

Spring 2-19-2014

## Senate Meeting, February 19, 2014

Academic Senate  
*Illinois State University*

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**Academic Senate Minutes**  
**Wednesday, February 19, 2014**  
**(Approved)**

***Call to Order***

Senate Vice Chairperson Freddie Alvarado called the meeting to order.

***Roll Call***

Senate Secretary Susan Kalter called the roll and declared a quorum.

***Approval of Minutes of December 11, 2013***

**Motion XLV-43:** To approve the minutes. The motion was unanimously approved.

***Presentation: International Strategic Plan (Rita Bailey, Assistant Provost/Academic Affairs Committee)***

**Rita Bailey, Assistant Provost:** Internationalization is supported in Educating Illinois. It is increasingly important as we prepare our students to work in a global society. The committee working on the plan split into seven subcommittees. We had a short and long-term programs and opportunities committee and a committee that evaluated the campus and community climate for international scholars, researchers and students. We had a committee that looked directly at incoming and outgoing student processes to see if we are making the processes for students and faculty to come in and go out of this university less cumbersome. The fourth committee looked at how shall we impact the curriculum and campus life—what is the current status of the internationalization within the current curriculum and in our campus life. A committee looked at program development, guidelines, processes and support. Another committee looked at communications and marketing and one that looked at assessment.

The plan is very foundational. International activities have grown up secondary to other programs, so the international office was developed in 1978 to help support those programs. The first year, we just want to streamline processes. We want to make it as easy as possible for students to come to this university and for our students, faculty and staff to do international things. We want to provide excellent support to students, faculty, staff and visitors.

Years three, four and five continue to anticipate and meet the kinds of needs that we will have as internationalization grows on campus. We will have ongoing assessment.

A way for us to support incoming and outgoing students and scholars is if we could work on increasing flexibility so that more of our students can study abroad and not have that increase their time to degree. We need to optimize our capacity in high-interest programs if we want to attract more international students. We need to continue to provide inclusive and supportive classrooms for a wide variety of students. The Office of International Studies and Programs is here to support and help to grow our international programs.

I am here to ask for your endorsement of the plan.

**Senator Smudde:** Why doesn't the strategic plan include the word "studies" in it?

**Dr. Bailey:** It is the plan for the campus rather than just for the international studies unit. It was named to reflect a broader plan.

**Senator Horst:** Did your committee look at how to help the education majors go abroad.

**Dr. Bailey:** Yes, they came back with a lot of recommendations. One of the recommendations was to work with departments that have interest in developing those things and to show them what other units and departments have done. Some have been successful with summer or even three-week programs.

**Motion XLV-44:** By Senator Kalter, seconded by Senator Stewart, to endorse the International Strategic Plan.

**Senator Eckrich:** Is there a budget associated with the work?

**Dr. Bailey:** We are a very decentralized campus. Budgets go out to all of the different colleges and the deans chose priorities, so it depends on the area that you are working in what the budget for international activities is. International Studies Programs has our own budget and we try to support things when we can.

The motion to endorse the plan was unanimously approved.

***Student Body President's Remarks***

**Senator Alvarado:** At the last SGA meeting, we passed a recommendation for a 2% overall fee increase. February 28 between 12:00 and 3:00 p.m., we will be hosting a campus-wide State Your Idea Campaign. I had a meeting with Health Promotion and Wellness about the smoking ban. We are limited to permanent signage on the quad. However, we do have a lot of posters that we will be placing on the quad as well as passing out flyers when the temperature increases. I also spoke with Health Promotion and Wellness about bicycle and pedestrian safety. They are going to look more into that.

**Senator Fazel:** I would like for you not to forget the no smoking between the south side of the College of Business and the parking garage. There is no signage.

**Senator Alvarado:** That was brought up too. That was one for which we received feedback as far as high traffic areas. We are trying to find ways to address that as well as the Office of Health Promotion and Wellness.

***Administrators' Remarks:***

***President Tim Flanagan (Written Remarks Submitted by President Flanagan):***

A few updates for Academic Senate follow:

- I will update the campus community on several matters in my remarks at the Founder's Day Convocation on Thursday February 20th at 2:00 pm. I hope that members of the University will participate in these and other Founder's Day events.
- I am pleased to report that applications for undergraduate admissions for Fall 2014, and the processing and notification to accepted students are progressing well ahead of last year. In the coming weeks we will host events for accepted students in an effort to help them to decide to enroll at Illinois State. I greatly appreciate the important role that faculty, staff, students and alumni play in these student recruitment efforts.
- ISU's budget hearing on the FY 2015 budget will be held before the Senate Appropriations Committee on Thursday March 6th. I will update the Senate following this meeting and the budget meeting with the House Appropriations Committee.
- No update is available at this time concerning the new pension law, the court challenge to the legislation, or its implementation.

