

Minutes
University of Southern Indiana
ADMINIATRATIVE SENATE
Wednesday May 1, 2013
3:00 pm
UC2207

PRESENT: Senate Chair Jayne Tang, senate members, Tracy Adams, Larry Back, Tim Fitzgibbon, Mandi Fulton, Andrea Gentry, Tim Jones, Carol Schmitt, Ray Simmons, Susanne Stanley, Linda Tribble, Stephanie Walden-Schwake, Deb Weigand. Senate Liaisons Mark Rozewski and Kat Draughon.

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

LIASION REPORT: Mr. Rozewski spoke about funding from the State, tuition, enrollment numbers, pay increases, and new buildings. Mr. Rozewski stated that the University has hired Noel-Levitz consulting.

Dr. Draughon discussed enrollment, tuition, revenue changes and other needs of the University.

APPROVAL OF MINUTES: The April minutes were approved as submitted.

REPORT FROM ADMINISTRATIVE SENATE CHAIRPERSON: Jayne Tang

- Ms. Tang announced that the end-of-the-year reports would be due at the June meeting.
- The Senate would like to try inviting the newly elected senate members to the June meeting, so they can see what happens at a senate meeting. The meeting room would need to be big enough for additional people. We may make room changes.

REPORT FROM ADMINISTRATIVE SENATE VICE CHAIR: Tim Jones

- The invitations for the Milestone event went out last week. Another invite from Special Events will go out to all administrators. On May 15, please arrive around 2:30 to assist with greeting and seating.

REPORT FROM ADMINISTRATIVE SENATE PAST CHAIRPERSON: Linda Tribble

- There are two candidates for the office of Vice Chair, five candidates for district 1, three candidates for district 2, two candidates for District 3, one candidate for District 4 and three nominees for at-large. The proposed changes to the by-laws are prepared and ready for the ballot.

REPORT FROM ADMINISTRATIVE SENATE SECRETARY/TREASURER: Carol Schmitt

- The Senate had expenses this past month for the "Find the Meaning in my Work" professional development session of \$51.05. The current balance is \$624.69.

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

- No report.

REPORT FROM PROFESSIONAL DEVELOPMENT COMMITTEE: Stephanie Walden-Schwake, Chair

- 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. Dr. Fertig said that some mentor programs do not work because it is hard to find mentors, and some mentors are better than others. He suggested the committee work to introduce new employees to various social activities which would acquaint the new hire with other employees and departments. The committee is working to compile a list of these – the board-game group, lunchtime volleyball, basketball, Bible study and others. The committee has considered a book club, social hour, or a “Friday 4:00 coffee” gathering.
- The committee is waiting on the results from the evaluation/questionnaire given out at the “Find the Meaning in my Work” professional development session.
- At the Spring meeting breakout, Diversity Roundtable, it was mentioned that there is a lack of time for social activities. Ms. Tang and Dr. Paul Parkison met with Chris Garrett. Dr. Garrett puts together sessions for a faculty learning community. The committee is brainstorming ways to wrap professional development into social activities. If developed, these would include staff, administrators and faculty – and possibly students.

REPORT FROM EVENTS AND OUTREACH COMMITTEE: Mandi Fulton, Chair

- Ms. Fulton reported no summer toolkits.

REPORT FROM ADMINISTRATIVE AFFAIRS COMMITTEE: Susanne Stanley, Chair

- Ms. Stanley stated that she, Mr. Fitzgibbon and Ms. Tang met with Dr. Kiessling and Mr. Enzler about the RFC Proposal. At the meeting Dr. Kiessling stated that the primary mission of the RFC is to serve the students. A policy to allow family membership to the RFC would need to include family members of students. This could adversely impact the volume the RFC can handle. The RFC runs as a service to the students, and there are benefits to operating as a service rather than a business.
- Following the meeting with Dr. Kiessling and Mr. Enzler, the Administrative Affairs committee met. The Committee members would like to gather more statistics to support the current RFC usage. This will help to explain to administrative constituents why the policy works the way it does.

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

- No report.

UNFINISHED BUSINESS

- Ms. Tribble made a motion that the senate accept the item for consideration presented at the April meeting, and assign it to the Employee Relations & Benefits committee. Mr. Jones seconded. All approved by voice vote. This item was in regard to the 300 hour limit of accrued

vacation hours. In a similar but separate request, it is desired that employees get a warning when they are nearing the maximum vacation hour limit.

- Mr. Rozewski and the Director of Human Resources are ready to proceed with the Abenity proposal. The amount of effort required to run this project is a concern for Ms. Evinger. It was decided that the 600 plan would require the least amount of effort to maintain. USI Alumni will also be allowed access to Abenity. The ERB committee members will continue to put effort into this project. Following it to completion.
- Mr. Rozewski stated that the sick bank proposal will not be pursued. Instituting a sick bank would conflict with the short term disability insurance that the University offers.

NEW BUSINESS

- Ms. Gentry proposed that the senate look into the University's adoption policy. Currently, an employee cannot use sick time. Ms. Gentry believes that the Faculty senate is working on this policy change. Ms. Tang agreed to speak to Dr. Parkison about the progress and research the Faculty Senate has made.
- Ms. Walden-Schwake proposed that the senate consider sponsoring a professional development session on Innovative Thinking. This session would actually be 3 half-day sessions presented by two USI faculty members (Celuch & Bourdeau). They request a \$400-500 donation to their Student Entrepreneurial program as payment. They can handle up to 24 attendees. The senate will send out an email to determine interest in these sessions.

ANNOUNCEMENTS

- No announcements

ADJOURNMENT

- There being no further business, the meeting was adjourned at 4:40 pm.

Carol Schmitt
Secretary/Treasurer