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Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

Vol. 10, No. 38
May 2, 1978

MEMO TO: The University Community
FROM: Kenneth A. Shaw *K. Shaw*
SUBJECT: Central Administrative Organization -
Central Affirmative Action Office

1. Until the March, 1976 administrative reorganization/realignment of the University, the subject unit was a part of the President's Office and received its fiscal support from that office. In March, 1976, the functions and personnel of the unit were placed under the administrative jurisdiction of the Senior Vice President for Planning and Review, but the President's Office continued to provide fiscal support for the unit during the balance of FY 1976. Effective July 1, 1976, the CAAO was assigned its own budgetary account which included three positions--two officers and a secretary. This general situation has continued to date.
2. Following Ms. Sally Page's resignation as Coordinator of the CAAO--Ms. Judy Connolly, Staff Assistant to the Senior Vice President for Planning and Review, formally assumed on October 6, 1977 the additional duty of Acting Coordinator of the CAAO, and she fulfilled this duty through April 30, 1978. The second position in the CAAO has been filled during this period and until recently on a temporary basis.
3. On April 1, 1978, Dr. Benjamin F. Quillian became the University Affirmative Action Officer, reporting directly to the President. The month of April was designated as a transitional period for Dr. Quillian to assess the current central organizational situation with respect to Affirmative Action. As a result of his assessment, he has made the recommendation--which I have approved--that the CAAO be continued as an organizational unit with its own budget and three positions and with the University Affirmative Action Officer serving with the functional title of Director of the CAAO.
4. Through April 30, 1978, the Affirmative Action function of the University was under the administrative supervision of the Senior Vice President for Planning and Review, with Ms. Judy Connolly carrying out that function under his direction. Upon Dr. Ruffner's coming retirement, the position and Office of the Senior Vice President for Planning and Review will be terminated. In anticipation of this termination, and in accordance with the on-going evaluation of central administrative organization--effective May 1, 1978 this function is transferred to the Office of the President and the Director of the CAAO will report directly to the President.

5. Also effective May 1, 1978, upon Dr. Quillian's recommendation and Ms. Connolly's concurrence, Ms. Judy Connolly is given a lateral, up-graded transfer from Staff Assistant and Acting Coordinator of the CAAO, Office of the Senior Vice President for Planning and Review, to Assistant Director, CAAO. Ms. Delores Brown will continue as secretary in the office.
6. The Edwardsville Bulletin of March 30, 1978 assigned major initiatives to Dr. Quillian. These initiatives now will be carried out by the CAAO resulting in an expanded all-University role for this office. Their implementation will require the full energies and talents of Dr. Quillian and Ms. Connolly in the months and years ahead.

"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."