

Minutes
University of Southern Indiana
ADMINIATRATIVE SENATE
Wednesday June 5, 2013
3:00 pm
UC206

PRESENT: Senate Chair Jayne Tang, senate members, Tracy Adams, Larry Back, Deb Clark, Tim Fitzgibbon, Mandi Fulton, Andrea Gentry, Tim Jones, Carol Schmitt, Susanne Stanley, Linda Tribble, Stephanie Walden-Schwacke, Deb Weigand. Senate Liaison: Mark Rozewski. Guests: Carey Franks, Ingrid Lindy, Mike Mohr.

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

LIASION REPORT: Mr. Rozewski spoke about the University's strategy.

APPROVAL OF MINUTES: A final draft of the May 2013 minutes will be emailed, and senators will vote to approve via email.

REPORT FROM ADMINISTRATIVE SENATE CHAIRPERSON: Jayne Tang

- Ms. Tang has received a document from President Bennett in regards to the Sick Bank item. This document will be passed on to the Employee Relations Committee.
- Ms. Tang, Ms. Walden-Schwacke, Paul Parkison and Chris Garrett (Center for Academic Creativity) met recently. At this meeting they brainstormed an idea that would be something similar to "Connect with Southern Indiana" with an emphasis on diversity/inclusion. This idea would need funding, and President Bennett suggested the idea be discussed with Mr. Rozewski.
- Ms. Tang reminded the senators to think of questions to be added to the Fall OPRA survey. The questions will be due around July 17th.
- Executive officers will meet in the next 4 weeks to determine which senators will serve on the committees next year.
- Ms. Tang expressed her thanks for the hard work this past year. She stated that as she read over the year-end reports it was obvious all that had been accomplished.

REPORT FROM ADMINISTRATIVE SENATE VICE CHAIR: Tim Jones

- Mr. Jones expressed thanks to Linda Tribble for her dedication to Administrative Senate. Ms. Tribble was on the committee that helped establish the Administrative Senate, along with being an officer for three years. Mr. Jones also, thanked Chair, Jayne Tang, for a successful year.
- The Milestones ceremony has had positive feedback. The ordering from Tri-State Trophy is complete. Reminders have been sent for those recipients who have yet to order their gift. Many honorees were happy with the idea that they could donate their gift amount to Archie's Closet.
- Mr. Jones will train Ms. Stanley (vice chair elect) on updating the Administrative Senate website, they will post the changes to the Bylaws approved in the election.

REPORT FROM ADMINISTRATIVE SENATE PAST CHAIRPERSON: Linda Tribble

- Ms. Tribble thanked everyone for a great year.

REPORT FROM ADMINISTRATIVE SENATE SECRETARY/TREASURER: Carol Schmitt

- The Senate had expenses this past month for the “Innovating Thinking” professional development sessions of \$450. The refreshments for this final senate meeting ran \$67.75. The current balance is \$106.94.

REPORT FROM EMPLOYEE RELATIONS AND BENEFITS COMMITTEE: Deb Clark, Chair

- Ms. Clark reviewed the committee’s end of year report (Attachment 1)

REPORT FROM PROFESSIONAL DEVELOPMENT COMMITTEE: Stephanie Walden-Schwake, Chair

- Ms. Walden-Schwake reviewed the committee’s end of year report (Attachment 2).
- Ms. Walden-Schwake stated that 15 people attended the May 2013 “Innovative Thinking” professional development sessions. The feedback from these sessions was very good.
- The committee plans to attempt one more professional development session in June.

REPORT FROM NOMINATIONS AND ELECTIONS COMMITTEE: Linda Tribble, Chair

- Ms. Tribble reviewed the Nominations and Elections committee’s end of year report (Attachment 3).
- There was 71.7% participation/voting in the election.

REPORT FROM EVENTS AND OUTREACH COMMITTEE: Mandi Fulton, Chair

- Ms. Fulton reviewed the committee’s end of year report (Attachment 4).

