

**Administrative Affairs Committee  
Indiana State University  
Annual Report to the Senate, 2010-2011**

The 2010-2011 Administrative Affairs Committee (AAC) has had 10 meetings this year.

Membership and attendance of the 2010-2011 Committee is listed below:

D. Yaw (chair)	10
R. Lotspeich (vice chair)	9
C. Olsen	5
B. Kilp	6
B. Blyukher	8
F. Lai	7
B. Skinner	6

Ex-Officio member was: E. Kinley (Office of the provost and Vice President of Academic Affairs).

J. Conant was the Executive Committee Liaison.

The AAC addressed the following charges:

1. ***Evaluate potential usefulness of a separate faculty budget committee or subcommittee working in concert with business finances and academic affairs. This charge was carried over from the previous year. This charge was also listed again for 2010-2011: Evaluate the potential usefulness of establishing a separate faculty budget committee or sutcommittee.***

The Committee completed its work on a charge made in August 2009. The Committee reviewed the proposed plan to establish a new Standing Committee for University Financial Affairs drafted on May 6, 2010 and amended on November 2, 2010 from the Special Committee for University Budgetary Affairs (SCUBA) and endorsed it. The acquisition and dispersal of resources are at the heart of any productive enterprise, including universities. In contemporary organizations these flows of resources are represented in financial statements. In addition to understanding an enterprise's goals, effective managers must have access to timely and valid data on financial flows as well as an appreciation of how they will be affected in the future by unfolding events. In systems of shared governance, faculty assume critical managerial roles and must be well informed of financial matters in order to be effective. Most universities that operate under shared governance have committees devoted to financial matters with strong faculty representation. The Committee thanks R. Lotspeich for his diligent work on this charge.

2. ***Analysis of 2009 ISU Staffing Data – this charge was carried over from the previous year.***

The Committee reviewed and approved the Analysis of the ISU 2009 Staffing Data that was compiled by R. Lotspeich. In this year's analysis we considered only positions actually filled. We did not receive data for budgeted positions or vacancies. Review of the data in prior years showed very little difference between budgeted and filled positions, especially with respect to changes over

time, which is the main focus of our work. A key sentence from last year's data can be used again here, "The trend previously identified in ISU staffing practices, in which the faculty share of positions relative to EAP personnel declined, continued in the latest data." This is reflected in both FTEs and salaries. The Committee strongly urges the Senate to engage the ISU management team in a discussion of this pattern in staffing.

**3. *Examine the Handbook's revised format to ensure no inappropriate changes have been made and to suggest appropriate changes in the committees' domain of responsibility.***

There was one correction to be made under 246 Bylaws to the Faculty Constitution 256.1.1.3 Number of Members. The last two lines should be have seven (7) faculty members, at least one of whom shall be a member of the University Faculty Senate. With this correction, the Committee approved the revised handbook.

**4. *Response to plans for proposed centers at Indiana State University.***

The Committee heard proposals from Richard Baker, Gerald Cockrell and Robert English to establish three centers for research and teaching at ISU. The Committee approves the creation of a Center for Homeland Security and Crisis Management to be housed in the College of Technology and agrees that it could be a beneficial addition to the university. A business plan was provided and the Committee responded with their concerns. Information was presented on a Center for Gypsum Product Research and a Center for Construction Risk Management. Both of these centers would be housed in the College of Technology, and the Committee agreed that these are both good concepts that could make valuable contributions to the construction industry. The Committee recommends that these proposals be fully developed into more detailed business plans for faculty consideration in the College of Technology.

**5. *Examine the Strategic Planning process as it relates to a. the creation of assessable outcomes and the regular publication of outcomes and benchmarks and b. the budgetary consequences with an eye to enhancing the transparency in the process.***

The Committee recommends that a website be created (linked on the ISU A to Z index) that would present, in easily accessible format, the following: the strategic plan, summaries of funds allocated and actual expenditures to each strategic initiative, and outcomes assessment from stakeholders' conferences. The Committee recommends that this be accomplished by April 1, 2011.

**6. *Proposal for modification in the academic calendar.***

The Committee discussed the possibility of changing the academic calendar for fall semesters by creating a full week free of classes in November during the week of Thanksgiving, eliminate the Fall Break in October, which occurs on a Friday, and start the fall semester on a Tuesday in August rather than on a Wednesday. This change would accommodate the national holiday while improving attendance in the fall class sessions. The Committee approved the proposed modification in the academic calendar.

**7. *Analysis of ISU 2010 Staffing Data.***

The Committee reviewed and approved the Analysis of the ISU 2010 Staffing Data that was compiled by R. Lotspeich. A consistent theme from previous staffing studies was that EAP positions were increasing relative to faculty positions. That pattern was not evident in this most recent data. It was also

noted in prior years that EAP positions increased relative to support staff, and that pattern was repeated in this most recent data.

**8. *Academic Calendar for 2012-2013 & 2013-2014.***

Consideration of the proposed amendments to the Academic Calendar for academic years 2012-2013 & 2013-2014 were discussed and approved by the Committee.

**9. *Responsibility for Advisory Authority over the University Budget.***

V. Sheets and J. Conant presented information to the Committee labeled File 5, which noted that existing structures will suffice to meet the responsibility of providing budgetary advice. Specifically, it was the recommendation of the Executive Committee that the responsibility for advisory authority over the university budget be transferred from the Administrative Affairs Committee to the Faculty Economic Benefits Committee with changes to the bylaws as noted. The Committee voted to move the responsibility for advisory authority over the university budget from the Administrative Affairs Committee to the Faculty Economic Benefits Committee.

**10. *Financial Analysis for Purchase of Cherry Street Parking Facility.***

R. Lotspeich compiled the financial analysis of the Cherry Street Parking Facility, which was reviewed by the Committee. The essential result from this analysis is that purchase of this facility will require ISU to use substantial funds in excess of what can be expected to be collected in parking fees. The purchase is clearly not in the financial interests of the University. Whether it is a reasonable proposition in a broader sense is open to debate. The Committee is divided on this point.

**All charges were completed.**