

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday, January 4, 2012
3 pm
BE 0003

In attendance were senate chair, Linda Tribble; senate members Megan Black, Debbie Clark, Tim Jones, Lee Ann Shafer, Ray Simmons, Susanne Stanley, Carmen Stoen, Jayne Tang, Stephanie Walden-Schwake, Debbie Weigand, and Steve Woodall. Also present was Presidential Council Liaisons Mark Rozewski and Kat Draughon, as well as Donna Evinger from Human Resources.

I. APPROVAL OF MINUTES

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

II. REPORT OF OFFICERS & STANDING COMMITTEES

a. Officers

1. Chairperson – Linda Tribble
Linda thanked Jayne Tang for her contribution to the November 2nd meeting.

Linda also asked that committees prepare any potential budget requests by the February meeting so that those can be presented to Dr. Bennett.

2. Vice Chairperson – Jayne Tang
No Report.
3. Past Chairperson – Carmen Stoen - Absent
No Report.
4. Secretary/Treasurer – Tim Jones
No Report.

b. Standing Committees

1. Employee Relations and Benefits – Megan Black, Chair
No Report.
2. Professional Development – Tim Fitzgibbon, Chair
No Report.
3. Nominations and Elections – Carmen Stoen, Chair - Absent
No Report.
4. Events and Outreach – Lee Ann Shafer, Chair
No Report
5. Administrative Affairs –Susanne Stanley, Chair
No Report.
6. Constitution and Bylaws – Ray Simmons, Chair
No Report.

c. Presidential Council Liaisons - Mark Rozewski and Kat Draughon

1. No Report.

III. NEW BUSINESS

- a. None.

IV. UNFINISHED BUSINESS

a. Years of Service recognition

1. Donna Evinger presented information on the number of Administrators which have 5+ years of service. Currently there are 201 Administrators that fall into this category. Based upon prior recognition programs with Staff Council an initial estimated budget of approximately \$6,000 is

expected for the program, depending on the type of awards handed out. The length and cost of the program will also hinge on if the Senate decides to host a luncheon or a reception for the recognition program.

Due to the capabilities held with Administrative Senate Mark Rozewski and Ms. Evinger are proposing that the Senate take charge of the event planning. The funding required for the event is available for the current fiscal year. After discussion it was agreed that the Events and Outreach Committee will facilitate the planning and execution of the recognition program.

b. Family Sick Leave Policy Change

1. Ms. Evinger stated that Human Resources has evaluated the proposal submitted by Administrative Senate, and the recommended definition change of immediate family members will be expanded on as proposed.

The University does support an increase in the number of family sick days available; however, there is concern about the limitless number of days provided, as proposed. Currently USI has a significant set of employees with a high volume of sick time banked. These amounts range from one month to almost two years, including staff, faculty and administrators. Currently the main concerns with eliminating the family sick day restriction are:

1. The uncertainty and potential risk associated without limiting the number of family sick days
2. Over the past several years the use of long-term sick leave has increased, through the use of sick time and FMLA.
3. Human Resources would expect an aggregate increase in the use of sick time.
 - a. Resulting in an increased stress level on existing staff
 - b. Creating a potential of increased hiring of temporary hires or overtime hours, due to absences

The University and President's Council has approved an increase in family sick days, going from 5 to 10 days. This increase will be implemented immediately and over a two year period Human Resources will collect data on the use of those days. After the two years the data will be analyzed and presented back to Administrative Senate. Also, after the two years the University will evaluate if the family sick day policy should be revised further.

Open discussion was held on the proposed increase. Several different topics concerning the increase were addressed. The Senate asked if HR could evaluate family sick days on a percentage of sick time bank use. Also, the topic of the University allowing employees to roll forward unused family sick days was suggested as well. HR will continue to discuss the concept of family sick internally and share their thoughts with the Senate. After discussion, the Senate accepted the proposed increase with the promise of a full evaluation after the two year trial period has been completed.

V. ANNOUNCEMENTS

- a. Next meeting: February 1st – FC 206 (RFW Quiet Room)

VI. ADJOURNMENT

- a. There being no further business, the meeting was adjourned at 4:15 p.m.

Timothy Jones
Secretary/Treasurer