
4. Voted on the creation of a committee whose primary function would be to serve as a Policies and Handbook Drafting Committee.
5. Discussed the purpose of AAC as a continuing committee.
6. Worked with FAC, Linda Ferguson and Patty McClintock in Institutional Research to set up a mechanism for annual reports to be generated by them regarding staffing and other desired data. This will be completed and the staffing report submitted after May meeting.
7. Tabled the discussion on consider the following addition to 351 (Academic Departments) regarding Failed Departments as parts of the process seemed to be missing.
8. Tabled the discussion on edits to 350.5 (Acting/Interim Chairperson) including the addition of a section on emergency replacementagain there seemed to be missing parts of the process.
9. Discussed the new VP position and decided to table as there were questions that were needed to be answered by the provost.

Recommendations for charges for the next year:

1. Complete the dean’s survey regarding follow up interviews.
2. In looking at the staffing report hearing of perceived increase of hiring particularly in student affairs, and analyzing the reduction in faculty lines and FTE’s; it is suggested the committee be given an updated detailed organization chart of administration and provide faculty with appropriate information regarding the growth of EAP positions.