***Provost Sheri Everts (Written Remarks Submitted by Provost Everts):***

***Academic Affairs' search updates:***

The search committee for the Director of Research and Sponsored Programs Office is in the process of identifying finalists to be invited for on-campus interviews. These campus visits are expected to occur during the month of March.

The search committee for the Intellectual Property/Export Control officer is currently reviewing applications and anticipates on-campus interviews will occur in April.

Library Dean: Three finalists have completed on-campus interviews. Feedback forms are currently being compiled and will be shared with the search committee at their meeting on Friday, Feb. 14<sup>th</sup>. The committee will recommend candidates as acceptable or unacceptable based on campus feedback and develop a list of perceived strengths and weaknesses.

OISP Director- Telephone interviews have been completed and four finalists have been invited to campus for on-campus interviews. Their names and Open Forum times are as follows:

- Monday, February 17, 2014, 3:00-4:30 p.m., Stevenson Hall 401A - Dr. Dennis Hart
- Tuesday, February 18, 2014, 3:15-4:45 p.m., Stevenson Hall 401 - Dr. Luis Canales
- Monday, February 24, 2014, 2:30-4:00 p.m., Stevenson Hall 401 - Timothy Urbonya
- Tuesday, March 4, 2014, 3:00-4:30 p.m., Stevenson Hall 401 - Christopher Musick

CVs are posted on the Office of the Provost website. The Search Committee appreciates your attendance at Open Forums and welcomes your feedback.

***Vice President of Student Affairs Larry Dietz (Written Remarks Submitted by VP Dietz):***

I have two items I would like to report to the Senate members for their information.

First, after 25 years with Illinois State University, the last 14 as the Director of University Housing Services, Maureen Blair has announced her plans to retire at the end of May. Senior Associate Vice President Brent Paterson and I concur that Maureen has been a stellar director in providing leadership to a large and complex department. Among her many accomplishments, Maureen led the department through the planning and implementing of the long range plan to renovate the residence halls and dining centers, was instrumental in the decision to embark on the public/private partnership resulting in a new Cardinal Court, led the initiative to re-focus the department to serve primarily freshmen and sophomores given the increase in the numbers of those students and the decreased capacity; and has assumed a leadership role in the decommissioning of South Towers. Perhaps her most notable achievement, however, has been serving as a role model for her staff and students. We appreciate her service and will miss her greatly but wish her the very best in her retirement.

A search committee has been formed and will be chaired by Jonathan Rosenthal. I will be working with Dr. Paterson and the committee in the coming weeks with the goal of having a new director in place by July 1. Please join me in thanking Maureen for her many years of dedicated service and wish her well in her retirement.

Second, I have recently received the Fall 2013 Fraternity and Sorority Report. The report provides data regarding the number of members in each fraternity and sorority individually and collectively, grade point averages of the various groups, service hours reported, and financial contributions to charities. Highlights include:

- 1) members of fraternities and sororities represent 10.5% of the undergraduate student population with 1,850 members;
- 2) there are 33 fraternities and sororities on campus with 11 sororities, 11 fraternities, 4 organizations with the National Pan Hellenic Council, and 4 organizations representing Multicultural Greek Council;
- 3) the all-Greek cumulative grade point average is 3.0;
- 4) fraternities and sororities provided nearly 6,100 hours of service work during the fall semester; and,
- 5) they contributed nearly \$34,000 to various charities.

The entire report is available by contacting Dr. Jan Paterson, Dean of Students.

