

Illinois State University

ISU ReD: Research and eData

Academic Senate Minutes

Academic Senate

Summer 8-28-1991

Senate Meeting, August 28, 1991

Academic Senate
Illinois State University

Follow this and additional works at: <https://ir.library.illinoisstate.edu/senateminutes>



Part of the [Higher Education Administration Commons](#)

Recommended Citation

Senate, Academic, "Senate Meeting, August 28, 1991" (1991). *Academic Senate Minutes*. 582.
<https://ir.library.illinoisstate.edu/senateminutes/582>

This Article is brought to you for free and open access by the Academic Senate at ISU ReD: Research and eData. It has been accepted for inclusion in Academic Senate Minutes by an authorized administrator of ISU ReD: Research and eData. For more information, please contact ISUReD@ilstu.edu.

ACADEMIC SENATE MINUTES

August 28, 1991

Volume XXIII, No. 1

Call to Order

Seating of New Senators

Roll Call

Approval of Minutes of May 1, 1991

Chairperson's Remarks

Vice Chairperson's Remarks

Student Body President's Remarks

Administrators' Remarks

- ACTION ITEMS:
1. Approval of Appointment of Dr. Larry Alferink, Psychology, to Council for Teacher Education
 2. Election of Faculty Member to Executive Committee

INFORMATION ITEM: Academic Senate Meeting Calendar for January - June, 1992

Communications

Committee Reports

Adjournment

Meetings of the Academic Senate are open to members of the University community. Persons attending the meetings may participate in discussion with the consent of the Senate. Persons desiring to bring items to the attention of the Senate may do so by contacting any member of the Senate.

ACADEMIC SENATE MINUTES

(Not Approved by the Academic Senate)

August 28, 1991

Volume XXIII, No. 1

CALL TO ORDER

Chairperson Len Schmaltz called the meeting of the Academic Senate to order at 7:05 p.m. in the Circus Room of the Bone Student Center.

SEATING OF NEW SENATORS

Chairperson Schmaltz introduced three new senators: Jeff Ogren, a Political Science major new Student Regent; new faculty senator Marilyn Newby, who replaces Senator Susan Amster from the Art Department; Dr. William Gurowitz, new Vice President for Student Affairs; and Senator Sandra Zielinski from Theatre, who replaces Senator Ron Mottram. Committee assignments are as follows:

Administrative Affairs Committee
Marilyn Newby, Art
Sandra Zielinski, Theatre
Student Affairs Committee
William Gurowitz, VPSA
Jeff Ogren, Student Regent

Chairperson Schmaltz announced that the Administrative Affairs Committee will meet following Senate to elect a new chair.

ROLL CALL

Secretary Jan Cook called the roll and declared a quorum present.

Approval of Minutes of May 1, 1991

Senator Cook: On Page 21, we have reference to a voice vote on Motion XXII-104. That voice vote is specific to Motion XXII-104, and the vote on the Tuttle Amendment (XXII-102) is a separate motion? I wanted to be sure that these were two separate votes.

Chairperson Schmaltz: Yes, those are two separate votes.

Motion to approve Academic Senate Minutes of May 1, 1991, by Lowery (Second, Hopkins) carried on a voice vote.

Chairperson's Remarks

I have several announcements. The Academic Senate Office relocated over the summer to DeGarmo Hall 506. We have very nice accommodations, so stop in to see us. The telephone number remains the same.

Secondly, the Academic Senate Secretary, Mary Edwards, had surgery about three weeks ago and is doing quite well. She is home recovering. We have been without her for a month. That explains why the packets were late and Executive Committee Minutes were not distributed until this evening. She may be returning to the office next week, so things should return to normal soon.

A third announcement involves a very brief faculty caucus. We didn't get anything sent out to call such a meeting. Dr. Susan Amster served on the Executive Committee of the Senate, and has resigned. I would like the faculty to caucus and come up with a nominee for the Executive Committee of the Senate. Then, if there are no objections, we would like to add that election to the Senate Agenda for an action item this evening. We have reserved the Redbird Room across the hall and will adjourn for ten minutes at this time.

