

**Minutes**  
**University of Southern Indiana**  
**ADMINISTRATIVE SENATE**  
**Wednesday, April 4, 2012**  
**3 pm**  
**OC 3076**

In attendance were senate chair, Linda Tribble; senate members Megan Black, Gary Burgdorf, Debbie Clark, Tim Fitzgibbon, Tim Jones, Ray Simmons, Carmen Stoen, Jayne Tang, Lee Ann Shafer and Debbie Weigand.

**I. APPROVAL OF MINUTES**

- a. The minutes of March 7, 2012 were approved as submitted.

**II. REPORT OF OFFICERS & STANDING COMMITTEES**

a. Officers

1. Chairperson – Linda Tribble

Linda recapped the meeting she and Jayne Tang had with Dr. Bennett (Attachment 1). During the meeting the activities and accomplishments of the Administrative Senate over the past year were highlighted. Also discussed were the concerns of administrators and the current situation of compensation levels. Dr. Bennett was presented with multiple low cost or no cost initiatives that could be implemented to the benefit of not only administrators but other employees of the University. Overall the meeting was beneficial and Dr. Bennett appreciated the conversation and approach.

2. Vice Chairperson – Jayne Tang

Jayne has been working on updating the website, which includes obtaining updated pictures of current and past senators.

3. Past Chairperson – Carmen Stoen

No Report.

4. Secretary/Treasurer – Tim Jones

No Report.

b. Standing Committees

1. Employee Relations and Benefits – Megan Black, Chair

Megan handed out a list of low cost or no cost initiatives the committee has discussed (Attachment 2).

2. Professional Development – Tim Fitzgibbon, Chair

Tim spoke of the good turnout for the Tracy Knofla professional development presentation. The committee's goal is to schedule one professional development session each month.

3. Nominations and Elections – Carmen Stoen, Chair

Carmen reported on the current nomination process and asked that each senator assist in nominating and recruiting other administrators for service. April 20<sup>th</sup> is the deadline for nominations. Once those have been verified the election process will begin. The dates for each step can be found on the Administrative Senate website.

4. Events and Outreach – Lee Ann Shafer, Chair

Lee Ann announced that a toolkit is scheduled for April 26<sup>th</sup> at 1 pm in ED1101. Richard Toeniskoetter will be presenting the current IT plan.

Lee Ann also updated the senate on the Milestones of Service event. The committee is in the process of selecting gifts for each year of service to be recognized and the event will be held on May 23<sup>rd</sup> at 2pm in Carter Hall. Administrators with years of service from 5-40 years will be recognized.

5. Administrative Affairs –Susanne Stanley, Chair - Absent

No Report.

6. Constitution and Bylaws – Ray Simmons, Chair

No Report.

c. Presidential Council Liaisons - Absent

1. No Report.

**III. NEW BUSINESS**

a. None.

**IV. UNFINISHED BUSINESS**

a. None.

**V. ANNOUNCEMENTS**

a. Next meeting: May 2<sup>nd</sup> – UC 2205

**VI. ADJOURNMENT**

a. There being no further business, the meeting was adjourned at 3:53 p.m.

Timothy Jones  
Secretary/Treasurer

## **Administrative Senate Meeting with Dr. Bennett; March 23, 2012**

### ***Objectives for the meeting:***

- Recap of Accomplishments
- Concerns
- Food for Thought

### ***Accomplishments***

- Held retreat of Administrative Senate and Committee members
- Sponsoring monthly Administrator Toolkits
  - Gain knowledge about the university
  - Networking
- Serving as active participants on university committees
- Serving as active participants in the Strategic Planning development process/implementation
- Worked with Career Services/Placement and Outreach/Engagement to coordinate professional development opportunities for administrators
  - Jeff Beals, Attitude and altitude of success
  - Conflict resolution
  - Power of full engagement
- Revision to Family Sick Leave policy
- Milestones of Service reception