***Vice President of Finance and Planning Dan Layzell (Written Remarks Submitted by VP Layzell):***

**Division-Wide Issues**

- Strategic Plan Implementation-

- Ongoing progress being made on the initial identified action items: Onboarding Process Improvements, Division Communication Improvements, an Operational and Business Process Review of Purchasing, Management and Staff Training and Development, and Technology-Related Improvements/Enhancements. (Updates on each item are posted to the VPFP website: <http://vpfp.illinoisstate.edu/>)

### **Administrative Technologies**

- LEAP*Forward* Project –
  - Hardware has been ordered for the business intelligence environment and is estimated to arrive in March. The IBM Cognos software has been installed in a development environment.
  - A vendor has been selected for the Information Technology Service Management tool and contract negotiations will begin soon. The finalist for the housing and dining vendor is still under review.
  - Training for the Oracle Campus Solutions student information system was held February 11-13 and February 18-20. The training sessions allow both functional users and AT technical teams to get a functional overview of the product. Training on the Oracle Identity and Access Management (IAM) application was held February 11-13. A second session is scheduled for the week of February 24. The training is designed to instruct administrators on installation and configuration of the system.
    - The sole source for Payment Gateway has been posted on the state procurement bulletin. As part of the procurement process, a hearing is scheduled for Wednesday, February 19. In the event the posting is not contested, the hearing will not be held and TouchNet will be awarded the sole source.
- CIRBN
  - Mark DeKeersgieter was named Executive Director for operations of the CIRBN LLC, and Jon Bachtold was named Chief Technology Officer. CIRBN offices were moved to downtown Bloomington and the LLC is now in full operation. All assets acquired from the grant have been transferred from ISU to the LLC. Infrastructure, Operations & Networking (ION) recently completed connecting the campus to the CIRBN Internet backbone increasing the bandwidth of the University by almost 300% allowing the campus to pursue innovative types of learning that require faster data transfer rates.

### **Budget Office**

Fiscal Year 2015 appropriation hearings for Illinois State University are set to begin March 6, in the Illinois Senate. Governor Quinn's March 26 budget address will further outline what the University may expect for a general funds appropriation. The Illinois House of Representatives will hold hearings after March 26. We hope to know our final appropriation prior to June 30. In preparation for the hearings, the Budget Office prepared and submitted the Illinois State Legislature (ISL) forms for review by the General Assembly Appropriation Committee members.

### **Comptroller's Office**

- Status State Payments – The State's payment of the FY2013 appropriation was completed by September 11<sup>th</sup> which is approximately 2 months ahead of last year's completion. To date we have received \$29.6M (40%) of the FY14 appropriation which is approximately \$9M ahead of last year year's pace. We expect to receive about 70% of the appropriation before June 30<sup>th</sup>.
- The University's indirect cost recovery rate (IDC) for federal grants has been renewed with an increase from current rate of 44% to a new rate of 45% that will be effective until June 30, 2017.

- The FY13 Financial Audit report has been released by the Office of Auditor General as well as the FY13 GAS (Gov Auditing Standards) report which contained 1 audit finding related to the market valuation of investments.
- The FY13 Compliance audit is still in process with release not expected until late February or early March. Preliminary potential audit findings include:
  - a. Faculty positive time reporting
  - b. Non-compliance with approval and reporting of outside employment
  - c. Student immunization compliance
  - d. Computer inventory and security of confidential information
  - e. Compliance with High School Feedback System reporting (statewide finding)

### **Planning and Facilities Services**

- Julie North has received a request from Pete Smudde to appear before the Senate to provide an update on parking planning efforts and the results of the survey. Julie has agreed to do this, once results from survey conducted this past fall are in-hand.
- **IT Strategic Planning Initiative:**
  - The Data Stewardship and IT Services Council is leading the planning process for the next IT strategic plan. PRPA is coordinating this planning process.
  - Information about the planning initiative is available on the Data Stewardship and IT Services Council website or at: <http://itgovernance.illinoisstate.edu/process/>.
  - Recommendation submitted to Vice Presidents to put planning process on hold until new technology leadership is in place.
- **Miscellaneous Capital Project Updates:**
  - Work with the Town of Normal is underway on building-out space in the Uptown Station for the University Galleries; Eichmann Saunders Architects (ESA) of Chicago selected to lead the design effort; ESA is the architect of record for the new development in Uptown Normal located across the street from Uptown Station; project in design phase; scheduled completion August 2014.
  - Renovation of the first floor of Hovey Hall for the Financial Aid Office is underway; project scheduled for completion in June 2014.
  - RATIO was selected as the architect of record for the new Fine Arts Complex; contract between the Capital Development Board and RATIO has been finalized; architects have walked through the current facilities and met with College leadership and faculty and staff from each school; architects are on campus this week for continuing discussions.
  - Work to renovate the first floor of Edwards Hall project is underway; project scheduled for completion in late summer 2014.
  - Dewberry Architects was selected as the architect of record for the planning of the first phase of renovation of Bone Student Center; Dewberry is partnering with Workshop, a firm that specializes in student union facilities; project in design phase. Initial program design meetings being scheduled.

