**2017-18** **Academic Senate
Administrative Affairs & Budget Committee**

***Issues Pending List***

***Note to the Committee Chair:*** Please do not remove any item from this list. If you wish to have an item removed, please send an email to acsenate@ilstu.edu and attach this Issues Pending List with the item(s) highlighted in yellow.

The Executive Committee must approve the proposed removal of any item. If it does not approve the proposed removal, it will advise the committee regarding how to proceed.

Please keep this list updated as you proceed. Annually in late Spring, and on an as-needed basis as Exec adds or removes items and as the Committee adds items, the Senate clerk will update the list for the current and following years’ committee.

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| ***Subject:*** **Review Committee Functions*****Description:*** At the start of every academic year, the committee should review and carry out the functions of the committee as detailed in the Blue Book. AABC (Administrative Affairs & Budget Committee) Blue Book Section Included in the AABC Issues Pending Packet.***Status:*** **Pending Annually** |  |
| ***Associated Document(s):*** ***Administrative Affairs & Budget Committee Page of Senate Blue Book*** | ***Document Number(s):*** **NA** |



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| ***Subject:*** **Create Committee Minutes*****Description:*** Submit Approved Committee Minutes from the previous meeting to the Senate Clerk by email (acsenate@ilstu.edu) following each meeting. Per the Blue Book, the minutes should be reasonably detailed including a reflection of the deliberative process involved in decision making. They should not be verbatim unless a recording was made of the meeting and the transcription checked for accuracy.***Status:*** **Pending Bi-Monthly** |  |



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| ***Subject:*** **Create Report from the Annual Commentary on the President*****Description:*** A report prepared by the Administrative Affairs and Budget Committee summarizing commentary solicited from faculty, staff and students is forwarded annually to the Academic Senate Executive Committee, President, and Board of Trustees. ***Prior*** to forwarding the report to the President and Board of Trustees, a representative of the Administrative Affairs Committee shall meet with the Executive Committee to discuss the report in Executive Session. **Annual report due to Board of Trustees March 1**.The chair of the AABC should coordinate with the Senate clerk. The Senate clerk will schedule the annual notification of campus through the mass campus emailing system so that the survey is distributed to campus on Monday of the first week of spring semester classes and is open for three weeks. At the close of this commentary period, the clerk will then deliver the results confidentially by courier or in person to the AABC chair for the committee to use in the creation of the report. The Senate clerk may also provide past year’s confidential reports to serve as models. The clerk will also assist the committee with any technical help needed in the creation of the charts used in the report.Once the AABC has completed the report, it will be delivered confidentially for Executive Committee review. At the time of delivery, the AABC should submit any revisions to the survey instrument for the following year’s campus commentary period. The Senate clerk will make these revisions and send them to the AABC chair for confirmation.***Status:*** **Pending Annually: The campus survey should go out on the first day of Spring semester and remain open for three weeks.** |  |



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| ***Subject:*** **Oversee Academic Impact Fund and make recommendations*****Description:*** The Administrative Affairs and Budget Committee shall provide oversight of the use of the Academic Impact Fund and make recommendations to the Provost and the Senate. In October, meet with the Provost's Office regarding all aspects of the fund, receive a report on searches authorized for permanent hires during that year and the enrollment, faculty, and other qualitative and quantitative data used to determine their distribution across colleges. Also at this time, receive a report regarding the cash flows over the previous calendar/fiscal year cycle (e.g. CY/FY09 in October 2010). Then draft annual recommendations, per its functions in the Blue Book. ***Status:*** **Pending Annually** |  |



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| ***Subject:*** **Review operating budget early in fall semester*****Description:*** The Administrative Affairs and Budget Committee should, per the *Blue Book* (*Committee Structure of the Academic Senate*), “Meet with representatives from the Office of the Vice President for Finance and Planning and Vice President for Academic Affairs (annually) early in the year to receive a report on the operating budget for the current fiscal year.” This report and the request to IBHE/state government as well as the capital budget request (see below) are generally presented to the committee in a joint meeting with the Planning and Finance Committee. The AABC should request modifications to the annual state requests if desired, approve them, and then schedule a presentation to the full Senate, ***which must approve them prior to the October Board of Trustees meeting.*** The AABC may also request changes to any aspect of the operating budget following consultation with appropriate administrators.See *Blue Book* for the Administrative Affairs and Budget Committee’s specific functions regarding budgetary issues.***Status:*** **Pending Annually** |  |