Senate reconvened.

If there are no objections, we will add the election of a faculty member to the Executive Committee to tonight's agenda. There were no objections.

If you have not yet turned in your schedule, we have extra copies tonight. This makes the committee chairs' jobs easier.

Vice Chairperson's Remarks

Vice Chairperson Engelhardt: "If the students have not handed in their schedules yet, I have some extra copies up here."

Student Body President's Remarks

Student Body President Romney Ruder had an excused absence.

Administrators' Remarks

President Wallace: "I sent out an August 21st memorandum to faculty and staff that had to do with salary adjustments in 1991-1992. Prior to tonight's meeting the Budget Committee met and reviewed this salary adjustment proposal for the FY-92 Budget. We hope to be giving those recommendations in January."

The memorandum that was circulated August 21st talks about the allocation of 1% to 3% of the Budget that would be divided into categories: to fund faculty promotion adjustments; money for distinguished professors; selective faculty adjustments based upon the recommendations of colleges for merit based and market place factors; recognizing and implementing the third and final year of the civil service equity program; and implementing the second year of the administrative and professional equity program.

We also indicate in the memorandum that we are working with the Chancellor and the Board of Regents in exploring the possibility of giving possibly a 1% to 3% salary adjustment in January. As you recall, we established a University contingency reserve and used that reserve to give back to the State a 1.3% General Revenue FY 92 reduction. We are now having to deal with utilizing the remainder of that reserve with an annual faculty/staff increase of a little under 2%. We are pressed with the question of whether to use money from the operational budget of the university to give increase that would be beyond 2%. We would have to have by the September Board of Regents meeting a recommendation.

The other matter is that during the summer I received from the Administrative Efficiency Committee their report. Last April I asked a committee to look at the University's administrative processes and to recommend to me how it might be possible to simplify the administrative processes in the University, and make them more efficient and effective. One of the reports is on committee structure at ISU, which I forwarded to the Chair of the Senate with a request that it be directed to a committee of the Senate to decide how it wishes to review those recommendations. Some of these committees are not senate committees.

There was another report on data collection by the administration. That report had a number of recommendations and conclusions, including establishing a University Information Center to furnish training and assistance and furnish support for the computer information system. Another report was referred to as the paper chase committee in which their recommendation was to reduce the amount of paper flow. There was a report on administrative decision making and that dealt with empowering decision makers of the University at the lowest level.

We had a retreat for University Administrators. I think it was a very positive retreat. We had two themes. Number one was administrative efficiency and effectiveness: altering management processes and functions to use information systems. Number two was financial strategies dealing with FY93 through FY95 enhancing the university's quality and the environmental constraints. The

program was relevant to how we can use automation and information systems to reduce costs and improve effectiveness of the administration. Two different factors were using technologies -- using computers and using software -- We have to change the way we do business reports -- how we use paper, shape decision-making, and how you use information systems.

Jack Chizmar gave us a report that showed how Business and Finance has used ISU net and put on the main frame budget transfers and transactions so that these could be accomplished without paperwork throughout the institution. We will be moving as our resources allow, to do more of this kind of work. Admissions will be one obvious area. The financial aid system is another. One thing identified in the report is the curriculum process. We have to look at how to simplify these processes. How are people going about making decisions. Steve Bell made a presentation on how paperwork is already being reduced in the process. Dean Owen gave a report to the committee on administrative decision making. This is a very ambitious plan from the administrative efficiency committee. A lot of the things they suggested can be implemented. Most of these suggestions in the report on committees require Senate action.

