

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday May 7, 2014
3:00 pm
UC2206

PRESENT: Senate Chair Susanne Stanley, senate members, Tracy Adams, Dave Alexander, Larry Back, John Campbell, Tim Fitzgibbon, Arlene Fortune, Carey Franks, Andrea Gentry, Ingrid Lindy, Carol Schmitt, Jayne Tang.

CALL TO ORDER: The meeting was called to order at 3:00 p.m.

APPROVAL OF MINUTES: The April 2, 2014 minutes were approved as distributed.

ADMINISTRATIVE SENATE CHAIRPERSON: Susanne Stanley

- Ms. Stanley reported that she received an email from Dr. Draughon in regard to the steering committee for the Higher Learning Commission (HLC) re-accreditation self-study and peer review visit. Dr. Draughon would like a representative from Administrative senate to be on the steering committee. Ms. Stanley states that this representative would be agreeing to a 2-year commitment. The representative would need to be present at a few meetings in 2014-2015. The amount of time the representative would need to devote to this committee would increase the following year. The peer-team visit will be 2 full days which the representative would need to be available. Ms. Stanley asks that any senator or administrator interested in representing the Senate on the steering committee contact her. The kick-off meeting for this committee is May 27. The Staff Council was also asked to have representation on the committee.
- Ms. Stanley reminds senators that the senate has been very thrifty and there is an opportunity for some purchases. She asks each senator to email or call her with suggestions. Ideas offered at the meeting were: Training DVDs, extra Milestone gifts to be given to professional development presenters at future sessions, a book on Roberts Rules (I. Lindy), and online/web training sessions (A. Gentry). Mr. Campbell asked if the senate would lose any funding that had not been used. Ms. Stanley confirmed that the Administrative Senate would lose all unspent funds.
- The executive committee did meet this past month. The meeting centered on the Milestones ceremony.
- Ms. Stanley emphasized how important it is for the committees to have meetings. A lot can be accomplished in email. However, it is important to let the committee members know what the senate is doing. Getting committee members involved spreads the work-load and increases the involvement in senate activities. Ms. Stanley asked committees to think about their accomplishments and which items they would like to move forward in the coming year.
- Ms. Stanley reminds committees, it is fine to research a suggested proposal. However, before the committee puts too much work into a proposal – the committee should write an Item for Consideration. The Item for Consideration should be brought before the senate, and the senate will decide if the committee should move forward with the proposal.

REPORT FROM ADMINISTRATIVE SENATE VICE CHAIR: Tim Fitzgibbon

- Mr. Fitzgibbon stated that the Milestones reception planning is going well. The date for the event is May 14, 2014 at 3:00 pm in Carter Hall. Mr. Fitzgibbon asked all senators to attend the ceremony and arrive at 2:30 to assist with greeting, nametags, program distribution and seating the honorees. Mr. Fitzgibbon asks senators to encourage their co-workers to RSVP to the invite if they haven't already. The committee is proud that most of the honorees have replied that they plan to attend the reception. There are six honorees that have sent regrets.

REPORT FROM ADMINISTRATIVE SENATE PAST CHAIRPERSON: Jayne Tang

- No Report

REPORT FROM ADMINISTRATIVE SENATE SECRETARY/TREASURER: Carol Schmitt

- Expenses for milestone ceremony are \$485 for refreshments, \$20 for office supplies, and \$200 earmarked for Milestone table decor. There is an open PO for the milestone gifts in the amount of \$3,575. The actual cost of gifts will be known after the honorees have selected their gift items. \$100 is budgeted for refreshments for the June senate meeting. This leaves a balance of \$1,062.23.

REPORT FROM ADMINISTRATIVE AFFAIRS COMMITTEE: Arlene Fortune, Vice Chair

- The committee did not meet this month. The current topic the committee is focusing on is Safety and Security. Specifically, how to exit the buildings/campus if there is bad weather. Recently there was an incident in the Education building that caused confusion. The building's automated voice messaging system gave one set of instructions while some personnel were giving different instructions.
- Ms. Stanley stated she would meet with Mr. Mohr to clarify the interest of the senate regarding the application of the David L Rice Scholarships to dependents of USI employees.

REPORT FROM CONSTITUTION AND BY-LAWS COMMITTEE: Larry Back, Chair

- The committee continues to work on the procedure manual. The committee wants the senate to understand that work on this manual will continue after this fiscal year. The committee expects to have a working version of the procedure manual available by the next meeting.

REPORT FROM EMPLOYEE RELATIONS AND BENEFITS COMMITTEE: Tracy Adams, Chair

- The committee met recently to iron out the new parental leave policy proposal. The committee has agreed on the number of days (away from work) to recommend in the proposal. Ms. Adams stated that the committee is waiting for statistics to put a cost value to the request. The committee will finalize the proposal and present it to the senate.
- Ms. Adams states that the committee has yet to receive from Ms. Evinger the report on Family Sick

REPORT FROM EVENTS AND OUTREACH COMMITTEE: John Campbell, Vice Chair

- The committee has not met this month.

REPORT FROM NOMINATIONS AND ELECTIONS COMMITTEE: Jayne Tang, Chair

- Ms. Tang announced that the ballot was sent out this morning at 8:00. There are seven positions open: five senator positions, the vice-chair position and the secretary/treasurer position. Ms. Tang is working with Jeanne McAlister in the Office of Planning, Research and Assessment (OPRA) regarding the ballots. Ms. Tang reports that there are 259 administrators

who qualify to vote in the senate election. Ms. McAlister will send email reminders on Friday and Tuesday. As of 2:30, the response rate to the ballot has been very favorable.

- District 1 has 51% voter participation
- District 2 has 59% voter participation
- District 3 has 34% voter participation
- District 4 has 51% voter participation

REPORT FROM PROFESSIONAL DEVELOPMENT COMMITTEE: Andrea Gentry, Chair

- The committee has not met this month.
- Ms. Gentry has found a member of the Evansville Bar Association who will present a session of Meaningful Networking. This session will happen at the end of May or early June, depending on the presenter's schedule.

UNFINISHED BUSINESS

- There is no unfinished business.

NEW BUSINESS

- Ms. Tang asked the senate for their direction in regards to the transparency in the nominations for future elections. Ms. Tang suggests names of nominees and the positions sought be made available and/or discussed openly as needed. Ms. Gentry made a motion that the senate agree to transparency in the nomination process. Ms. Fortune seconded the motion. All in favor by voice vote.

ANNOUNCEMENTS

- The next meeting is Wednesday, June 4, 2014. The meeting room may be moved to a larger room to accommodate the current senators as well as the newly-elected senators.

ADJOURNMENT

- There being no further business the meeting was adjourned at 4:10 p.m.

Carol Schmitt
Secretary/Treasurer