

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Thursday October 3, 2013
3:00 pm
UC2205

PRESENT: Senate Chair Tim Jones, senate members, Tracy Adams, Dave Alexander, Larry Back, Tim Fitzgibbon, Carey Franks, Arlene Fortune, Mandi Fulton, Andrea Gentry, Ingrid Lindy, Carol Schmitt, Jayne Tang. Senate Liaison: Mark Rozewski.

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

APPROVAL OF MINUTES: There were no corrections to the September, 2013 minutes. The minutes were approved as submitted.

REPORT FROM LIAISON: Mark Rozewski

- Mr. Rozewski spoke about the fiscal outlook of the University. The University is forming a committee to discuss potential changes in benefits (specifically retirement benefits). This committee would have members from various campus committees.
- Mr. Jones stated that the Executive committee will appoint 2 people to the committee within the next few weeks.

REPORT FROM ADMINISTRATIVE SENATE CHAIRPERSON: Tim Jones

- Mr. Jones stated that he attended the September Board of Trustees Meeting on campus. At the meeting, Dr. Wes Durham, Director of Graduate Studies, gave an enlightening presentation on graduate studies at USI.
- Mr. Jones recently forwarded via email the Fall survey results. Each Senator should have received a copy. These results can be used to plan toolkits and professional development workshops and to generally get the ideas and thoughts of all administrators.

REPORT FROM ADMINISTRATIVE SENATE SECRETARY/TREASURER: Carol Schmitt

- Expenses for the refreshment at the current meeting are \$57.77. The current account balance is \$5442.23.

REPORT FROM EMPLOYEE RELATIONS AND BENEFITS COMMITTEE: Tracy Adams, Chair

- The committee contacted Dr. Morris, chair of Faculty Senate, to see how they are progressing on their Adoption Policy proposal. The Faculty Senate proposal would most likely be written from a faculty point of view – someone with a 10-month contract. The committee has decided to move ahead with an adoption policy written for 12-month employees that would include the possible use of sick time as well as vacation time.
- Ms. Lindy states that FMLA can be used for adoption. Whether this time can be taken as sick time is questionable. It may need to be charged as vacation or no-pay.
- The committee will investigate vacation caps at other schools.

REPORT FROM PROFESSIONAL DEVELOPMENT COMMITTEE: Andrea Gentry, Chair

- The professional development session, “Inbox Zero” (Managing your email), has been moved from September to October.
- The committee will use the survey results to plan future sessions.
- Ms. Gentry mentioned that she attended the Fall Faculty/Administrative reception on September 20. Ms. Gentry believes administrators should use events like this to network.

REPORT FROM NOMINATIONS AND ELECTIONS COMMITTEE: Jayne Tang, Chair

- No report.

REPORT FROM EVENTS AND OUTREACH COMMITTEE: Mandi Fulton, Chair

- Ms. Fulton states that the committee has been looking forward to the survey results to plan for future toolkits.
- The last toolkit, “What you should know about Career Services & Internships,” happened even though the planned speaker was ill. Pam Doerter presented. There were about 10 administrators in attendance. Feedback was good from this toolkit.

REPORT FROM ADMINISTRATIVE AFFAIRS COMMITTEE: Tim Fitzgibbon, Chair

- Mr. Fitzgibbon stated that the committee wants to wrap-up the fitness center proposal by the end of the year.
- Mr. Fitzgibbon reports that he received an anonymous letter encouraging the Senate to take a stand against changes to employee’s benefit package.

REPORT FROM CONSTITUTION AND BY-LAWS COMMITTEE: Larry Back, Chair

- Mr. Back reported that the committee has been working on the Procedure Manual.
- The committee will soon work on the procedure for the Milestones ceremony. They will interview current and former officers for this project.
- Due to the exit of Mr. Jones, the Constitutions and By-Laws committee now will need to write procedures for replacing an officer.

UNFINISHED BUSINESS

- Mr. Jones states that his goals for the 2013-2014 year were to focus on no-cost benefit items. It seems the Senate has hit a wall on any benefit request that includes a cost to the University. Mr. Jones suggests that the Senate continue working on the Family Sick Time Proposal. The proposal asking that employees be allowed to use any/all sick time for themselves or family is a no-cost benefit. He hopes that the Senate continues offering professional development. The courtesy email when approaching the maximum accrued vacation hours is also a no-cost item.

NEW BUSINESS

- Since the September meeting, Senate Chair Tim Jones has announced via emails that he will be leaving employment with the University near the end of October.

- The Constitution and By-laws state that “Positions vacated by resignation, impeachment, or for other reasons prior to the date of the annual election shall be filled by the Executive Committee by appointment from the constituency represented by the vacated position. Such appointments shall be ratified by the Senate and shall continue through the length of the unexpired term.”
- Prior to this meeting the Executive Committee met to discuss what should be done to fill vacancies. Mr. Jones stated that the Executive committee recommends that Ms. Stanley step up from the Vice Chair position and fill the remaining months of the 2013-2014 year. Ms. Stanley will then continue in the Chair position for the 2014-2015 year. Mr. Fitzgibbon made a motion that the Senate accepts this recommendation. Mr. Back seconded the motion. All in favor by voice vote.
- Mr. Jones continued that the Executive Committee requests Mr. Fitzgibbon move into the Vice Chair position for the remainder of the 2013-2014 year. Ms. Gentry made a motion that the Senate accepts this recommendation of the Executive Committee. Mr. Alexander seconded. All approved by voice vote.
- The Executive Committee recommends Arlene Fortune join the Administrative Senate as a representative of District 1 for the remainder of the 2013-2014 year. Ms. Fortune has been involved with the Administrative Senate Committees, attended various functions, and ran in the most recent election. Ms. Franks made a motion that the Senate accepts the recommendations of the executive officers. Ms. Lindy seconded. All in favor by voice vote.
- Mr. Jones states that Mr. Mohr will now be the chair of the Administrative Affairs Committee, and Ms. Fortune will vice-chair the Administrative Affairs Committee. Ms. Fortune had previously served on the Employee Relations and Benefits Committee. The Employee Relations Committee has asked Deb Clark to rejoin their committee to fill that void.
- The position of Past Chair for the 2014-2015 year has yet to be decided.
- At the last meeting, Ms. Lindy expressed a need for a nametag that senators could wear to University functions. Ms. Schmitt phoned Ameristamp, the company that manufactures nametags for USI. Ms. Schmitt presented a photo copy of a nametag prototype. Ms. Schmitt also presented a budget request cost estimate – with an estimate of \$126.00 for 14 nametag-add-ons. Ms. Lindy made a motion that the Senate appropriate \$150.00 for name badges for Administrative Senate. These name badges need to be designed to be handed down when terms are over. Ms. Tang seconded the motion. Motion carried by majority voice vote.

ANNOUNCEMENTS

- Next meeting is November 6, 2013 in UC 2206.

ADJOURNMENT

- There being no further business, the meeting was adjourned at 4:25 pm.

Carol Schmitt
Secretary/Treasurer