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Edwardsville Bulletin: March 30, 1976

Southern Illinois University Edwardsville

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Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

Vol. 8, No. 22

March 30, 1976

MEMO TO: The University Community

FROM: Andrew J. Kochman

Andrew J. Kochman

SUBJECT: Administrative Organization of The University

I. Major elements of an administrative realignment at SIUE were approved by the SIU Board of Trustees, March 11. Since that time, a number of reporting line adjustments have been made administratively which do not require formal Board action for implementation. We believe these refinements and the formation of two advisory councils will help accomplish our long-range goals of increased efficiencies while more fully meeting the human and academic needs of the University.

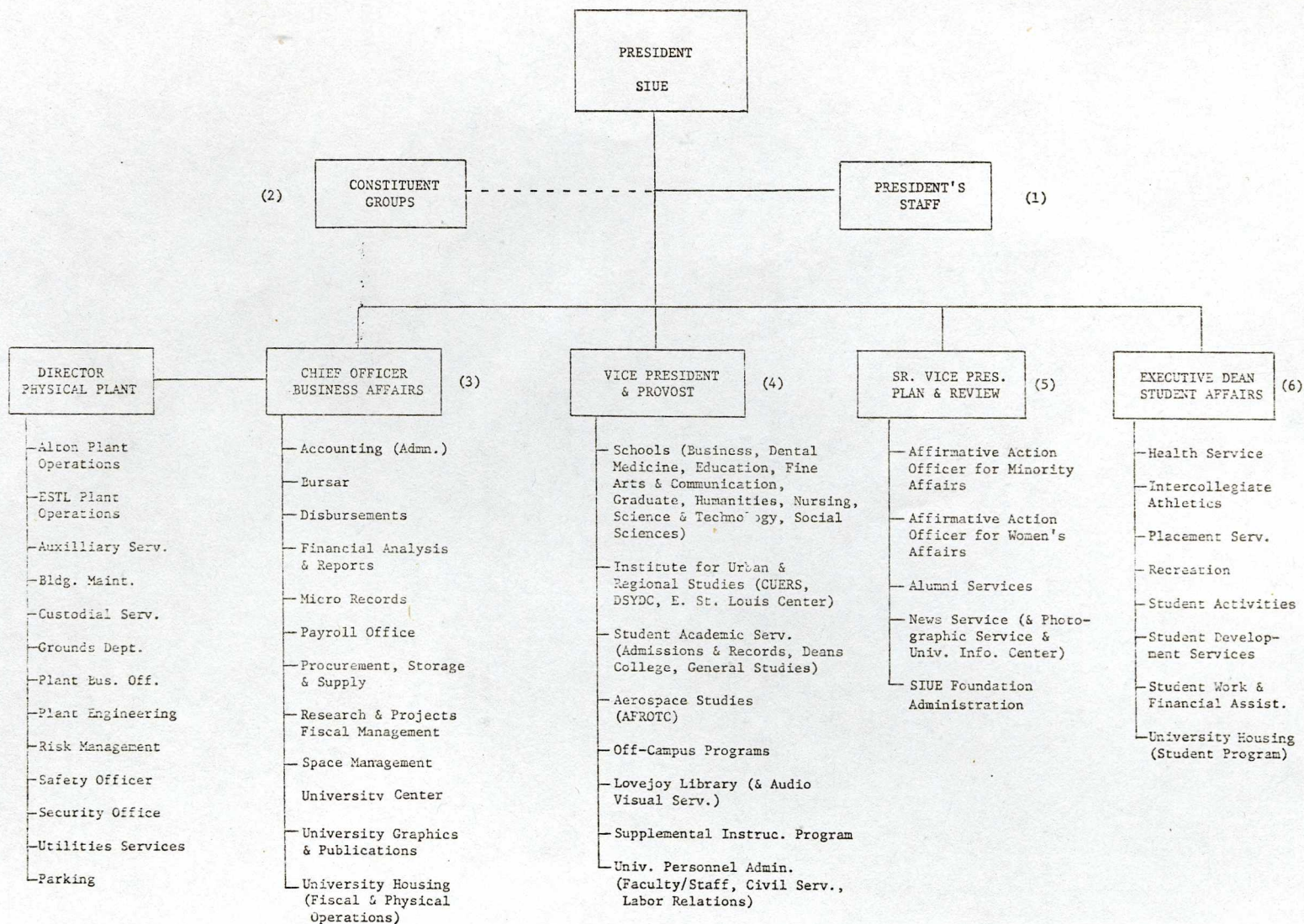
Attached are documents which will explain the organization and introduce the personnel of the Office of The President as well as indicate the current overall administrative organization of the University. The documents are:

1. Chart, Administrative Organization, SIUE.
2. Chart, Office of The President.
3. Position and Personnel Listing, Office of The President
4. University Administrative Council.
5. President's Advisory Council.