REPORT FROM ADMINISTRATIVE AFFAIRS COMMITTEE: Suzanne Stanley, Chair

- Ms. Stanley reviewed the committee’s end of year report (Attachment 5).

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

- Ms. Weigand reviewed the committee’s end of year report (Attachment 6).

UNFINISHED BUSINESS

- No unfinished business

NEW BUSINESS

- Ms. Weigand suggested next year’s Constitution and Bylaws committee update the procedures/Appendix to correct the wording of when Senate meetings will be held. To state the first working Wednesday of the month.

ANNOUNCEMENTS

- No announcements

ADJOURNMENT

- There being no further business, the meeting was adjourned at 4:30 pm.

Carol Schmitt
Secretary/Treasurer

Attachment 1
Employee Relations and Benefits (ERB)
End of Year Report
2012-2013

<u>Members</u>	<u>Department</u>
Debbie Clark-Chair	Rice Library
Tracy Adams-Vice Chair	Financial Aid
Pam Blessing	Teacher Education
Megan Black	Admissions
Pam Hopson	Multicultural Center
Jim Prior	Information Technology
Michelle Woodburn	College of Nursing and Health Professions
Arlene Fortune	College of Liberal Arts
Jaclyn Dumond	Outreach and Engagement

Committee Accomplishments

1. The committee continued with research on discount programs for all employees. We conducted conference calls, reference checks on other universities who use programs, and interviewed representatives of the companies to gain pricing comparisons. After doing thorough research we contacted Staff Council, Faculty Senate and the Alumni Office and received approval from all of them in support of presenting Abenity as our choice. Information was given to Donna Evinger and Mark Rozewski

Status of this recommendation: Purchase order was signed for a 90 trial on Friday May 31, 2013 a few select people are reviewing the site now and we will have more to report soon.

2. The committee continued research on the Sick Bank proposal. Information was given to Donna Evinger for review.

Status of this recommendation: No, it's not going to happen. Administration feels it would be a conflict with the short term disability insurance program.

3. We reviewed the family sick policy and presented a recommendation that the wording be changed to clearly state that it includes grandparent and grandchildren.

Status of this recommendation: Under review by Donna Evinger and she will discuss it with Mark Rozewski at their next meeting.

4. We did some research on vacation policies at other universities. Since we get Winter Recess days during December and most other universities do not, we did not think presenting a request for additional vacation days or holidays was feasible. This was mentioned to Donna Evinger and

we asked her to present the possibility of including some extra days during winter recess when the closed days fall at odd times. Example: if the last closed day is a Thursday. It would save the university money if we were closed on the Friday in this case.

5. We did research on salaries for Administrators looking at senate member's jobs and locating a similar position in the Chronicle of Higher Education Salary charts that are published every year to see how USI compares. This information was used in our budget proposal.
6. We did some research on the possibility of tuition sharing with other Universities. Did not proceed any further with this.
7. A question was asked of Administrative Senate to investigate why an HR representative sits on search committees for Administrators.

The answer: It has to do with a component of the Affirmative Action Plan. These positions change so infrequently and chairs of search committees don't always know exactly how to conduct searches and what protocols to follow, it really is beneficial for them to be involved. They also serve as ex-officio members of search teams for Deans, VP's etc. The office also receives numerous phone calls during faculty searches asking questions about specific parts of searches, so they are involved in almost all searches on campus.

8. A question was presented to Donna Evinger about how administrators are overlooked when it comes to comp time. Faculty members receive overload pay and support staff receives comp time or overtime pay. It would increase morale for administrators who regularly work numerous hours past 37.5 each week if there was an equivalent way to track and allow some time off for these additional hours. Next years' committee may want to follow up with Donna on this.

Items recently presented that will need to be addressed by the next committee.

1. Take a look at the 300 hour limit of accrued vacation hours. Can the amount be increased before starting to loose hours? In addition is there a way to officially notify someone who is nearing the maximum amount?
2. Look into the university's adoption policy and what is allowed for time off. Faculty senate has done some research already.