Our problem with administrative systems is not just finding the money to implement these changes, but the problem will be to get people to change the way things are done in the institution. We have a lot of work ahead of us in that regard. The two key things that we are trying to do are: (1) trying to reduce the pyramid of hierarchical structure -- trying to flatten that by reducing the number of administrators and trying to get in place a state of the art information system to give the organization some change. For example, the banking industry has made significant progress in recent years in processing home mortgages. Home mortgages require a number of steps to process, pieces of information and people signing off on forms. Because time is money, they are replacing that process by letting the people at lower levels make the decisions. The retreat attempted to deal with some financial strategies for FY93 through FY 95.

QUESTIONS:

Senator Walker: In the administrative efficiency committee, were there only four main subcommittees?

President Wallace: There was another committee that dealt with administrative structure in which they gave me some recommendations on titles of positions.

Senator Walker: Are you going to involve faculty in these decisions?

President Wallace: I think that is one thing that we need to talk about in Executive Committee.

Chairperson Schmaltz: The Senate just received the report.

Senator Walker: I was wondering how the Senate would deal with this. Because the committee's report deals extensively with Senate committees, I think the Senate should be involved.

President Wallace: The other reports deal almost entirely with what the administration should do to improve the efficiency and effectiveness of the operation. I think quite frankly it is going to take the Vice Presidents to implement the recommendations.

Senator Nelsen: Is there money connected to provide progress towards these goals?

President Wallace: For part of it. I could do it on an annual basis.

Senator Nelsen: What functional areas of the University are involved?

President Wallace: Many years ago when I was involved in an institutional study, the way we did it then, the institution did a huge study involving about forty people to see how information flowed around the organization. That is not how they do it today for a variety of reasons. One reason is that people like Jack Chizmar, sort of on their own, put one single function together. What I see us doing is trying to pick off functional areas and giving the responsibility to people in those areas, such as Admissions and Records handling their own paperwork. I think on an annual basis we could report how we are doing with this. The key at ISU is having significant tools to get this accomplished. I think an annual progress report would be sufficient.

Senator Sadeghian: I have a question for President Wallace. You mentioned the structure and the hierarchy. Was there any mention of conservation or recycling efforts to change?

President Wallace: Not at the retreat. But we do have programs in operation.

Senator Zeidenstein: I want to make sure I understand. Will these salary changes take place by January of 1992?

President Wallace: What they will be doing is making salary increases in January of 1992 for half a year.

That would be annualized. It is not a temporary raise, if that is what you are getting at.

Senator Razaki: (unintelligible)

President Wallace: I think I described it as simplifying the processes or eliminating them and not having as many people involved in making reports.

Senator Razaki: (unintelligible)

President Wallace: The intent of the committee was to get some recommendations on how we could simplify processes and cut down on paperwork. Whether that takes a year, two years, it seems to me the types of things that they were talking about are a savings that will not be easy to implement. What I would see and what I have asked the Vice Presidents to do is in the next few months deciding what the priorities are for various functions, such as Admissions and Records and Financial Aids. We would then prioritize and simplify those functions.

Senator Ritt: One of the committee recommendations was to have as few committees as possible. That might not be the best solution.

Provost Strand: I would like to provide for the members of the Senate an interim report on fall enrollment as far as enrollment management. We are very much on target as to where we projected the fall enrollment would be. I am going to avoid using numbers. We have fewer undergraduate students enrolled at the point than we did a year ago. That was one of our objectives. We have more students of color enrolled than a year ago -- another objective. We have slightly more graduate students enrolled. This was not projected, but it is a positive rather than a negative sign. One of the factors that has developed as a result of where we are at this point is that we have a higher show rate on those who applied and were admitted to the institution, and a higher return rate in terms of continuing students. These are all very positive indicators that this is an institution that people seek out and to which they wish to return. The final enrollment information will not be available until after September 13th. We don't have the final count, but it is a good signal at this point that we are very much on target with where we want to be. A lot of people deserve credit for this tremendous effort expended by numerous individuals in the University.

