

**AAC Meeting**  
**November 20, 2017**

**Present: Solomon, Leo, Stephanie, Bill, Janis, Michele**

Formatting

Name in heading? Yes, and use consistent format

Write: VP for (not of)

Title 18Pt Font

Q1: Bold title and name

Q2: Bold title and name, period at end of sentence

Remove item 10 regarding fair and impartial conflict

Add directions for:

LEADERSHIP - Please evaluate the VP (title), (name) on each of the following:

COMMUNICATION SKILLS AND INTERPERSONAL STYLE - Please evaluate the VP (title), (name) on each of the following:

Add title and name to:

Comments on the performance of **Vice President for Administration and Finance, Steve Bolyai**, with respect to his job description are welcomed. Please describe in the comment box below.

Edited four surveys:

VP Institutional Advancement, VP Enrollment Management, VP Student Development

Presented by: Michele Cascardi