- Bids have been released for the Capen Auditorium renovation project, which is being managed by the Capital Development Board; University waiting on CDB to finalize contracts. The University has leased the Normal Theater for use as classroom space while Capen is off-line this coming spring.
- The University received seven proposals from firms desiring to assist in the development of a new campus way finding and signage; negotiations on contract are underway; more information on planning process will be available in the near future.
- RATIO has been selected as the architect of record for the new Speech and Hearing Clinic; design underway.
- Replacement of the north section of the West Campus Drive (area between College Avenue and Adelaide was completed in December.
- Replacement of windows is underway on Watterson Commons; scheduled completion in February 2014.
- Work on the Einstein's Café in Milner Library completed.
- Old Union Column Repairs. Work on the columns at Old Union is underway; work scheduled for completion this spring.
- DeGarmo Stairwell – Exterior Stairwell to Garden Level. Work continues to repair stairway; work scheduled for completion this spring.

***Committee Reports:***

***Academic Affairs Committee***

**Senator Stewart:** Dane Ward, the new dean of the library, was our guest. He came to talk to us about changes in the Blue Book description of the Library Committee. We had the beginning of a discussion on proposed changes to Global Studies graduation requirements.

***Administrative Affairs and Budget Committee (Written Report Submitted by Senator Smudde):***

The AABC met February 5 and February 19, and we had quorum at both meetings. At the Feb. 5 meeting we discussed the deans' survey and the revisions to it that the provost obtained from the college deans. We also discussed next steps for developing the committee's recommendations about the AIF. And we discussed the process for the president's survey as we awaited the Executive Committee's guidance on next steps. At the Feb. 19 meeting we focused on committee comments and questions about the AIF as the starting point for writing the committee's recommendations for the AIF. We also covered the planned launch for the deans' survey before the next Academic Senate meeting and the Executive Committee's guidance about the president's survey. The committee tasks list will be updated as requested as in-process things are completed.

***Faculty Affairs Committee (Written Report Submitted by Senator Horst):***

The Faculty Affairs Committee met on January 22<sup>nd</sup> and February 19<sup>th</sup>. During the January 22<sup>nd</sup> meeting, we reviewed the Ombudsperson Council Report and discussed the Ombudsperson Policy with two of the three members of the University Ombudsperson Council – Maria Pao and Al Azinger. On February 19<sup>th</sup>, we began discussions on the draft of the policy on re-assignment, suspension, and dismissal.

***Planning and Finance Committee***

**Senator Rich:** We have had two meetings this year to discuss the administrative responses to the Institutional Priorities Report from last year. We are now in the process of revising our document for this year.

### ***Rules Committee***

**Senator Bushell:** We've met twice so far this year. There are two alcohol policies that we have been looking at in light of Hancock Stadium and Cardinal Court coming on line. The alcohol policies have been actively reviewed by the President's Office and the alcohol taskforce. We are finding that a few more details are under consideration. We are essentially tabling those for now so we can check on more details as they come about. We have been asked to review the Policy on Policies and try to figure out appropriate language to clarify, streamline and formalize the review process for university policies. We have approximately 380 university policies and the lore is that they are reviewed every five years, which is not necessarily the case. We are working on that to have an appropriate structure and more accountability.

The policies and procedures can be found on the web at: <http://policy.illinoisstate.edu/>.

### ***Advisory Item:***

#### ***02.04.14.01 Report from the Faculty Ombuds Council (Faculty Affairs Committee)***

**Senator Horst:** The Faculty Affairs Committee is charged with reviewing the annual Ombudsperson Report. We had two of the ombudspersons visit our committee, Al Azinger and Maria Pao. They have submitted this report for your consideration.

**Senator Crowley:** I think the Senate would be pleased to hear the aim of your efforts.

**Maria Pao:** We provide an impartial forum for people to work out their differences in a way that is non-confrontational.

**Al Azinger:** You might think of the term mediator. Sometimes it's with other faculty; sometimes it's with administrators and chairs.