Attachment 2

Year-end Report of the Professional Development Committee 2012-2013
Respectfully submitted to the Administrative Senate on June 5 2013

By the members of the committee:

Membership 2011-2012

Stephanie Walden-Schwake, Chair

Andrea Gentry, Vice Chair

Deb Butler

Cindi Clayton-Schnitker

Dana Drury (filled Ginger's spot in December 2012)

Amy Fisher

Phil Parker

Ginger Ramsden (retired in December 2012)

Joe Wingo

The Professional Development Committee responded to the following charges during the 2012-2013 academic year.

Recommend promotion steps, assist in developing training for administrative staff including fall and spring meeting activities, and develop formal award and recognition programs for administrative staff. This committee addresses efforts to provide and encourage professional growth and development of administrators. In particular, the committee shall review, study, and recommend Senate action in regard to such matters as professional leave, continuing education, and recognition of professional achievement.

1. Developed breakout sessions for the Spring 2013 University Meeting held on January 9, 2013. While attendance was open to all, these sessions were designed specifically for University administrators.

First line of defense: Tools for recognizing and aiding distressed students: presented by Counseling Center Staff

The Counseling Center is here to help students develop the personal awareness and skills necessary to overcome problems. Sometimes students are not assertive about seeking help when they need it. Learn how to recognize when a student needs support and strategies for intervening in this situation.

Attendance = 25

Diversity and Inclusion Roundtable, Building on the Strategic Plan

How do we support faculty, staff, and students from diverse backgrounds? How do we develop experiences that promote diversity as a value?

Attendance = 29

Promoting USI: presented by John Campbell and Admissions Staff

Learn how USI Admission professionals promote our university to prospective students, parents, guidance counselors and other publics. Hear about how what you do on campus helps the Admissions office market our university. The panel will discuss how our student profile has changed in hopes of helping to increase retention and course completion on our campus.

Attendance = 28

IT Update presented by Richard Toeniskoetter

Information Technology has implemented numerous changes to our technology infrastructure and service. In this session you will be presented with an update of our IT Strategic Plan, as well as have the opportunity to ask questions and discuss major work initiatives.

Attendance = 21

2. Introduced a monthly leadership series with the following workshops:

January 31

“Strengths Finder Workshop 2.0” presented by Jennifer Briggs and Rob Henson of Ivy Tech Community College

“Do you have the opportunity to do what you do best *every day*? Chances are, you don't. All too often, our natural talents go untapped. From the cradle to the cubicle, we devote more time to fixing our shortcomings than to developing our strengths.” This workshop will help you uncover your talents and learn strategies to apply them.

Attendance = 31

February 8

“Leading With Your ‘I’: Introverted Leadership Examined” presented by Laurie Berry, Deb Schmidt-Rogers, and Mary Jo Gonzalez

This workshop was offered in collaboration with USI Housing and Residence Life

We all know the stereotypes- extroverts love people and thrive on interaction and introverts do not. Join three self-proclaimed introverted leaders who will share with you how they engage students and staff in dynamic ways. Building strong leadership skills can be empowering for all personality types. Being a comfortable leader comes from embracing and using your strengths. We will explore the ways introverted leadership can thrive in a number of different settings.

Attended = 32

February 20

“What Did You Say? Understanding Communication Styles” presented by Nancy Kavonic USI Romain College of Business

How are communication styles and fingerprints similar? No two people share the same fingerprint or communication style, not even twins. A person’s communication style is just as unique as their fingerprint. Just as it’s difficult for an untrained person to match a fingerprint to an individual, it’s equally as difficult to understand communication styles without training. This workshop provides an up-beat approach to learning and improving workplace communication. Participants will complete a Communication Personal Assessment to identify their unique style. Practical and insightful activities keep participants engaged and active during the workshop.

