

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Thursday November 6, 2013
3:00 pm
UC2206

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

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

APPROVAL OF MINUTES: Minor changes were discussed in regards to the distributed October 2013 minutes. The minutes were approved as corrected.

REPORT FROM LIAISON: Mark Rozewski

- Mr. Rozewski spoke about the University health insurance.

REPORT FROM ADMINISTRATIVE SENATE CHAIRPERSON: Susanne Stanley

- Ms. Stanley reported that the Executive Committee met with members of the Constitution and Bylaws committee. Mr. Jones was leaving employment at the University, and also vacating his Administrative Senate Chair position. This meeting was designed for him to share his responsibilities and procedures with his successors and the committee members putting together the procedure manual.
- Ms. Stanley reminds all senators that their committees need to prepare their budget requests before the December Senate meeting. The budget forms can be found on the web site.
- Ms. Stanley reminded the Professional Development committee that they should be preparing for breakout sessions at the Spring meeting. They should contact Sheree Seib about the format of this meeting.
- Ms. Stanley reported that Dr. Katherine Draughon contacted her regarding a brief presentation at the November 6th senate meeting. Ms. Stanley requested Dr. Draughon consider presenting at the December 4th meeting instead, but this was not possible. Dr. Draughon noted that the same presentation would be provided at the Faculty and Administrative Staff Spring meeting. Ms. Gentry suggested the senate request a copy of the PowerPoint presentation.

REPORT FROM ADMINISTRATIVE SENATE VICE CHAIR: Tim Fitzgibbon

- Mr. Fitzgibbon reported that in his first month as Vice Chair Ms. Schmitt gave him a short training session on how to update the Administrative Senate web site.
- Mr. Fitzgibbon reported that Mr. Jones left very good notes regarding the Milestones ceremony. Mr. Fitzgibbon will begin forming his Milestones committee soon and begin the early-stage planning.
- Mr. Fitzgibbon will be contacting the committee chairs. He will be attending committee meetings, in following the standards set by previous vice chairs.

REPORT FROM ADMINISTRATIVE SENATE PAST CHAIR: Jayne Tang

- Previously, the Administrative Senate proposed a change to the sick-time policy. This proposal was to remove the designation of sick time as “for employee” or “for family member”. The Administration compromised with a modification of the policy, changing the number of family-sick time from 5 days/year to 10 days/year. The Human Resources department is doing a study on how sick time is being used/abused. A report on this study was to be finished in January 2014. *Refer to Administrative Senate Meeting Minutes of January 4, 2012.* The Executive committee recently met and came up with some alternative proposals on the family sick time. One proposal would be that an employee could use more than 10 days/year on family sick time, if the family member qualified for FMLA. The other proposal would allow an employee to use all but a specified number of hours on family sick. The specified number of hours would be held for employee-sick time. Ms Tang contacted Donna Evinger in regards to these proposals. Ms. Evinger, however, was very busy with Open Enrollment (Insurance) and the addition of a new Benefits Manager.
- Open discussion was held regarding FMLA. It was decided that Ms Evinger should be invited to a future Senate meeting to discuss this topic.

REPORT FROM ADMINISTRATIVE SENATE SECRETARY/TREASURER: Carol Schmitt

- There were no expenses this past month. The current account balance is \$5,442.23. Ms. Schmitt reminded the Senate that this amount includes the expenses for the Milestones of Service program.
- Ms. Schmitt reminded the senators of their responsibilities of attending the Senate meetings as specified in the Constitution and Bylaws. A senator who misses two consecutive regularly scheduled meetings, or misses three of 5 consecutive meetings could be considered delinquent. The bylaws do allow for excused absences such as illness, University travel, and University business. If possible please alert the Chair or Secretary/Treasurer of your absence in advance of the meeting.

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

- Ms. Adams reports that committee found the adoption policy at other institutions similar to the policy at USI. With a natural birth, the mother-employee is only allowed to use the sick time that is specified by her doctor. If that employee wants to take advantage of the 12 weeks FMLA, she must use vacation time or no pay status. Ms. Adams will approach Ms. Evinger to see if this information could be clearer in the policy. Ms. Stanley suggested that the committee document their findings for the next meeting.
- Ms. Tang suggested that if the senate is successful with increasing the maximum number of vacation hours accruable – this could be beneficial with the adoption issue. The committee was waiting on the survey results to determine how important this item is with all administrators.

REPORT FROM PROFESSIONAL DEVELOPMENT COMMITTEE: Andrea Gentry, Chair

- The professional development offered “Inbox Zero” on October 10, 2013. There were 11 attendees. This was a 50-minute video. Ms. Schmitt attended the session and was available for questions and also followed up with email instructions about creating rules in email.
- Ms. Gentry will contact Sheree Seib about the format for the Spring meeting.

- The next Professional Development session that is planned is “Meaningful Networking”. The committee is looking for a speaker.
- Ms. Gentry encourages everyone to attend the November 20 Campaign USI luncheon.

REPORT FROM NOMINATIONS AND ELECTIONS COMMITTEE: Jayne Tang, Chair

- Ms. Tang states that the Election committee will meet the next month.

REPORT FROM EVENTS AND OUTREACH COMMITTEE: Mandi Fulton, Chair

- Ms. Fulton reported that there were only 6 attendees that attended the October Toolkit “USI Teaching Theatre”. The weather was dreary the day of the toolkit. That might explain why attendance was low. This topic was selected based on survey results.
- The November 13, 2013 toolkit is “Motivation & Teamwork”. The speaker is Rodney Watson, coach of the Men’s basketball team.
- The December 4, 2013 toolkit will be presented by Dr. Kiessling and Terry Coleman. The topic is “More connected yet more isolated”. This toolkit is presented along with Staff Council.
- Ms. Schmitt suggests that the Events and Outreach committee look to the survey results for desired dates/times. Ms. Fulton stated that the committee has used past attendance, and speaker availability to determine day and time.
- Ms. Stanley suggests that more advertising might be necessary. Send an email notice a few weeks ahead, and send a reminder closer to the event.
- Ms. Gentry suggests the committee contact News & Information Services/USI Today and ask for an Announcement or story labeled “Administrative Senate Sponsors the following event...”
- Ms. Lindy & Ms. Fulton believe that an Outlook calendar item that can be accepted works well for many people. Procedures for creating these items will be shared.

REPORT FROM ADMINISTRATIVE AFFAIRS COMMITTEE: Arlene Fortune, Vice Chair

- No report.

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

- Mr. Back reported that the committee has been working on the Procedure Manual.
- The committee sent representatives to meet with Mr. Jones as he shared his knowledge of Administrative Senate, Chair, Vice Chair, Milestones, and Secretary/Treasurer responsibilities.
- The committee plans to meet soon with each committee to document their processes.

UNFINISHED BUSINESS

- Ms. Stanley has asked Ms. Tang if she would consider staying on as Past Chair for the 2014-15 year. Ms. Tang was agreeable. Mr. Back made a motion that the senate approves this appointment. Ms. Fortune seconded. All in favor by voice vote.
- Ms. Schmitt retrieved a name badge demo from Ameristamp. This was the option with the double-stick tape. Discussion followed that it would be more desirable to add/remove the portion of the nametag relating to the Senate as desired. This is not an option with the demo

name tag. Ms. Schmitt would like a committee to take over this name tag project. Ms. Fulton kindly volunteered to take this project.

NEW BUSINESS

- No New Business.

ANNOUNCEMENTS

- Next meeting is December 4, 2013 in UC2206.

ADJOURNMENT

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

Carol Schmitt
Secretary/Treasurer