II. On March 25, 1975, President Rendleman established a year-long Tenth Anniversary Celebration Program, in commemoration of the opening of the Edwardsville campus in September, 1965. A. R. Howard, Director of University News Services, was placed on special assignment, effective April 1, 1975, as director of the Tenth Anniversary Celebration, serving on the staff of the Office of The President and reporting directly to the President. Sam Smith was designated Acting Director of University News Services during the period of Mr. Howard's special assignment.

Responsibility for the continuation of the Tenth Anniversary Celebration Program is hereby transferred to the Senior Vice-President for Planning and Review. A. R. Howard's assignment as Director of News Services is hereby changed to Special Assistant to the Senior Vice-President for Planning and Review, continuing as Director of the Tenth Anniversary Celebration Program.

Sam Smith will continue to function as Acting Director of University News Services.

NOTES(1) PRESIDENT'S STAFF:

- a. General Counsel; Internal Auditor; Assistant to the President; Special Assistant to the President; Executive Secretary
- b. Planning Staff: Senior Vice President, Planning and Review; Budget Director (Data Processing & Computing Center, Institutional Research & Studies)

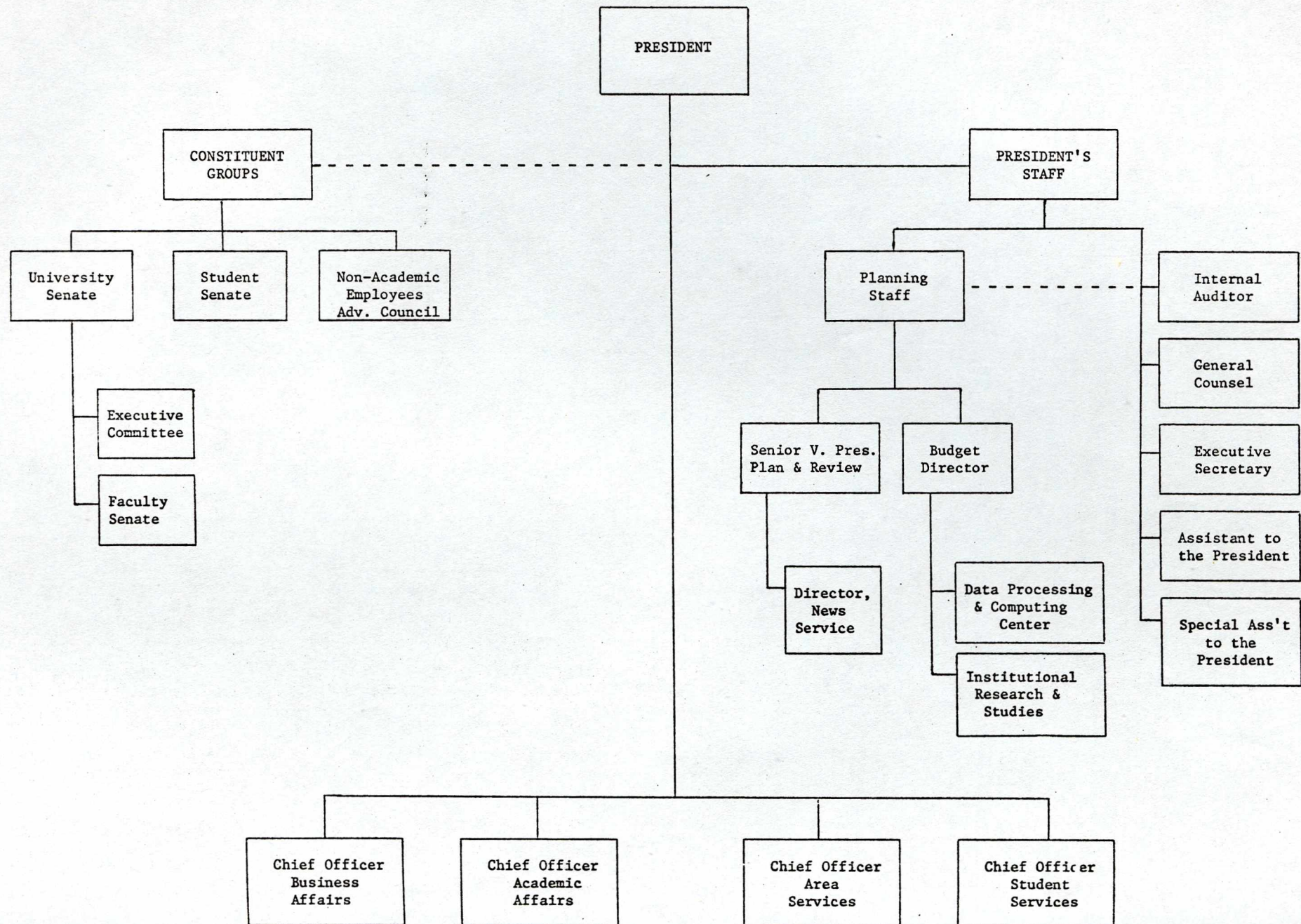
(2) CONSTITUENT GROUPS: University Senate; Faculty Senate; Student Senate; Non-Academic Employees Advisory Council

