

**Minutes**  
**University of Southern Indiana**  
**ADMINISTRATIVE SENATE**  
**Wednesday December 4, 2013**  
**3:00 pm**  
**UC2206**

**PRESENT:** Senate Chair Susanne Stanley, senate members, Dave Alexander, Larry Back, Arlene Campbell, John Campbell, Tim Fitzgibbon, Carey Franks, Andrea Gentry, Ingrid Lindy, Mike Mohr, Carol Schmitt, Jayne Tang. Guest Donna Evinger.

**CALL TO ORDER:** The meeting was called to order at 3:04 p.m.

**APPROVAL OF MINUTES:** There were no corrections to the November 6, 2013 minutes. The minutes were approved as distributed.

**SPECIAL GUEST: Donna Evinger**

- Ms. Evinger was available for a question and answer session regarding sick time, family-sick time, and the current adoption policy.

**REPORT FROM ADMINISTRATIVE SENATE CHAIRPERSON:** Susanne Stanley

- The executive committee met twice in November.
- Ms. Stanley attended the Board of Trustee meeting. Several presentations were made to the Board including a presentation by a consultant from Noel-Levitz. Ms. Stanley encouraged senate members to read the minutes from the Board of Trustees meeting when they are posted on the website. The minutes won't be approved and posted until after the January meeting. Ms. Stanley will not attend the Board's January meeting, as it will be held in Indianapolis.
- Ms. Stanley stated that she and Ms. Gentry attended the meeting of the Benefit Study group. This meeting was an introduction and review of current retirement benefits. Ms. Stanley communicated that although change of employee retirement benefits is needed, current retirees would not be affected by the changes. The committee plans to have a recommendation submitted by March. This committee will meet again December 13.
- Ms. Stanley mentioned that she shared with all senators via email the presentation slides given to her by Dr. Kat Draughon. It is important to note that the slides alone do not provide a complete picture. The slides are meant to be accompanied by a verbal presentation with much more detail. Dr. Draughon will provide the additional details at the Faculty and Administrative Staff Spring Meeting.
- Ms. Stanley noted that the strategic plan website does mention that the Administrative Senate toolkit sessions are being used to Preserve and Nurture the Campus Community. The increase of family sick time, which the Senate spearheaded, is also mentioned on the strategic plan website.
- Ms. Stanley states that she has not been given any budget information from any of the committees. Requests for large budget items are due very soon, if they are to make the Senate budget presentation. At the January meeting, the Senate will discuss last year's budget requests along with current requests. If needed, budget ideas will be shared and voted on via email. Ms. Stanley will be reaching out to Faculty Senate and Staff Council regarding their budget requests.

- The Administrative Senate has been invited to be part of a focus group to evaluate University logo ideas. Ms. Stanley invited all senators. Seven senators will participate in the focus group.
- Ms. Stanley attended the USI 50<sup>th</sup> Anniversary Planning Committee meeting. Celebration events for the 50<sup>th</sup> anniversary will occur from January 2015 to December 2015. Ms. Cindy Brinker, committee chair, encouraged everyone to weave the celebration into already existing events. The Senate will incorporate the 50<sup>th</sup> anniversary into the Milestones Ceremony.

**REPORT FROM ADMINISTRATIVE SENATE VICE CHAIR:** Tim Fitzgibbon

- Mr. Fitzgibbon met with several of the committees this past month. He states that everyone is doing good work. Please continue to invite Mr. Fitzgibbon to future meetings. Mr. Fitzgibbon suggests that the committees have a consistent meeting date and time. He suggests that if the committee cannot meet, they should continue working and sharing their discussions via email.

**REPORT FROM ADMINISTRATIVE SENATE PAST CHAIRPERSON:** Jayne Tang

- No Report

**REPORT FROM ADMINISTRATIVE SENATE SECRETARY/TREASURER:** Carol Schmitt

- The current account balance is \$5,442.23. This amount includes the budget for the Milestone Ceremony which is \$4,500.
- Ms. Schmitt requests that all announcements are to be sent from the generic email mailbox [adminsenate@usi.edu](mailto:adminsenate@usi.edu) be directed to her in an Email-ready format. All graphics should be sized correctly. Outlook calendar appointment attachments need to be prepared by the committee requesting the email. It is important to note that not all email clients display graphics, so it is best to include some text along with a graphic.
- Prior to each meeting, the minutes from the previous meeting will now be mailed out as a pdf with a DRAFT water-mark on them.
- Ms. Schmitt stated that there have been some changes in regard to the permissions of the Administrative Senate network shares. There were rumors that these drives were not available to everyone that needed them. She requests that each of the senators and their committee members check to see if they can access the correct folders. They also should check if they can add or edit a document in the folders.