Attendance = 20

March 15

Conflict Management presented by Deb Wolf USI Outreach and Engagement

Today’s business environment is changing rapidly in the way that people work and communicate with one another. Conflict is a natural result of change, and administrators need to be able to resolve conflict in order to maintain productivity and morale. During this one-hour presentation, you will learn to:

- Identify common causes of workplace conflict
- Recognize the stages of conflict and the behavioral signs that point to escalation
- Identify four tactics for resolving workplace conflict and when to use them

Attendance = 30

April 8

Finding Meaning in My Work presented by Tracy Knofla

This workshop was offered in collaboration with Student Development Programs

This reflective session helps participants get in touch with the elements in their job that bring them joy and professional satisfaction. Through individual and group work, participants will explore methods of enhancing their work experience.

Attendance = 18

May 20-22

Innovative Thinking Workshop presented by Kevin Celuch and Bryan Bourdeau Romain College of Business

Whoever said “let’s not reinvent the wheel” just doesn’t get it. In fact, the wheel has been reinvented many times over - and to good effect! Think wooden wheels with axles versus rubber tires on metal rims. The wheel also spawned new products, for example, the gear.

Individuals and firms must reinvent themselves to a rapidly changing future. Are you interested in reinventing your thinking about your processes and procedures? The workshop is designed to go beyond “traditional” brainstorming by helping staff develop an innovative mind-set which can be transferred to professional contexts. So how does it work? Think “guitar strings” – not too tight, not too loose. The right process systematically balances creative and critical thinking in the right doses at the right times to produce novel *and* potentially valuable ideas. So if you would like to widen the “funnel” of your ideas, let’s uniquely reinvent the USI work environment.

Attendance = 15

The committee is planning to offer one more workshop in June.

The committee investigated establishing a mentoring program. The committee met with Dr. Jason Fertig from the USI Romain College of Business. He recommended offering informal opportunities for networking (administrative happy hour, book club, professional development workshops, etc.) prior to implementing a mentor program. Networking can help build relationships that will lay the foundation for a mentoring program. The committee will continue to develop this idea.

Attachment 3
Nominations and Election Committee
Administrative Senate
June 2013
Linda Tribble, Chair
Larry Back, Mandi Fulton, Andrea Gentry

The Nominations and Election Committee met to review the distribution of administrators in the four districts. While the districts are not evenly divided, the committee felt it would be confusing to change administrators from one district to another since changes were made last year. The nomination form was developed using Org Sync and made available to administrators on April 1, 2013, at 8:00 am. Nominations remained open until April 19. Nominees were notified via email to confirm their interest in having their names placed on the ballot. Nominations included:

- Vice-Chair (2 nominees)
- At-Large Senator (5 nominees; 2 declined)
- District 1 Senator (6 nominees; 1 declined)
- District 2 Senator (4 nominees; 1 declined)
- District 3 Senator (4 nominees; 2 declined)
- District 4 Senator (6 nominees; 5 declined)

Each interested nominee was asked to submit a brief biography to include with the ballot. Since Andrea Gentry was nominated for the position of Vice Chair, she was disqualified as a member of the committee. The actual ballot was developed by Jeanne McAllister from OPRA using the information provided. Two amendments to the Constitution and Bylaws were included on the ballot for administrator approval. The election opened on May 8, with all administrators notified via email. There were some initial problems which resulted in having to stop the election for OPRA to make corrections. The election resumed shortly thereafter and continued without incident.

At the close of the election, the committee met to review the results. Once again this year, there was a tie in one of the districts. As per the revised Bylaws, Article IV, Organization, Section 4, Nominations and Elections, k., the Nominations and Elections Committee voted to break the tie. Results were forwarded to the Executive Committee for certification. All elected individuals were notified via telephone; those not elected were notified via email and encouraged to run again.

