

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday, October 5, 2011
3 pm
RFWC Quiet Lounge

In attendance were senate chair, Linda Tribble; senate members Megan Black, Gary Burgdorf, Debbie Clark, Lee Ann Shafer, Ray Simmons, Susanne Stanley, Carmen Stoen, Jayne Tang, Stephanie Walden-Schwake, Debbie Weigand, and Steve Woodall. Dr. Adrian Gentle, Chair Faculty Senate was in attendance as guest.

I. APPROVAL OF MINUTES

- a. The minutes of September 7, 2011 were approved as submitted.

II. REPORT OF OFFICERS & STANDING COMMITTEES

a. Officers

1. Chairperson – Linda Tribble

Linda presented at Founders Day.

Carmen Stoen will represent Administrative Senate at the Athena Luncheon.

Linda presented a draft form for budget requests for 2012-2013.

Human Resources is needing help staffing the Wellness Fair on October 6. Senators were given the opportunity to volunteer.

Linda shared that there was discussion at a recent President's Council meeting about the proposed change to the Sick Leave Policy. At that meeting there was discussion on increasing the number of family sick leave days to 10 but also about eliminating the specific number. Mark Rozewski was going back to HR to discuss further.

Linda shared that Donna Evinger, HR Director, is working on the Administrative Review.

Linda also updated the group on the Recognition for Years of Service. Mark Rozewski indicated that there was no proposal for this and that we need to develop and submit a formal proposal.

2. Vice Chairperson – Jayne Tang

No Report.

3. Past Chairperson – Carmen Stoen

No Report.

4. Secretary/Treasurer – Tim Jones - Absent

No Report.

b. Standing Committees

1. Employee Relations and Benefits – Megan Black, Chair

Committee is exploring the idea of a sick bank. Currently they are researching other universities. All members were given a standardized list of questions to ask each institution they are researching.

The Committee is trying to figure out how to approach the salary review for administrators. A lengthy discussion was had by the Senate.

2. Professional Development – Tim Fitzgibbon, Chair

No Report

3. Nominations and Elections – Carmen Stoen, Chair

No Report.

4. Events and Outreach – Lee Ann Shafer, Chair

The September Toolkit had 25 in attendance.

Upcoming Toolkits:

October 11 - What's in Your Survey?

November 9 - Rodney Watson, 11 a.m., Varsity Club

The committee is also working on the end of year campus tour concept. They looked at four different possible themes to this event and decided on places on campus that highlight the history and traditions of USI.

They will also begin working on the formal proposal for the Years of Service Recognition. They need to get an idea of number of staff eligible for recognition. Adding the date of hire information to the distribution list provided by HR could get us close to the information needed.

5. Administrative Affairs –Susanne Stanley, Chair
This committee has met and reviewed the results of the fall survey and identified several items they are interested in further exploring. They will be bringing forth Items of Consideration for the Senate.
 6. Constitution and Bylaws – Ray Simmons, Chair
No Report.
- c. Presidential Council Liaisons - Absent
1. No Report.

III. NEW BUSINESS

- a. None

IV. UNFINISHED BUSINESS

- a. None

V. Guest-Dr. Adrian Gentle, Faculty Senate Chair

Dr. Gentle talked about proposals that Faculty Senate has submitted or is currently reviewing. These included:

- Change in per diem for travel
- Increasing the satisfactory progress GPA requirements.
- Reduced fees for courses for adjunct faculty
- Identifying breastfeeding locations for students.
- Notification to faculty that their home phone number and address will be published.
- Looking at pre-determined procedures to deal with nepotism in the workplace.
- Looking at the consensual relationship policy.
- How to proceed with compensation/expectations as it relates to SHD and summer advising.

VI. ANNOUNCEMENTS

- a. Next meeting: November 2, 2011 in HP 2027.

VII. ADJOURNMENT

- a. There being no further business, the meeting was adjourned at 4:20 p.m.

Timothy Jones – Respectfully taken and noted by Carmen Stoen
Secretary/Treasurer