**INDIANA STATE UNIVERSITY**

**Administrative Affairs Committee**

**AAC 11/12-07 Approved: 4/24/12**

**3/27/12 7:30 a.m.**

**NB 416**

**Present:** Esther Acree (Chair), Richard Baker, Eliezer Bermúdez (Vice Chair), Steve Hardin (Secretary),

 Leamor Kahanov, Feng-Qi Lai, Yasenka Peterson

**Ex-Officio:** Kevin Bolinger (Senate Liaison), Lisa Spence (Academic Affairs Liaison)

**Guests:**

1. Call to Order
	1. Chair E. Acree called the meeting to order at 7:31 a.m.
2. Additions to the Agenda
	1. K. Bolinger asked that he be permitted to make his Executive Committee Liaison report at this time because he has to leave to teach a class. The agenda was so altered.
		1. The Affordability Task Force recommendations from Provost’s office have dominated Executive Committee’s time. The textbook recommendations generated much discussion. K. Bolinger will continue to push for a process of review for the administrative structure; he said we’ve become rather top-heavy.
		2. Civility policy: K. Bolinger talked with Joe West, who chairs the Faculty Affairs Committee. FAC has tabled it. K. Bolinger’s encounter with an angry faculty member got him more interested in developing a civility policy. His opinion is that AAC can take this up as a charge; the Executive Committee and FAC don’t want to touch it. Y. Peterson asked what good will it do to consider it if the Executive Committee doesn’t want to deal with it? K. Bolinger noted that recommendations from standing committees don’t need a motion to go forward. It would put the Executive Committee in the position of having to vote on the recommendations; he hopes he can be persuasive enough to get it to go forward to be voted on by full senate. Some discussion followed on the merits of pursuing this course of action.
3. Approval of Minutes
	1. E. Bermúdez moved, and Y. Peterson seconded, approval of the minutes. The minutes were approved 7-0-0.
4. Board of Trustees updates—R. Baker
	1. R. Baker distributed a separate handout with details on the Trustees’ activities. These notes are from December’s meeting; February’s had not been posted as of this AAC meeting.
	2. One item of special interest: the whistle-blower policy is now out there. It was included in the Trustees’ meeting minutes.
	3. The staff salary schedule was approved.
5. Old Business
	1. Staffing information—L. Spence
		1. She said she talked to Rick Lotspeich; she needs to go back to his guidelines and see how to do staffing analysis according to his guiding principles. We’ll really get into it at the next meeting.
	2. Final statement on Handbook and tenure to move it to Executive Committee—E. Bermúdez
		1. E. Bermúdez pointed out a typo on p. 1.
		2. He intends to create a timeline.
		3. K. Bolinger said that if it’s sent today, it can probably be placed on Tuesday’s Executive Committee agenda. If it can’t be sent, he can try to represent the AAC’s wishes. E. Bermúdez will go to the meeting; E. Acree can’t make it.
6. New Business
	1. Civility – we can work on it. Y. Peterson can review what we’ve done previously.
	2. E. Bermúdez said he asked Faculty Senate Chair Steve Lamb about the policy from the administration not to hire any international candidates. His search committee had to change its work process. We’ve not heard much about rationale, especially when a strategic goal is to diversify the faculty. L. Kahanov said the issue may hinge more on interpretation. International hires may not fit the definition of diversity; we don’t have many African-Americans on our faculty. It’s also more expensive to bring international hires to our country. E. Bermúdez noted that many potential international hires are already in the States. There are sponsorship issues. The federal government sometimes imposes minimum salaries for international faculty. But we do that ourselves in some cases. It would be good to bring this to the Executive Committee and see what response we get. Y. Peterson said there are more hoops to jump through to hire international candidates; in many cases, problems arise from documentation.
	3. There was more discussion on the Affordability Task Force report, including some discussion on department size and the implications of establishing a minimum size for departments.
7. Adjournment
	1. The meeting was adjourned at 8:09 a.m.

Respectfully submitted,

Steve Hardin

Secretary