

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

PRESENT: Senate Chair Tim Jones, senate members, Tracy Adams, Dave Alexander, Larry Back, John Campbell, Carey Franks, Mandi Fulton, Mike Mohr, Carol Schmitt, Susanne Stanley. Senate Liaison: Kat Draughon.

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

APPROVAL OF MINUTES: There were no corrections to the June minutes. They were approved as submitted. The May minutes were unanimously approved by an e-mail vote on 6/18/2013.

REPORT FROM ADMINISTRATIVE SENATE CHAIRPERSON: Tim Jones

- The Professional Development committee has been brainstorming ideas for after-hours social events for administrators. Mr. Jones has suggested the senate promote administrators attending the Alumni & Friends receptions held in Evansville. Mr. Jones has discussed this with Ms. Johnson, Director of Alumni and Volunteer Services, and Ms. Johnson supports this idea. Later this month there will be an email invite from the Adminsenate mailbox inviting administrators to the event in July at Tin Man Brewery.
- Mr. Jones reported that the senate needs to have their annual survey questions turned in to the Office of Planning, Research and Assessment (OPRA) by July 17. The results of these surveys give the senate direction. Mr. Jones requests that all senators send their proposed questions to him by July 10. This will give the executive committee time to review questions and submit them to OPRA.
- Mr. Jones has discussed the sick leave proposal with Mr. Rozewski. Mr. Jones will follow up on this proposal. The proposal/request is to add Grandparent and Grandchild to the employee sick leave policy.
- The original request from the Administrative Senate was to remove the need to define a sick day as personal or family. In response to this proposal, administration expanded the number of family sick days from 5 to 10 per year. The Human Resources department is performing a 2-year study where they are tracking the number of and type (personal/family) of days taken. (see January 2012 meeting minutes).
- Mr. Jones has contacted Janel Allen, in the President's office, in regards to the University Committees that require a representative(s) from the Administrative Senate. This information and appointments will be discussed with the senate executive committee, and presented at a future Administrative Senate meeting.
- Mr. Jones has made some changes to the Senate web site. Recently elected senators have been added. As the committees finalize their members, please turn that list in to Mr. Jones or Ms. Stanley and those web pages will be updated. Ms. Schmitt should update the Constitution and

By-Laws document with changes that were recently voted on, and deliver completed document to Ms. Stanley. If any committee has an event that needs to be added to the calendar on the website, it needs to be turned in to Ms. Stanley.

REPORT FROM ADMINISTRATIVE SENATE VICE CHAIR: Susanne Stanley

- Ms. Stanley asks that any updates or corrections to the website be sent to her.
- The Milestones ceremony is headed by the vice chair. Ms. Stanley has a question or two to add to the OPRA survey in regards to this ceremony.
- Ms. Stanley is available to assist with any committee functions. If she is needed to attend any committee meetings, call or email.

REPORT FROM ADMINISTRATIVE SENATE PAST CHAIRPERSON: Jayne Tang - Absent

- No report.

REPORT FROM ADMINISTRATIVE SENATE SECRETARY/TREASURER: Carol Schmitt

- The Senate is starting with a new budget balance of \$1000.00. Mr. Jones stated that the Business office has requested that the Administrative Senate handle/track all the finances of the Milestone Ceremony – so our budget may be increased to allow for the Milestone’s expenses.

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

- Ms. Adams and Mr. Alexander are working on putting together the committee members.

REPORT FROM PROFESSIONAL DEVELOPMENT COMMITTEE: Carey Franks, Vice Chair

- Ms. Franks and Ms. Gentry are selecting their committee members. They are reviewing survey results from last year.

REPORT FROM EVENTS AND OUTREACH COMMITTEE: Mandi Fulton, Chair

- Ms. Fulton and Mr. Campbell are working to form their committee. The committee will use the results from last year’s survey to plan events. The committee is considering administrator social events that would take place during a USI sporting event.

REPORT FROM ADMINISTRATIVE AFFAIRS COMMITTEE: Mike Mohr, Vice Chair

- Mr. Mohr reports that the committee will meet next week.

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

- Mr. Back reported that the committee has not met this fiscal year. They currently do not have any outstanding items for consideration. Discussion followed about the committee working on the appendix and procedure manual.

REPORT FROM LIAISON: Kat Draughon

- Dr. Draughon gave a report about University enrollment.

UNFINISHED BUSINESS

- Mr. Jones stated that Ms. Tang and a select group are using Abenity during the 90-day trial period. Some of the savings that have been acquired are travel, food, and sporting event tickets. Anyone who is part of the trial should send their Abenity comments to Ms. Tang by July 18. Currently there are only a few local vendors in the system.

NEW BUSINESS

- Ms. Gentry and Ms. Tang have been looking in to what progress the faculty senate has had in regard to an adoption policy. Ms. Schmitt made a motion that the adoption policy be investigated by the Employee Relations and Benefits committee. Mr. Back seconded the motion. All approved by voice vote.
- Mr. Back mentioned the fact that there has been previous discussion about overtime worked by administrators. After some discussion, it was determined that a survey question asking the number of hours worked per week over 37.5 would be a good place to start with this item.

ANNOUNCEMENTS

- The next meeting will be August 7 at 3:00.
- End of Year reports have been posted to the web site and could be useful for the new senators and committees.

ADJOURNMENT

- There being no further business, the meeting was adjourned at 3:50 pm.

Carol Schmitt
Secretary/Treasurer