**REPORT FROM EMPLOYEE RELATIONS AND BENEFITS COMMITTEE:** Dave Alexander, Vice Chair

- The committee has not met since the last senate meeting.
- The discussion with Ms. Evinger was helpful, and the committee will move forward with this knowledge.

**REPORT FROM PROFESSIONAL DEVELOPMENT COMMITTEE:** Andrea Gentry, Chair

- Committee met on November 12, 2013. The committee laid out their plans for the rest of this fiscal year.
- The committee is working to put together 2 sessions for the spring meeting. The first session will be "What Administrators should know about search committees". This will be presented by Cindi Clayton-Schnitker. The second session is still in the planning stages.
- In February, the topic will be Meaningful Networking. They are looking for a guest speaker on this topic.

- In March, the committee will host a Networking event. There may be a budget request for this meeting. This event will be used to foster a mentoring program for the University.
- The June presentation will be on “Public Speaking/Communication” which was requested via the fall survey.
- The committee is looking for good web presentations. This would be something that we could bring people together to watch as a professional development session; or if an employee was unable to make the group session, they would be able to view the presentation on their own time.
- Ms. Franks added some of the additional sessions that would be presented at the spring meeting: Degree Works, Core 39, Online Learning, Publishing successfully, and others.

**REPORT FROM EVENTS AND OUTREACH COMMITTEE:** John Campbell, Vice Chair

- There was a toolkit held today. It was titled “Social media and our students”. There were 39 attendees. The November toolkit “Motivation and Teamwork”, presented by Rodney Watson, had only 8 attendees. This topic has been presented before.
- The committee is planning to have discussion concerning renaming the “toolkits”. These sessions in the past have been about campus information. Ms. Stanley suggests we continue to invite faculty and support staff.

**REPORT FROM ADMINISTRATIVE AFFAIRS COMMITTEE:** Mike Mohr, Chair

- Mr. Mohr and Ms. Fortune met with Mr. Fitzgibbon.
- The committee will meet next week. This committee is trying to regroup from having their leadership position, Tim Fitzgibbon, reassigned to a new post. Mr. Fitzgibbon will assist this committee as they move forward.

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

- The committee met this month and sent their first draft to the Executive Committee. Ms. Stanley stated that the draft looks good. Ms. Stanley added that the officers will meet to review the draft documents and will provide feedback to the committee.
- Mr. Back reported that the committee will now meet with each committee (Administrative Affairs, Employee Relations & Benefits) and document the committee processes.

**REPORT FROM NOMINATIONS AND ELECTIONS COMMITTEE:** Jayne Tang, Chair

- This committee met December 3, 2013. The committee reviewed the bylaws, and checked dates to make sure there would not be any conflicts.
- The committee will draft an email very soon to send out asking administrators to consider running for Administrative Senate.
- Ms. Tang encouraged senators to consider reaching out to potential candidates for the Senate.
- The committee is considering a proposal to change the bylaws in regards to the time between when the Nominations and Elections committee stop accepting nominations and confirming the interest, and finalizing the ballot. Ms. Tang will contact Ms. Tribble and Ms. Stoen to see if there is a reason for the one month gap.

**UNFINISHED BUSINESS**

- Ms. Stanley reminds senators that the senate nametag idea had been assigned to Mandi Fulton. However, this idea will now be tabled. The University Relations/Marketing & Communications

department is working on a redesign of the school logo. It would be best not to spend money on new nametags if the possibility of a logo or school color change is in the future.

#### **NEW BUSINESS**

- Ms. Schmitt presented an item for consideration that proposes the University place blood pressure and/or BMI stations at one or more locations on campus. These machines can be rented. If the University found that they were not being used, they could be uninstalled. The purpose of this idea is to improve the health awareness of students and employees. Discussion followed on this idea with thoughts of making this into a service learning program for health professions students. The idea of a blood pressure station being set up at 2 locations on campus one day/week for 2-3 hours. This discussion was tabled until the next meeting.

#### **ANNOUNCEMENTS**

- The next meeting is Monday, January 6. The meeting was moved from Wednesday, January 8, because the spring meeting is that day.

#### **ADJOURNMENT**

- There being no further business the meeting was adjourned at 4:30 p.m.

Carol Schmitt  
Secretary/Treasurer