Meeting Date: February 10, 2017

Meeting Leader: Greg Mass

Timekeeper: Brian

Scribe: Blake

Gatekeeper: Blake

Judge: Blake

Recorder: Blake

Invited Participants: Greg Mass, Brian Tierney, Denise Anderson, Christine Booth, Todd Miller, Blake Haggerty, and Jerry Creighton.

Meeting Purpose:
Regularly scheduled monthly meeting of the Administrators Council (AC).
The purposes are outlined in the below agenda items.

Preparation: Review agenda items discussed at meeting by AC members.

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Items</th>
<th>Process/Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00</td>
<td>Approval of 1-12-17 minutes</td>
<td>Greg Mass.</td>
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<tr>
<td>1:05</td>
<td>Appointment of Election Committee - Bylaws</td>
<td>GM</td>
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<tr>
<td>1:10</td>
<td>Review of revised Constituents’ Survey and discussion of dissemination method(s) and time schedule</td>
<td>All</td>
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<tr>
<td>1:25</td>
<td>Joint meeting with Staff Council E Board?</td>
<td>All</td>
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<tr>
<td>1:30</td>
<td>Discussion: Members Forum (April 7th) Agenda</td>
<td>All</td>
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<tr>
<td>1:50</td>
<td>Continued discussion of on-line suggestions and discussion forum options</td>
<td>Blake</td>
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<tr>
<td>2:00</td>
<td>Adjourn</td>
<td></td>
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Minutes

Attendees: Greg Mass; Brian Tierney; Christine Booth; Todd Miller; Blake Haggerty, and Jerry Creighton

1. Appointment of Election Committee - Bylaws
   - Brian and Greg will have served their terms at the end of August.
   - Elections for replacing representatives from their areas should be held by late spring. Bylaws state that we should form an election committee.
   - The election committee will solicit nominations from each of their constituency areas.
   - For Mass, it’s the vice-president for academic support and student affairs area.
   - For Tierney, it’s the president and human resources areas
2. Review of constituent’s survey, discussion of dissemination method(s) and time schedule.
   - We reviewed the following questions for the survey, which will be administered using Google Form - see form here: https://docs.google.com/a/njit.edu/forms/d/127V3wtQPM56EsM4NowTGq-DsSrjPZICviRvXHRYNFKas/edit?usp=sharing