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Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

Vol. 10, No. 34
March 30, 1978

MEMO TO: The University Community

FROM: Kenneth A. Shaw

SUBJECT: Central Administrative Organization

1. University Affirmative Action Officer
2. Position of Executive Assistant to the President

1. University Affirmative Action Officer

Dr. Benjamin F. Quillian, Jr. has been appointed University Affirmative Action Officer effective May 1, 1978, and subject to confirmation by the SIU Board of Trustees. Dr. Quillian, an assistant professor with the Delinquency Study and Youth Development Center, will assume the position left vacant by the resignation of Ms. Sally J. Page last August. Ms. Judy Connolly, who has been Acting Coordinator of the University Affirmative Action Office since September, 1977, will continue in this position until May 1.

The immediate task for Dr. Quillian is to develop a workable affirmative action plan, to be followed by implementation of that plan. With this task completed it is my expectation that he then will be able to initiate a variety of developmental activities which will help ensure that we do more than adhere to the letter of the law. Ultimately, it is my expectation that our Affirmative Action Office can be used as a community resource, available to assist community schools and businesses in dealing with their affirmative action challenges.

2. Position of Executive Assistant to the President

On February 21, 1978, a "Position Description" notice was issued for the position of Executive Assistant to the President. The closing date for applications is May 1, 1978, and both internal and external applicants are sought. This position was established primarily because of the coming retirement of Dr. Ralph W. Ruffner effective September 1, 1978.

Certain of Dr. Ruffner's current assignments will have been completed by September, others will have been transferred to other officers. But two of his major responsibilities will remain--management of the Office of the President and line/staff responsibility for public relations. These latter two responsibilities form the core of duties for the Executive Assistant position. The position and Office of the Senior Vice-President for Planning and Review will be terminated upon Dr. Ruffner's retirement.