

## MEMORANDUM

**Date:** March 16, 2016  
**TO:** Budget and Administrative Committee Members  
**FROM:** Joseph Harrington, Chair  
**SUBJECT:** **Budget and Administrative Meeting on March 16, 2016**

---

Meeting Date: Wednesday, March 16, 2016  
Meeting Time: 2:00-3:00 p.m.  
Meeting Location: Physical Sciences Building, room 445

### AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *March 2, 2016***
4. **Announcements and Recognition of Guests**
5. **Old Business**
  - Departmental Staffing Model
  - Procedure for an External Complaint Against an Employee
6. **New Business**
  - None.
7. **Adjournment**