

**Administrative Senate  
Administrative Affairs Committee  
2012-2013 End of Year Report**

**Committee Members:**

Susanne Stanley, Chair  
Tim Fitzgibbon, Vice Chair  
Cindy Miller, Amy Price, Tracy Sinn, Beth Thompson and Leslie Townsend

**Committee Purpose:**

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

**Committee Recommendations/Considerations:**

1. Recommendation: That the University Bookstore offer a discount program to employees for the purchase of apparel and textbooks.

Status: Accepted and implemented January 2013.

Result: A University Bookstore discount is available for benefit eligible employees and does not include children of employees. There is a 10% discount on new and used textbooks, and a 20% discount on apparel, office supplies and gift items. Discounts do not apply to textbook rentals, food, drinks, software and anything from the Apple Store. Discounts are only available on regularly priced items, not sale items. The discount cannot be combined with other discounts. Employee ID may be required.

2. Recommendation: Recreation and Fitness Center (RFC) membership policy be changed to allow memberships for employees' spouses/domestic partners and dependent family members over the age of 18 years old.

Status: Accepted by Senate as submitted, but being re-evaluated by this committee.

Notes: Recommendation was accepted by Administrative Senate. Recommendation was presented to Senate liaison, Mark Rozewski. Mr. Rozewski advised the Senate to discuss the recommendation with Dr. Marcia Kiessling, Associate Provost for Student Affairs, and Mr. Dave Enzler, Director for Recreation and Fitness Center. At the meeting, Dr. Kiessling and Mr. Enzler stated the primary mission of the RFC is to serve students first and then employees. They expressed concern that if memberships were expanded, then the primary mission might be compromised. This committee discussed the details of the meeting and decided to investigate additional information regarding the demographics of users and actual funding for RFC operations.

3. Recommendation: Change the university per diem and mileage rates so that they are based on Federal rates rather than State of Indiana rates.

Status: Accepted by Senate and presented at the 2013 Budget Hearings. Since the 2013-2014 budget has yet to be determined, this recommendation is pending. It is noted that the

university received significantly less funding from the state than anticipated, so it is unlikely that this recommendation will be approved.

Notes: This recommendation was made in conjunction with Faculty Senate. It was determined that the cost of the increase would be approximately \$330,000.00 (annually). Since the university per diem and mileage rates mirror that of the State of Indiana, the last time per diem rates were increased was in July 1997 – over 15 years ago. The mileage rate was increased from 40 cents per mile to 44 cents per mile in July 2011.

4. Consideration: Require name tags with picture IDs of employees whose job requires them to go beyond the reception area of campus departments.

Status: In-process.

Notes: Lanyards with holders for USI ID card seem to be best approach but challenges are:

- I. Should all employee groups be required to wear an ID?
- II. If not, which employee group(s) should? Student workers only?
- III. How will validation be maintained? Currently there is no indication if ID/employment is current.

5. Consideration: Logo wear policy – need for campus-wide policy

Status: No action taken.

Respectfully submitted by Susanne Stanley, chair of Administrative Affairs Committee