

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday, April 2, 2014
UC206

Present: Tracy Adams, David Alexander, John Campbell, Tim Fitzgibbon, Arlene Fortune, Mandi Fulton, Andrea Gentry, Ingrid Lindy, Mike Mohr, Susanne Stanley, and Jayne Tang

Meeting called to order at 3:01 p.m.

March minutes were approved as distributed.

Chair's Report – Susanne Stanley

Ms. Stanley attended the University budget hearings. A major item among the budget hearings was providing advising centers for the colleges that currently don't have them.

Ms. Stanley gave the budget presentation for the Administrative Senate. A total of 13 senators approved the budget proposal for the Administrative Senate via email prior to the presentation. Only one senator did not respond.

Ms. Stanley noted that the Departmental scholarships offered by the University will now be called the David L. Rice Merit Scholarships. Ms. Tang initiated a discussion regarding these scholarships and their benefit in conjunction with the employee spouse/dependent fee waiver benefit.

There will be two more Administrative Senate meetings after the April meeting. Committee chairs were asked to think about their year-end reports and focus on the following:

- Achievements/impacts
- Items in process
- Ideas to be explored by incoming committee

Ms. Stanley attended the USI Board of Trustees meeting on March 6 as well as the 50th anniversary planning meeting. Ms. Stanley also met with Ms. MT Morris, Chair of Faculty Senate, and Ms. Betsy Jo Mullins, Chair of Staff Council.

Ms. Stanley mentioned the possibility of having a retreat for Administrative Senate each year at the beginning of the fiscal year.

Vice Chair's Report – Tim Fitzgibbon

The Milestones Committee met on April 2. Ms. Fulton has worked with Tri-State Trophies and the same gifts that were available last year will be available this year. A total of 59 administrators are being honored. Ms. Stanley will be sending out an email asking for notes about the honorees to be used in the introduction of each honoree. The following expenses should be expected:

- \$485.00 – catering
- \$3,575.00 - Tri-State Trophies
- \$200.00 or less – centerpieces

Past Chairperson Report - Jayne Tang – no report

Secretary/Treasurer Report - Andrea Gentry, substitute Secretary/Treasurer

The balance stands at \$5,442.23. There is an open purchase order of \$4,000.00 for the Milestone gifts, and a catering contract for refreshments at Milestones for \$486.95.

Administrative Affairs Committee Report – Mike Mohr, Chair

The committee met. Emergency procedures on campus were discussed (what to do, where to go, how to quickly exit campus in an emergency).

Mr. Mohr thinks it might be a good idea to have a tool-kit with the Office of Public Safety on emergencies. Mr. Mohr suggested using this topic for the fall or spring administrative/faculty meetings.

Ms. Tang commented that Mr. Bryan Morrison may be available to do a session on severe weather preparedness.

The committee also discussed departmental procedures and how to communicate the procedures to the entire campus. Ms. Stanley commented on other universities that have a central policy web page. Ms. Adams expressed the struggles she faces with keeping the Financial Aid “manual” updated. Ms. Gentry commented that she heard the University Handbook was in the process of being revised. Ms. Lindy stated that the sections of the Faculty Handbook are in the process of being revised.

Mr. Mohr mentioned a formal training process of new employees and included the example of training for Banner. Mr. Alexander stated a document about Banner is distributed to new employees. Mr. Mohr commented that Ms. Lori Saxby suggested using the topic of training as a survey question. Ms. Stanley stated the question could be set up as the following:

Would you like more training in:

- Banner
- Purchase Orders
- Travel Forms

Ms. Fortune commented that some employees need refreshers and others need training. Ms. Stanley suggested that all options be explored within the standing committees.

Constitution and Bylaws Committee Report – Ingrid Lindy, Vice Chair

The committee met two weeks ago and is working on content/format for the Policy & Procedures manual. The committee will send the sections to the appropriate chairs for review and will meet

again in two weeks. Parts of the manual will be ready for approval by the end of the fiscal year. Ms. Stanley stated the manual was meant to be a reference manual.

Employee Relations and Benefits Committee Report - Tracy Adams, Chair

The committee was not able to meet last month. There was communication over email about PERKS and a concern about the subscriber list becoming a marketing tool for the benefit of PERKS. Also there is concern about the script used when contacting potential businesses and the reflection it may have on USI. Ms. Janet Johnson, Director for Alumni and Volunteer Services shares the same concerns. At this point, PERKS will not be pursued.

Ms. Deb Clark, of the Employee Relations and Benefits Committee, has compiled some census statistics related to adoption and birthrates. Ms. Stanley stated that Faculty Senate already has information on this topic and Staff Council seemed to be interested in supporting this project.

Ms. Adams has not received any information from Human Resources regarding family sick leave. Ms. Adams said Ms. Donna Evinger is wrapping up review of family sick leave.

Events and Outreach Committee Report – Mandi Fulton, Chair

The April Tool-Kit Series was scheduled at the same time as the USI Logo reveal and could not be rescheduled. Tool-Kits are wrapping up for the year.

Ms. Stanley mentioned thinking about ways to connect with students and others in the campus community.

Nominations and Elections Committee Report – Jayne Tang, Chair

Ms. Tang worked closely with Ms. Lindy and Ms. Teresa Grisham on filtering the mailing list to administrators with voting rights so the list is automated. The list is up-to-the-day current.

The website is updated with election information.

An email was sent on April 1, 2014 with details for elections and links to information related to Administrative Senate.

Ms. Tang asked the following from fellow senators:

- Make sure those you speak with understand the obligations of serving on the Administrative Senate.
- Past senators can run for executive level positions.
- Recruiting is important because there are seven positions open.
- Nominations are open through April 17. All of this information is on the website.

Professional Development Committee Report – Andrea Gentry , Chair

Ms. Gentry explained that she and Ms. Fulton met with the Executive Committee to discuss the purpose and future direction of the Professional Development Committee and the Events and Outreach Committee. Ms. Gentry commented that she and Ms. Fulton suggested to the Executive Committee that Events and Outreach be more focused on connecting employees to the campus community and the Professional Development Committee be more focused on providing training and professional development opportunities that employees want. The Executive Committee is still reviewing the future direction and purpose of these committees.

The Professional Development Committee will have a session on networking in May or June. Ms. Gentry commented that some employees on campus who are well versed in networking declined to speak because of their current workload and schedules. Ms. Lindy suggested looking into the local EHRA Speaker's Bureau for a potential presenter.

Unfinished Business

There was no unfinished business.

Announcement

Next meeting is Wednesday, May 7, 2014.

Adjournment 4:04 p.m.

Andrea R. Gentry