

**INDIANA STATE UNIVERSITY
Administrative Affairs Committee**

**AAC 11/12-03
10/17/11 7:30 a.m.
NB 427**

Approved: 11/14/11

Present: Esther Acree (Chair), Richard Baker, Eliezer Bermúdez, (Vice Chair), Boris Blyukher, Steve Hardin (Secretary), Leamor Kahanov, Feng-Qi Lai

Ex-Officio: Kevin Bolinger, Senate Liaison

Guests: Lisa Spence, CIO, Rick Lotspeich

1. Call to Order
 - 1.1. Chair E. Acree called the meeting to order at 7:30 a.m.
2. Additions to the agenda
 - 2.1. None.
3. Approval of Minutes
 - 3.1. The minutes were reviewed and approved by consensus.
4. New Business:
 - 4.1. Charge— Staffing.
 - 4.1.1. Continue with the staffing report using the definitions, methodology, and reporting style of previous reports. R. Lotspeich made a presentation.
 - 4.1.1.1. The basic purpose was to inform the leadership about the nature of staffing. Data used are a snapshot of the current obligation as of 10/1. Table 1 shows tabulated data by main categories of employees, and tracks rates of changes and absolute changes. It is the basic table for the study. Table 2 is a separate Excel file. The Committee's charge is to obtain the two tables, look for anomalies, and write a memorandum.
 - 4.1.1.2. There are three broad personnel categories:
 - 4.1.1.2.1. EAP (Executives (high-level administrators), Administrators and Professionals (IT professionals, counselors, coaches and dorm directors – this category increased strongly in the past 10 years in higher education across the US)
 - 4.1.1.2.2. Faculty (tenure/tenure track and Contingent (not an official category). These categories are changing. There are no longer "special purpose faculty." The categories may have shifted when we get our data)
 - 4.1.1.2.3. Support Staff
 - 4.1.1.3. A new piece should be added which we didn't do last year. We need to calculate shares of the contingent faculty teaching workforce. We need to do that because there are limits in the Handbook on the percentage of courses which can be taught by contingent faculty. That limit is 35%. Generally, special purpose faculty teach more than regular faculty; they don't have the committee responsibilities, etc. R. Lotspeich believes ISU was out of compliance with its own handbook last year. 36% of faculty FTEs were in this contingent category. Since they teach more, they should be limited to .40. But we actually had .56. It's a concern. Maybe the limit isn't appropriate and needs to be changed. This new piece was not in the previous studies, but he thinks it should be added. Variations in teaching load, clinical faculty, PhD programs make determination of whether we're in compliance difficult.
 - 4.1.1.4. Another new piece to consider: in the past, we looked at support staff as a whole category. They've been decreasing. We ask what the correct balance is. There are different functions – grounds crew workers are different from clerical support staff.

- 4.1.1.5. Logistics – previously, we assigned a two-person subcommittee to do the number crunching and write the interpretive memo. R. Lotspeich was the main number cruncher last time. It should be presented to the Senate Executive Committee. Its members like to have someone from the Administrative Affairs Committee walk them through it, and then present it to the full Senate.
 - 4.1.1.6. Questions:
 - 4.1.1.6.1. It's Important for other faculty to get a handle on this info. R. Lotspeich said he tried to leave behind guideposts for the next committee to use. We have some oversight responsibilities here. Last year, the committee received the data from Diane McKee's office in October. The Committee needs to request the data from her. He left behind a handbook for doing this. Something like this was being done as far back as 1995, but it was done inconsistently.
 - 4.1.1.6.2. The data show contingent faculty have increased substantially. Is that appropriate? President Bradley's stated objective is that 30% of teaching faculty should be contingent. By R. Lotspeich's assumption of four courses taught by contingent and 3 by regular faculty, the policy is out of compliance with the handbook. The situation raises the question of why we have the limit in the handbook in the first place. We can either change the percentages or change the handbook. R. Baker noted that in the College of Technology, regular faculty teach four classes and contingency faculty teach five.
 - 4.1.1.7. Handbook was changed in regards to the categories, but other parts weren't changed. Some inconsistency resulted.
 - 4.1.1.8. L. Spence said she had been talking with Kelly Wilkinson about categories and appropriate support. As we develop that, she could bring it to AAC as a reference. E. Acree said that would be good; we also need to be able to bridge the former categories as they change. R. Lotspeich said it's the committee's responsibility; you do your work as you see fit.
 - 4.1.1.9. K. Bolinger said the Committee may have to actually do a course count, and determine who's teaching each course. L. Spence said she could go into Banner and pull out who's teaching which course. R. Lotspeich said he recommends looking at the university units – e.g., College of Arts and Sciences – and see what they're doing. K. Bolinger said that if we determine we're out of compliance, the Senate Executive Committee would consider what to do next. R. Lotspeich has provided the sheets; you don't have to do all the extra work; just add a column and do a few more calculations. It's not much work to update Table 1 and 2; the Table 3 he's proposing will be more work. So will the interpretive memo.
- 4.1.2.E. Acree asked L. Kahanov and B. Blyukher to work on the data once we get it. They can get help from L. Spence. E. Acree will ask Diane McKee to provide the data. E. Acree asked R. Lotspeich if the Committee could use him as a resource. He agreed.
5. Unfinished Business
 - 5.1. None.
 6. Adjournment
 - 6.1. E. Acree adjourned the meeting at 8:30 a.m. The next meeting will be November 14th; the Committee is to consider the message E. Bermúdez sent the previous Friday.

Respectfully submitted,

Steve Hardin,
Secretary