(3) Chief Officer for Business Affairs: The Controller and Budget Director will serve in this position; the Budget Director portion of his responsibilities will remain a staff function under the President

(4) Chief Officer for Academic Affairs

(5) Chief Officer for Area Services: The Senior Vice President for Planning and Review will serve in this position as well as in a staff position under the President

(6) Chief Officer for Student Services



OFFICE OF THE PRESIDENT

President	Andrew J. Kochman (Acting)
Vice President and Provost	Earl Lazerson (Acting)
Senior Vice President, Planning and Review	Ralph W. Ruffner (Chief Officer for Area Services)
Chief Officer for Business Affairs	James Metcalf (Controller and Budget Director)
Executive Dean, Student Affairs	Warren Brown (Acting) (Chief Officer for Student Services)

President's Staff

General Counsel	John Paul Davis
Internal Auditor	Donald Warren
Assistant to the President	Peter L. Simpson
Special Assistant to the President	Thomas L. Leffler
Executive Secretary	Wilma Jene Bond

President's Planning Staff

Senior Vice President, Planning and Review Director, News Service	Ralph W. Ruffner Sam Smith (Acting)
Budget Director Director, Data Processing & Computing Center Director, Institutional Research & Studies	James Metcalf Richard E. Guffy John R. Reiner

CONSTITUENCY HEADS

University Senate	Lionel Walford, President (Until April 15, 1976)
Faculty Senate	Rudolph Wilson, President
Student Senate	Jerry Stormer, President of the Student Body
Non-Academic Employees Advisory Council	Eugene Haffner, Chairman

UNIVERSITY ADMINISTRATIVE COUNCIL

Members

President

- 4 Chief Officers: Chief Officer for Academic Affairs
(Vice President & Provost)
: Chief Officer for Area Services
(Senior Vice President, Planning & Review)
: Chief Officer for Business Affairs
(Controller & Budget Director)
: Chief Officer for Student Services
(Executive Dean, Student Affairs)

General Counsel

Executive Secretary to the President

Assistant to the President

Special Assistant to the President

(Chief Officers should feel free to invite key staff persons as needed--the Senior Vice President, Planning and Review will invite the Director of the News Service to be present at each meeting of the Council)

Purpose

To deal with the on-going administrative matters of the University.

Meetings

Each Monday at 9:00 a.m. in the President's Conference Room.

PRESIDENT'S ADVISORY COUNCIL

Members

President - Chairperson

Senior Vice President, Planning & Review - Vice Chairperson

Budget Director

4 Chief Officers: Chief Officer for Academic Affairs (Vice President & Provost)
: Chief Officer for Area Services (Senior Vice President,
Planning & Review)
: Chief Officer for Business Affairs (Controller & Budget
Director)
: Chief Officer for Student Services (Executive Dean, Student
Affairs)

President of the University Senate

President of the Faculty Senate

President of the Student Body

Chairman of the Non-Academic Employees Advisory Council

Representative of the Academic Deans and Directors Conference

Representative of the Department Chairpersons Conference

General Counsel

(Data Collection and Analysis Team: Director, Data Processing and Computing
Center; and, Director, Institutional Research and Studies)

Purpose

To coordinate:

- a. short and long-range planning relating to policy, programs, budget and evaluation; and
- b. the preparation of RAMP and PRAM (five-year plan).

Meetings

On the first and third Friday of each month at 9:00 a.m. in the President's Conference Room.