

**Committee on Administration & Budget
Draft Minutes**

Meeting Date Sept 03, 2024
Meeting time 10 AM - 11 AM
Location Virtual meeting

Attendance

Members

Name	Role	Attendance
Kathleen Connolly	Member	Present
Barbara DeBaryshe	Member	Present
Oceana Francis	Member	Not Present
Albert Kim	Member	Present
Theresa Kreif	Member	Present
Jim Potemra	Member	Present
Mark Thorne	Member	Present
Sarita Rai	SEC Liaison	Present

Guests

Name	Role	Attendance
None		

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order	S. Rai began the meeting at 10:04am.	
Review of Minutes	First meeting, no prior minutes	
SEC Liaison Report	Presentation linked (put link here)	
Unfinished Business	Issues from last AY <ul style="list-style-type: none"> • General education governance document needs to be review, waiting feedback from GEC • Bylaws need to be approved by Faculty Congress 	
Business	1) The committee officers were elected by acclamation: M. Thorne (Chair), B. DeBaryshe and K. Connolly (co-Vice Chair), J. Potemra (Secretary) 2) Meeting schedule 1st and 3rd Tuesdays 10:00-11:00	1) SEC liaison will notify SEC
Guest(s)	None	
Committee Reports	None	
Other	None	
Adjournment		The meeting was adjourned at 11:00

Respectfully submitted by CAB Secretary J. Potemra.
Approved on September 17, 2024.