**Indiana State University**

**Administrative Affairs Committee**

Wednesday, November 18, 2015

Meeting commenced at 2:03pm in the Federal Hall Conference Room, Chaired by Kelly Wilkinson.

**Present**

Eric Hampton, Steve Hardin, James Hughes, Brian Johnston, Lisa Spence, Kelly Wilkinson

**Excused**

Brian Bunnett, Cindy Crowder, Leah Nellis, Don Richards (Sabbatical)

The Administrative Affairs Committee (AAC) convened for the purpose of comparing duties of ISU Deans and the Staffing Report Charge. Kelly Wilkinson called the meeting to order at 2:03pm. Minutes from October 7th were approved.

The AAC addressed proposed creation of a committee whose primary function would be to serve as a Policies and Handbook Drafting Committee. K. Wilkinson explained how this committee could expedite the problem-solving process for senate committees. Indeed, prior charges have taken longer than necessary to complete due to grammatical and structural problems with documents submitted for review. Eric Hampton explained the proposed committee would only be convened as needed to serve as a writing team.

The AAC returned to discussion of the Charge regarding the use of Deans’ time spent fundraising. E. Hampton clarified the origination of the charge as having been brought up by a faculty senator. The senator’s concern was that increased time fundraising leads to decreased presence on campus. K. Wilkinson reported that a crosswalk of Deans’ responsibilities is complete and will be distributed later. K. Wilkinson explained that Human Resources did not provide any percentages detailing Deans’ time allocated to their responsibilities. At this time, the most notable feature of the report is the significant difference, across the board, of Deans’ responsibilities. Question was raised regarding the method of collecting data for this Charge. Steve Hardin expressed concern that a survey may not be practical. K. Wilkinson noted that Deans’ responsibilities have increased over the years and now fundraising has been added to this workload. Lisa Spence shared an example from IT that emphasized the need for context. Does, for example, fundraising impact performance? E. Hampton restated the concern that Deans’ fundraising activities take way from time spent on campus managing other responsibilities. L. Spence noted the importance of knowing colleges’ policies and structures for performance. Jim Hughes added that if the Dean is gone, someone else has to substitute, and this may compromise the ability of the person substituting to complete his or her other responsibilities.

Discussion next turned to the topic of how to gather data from Deans related to this Charge. Brian Johnston concurred with the idea of setting up brief interviews with Deans for the purpose of gathering data related to time, quality, and structure. E. Hampton explained Deans today have the same responsibilities as those in the past but with approximately 40% more work due to the demands of fundraising activities. Regarding the possible goal of gleaning feedback from Deans, L. Spence spoke to the notion of “choices”: What gets sacrificed, or does not get done, because of the demands of fundraising activities? K. Wilkinson agreed that a space should be created for the Deans’ to voice their concerns regarding the demands of fundraising verses this activity’s benefits and costs. B. Johnston added that many instructors at ISU are in a similar position, whereas much of our overtime is spent in department and other service rather than the responsibilities of teaching, professional development, or writing and research. Pursuant to B. Johnston’s example, E. Hampton suggested that this Charge speaks to a shared issue of responsibility across the board at ISU: “What’s not getting done, or not getting done as well as it could?” B. Johnston agreed to take the lead in drafting questions for potential interviews with Deans as a method of gathering data.

The AAC next discussed the Staffing Report Charge. K. Wilkinson stated that AAC would work to reconcile the key definitions. Additionally, because the staffing report is an ongoing Charge for the AAC, and because membership of the AAC changes, some procedural standard should be set for future reference and meetings. L. Spence proposed a focus be upon the environmental interests and the conditions that need to be explained in the data. Additionally: Number of Administrative hiring; Did anyone get disadvantaged; Percentage of instructional hours. K. Wilkinson drew attention to the Hiring Policies and Procedures for Faculty Appointments section of the Handbook wherein policy 305.3.1.3 **Benchmark for Faculty Composition** states: “Under typical enrollment patterns, tenured and tenure-track faculty should constitute approximately 65 percent of the full-time equivalent faculty.” It was noted that if ISU were ever held to this standard, the university would fall short of the mark. The importance, therefore, of gathering data on this point is to be able to defend the rather substantial disparity. Additionally, the AAC should put together a purpose statement for the annual review of the Staffing Report Charge so that future AAC committees can review past data. K. Wilkinson added that AAC should be the interpretive body on this Charge.

On new business, J. Hughes asked how ISU sports generate funding? In response, it was mentioned that ISU sports programs are not self-supporting.

The meeting adjourned at 2:50pm (Steve Hardin; Brian Johnston).

Respectfully submitted by,

Brian Johnston

AAC Secretary