

**Administrative Senate
Administrative Affairs Committee
2011-2012 End of Year Report**

Members

Susanne Stanley, Chair
Stephen Woodall, Vice Chair
Cindy Miller, Carol Schmitt, Jeff Sickman, Tracy Sinn, Leslie Smith, Amy Price and Beth Thompson

Committee Purpose:

Formulate policy recommendations, review existing policies, and report recommendations for changes or implementation.

Items Considered

From last year's committee report, the following item was carried forward:

1. Create a central location or webpage INDEX link for all University policies
Action taken: the committee decided not to continue this item because maintaining the site and determining who or what department is responsible for the official policy is not always clear.

To help identify concerns of the Administrative Staff, the Administrative Senate submitted questions for the Fall Faculty Staff Survey-2011. The following items were selected by the committee from that questionnaire for consideration:

2. Logo wear policy – need for campus-wide policy
Action taken: Determined to look into this in the future
3. Student travel policy – currently one does not exist for all student travel trip types
Action taken: None need as a committee was formed by the Associate Provost for Student Affairs to develop a student travel policy.
4. Recreation and Fitness Policy for family – consider the explanation of this policy
Action taken: in process of reviewing, may need to collaborate with Employee Relations and Benefits Committee on this issue.

In addition the following item is considered:

5. Name tags with pictures employees whose job requires them to go to other departments
Action taken: in process of reviewing

Work in Progress

2. Will be pursued next year.
4. Will be pursued next year.
5. Will be pursued next year.

Respectfully Submitted by Susanne Stanley, Chair of Administrative Affairs Committee