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| ***Subject:*** **Review capital budget early in fall semester*****Description:*** The Administrative Affairs and Budget Committee should, per the *Blue Book* (*Committee Structure of the Academic Senate*),a.  Receive from Facilities Services [Facilities Planning] the capital budget for the current fiscal year in September.  This would be an information item for the Planning and Finance Committee and for the Senate. b.  Meet with representatives from the Facilities Services [Facilities Planning] department early in the year to receive, review, and if necessary, provide input to the executive summary of the preliminary capital budget for the next fiscal year.c.  Meet with a representative from Facilities Services [Facilities Planning] in September to receive, review, and discuss the executive summary of the Internal Budget, listing all projects to be undertaken during that year. d.  Review with representatives from Facilities Services [Facilities Planning] how the annual facilities improvement projects implement the Comprehensive Physical Development Plan (a.k.a. the Campus Master Plan) and provide advice and recommendations on the University’s capital planning processThe AABC may also request changes to any aspect of the capital budget following consultation with appropriate administrators.See *Blue Book* for the Administrative Affairs and Budget Committee’s specific functions regarding budgetary issues.***Status:*** **Pending Annually** |  |



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| ***Subject:*** **Review Athletics Budget*****Description:*** The Senate Clerk will request a copy of the Department of Athletics’ budget annually in August and forward it to the committee for review. The committee may choose to invite the Director of Athletics to present the budget in person to the committee, respond to questions, and receive recommendations.**No Athletics’ budget was submitted to the AABC during 2015-16 or 2016-17.*****Status:*** **Pending annually** |  |
| ***Associated Document(s):*** **Athletic Budget FY15, 16, 17** | ***Document Number(s):*****08.17.17.02** |



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| ***Subject:*** **Review Chairs and Deans Questionnaires*****Description:*** Per the Administrator Evaluation Policy (Policy 3.2.15), all college councils or equivalent bodies are charged with developing questions appropriate for their Dean and Department Chairperson reviews. Such questionnaires and any changes in questionnaires for evaluation of chairs and deans will be reviewed and approved by the Administrative Affairs and Budget Committee.The committee has approved dean’s review forms for all colleges except the College of Education. These forms were an information item for the Senate on 8/31/16 and were routed to the Deans and Chairs Councils for their review prior to moving to action item status. The Deans Council has approved the forms; the Chairs Council is working on modifications, which will either go before the Senate as action items or be sent back to AABC for further review. Contact for updates is the chair of the Chairs Council.The AABC has sent suggestions to the COE college council concerning their dean’s review form. The AABC chair will work with that council to finalize revisions to its dean’s review form.The AABC has also reviewed the chairs’ review forms and decided that, with one exception, it would make only minor suggestions for revisions in these. The committee decided to take up the chairs’ review forms once it had finished work on the dean’s forms.***Status:*** **Pending, and on an as-needed basis following initial review** |  |
| ***Associated Document(s):*** ***From Senate Chairperson Susan Kalter: Review of Annual Performance Questionnaires for Deans and Chairpersons/Directors per Administrator Evaluation Policy Email******Administrator Evaluation Policy Excerpt: Questionnaire Section******CAS Chairs Survey******CAS Deans Survey******CAST 2011 Chair Evaluation Form******CAST 2012 Dean Evaluation Form******CFA FY13 Dean Performance Evaluation Draft******CFA FY 13 Director Evaluation Draft******COB Sample Department Chair Evaluation Email******COB Department Chair Evaluation Sample******COB Deans Questionnaire******COE Chair Evaluation******COE Dean Evaluation Timeline and Instrument******MCN Dean Evaluation Survey******Milner 2011 Dean Evaluation Form*** | ***Document Number(s):******06.20.14.01******06.20.14.02******06.25.14.10******06.25.14.11******06.25.14.07******06.25.14.12******06.25.14.06******06.25.14.03******06.25.14.09******06.25.14.08******06.25.14.13******06.25.14.02******06.25.14.05******06.25.14.01******06.25.14.04***  |



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| ***Subject:*** **Review Academic Calendar upon request*****Description:*** The AABC will review the calendar only if asked to do so by the Executive Committee ***after*** the calendar comes before the Senate. The calendar will initially be brought before the Senate annually by an administrator in the Provost’s Office (currently the AVP for Academic Administration**)** or simply forwarded with procedural information. **The Senate clerk will annually request the proposed 5-year Academic Calendar and accompanying documents from the Provost’s office in December and forward them to the Executive Committee and the Senate as an Advisory Item.** Per Sam Catanzaro, both 5-year calendars (those vetted administratively in 2014-15 and 2015-16) were presented in fall 2015. Will present next calendar spring 2017.***Status:*** **Pending Annually** |  |



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| ***Subject:*** **Review the Chatters report*****Description:* The Executive Committee decided on 8/21/2017 that it would be beneficial to review this report annually.** The Senate Clerk will request a copy of the Chatters report annually in August and forward it to the committee for review.***Status:*** **Pending Annually** |  |



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| ***Subject:*** **Review Policy 6.1.3 Space Management and Planning*****Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail.Related to the Facilities Planning charge of AABC.Last record: Executive Agenda 03-16-2015***Status:*** **Pending** |  |
| ***Associated Document(s):*** ***Space Management and Planning Policy*** | ***Document Number(s):*** **12.19.14.13** |



