

Minutes
University of Southern Indiana
ADMINIATRATIVE SENATE
Wednesday April 3, 2013
3:00 pm
UC2206

PRESENT: Senate Chair Jayne Tang, Senate members, Larry Back, Debra Clark, Tim Fitzgibbon, Mandi Fulton, Andrea Gentry, Tim Jones, Carol Schmitt, Ray Simmons, Susanne Stanley, Linda Tribble, Deb Weigand.

GUESTS: Kindra Strupp, Assistant Vice President Marketing

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

REPORT FROM GUEST: Ms. Kindra Strupp introduced herself and gave an explanation about the marketing plan for USI. Ms. Strupp polled the senators as a focus group on the marketing of the University. "Get the Edge" and the University Logo were discussed.

APPROVAL OF MINUTES: Ms. Tribble made a motion that the Senate approve the minutes of the March 6, 2013 meeting, Ms. Clark seconded. The minutes were approved as submitted.

REPORT FROM ADMINISTRATIVE SENATE CHAIRPERSON: Jayne Tang

- Ms. Tang attended the board meeting on March 7th.
- The per diem proposal was re-presented to Mr. Rozewski. He said he would know more when the board gets back with the school.
- Ms. Tang also presented Mr. Rozewski with the Fitness Center proposal. Mr. Rozewski shared this document with Dr. Kiesling. Ms. Tang, along with the committee members who presented the Fitness proposal, Dr. Kiesling, and Mr. Enzler, Director of Recreation, Fitness, and Wellness will meet next week.
- Ms. Tang received positive feedback on the budget presentation last month. The budget presentation was given back-to-back and in cooperation with Faculty Senate and Staff Council's budget requests. As part of this cooperation, it was mentioned in the budget presentation about the changes requested to the sick leave policy – to add "Grandparent".
- Ms. Tang has been checking with Ms. Evinger and Mr. Rozewski about the status of the Abenity program.
- Administrative Senate was included in the Pappas consulting session. The consultant was hired to document an evaluation of President Bennett. The Senate sent three representatives.
- Ms. Tang is planning to meet with Dr. Bennett about the sick bank idea/proposal.

REPORT FROM ADMINISTRATIVE SENATE VICE CHAIR: Tim Jones

- An email "Save the Date" was sent for the next Milestones Ceremony. Soon the committee will send a personalized invitation to the honorees and their supervisors. The committee will poll

the supervisor with a set of questions. The responses to these questions will be used on the projection screen with the honorees photo. The milestone event will happen May 15, 2013 at 3:00 pm. The committee will be asking for Senate volunteers to help with greeting and other hosting tasks. A reception will follow the presentation. There are 52 honorees this year. Some of these are “catch-up” – folks who were left off last year (Presidents Council, Athletic coaches). Two of the honorees will be highlighted in USIToday. The committee is looking into placing an ad in the Shield – listing the names/years of the honorees. The gifts are similar to last year with a few small changes. There are still 3 gift choices for each category (5-year, 10-year).

REPORT FROM ADMINISTRATIVE SENATE PAST CHAIRPERSON: Linda Tribble

- No Report.

REPORT FROM ADMINISTRATIVE SENATE SECRETARY/TREASURER: Carol Schmitt

- The Senate had expenses of \$45.00 this past month for the professional development session “Conflict Management”. The current balance is \$675.74.

REPORT FROM EMPLOYEE RELATIONS AND BENEFITS COMMITTEE: Deb Clark

- No report.

REPORT FROM PROFESSIONAL DEVELOPMENT COMMITTEE: Andrea Gentry, Vice Chair

- The “Conflict Management” session was presented March 15, 2013. Twenty-three people attended this session.
- The next presentation is “Finding the Meaning in my Work” on April 8.
- The committee met to discuss an administrators mentoring program. Dr. Fertig, from the College of Business, attended the meeting to give his ideas on mentoring in an organization. The committee is planning to start this mentoring project by introducing new employees to various social activities which would acquaint the new hire with other employees and departments.
- Ms. Schmitt noted that the funds for 2012-2013 need to be spent before the end of the fiscal year. A welcome gift from the Senate to new administrative employees could be one idea (hat, keychain, USI notepad) that this committee should consider.

REPORT FROM EVENTS AND OUTREACH COMMITTEE: Mandi Fulton, Chair

- Ms. Fulton reported that the March 8, Healthy Brain Toolkit went very well. There were 26+ attendees.
- Ms. Fulton and Ms. Regin are still hitting roadblocks on the “USI Best Kept Secrets” toolkit. It will not be in April.
- Mr. Simmons stated the February toolkit “Shots Fired”, presented by Steve Woodall, Director of Public Safety, was very successful. There were over 40 attendees – standing room only. Some departments (Registrar and Library) are scheduling Mr. Woodall to give a repeat presentation for their entire departments.

REPORT FROM ADMINISTRATIVE AFFAIRS COMMITTEE: Suzanne Stanley, Chair

- Ms. Stanley stated that the committee is waiting on the per diem and the fitness center policy changes.

REPORT FROM CONSTITUTION AND BY-LAWS COMMITTEE: Deb Weigand, Chair

- Ms Weigand noted that the web site lists the districts in a separate folder. But the old districts are in the appendix. Also, there was no “date updated” on that document. Mr. Jones will get this fixed and posted.
- The proposed changes to the by-laws will appear on the ballot with the Senate election. The changes were about ties in an election, and the changes to the dates in Senate elections (nominations, election, tally, and announcement).

REPORT FROM NOMINATIONS AND ELECTIONS COMMITTEE: Linda Tribble, Chair

- Ms. Tribble stated that Nominations for the next election opened on Monday. An email was sent out with a hyperlink. A few nominations have come in already. A reminder will go out before the closing date (4/19/13). The committee will contact all the nominees for confirmation.
- Ms. Schmitt will compare the Banner FTQ report to the distribution lists in the Admin Senate mailbox for accuracy.

UNFINISHED BUSINESS

- No Unfinished business.

NEW BUSINESS

- Ms. Tang presented an Item for Consideration. The requestor would like the Senate to look into increasing the cap on vacation hours. Currently an employee can accrue up to 300 hours (8 weeks) of vacation before they stop accruing vacation days. Ms. Tang believes this cap was put in place because employees receive vacation pay when they leave the University. An option for the proposed policy change could state a higher limit on the number of hours that can be accrued, but also state that the payout of vacation hours will not exceed 300 hours. The request might also recommend an automated email be sent to the employee who is nearing the 300 limit. Ms. Stanley stated that the departmental employee who does the re-cap sheet could/should let the employees know they are nearing the 300 limit.

ANNOUNCEMENTS

- No announcements.

ADJOURNMENT

- There being no further business, the meeting was adjourned at 4:31 pm.

Carol Schmitt
Secretary/Treasurer