### ***Concerns***

- 89% of administrators have been with the university five years or longer (203)
- Thirty-five administrators have 20 years or more of service; 1 has 40 years of service
- Many/most of these individuals have terminal degrees in their fields
- Salaries
  - Over one-third of administrators make \$40,000 or below (84)
  - 62% make \$50,000 and below (144)
  - Less than 20% earn salaries above \$60,000 (44)
- Limited opportunities for advancement or promotion
- Appreciate financial situation of the university
  - Supportive of increase for hourly employees
  - Supportive of increase for lowest paid administrators
  - Supportive of increase in faculty
  - Expected some consideration for all administrators
- Concern for morale and continuation of excellence in customer service
  - Working long hours during the week
  - Taking work home

- Working on weekends and holidays
- Volunteering/service to university
  - Commencement
  - Southern Hospitality Days
  - New Student Orientations
- Increased responsibility with no increase in resources; doing more with less
- Not only no financial compensation, but no recognition or acknowledgement
- Administrative staff feel ignored and underappreciated
- Salary increase of 2% last year – for most, this was less than \$1,000 per year
  - Increased insurance premiums
  - Increased cost of fuel
  - Increased cost of living
  - No salary comparison of administrative salaries
  - No compensation for longevity
  - No significant compensation for merit
  - Must consider market value for administrative personnel

***Food for Thought*** – low-cost suggestions to compensate employees

- Additional holiday/holidays when faculty and students are not on campus
  - MLK
  - Wednesday prior to Thanksgiving
  - Presidents' Day
- Personal day(s) for administrators (1-3)
- Additional vacation days beyond the 20-day limit earned at 5 years of service
  - Notification when employee is approaching 300-hour limit
  - Employees should not be penalized if unable to take time off from work
- Time off to volunteer for service projects/professional development/conferences
- Competitive awards for administrator excellence (similar to new faculty awards, etc.)
- Establishment of a pool of money for professional development/travel
- Flexible time off for administrators to compensate for periods of peak activity
- Increase the spouse/partner/dependent tuition waiver from 75% to 100%
- Sick leave pool; reevaluate extension of family sick leave revision
- Create/publish/update a list of discounts available to university employees
- Discounts for employees at the bookstore, sporting events, etc.
- Family access to the fitness center (trial during summer)
- Investigate inclusion of university employees in university purchasing (e.g., Dell computers)
- Closing campus for fall/spring break
- Lifting the restriction that employees can take a maximum of 6 credit hours per semester
- Legal assistance/counseling for employees (Wills/estate planning; problems with landlords, buying, selling, refinancing homes; name change; adoption; guardianship)

**Top 5 choices by the committee:**

1. Add additional holidays such as Martin Luther King Day, Wednesday before Thanksgiving or Presidents Day.
2. Give everyone Personal day(s) that they can use whenever they choose. (1-3 days) We also could include with this: Institute a time off category for those who take a day for service projects.
3. Increase vacation days beyond the 20 day limit.  
Handbook states: "Administrative Personnel: ...accrue vacation at the rate of 20 working days per fiscal year. Other administrative staff will accrue vacation at the rate of 15 working days per fiscal year. Upon the completion of five years of service, other administrative staff will accrue vacation at the rate of 20 days per fiscal year."
4. Increase the spouse/partner/dependent tuition waver from 75% to 100%.

\*The following 2 items tied for 5<sup>th</sup> place.

5. Sick leave pool.
6. Create a list and add it to the HR web page of all of the discounts that are available to employees such as the cell phone discounts, room rentals on campus etc. that we don't readily know about. (If there is a list keep it updated and easily found by staff.)

**Items that received at least 1 vote:**

7. Investigate the possibility of bookstore discounts for all employees on all or some items.
8. What if we propose to reduce work hours in the summer only? It was suggested to reduce work hours, but reading your responses about the different open and closing times some areas already have, this probably wouldn't be feasible.
9. Allow spouses of employees to use the fitness center on a trial basis this summer. If it then seems feasible, continue the practice with a reasonable semester by semester fee.
10. Investigate the possibility with DELL Computers to allow discounts for USI employees to purchase computers and laptops for personal use since the university already has connections with them.
11. Closing campus for Fall and Spring Break.
12. Lifting the restriction limit that employees can only take 6 hours per semester at no cost.
13. Provide legal assistance/counseling for employees. Examples: wills and estate planning, problems with land lords, buying, selling refinancing your home, name change, adoption, guardianship to name a few.