

**Minutes**  
**University of Southern Indiana**  
**ADMINISTRATIVE SENATE**  
**Monday January 6, 2014**  
**3:00 pm**  
**UC2206**

**PRESENT:** Senate Chair Susanne Stanley, senate members, Tracy Adams, Dave Alexander, Larry Back, Arlene Campbell, Tim Fitzgibbon, Arlene Fortune, Carey Franks, Mandi Fulton, Andrea Gentry, Ingrid Lindy, Carol Schmitt, Jayne Tang. Liaison: Katherine Draughon.

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

**APPROVAL OF MINUTES:** There were no corrections to the December 4, 2013 minutes. The minutes were approved as distributed.

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

- The executive committee met December 17 about the budget presentation.
- Ms. Stanley & Ms. Gentry attended the Benefits Study Group meeting. This meeting focused on retirement healthcare benefits. The committee is digesting information, asking questions and recently requested data for years of service and ages of employees.
- Ms. Stanley is also representing Administrative Senate by attending meetings concerning the University's 50 year celebration. Ms. Stanley has been assigned to the Special Events & Signature Events sub-committee.
- Ms. Stanley stated that the executive committee is continuing to review the procedure manual produced by the Constitution and Bylaws committee. Response to this review will be provided very soon.
- The Spring Faculty and Administrative Meeting will be held January 8, 2014. Ms. Stanley is preparing her Administrative Senate presentation for this meeting. .

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

- Mr. Fitzgibbon states that the Milestones committee members have been finalized.
- Mr. Fitzgibbon has attended 2 meetings of different senate committees. Mr. Fitzgibbon requests the committee chairs include him in their meeting plans.

**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.

**REPORT FROM PRESIDENTS COUNCIL LIAISON:** Katherine Draughon

- No Report

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

- The committee met earlier today. Ms. Evinger was not able to attend. Mr. Alexander shared with the committee the discussion from the December 2013 Administrative Senate meeting when Ms. Evinger attended.
- The committee discussed sick leave, adoption policy, maternity/paternity leave, and paid time off (PTO).
- Based on today's meeting the committee has a list of questions for Ms. Evinger, Director of Human Resources.
- The committee also discussed that some employers have the benefit of allowing employees to buy or sell sick and vacation time. The committee will research this more before bringing to the Senate. This option might be helpful for those employees at USI who struggle with the vacation cap/limit.

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

- The committee has organized a presentation for the spring meeting breakout sessions. This presentation will be offered in two time slots. The presentation is "Administrative Search Committees: A brief training for Administrators". This session will be presented by Cindi Clayton-Schnitker of the Human Resources department.
- The committee is working on their "Meaningful Networking" presentation for February and a networking event for March.

**REPORT FROM EVENTS AND OUTREACH COMMITTEE:** Mandi Fulton, Chair

- The committee met before the holiday break.
- Ms. Fulton stated that the committee is working on a new name for the toolkits.
- The committee is considering a proposal to transition this committee. The committee is looking to transition into more of outings and events. Administrators could use these events for networking and social outings. Some event ideas that were discussed were: Icemen game, theatre, and Madrigal feast. The committee could work to find group discounts to events.
- The last toolkit that had good attendance was titled "Social media and our students". The toolkit for January is a hands-on Banner Finance session. This session could easily fall under Professional Development.
- Ms. Stanley stated that she liked the events idea to bring people together. In the past the senate encouraged Administrators to attend Alumni events and we will continue this practice. Creating more opportunities of this type would create networking opportunities. Ms. Stanley asked the committee to submit their proposal to change the committee's mission to the executive committee in writing. If the executive officers approve, then the change would be presented to the Senate for approval.

**REPORT FROM ADMINISTRATIVE AFFAIRS COMMITTEE:** Arlene Fortune, Vice Chair

- Since the committee is being chaired by two new senators, they are reviewing some of the charges and proposals from the past.
- The committee reviewed the Recreation & Fitness center charge, nametag policy and logo wear.
- A new topic that the committee discussed concerned payroll time-sheets and the amount of time and paper wasted on this task. Discussion followed with the Senate. It was noted that HR is working towards a new time reporting system. Ms. Lindy states that the approval process for electronic time reporting is the tricky part of this process. Ms. Stanley reminded the Senate that the committees can research ideas freely, but before too much time is put into any topic, it

should be presented as an Item for Consideration to the Senate. The Senate will decide if this topic should be pursued.

- It was noted that the Recreation & Fitness charge had been finalized. If the committee has questions about this item, they should contact Ms. Tang (former Senate chairperson), Ms. Stanley (former Administrative Affairs chair), and Mr. Fitzgibbon (former Administrative Affairs vice chair).

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

- The committee is waiting on the executive committee to give feedback on the first draft of the procedure manual.

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

- One member of the Nominations and Elections committee plans to run for office, so he/she has been excused from the Nominations and Elections committee. The committee will add another person as a replacement.
- Ms. Tang suggests that the senators consider sending an email to their district to ask people to consider running for office. Ms. Tang will draft an example message to share with the senators. Ms. Tang reminds the senators that a list of administrators by district is in the network share.
- The Committee is still contemplating a proposal to change the bylaws in regards to the time between when the Nominations and Elections committee stops accepting nominations, confirms the interest, and finalizes the ballot.

**UNFINISHED BUSINESS**

- There is no unfinished business.

**NEW BUSINESS**

- There was no new business.

**ANNOUNCEMENTS**

- The next meeting is Wednesday, February 5.

**ADJOURNMENT**

- There being no further business the meeting was adjourned at 3:50 p.m.

Carol Schmitt  
Secretary/Treasurer