**Senator Lessoff:** What kind of recordkeeping regarding the individual cases do you do?

**Dr. Azinger:** We share information among ourselves. The recordkeeping is pretty limited because of confidentiality issues. We can tell you how many cases we have had. We can talk about some of the resolutions, but our records are fairly limited and locked up.

**Senator Lessoff:** If somebody runs into a problem and wants it recorded, how would you help them?

**Dr. Azinger:** We can explain their rights in terms of doing that because in almost all instances, the faculty member would have the right to write some kind of response and have it placed in their personnel file in HR. A lot of times we are able to explain some processes that will help them. We are not an advocate, but we can bring some information about how the university works to help them manage their issue.

**Dr. Pao:** Oftentimes, because we don't deal with formal investigations, appeals or grievances, those bodies like to see that the parties in good faith have tried to work out their differences in an informal way. We provide that outlet for them.

**Senator Eckrich:** Could you shed some light on the relationship between your work and the Academic Freedom Ethics and Grievance Committee and those other similar bodies?

**Dr. Azinger:** In many respects, there is very little interface because we are not there to serve as an advocate. Those bodies would like to see if there has been some kind of an informal effort that has been made to resolve the issue before it gets escalated to a formal grievance. In reality, we have no power; we can only advise.

One of the things you will see in the report is that there may need to be more awareness of the service that we offer.

**Senator Horst:** I would hope that their work is increasingly more visible and that it is advertised more because I think it is an excellent service.

### *Communications*

**Senator Fitzpatrick:** I'm a trip leader for alternative spring break and we are still looking for a faculty advisor to accompany us to New Orleans, so if you are interested, send one of us an email because there are a couple of buses that still need faculty advisors.

### *Parking Issue:*

**Senator Kalter:** Since we did not have administrator remarks, I promised former senator Jack Glascock that I would put his information on the record. He has brought this up before that he has been having trouble with parking in the south university garage. He sent me an email. We forwarded this to Dr. Layzell, who submitted it to Debra Smitley and she sent her response. If anyone else is having issues with parking, please let us know and we can get it to the right person.

### *Read into the Record by Susan Kalter, Academic Senate Secretary:*

----- Forwarded message from [jaglasc@ilstu.edu](mailto:jaglasc@ilstu.edu) -----

Date: Thu, 13 Feb 2014 21:50:33 +0000

From: "Glascock, Jack" <[jaglasc@ilstu.edu](mailto:jaglasc@ilstu.edu)>

Subject: Re: faculty-staff parking

To: "[smkalte@ilstu.edu](mailto:smkalte@ilstu.edu)" <[smkalte@ilstu.edu](mailto:smkalte@ilstu.edu)>

Hi Susan. After we corresponded before, things seemed to improve -- we were switched to a little bigger lot next to the South University Garage. However this semester things seemed to have regressed. Unless I come in early in the mornings, or late afternoon I cannot find a place to park in any of faculty parking lots. For example, yesterday I came in at 9:30 am and couldn't find a place to park in the faculty lots. I then drove over to one of the nearby commuter-faculty lots where there were commuters, idling in their cars just waiting for a space to open up. I think the problem is that now all the lots on the south side of campus, that used to be commuter-faculty lots, have been converted to "S-4" lots, which I think means they are being leased to private developers for parking for student residents of the nearby newly built apartment complexes. I know I'm sounding like a broken record, but it just seems like if you pay for parking, you should be able to find a place to park.

Thanks again for your attention. Jg

Quoting "Smitley, Debra" <[dsmitle@ilstu.edu](mailto:dsmitle@ilstu.edu)>:

Susan:

This is sent in response to the note you sent to Dan Layzell regarding parking availability concerns in the south campus area. Parking and Transportation is planning to make some modifications to the surface parking area of the South University Garage that will open up an additional 24 parking spaces. This will be done once snow is removed, and the work to change the markings on the pavement can be done this spring. Snow build-up has been an issue in this area and elsewhere, and that has affected the number of spaces available as well.

The initial review of utilization statistics for the South Campus Garage show higher utilization this spring than in fall 2013 or spring 2013. As a consequence, Parking and Transportation is considering what other options are possible to make in the area to create additional parking spaces available.

Please let me know if you have any questions or need additional information.

Deb

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***Adjournment***

**Motion XLV-44:** By Senator Shapiro, seconded by Senator Stewart, to adjourn. The motion was unanimously approved.