The Nominations and Elections Committee of the Administrative Senate is pleased to report the results of the 2013 election:

Vice Chair – Susanne Stanley
At-Large Senator – David Alexander
District 1 Senator – Carey Franks
District 2 Senator – Michael Mohr
District 3 Senator – Ingrid Lindy
District 4 Senator – John Campbell

Revision to the Administrative Senate Bylaws:

Article IV, Section 4, k. – approved

Article IV, Section 4, j. – approved

Thank you to all administrators who ran for a position on the Senate this year and to those who nominated such a qualified pool of applicants. We also appreciate the assistance of OPRA in setting up the election and tabulating the results. The actual results of the ballot are on file with the Secretary of the Administrative Senate.

Attachment 4
Events and Outreach Committee
Administrative Senate
June 2013
Mandi Fulton and Ray Simmons, Co-Chairs
Committee: Julie Brauser, Sherri Miller, Adam Trinkel, and CJ Regin

The Events and Outreach committee continued with the toolkit series. We scheduled some of the toolkits for morning times this year. This seemed to go well, as attendance was a bit higher for the morning toolkits. The recap schedule is as follows:

9/18/2012	8:30am	Crisis prevention / Counseling center Speaker: Tom Longwell 15 attended
10/23/2012	11:00am	Professional Tour / Admissions Canceled due to Dr. Bennett Special Meeting
11/14/2012	9:00am	Motivation and teamwork / Athletics Rodney Watson 26 attended
1/23/2013	11:00am	Health & Wellness / RFC Stephanie Walden 14 attended
2/19/2013	8:30am	Emergency Preparedness Procedures / Security Steve Woodall 31 attended
3/8/2013	9:00am	Mental Preparedness Julie Evey-Johnson 27 attended

We had hoped to schedule a “Best Kept Secrets” tour, but were not able to make this happen. It is recommended that the next committee work on this again, maybe via a “virtual tour” that employees can watch. In speaking with individuals on campus, this topic seems to be of interest to employees.

All in all, it was a good turnout. The committee also recommends that next year, we provide coffee and rolls for the morning toolkits, if there is money in the budget for it.

Attachment 5
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

Attachment 6
Administrative Senate
Constitution and By-Laws Committee

2012-2013 Yearly Report

Committee Members:

Debbie Weigand	Chair
Larry Back	Vice-Chair
Ray Simmons	
Sandy Frank	
Laura McDaniel	

Purpose of the Constitution and By-Laws Committee:

Reviews the constitution and by-laws of the Senate and proposes changes based on input from senate membership annually.

Summary of the 2012-2013 Committee Activities:

During the 2012-2013 Administrative Senate term, two situations arose requiring committee interpretation of current by-laws. New guidelines were discussed, brought forth to the Administrative Senate members, voted on during the annual election and accepted by constituents.

In the 2011-2012 Administrative Senate general election, a tie was encountered for one of the districts. Since there was no tie-breaking policy in place at that time, the Executive Committee voted and broke the tie.

Article IV, Organization, Section 4, Nominations and Elections, k.

The Nominations and Elections Committee shall count the votes cast and shall declare the results to the Executive Committee **within five business days following the conclusion of voting. All ties in senate races shall be broken by a vote of the Nominations and Elections Committee. Ties for Executive Committee offices shall be broken by a vote of the full Administrative Senate.** The Executive Committee shall validate the conduct of the election and shall certify the election prior to the June meeting. When the election is certified, the Nominations and Elections Committee shall transmit a report containing the tabulation of votes cast to the secretary/treasurer of the Senate.

At the direction of the chair of the Administrative Senate, the Constitution and By-Laws Committee members researched and brought forward new guidelines to be voted on by the entire Administrative Senate. Problems arose in the preparation of the 2013-2014 ballot due to actual dates listed in the By-Laws. The By-Laws for the deadline and declaring of results are being amended to read:

Article IV, Organization, Section 4, Nominations and Elections, j.

Deadline for voting is 5 p.m. on the **following Tuesday.**

Both proposals were included in the ballot and accepted for the 2013-2014 Administrative Senate.