President Wallace: What Dr. Strand is reporting is that the Enrollment Management Program is on target. As we outlined in the Budget Committee, the budget for this year approved by Board of Higher Education and legislature provided the replacement of tuition dollars with tax dollars. Our increase in tax dollars this fiscal year was something like \$1.5 million. That was something that other institutions did not get.

Vice President for Student Affairs William Gurowitz:
(unintelligible)

Vice President for Business and Finance Alexander:
The closing of School Street is just temporary. I would like to thank everyone who had a hand in building the parking decks. I am very pleased with the way the parking decks have changed the parking situation on campus.

Senator White: A number of my colleagues are concerned about what is the best choice of the new array of faculty member with cars. Is there a way for me to tell how the new parking situation compares to the old -- what former number of faculty spaces have been replaced with new faculty spaces; student spaces with student spaces, etc.?

Senator Alexander: We don't have a comparison study. The studies we have deal with future issues.

Senator Razaki: Why is the closing of School Street temporary?

Senator Alexander: The closing is a trial closing for a year. If it goes well, in the best of all possible worlds, it will remain closed.

Senator Zeidenstein: (unintelligible)

Senator Alexander: I believe the University Street lot is closed.

Senator Hopkins: Do you have a percentage of how the parking spaces are allotted to students and faculty/staff? Is it equal?

Senator Alexander: No. I have a meeting later this month to determine that.

Senator Camp: I was wondering what problems would be created by the closing of School Street.

Senator Alexander: We agreed with the town to try it for one year. This issue has been discussed with the town for more than a decade. The temporary closing is a trial period.

Senator Sadeghian: Do you have a number on how many parking spaces have been lost on University Street?

Senator Alexander: We will wait until the Student Affairs Building is opened.

Senator Hopkins: Do you have a number of parking spaces

Senator Alexander: I don't have any numbers with me tonight.

ACTION ITEMS

1. Approval of Member for Council for Teacher Education

Chairperson Schmaltz: I am reading from the Blue Book on Council for Teacher Education: "Appointed by the Provost and confirmed by the Academic Senate for staggered three-year terms: Three (3) faculty members from the College of Arts and Sciences (one of whom must be from Educational Psychology)." We have the recommendation of Dr. Larry Alferink of Psychology for appointment by the Provost.

XXIII-1 Motion to approve the recommendation by Rumery (Senator Hult). Motion carried on a voice vote.

2. Election of a Faculty Member to the Executive Committee

XXIII-2 Nomination by Zielinski to elect Senator Marilyn Newby, Art, to the Executive Committee. (Second, Young)

No nominations from the floor. Motion carried unanimously.

INFORMATION ITEM

1. Academic Senate Meeting Calendar for January-June 1992

Senator Sadeghian: I assume these are in the Circus Room. Some meetings this year were changed to other rooms.

Chairperson Schmaltz: We are not a paying customer. Sometimes we are preempted to other rooms, such as the Bowling Billiard Center.

Committee Reports

Academic Affairs Committee - Senator Robert K. Ritt announced a meeting following Senate.

Administrative Affairs Committee - will meet following Senate to select a new Chairperson. (New Chair: Mark Comadena)

Budget Committee - Senator George Tuttle announced that the Budget Committee met this evening at 6:00 p.m. with the President to discuss what is being done with the budget this fall. There was a discussion on the plan for raises in January. President Wallace asked the committee to devise a recommendation regarding our opinion of what the parameters of that should be. The Budget Committee will meet again next Wednesday night at 7:00 p.m. We will not meet after Senate.

Faculty Affairs Committee - Senator Paul Walker asked committee members to get their schedules turned in so they could set a meeting time.

Rules Committee - Senator Rob Engelhardt had no report.

Student Affairs Committee - Senator Heather Manns announced a short meeting following Senate.

Adjournment

XXIII-3 Motion by Meckstroth (Second, Parr) to adjourn carried on a voice vote. Academic Senate adjourned.

**FOR THE ACADEMIC SENATE
JAN COOK, SECRETARY**

