

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday September 5, 2012
3:00 pm
UC2206

In attendance were senate Chair Jayne Tang, senate members Tracy Adams, Larry Back, Debra Clark, Tim Fitzgibbon, Mandi Fulton, Andrea Gentry, Tim Jones, Carol Schmitt, Ray Simmons, Susan Stanley, Stephanie Walden-Schwake, and Deb Weigand. Linda Tribble joined us late.

I. APPROVAL OF MINUTES

The minutes of the August 1, 2012 were approved as corrected.

II. REPORT OF OFFICERS & STANDING COMMITTEES

a. Officers

1. Chairperson – Jayne Tang

-Ms. Tang and Ms. Tribble attended the Staff Council retreat. Information was shared about Administrative Senate and the projects under way. Staff Council shared some of the items their organization will work on this year.

-The Administrative Senate web site has been converted to the content management system.

- Ms. Tang presented on behalf of the Administrative Senate at the fall meeting. She would like to put the photos of all the senators on the overhead at the spring meeting. Please forward your headshot to her.

- All of the senate representatives currently serving on a University committee will remain except one. Kristina Walker will stay on Substance Abuse, Patty Beagle will stay on Environmental Stewardship, Juzar Ahmed, Teresa Grisham and Amy Price on EEO Appeal, Mike Cathro on the Tobacco-Free USI, Lance Woods will continue on Traffic Appeals committee. The Chair of Administrative Senate will serve on the Parking and Transportation Planning Committee. Cindy Miller has been appointed to the Safety Committee.

2. Vice Chairperson – Tim Jones

No report

3. Past Chairperson - Linda Tribble absent

4. Secretary/Treasurer - Carol Schmitt

We had no new expenses this month, which leaves us with the same balance of \$899.55. Remember to report your absence to Carol prior to meetings.

b. Standing Committees

1. Employee Relations and Benefits - Debra Clark, Chair

-Many senators and Donna Evinger attended the Abenity demo/webinar. This program provides coupons and discounts for hotels, pharmaceuticals, entertainment restaurants, etc. The committee has shared the information with Staff council, Faculty Senate, and the Alumni office for their feedback and encouragement/participation. The committee will make an effort to obtain the bottom line (setup and maintenance) price.

-The committee is also working on a Tuition exchange benefit. Kevin Valadares has shared information from his involvement with Faculty Senate when the topic was investigated in 2009-10. Kevin shared the Faculty Senate report with the committee.

- The committee is working on a request to add Grandchild to the family sick leave policy.
- 2. Professional Development – Stephanie Walden-Schwake, Chair
The committee is working to bring a program such as Strength Finders to campus. These efforts if successful may be coordinated with Outreach and Engagement.
- 3. Nominations and Elections – Linda Tribble
no report.
- 4. Events and Outreach – Mandi Fulton, Chair
The committee is putting together their schedule for toolkits. On Sept 18 Thomas Longwell from Counseling Center will present Crisis Prevention. This will be in the morning for a change. Mandi Fulton and CJ Regin are putting together the April toolkit: USI Best Kept Secrets.
- 5. Administrative Affairs – Susanne Stanley, Chair
-The committee is working on the evaluations /performance review project. Information has been collected from 8 different universities. The committee will present a simple version and a more complicated version until more direction is obtained from the Senate.
-The committee is also working on obtaining family benefits for employees at the Rec & Fitness center.
- 6. Constitution and By-laws – Deb Weigand, Chair
The committee has been working on changes that will come up in new business.
- c. Presidential Council Liaisons – Absent

III. UNFINISHED BUSINESS

- a. Ms. Tang presented the results from the Administrative Senate retreat brainstorming sessions.

IV. NEW BUSINESS

- a. Revision of Constitution and Bylaws Article IV, Section 4, item K
 - 1. On behalf of the Constitution and Bylaws Committee, Ms. Weigand moved to accept Article IV, Section 4, item K as revised. A substantive motion, it will be voted upon at the next meeting. See attached proposed wording change labeled as Item K.
- b. Items for Consideration
 - 1. Ms. Weigand & Mr. Simmons presented an item for consideration to move specifically identified items from the bylaws to the appendix, and to create a procedure manual in the appendix. Motion was made by Ms. Fulton and seconded by Ms. Stanley that this item for consideration be accepted and assigned to the Constitution and Bylaws committee. Motion carried by voice vote.
 - 2. Ms. Weigand & Mr. Simmons presented an item for consideration to add a parliamentarian to the Administrative Senate. This position would chair the Constitution and Bylaws committee. Discussion presented concern about length of service, elected or appointed, and whether other campus organizations have a similar post. Motion was made by Suzanne Stanley and seconded by Carol Schmitt that the Constitution and Bylaws committee make a comparative analysis of advantages or disadvantages of having this position. Motion carried by voice vote.
 - 3. Ms. Schmitt presented an item for consideration for a permanent employee discount at the University Bookstore. Motion was made by Linda Tribble and seconded by Mr.

Simmons that this item be accepted and assigned to the Administrative Affairs committee. Motion carried by voice vote.

4. Ms Clark presented an item for consideration that the word Grandchild be added to employee family sick leave policy. Motion was made that this item for consideration be accepted and assigned to the Employee Relations and Benefits Committee. Motion carried by voice vote.

V. ADJOURNMENT

- a. There being no further business, the meeting was adjourned at 4:30 pm

Carol Schmitt
Secretary/Treasurer

Revision of Constitution and Bylaws Article IV, Section 4, Item K

The Nominations and Elections Committee shall count the votes cast and shall declare the results to the Executive Committee before the third Friday in May. ***All ties in senate races shall be broken by a vote of the Nominations and Elections Committee. Ties for Executive Committee offices shall be broken by a vote of the full Administrative Senate.*** The Executive Committee shall validate the conduct of the election and shall certify the election prior to the June meeting. When the election is certified, the Nominations and Elections Committee shall transmit a report containing the tabulation of votes cast to the secretary/treasurer of the Senate.