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| ***Subject:*** **Review Policy 6.2.3 Space Planning*****Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail.Related to the Facilities Planning charge of AABC.Last record: Executive Agenda 03-16-2015***Status:*** **Pending** |  |
| ***Associated Document(s):*** ***Space Planning Policy*** | ***Document Number(s):*** **12.19.14.14** |



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| ***Subject:*** **Review Policy 8.1.1 Television Programming*****Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail.Revised on: 06/20/75Last record: Executive Agenda 03-16-2015***Status:*** **Pending** |  |
| ***Associated Document(s):*** ***Television Programming Policy*** | ***Document Number(s):*** **12.19.14.15** |



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| ***Subject:*** **Review Policy 8.1.5 Service Departments*****Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail.Revised on: 05/2003Last record: Executive Agenda 03-16-2015***Status:*** **Pending** |  |
| ***Associated Document(s):*** ***Service Departments Policy*** | ***Document Number(s):*** **12.19.14.16** |



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| ***Subject:*** **Review Policy 3.2.13 Administrator Selection and Search Policy – Proposed revision from Chairperson Kalter*****Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail.Changes were submitted to Exec on 10/31/16 and returned to committee pending consultation with the Graduate School director and the AVP for Research and Graduate Studies and consideration of additional input by Exec members.***Status:*** **Pending** |  |
| ***Associated Document(s):*** ***Administrator Selection and Search Policy*** | ***Document Number(s):*** **08.19.15.04** |



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| ***Subject:*** **Review Graduate Students Accommodations question*****Description:*** From Executive Minutes 8/31/15: Senator Kalter: The second one is the grad student accommodations issue. One of the grad students, when she was pregnant, brought up the fact of how they were going to accommodate her because she was also a teaching assistant. I am suggesting that Amy Hurd and the Office of Equal Opportunity, Ethics and Access help the Grad Student Association do research on this and make sure that AABC makes sure that that is happening and inviting them to the committee to have a policy.**Senator Daddario**: Could you make a note that the National Women’s Law Center has an entry on this related to Title IX? A lot of the issues are already covered there. Pregnant women are classified as people with disabilities. Your rights as a student are different than your rights as an employee.***Status:*** **Pending** |  |
| ***Associated Document(s):*** ***Email from Chairperson Kalter to Senate Administrative Clerk*** | ***Document Number(s):*** **08.19.15.03** |



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| ***Subject:*** **Review Policy 6.1.13 Amplification*****Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail.***Status:*** **Pending** |  |
| ***Associated Document(s):*** ***Amplification Policy*** | ***Document Number(s):*** **11.17.15.02** |



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| ***Subject:*** **Review Policy 6.1.16 Display of Flags on Campus*****Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail.***Status:*** **Pending** |  |
| ***Associated Document(s):*** ***Display of Flags on Campus Policy*** | ***Document Number(s):*** **11.17.15.03** |



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| ***Subject:*** **Review Policy 1.7 Use of Electronic Equipment for Surveillance Purposes*****Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail.***Status:*** **Pending** |  |
| ***Associated Document(s):*** ***Use of Electronic Equipment for Surveillance Purposes Policy*** | ***Document Number(s):*** **01.20.16.01** |



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| ***Subject:*** **Review Policy 3.1.45 Recruitment*****Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail.***Status:*** **Pending** |  |
| ***Associated Document(s):*** ***Recruitment Policy*** | ***Document Number(s):*** **01.20.16.02** |



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| ***Subject:*** **Review Policy 3.2.2 Search Committees*****Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail.***Status:*** **Pending** |  |
| ***Associated Document(s):*** ***Search Committees Policy*** | ***Document Number(s):*** **01.20.16.03** |



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| ***Subject:*** **Review Policy 7.8.1 Operating Budget*****Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail.***Status:*** **Pending** |  |
| ***Associated Document(s):*** ***Operating Budget Policy*** | ***Document Number(s):*** **01.20.16.05** |



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| ***Subject:*** **Review Policy 2.1.2 Eligibility for Student Health Benefits*****Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail.***Status:*** **Pending** |  |
| ***Associated Document(s):*** ***Eligibility for Student Health Benefits Policy*** | ***Document Number(s):*** **03.02.16.01** |



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| ***Subject:*** **Review Policy 2.1.16 Tuberculosis Screening for International Students*****Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail.***Status:*** **Pending** |  |
| ***Associated Document(s):*** ***Tuberculosis Screening for International Students Policy*** | ***Document Number(s):*** **03.02.16.02** |



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| ***Subject:*** **Review Policy 6.1.37 Facilities Naming*****Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail.***Status:*** **Pending** |  |
| ***Associated Document(s):*** ***Facilities Naming Policy*** | ***Document Number(s):*** **03.02.16.03** |



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| ***Subject:*** **Review** **Policy 1.11 Academic Calendar*****Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail.***Status:*** Pending |  |
| ***Associated Document(s):*** **Policy 1.11 Academic Calendar** | ***Document Number(s):*** **12.12.16.05** |



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