

Minutes
University of Southern Indiana
ADMINIATRATIVE SENATE
Wednesday March 6, 2013
3:00 pm
UC2206

PRESENT: Senate Chair Jayne Tang, senate members Tracy Adams, Larry Back, Debra Clark, Tim Fitzgibbon, Mandi Fulton, Andrea Gentry, Carol Schmitt, Susanne Stanley, Linda Tribble, Deb Weigand and liaison Kat Draughon.

CALL TO ORDER: The meeting was called to order at 3:02 p.m.

APPROVAL OF MINUTES: The minutes of the January 2, 2013 meeting were approved as submitted. The minutes of the February 6, 2013 meeting were approved as submitted.

REPORT FROM ADMINISTRATIVE SENATE CHAIRPERSON: Jayne Tang

- Ms. Tang will present the budget request for Administrative Senate at 8:30 a.m. in Carter Hall on Monday March 11, 2013. Ms. Tang encouraged attendance from senators who are available to attend the budget presentation. The Senate budget presentation will be coordinated with Faculty Senate and Staff Council. Ms. Tang has had recent meetings with Paul Parkison and Mary Ann Bernard to help coordinate their budget presentations.
- As part of the budget planning process it has been mentioned multiple times that Administrators are below the median income. Human Resources Department has expressed difficulty in comparisons because job titles and job duties do not always match those at other universities. The Administrative senate will ask that the University do a study, either in-house or contracted, comparing Administrators tasks, pay and work load.
- Steve Bridges will announce the Bookstore discount benefits that Administrative Senate proposed in an upcoming issue of USIToday.

REPORT FROM ADMINISTRATIVE SENATE PAST CHAIRPERSON: Linda Tribble

- No Report

REPORT FROM ADMINISTRATIVE SENATE SECRETARY/TREASURER: Carol Schmitt

- We had expenses this past month for the "What did you say?" toolkit of \$36.60. The current balance is \$720.74.

REPORT FROM EMPLOYEE RELATIONS AND BENEFITS COMMITTEE: Deb Clark

- The committee, with help from Ms. Tang & Ms. Janet Johnson, finished reference checks on Abenity. Ms. Debbie Weigand in Purchasing also participated in a vendor conference call to confirm what is needed on the purchase orders. Purchasing will use the comparison reference check reports for documentation. Ms. Evinger agrees that the Managed Level would be preferred because Abenity will maintain the website, including the local vendor portion. The

proposal is waiting for Ms. Evinger to review with Mr. Mark Rozewski. Ms. Johnson would like an update regarding Abenity to share at the upcoming Alumni Council meeting on March 12th.

REPORT FROM PROFESSIONAL DEVELOPMENT COMMITTEE: Andrea Gentry, Vice Chair

- The “Lead with your I” session was presented Feb 8, 2013. Thirty people attended this session.
- The “What did you say? Understanding Communication Style” session was presented on Feb 20, 2013. Twenty people attended.
- Upcoming events are “Conflict Management” on Friday March 15 at 9 a.m. with Deb Wolf presenting, and “Finding the Meaning in my Work” on April 8 at noon. This second session is being planned with the Student Development office. It will be presented by Tracy Knofla.

REPORT FROM EVENTS AND OUTREACH COMMITTEE: Mandi Fulton, Chair

- Ms. Fulton has been working with Ms. Regin on the “USI Best Kept Secrets” toolkit, but they keep hitting roadblocks.
- March 8, 2013 Julie Evey will present “Keeping your Brain Healthy”. The Events committee has decided to also invite support staff and faculty.

REPORT FROM ADMINISTRATIVE AFFAIRS COMMITTEE: Suzanne Stanley, Chair

- Ms. Stanley provided the following information to assist with the per diem request in the budget proposal. In regards to travel, Administrators are 100% funded, faculty are not. Some departments lag in travel money. The faculty would like a way to carry over their travel budget from one year to the next, to accumulate enough to fully fund travel. Administrators are mainly concerned about the per diem. The changes to the mileage rates would mostly affect student teacher supervisors and Outreach & Engagement teachers. Motion was made that we include in the budget request a move to the federal rate for per diem, and move to the federal rate for mileage. The motion passed unanimously by voice vote.
- Mr. Fitzgibbon has put together a spreadsheet comparing the fitness center policies at 15 different institutions in regards to family attendance. Every institution he polled allowed employees’ spouses to attend for a fee. Based on the information gathered, the committee recommends we request a policy change that allows for \$120/year fee for the spouse of an employee to use the fitness center. Also, all dependents of an employee over the age of 18 are able to use the fitness center at a rate of \$120/year. The motion passed unanimously by voice vote. The committee will contact Staff Council and Faculty Senate to get their support.

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

- The Appendix is not on the Administrative Senate web site. Tim Jones will get this posted.

REPORT FROM NOMINATIONS AND ELECTIONS COMMITTEE: Linda Tribble, Chair

- Ms. Tribble suggests we spread the word about Nominations. More in New Business.

REPORT FROM PRESIDENTS COUNCIL LIASION: Dr. Draughon, Liaison

- Dr. Draughon suggests that all attend the budget sessions. Dr. Draughon's suggestions for the budget presentation are: simple slides, no typos, points of pride, don't mention a proposal if there is no money attached, collaborate with other areas/departments.

UNFINISHED BUSINESS

- Ms. Tang presented her current budget proposal plan. Ms. Tribble made a motion that the senate accepts the proposal. Mr. Back seconded the motion. The motion passed unanimously by voice vote.

NEW BUSINESS

- The election dates laid out in the Senate Constitution and By-laws do not fit the 2013 calendar properly. Ms. Tribble made a motion that the Constitution and by-laws committee rework the wording in regards to election dates. The current wording is that the ballots are emailed the second Wednesday in May, and the deadline for voting is the third Tuesday. This will be rewritten to say the "following" Tuesday. There will need to be a similar change in regards to the tallying of votes and the announcement of election results. The motion passed unanimously by voice vote.

ANNOUNCEMENTS

- No announcements.

ADJOURNMENT

- There being no further business, the meeting was adjourned at 4:22 pm.

Carol Schmitt
Secretary/Treasurer