

**Minutes**  
**University of Southern Indiana**  
**ADMINISTRATIVE SENATE**  
**Wednesday March 5, 2014**  
**3:00 pm**  
**UC2206**

**PRESENT:** Senate Chair Susanne Stanley, senate members, Tracy Adams, Dave Alexander, Larry Back, John Campbell, Tim Fitzgibbon, Arlene Fortune, Carey Franks, Andrea Gentry, Mike Mohr, Carol Schmitt, Jayne Tang.

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

**APPROVAL OF MINUTES:** The February 5, 2014 minutes distributed by email were approved with one grammatical correction.

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

- Ms. Stanley expressed her appreciation of the work involved with the Benefit Study Group. It is unfortunate that some employees do not meet the 10 year or 57 point requirement. There were 3 members on the study group who did not meet these requirements. Ms. Gentry added the committee asked for and evaluated a wealth of information. The study group did what-if analysis on many different scenarios. Ms. Gentry was pleased that the proposal used years of service in addition to age. Ms. Gentry feels like the final proposed changes were the best for the institution, and the fairest for all USI employees. Ms. Stanley noted that the proposal must still be approved by the Board of Trustees.
- Ms. Stanley received an email from Mary Hupfer about the budget presentations this year. President Bennett will make a presentation this year. Ms. Stanley said the thrust for new money this year should be centered on retention and enrollment. The tentative budget presentation dates are March 19, March 24, March 31 and April 2, 2014. Ms. Stanley will meet with representatives of Faculty Senate and Staff Council to plan a coordinated presentation. The Administrative Senate request last year included salary increases, years of service increase, and increases in the travel per-diem rates.
- Ms. Stanley stated that the University's 50th Anniversary Celebration will have a signature gala event. This event will be held September 15, 2015.

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

- Mr. Fitzgibbon stated that the Milestones Committee has set the date for the event. The Milestones ceremony for administrators will be May 14, 2014 at 3 p.m. in Carter Hall. Mr. Fitzgibbon asked all senators to add this date to their calendars. This month the committee will work on the prize list and invitation. The Milestones Committee needs to add one more member from District 2. The committee will be asking for senate volunteers to help with greeting and other hosting tasks.

**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 stated that she will miss the April 2014 Administrative Senate Meeting due to a business trip. Ms. Gentry volunteered to take minutes at this meeting.

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

- The committee has been following-up on the proposed name-tag policy. The committee has placed phone calls or sent email questions to Information Technology, Physical Plant and Business Office (inventory team). The Physical Plant has a policy for logo wear and name tags. The Business Office Inventory team is to wear name tags when they leave the office for on or off-campus tasks. Mr. Mohr has not heard back from the Information Technology department.
- Ms. Stanley added that she will have more time to assist the Administrative Affairs Committee now that the Benefits Study Group has concluded.

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

- Ms. Adams relayed that Ms. Evinger is wrapping up the evaluation of Family Sick usage over the last two years. This research is in regard to the original Item of consideration asking the University to remove the “family sick time” label and allow employees to use all their sick time for self or family.
- The Committee requested numbers from Human Resources in regards to employees who are carrying vacation hours near their maximum.
- The Committee met with the Alumni office to view a demo of the Perks product. This product is an employee discount/rewards program. The Perks product would be of no cost to the University. The fees are collected from the vendors who advertise in the program. The employees at Perks would reach out to local businesses and recruit deals. Perks would then present to USI employees and alumni the top 30-40 deals. Perks lists the deals on the web. Perks would provide employees with an ID card. The company also has a smart phone app. This program also has cash-back deals ‘like’ ebates if you shop online at their vendors. Ms. Adams stated that any discounts the University currently receives will be grandfathered-in without a fee. There is an option with the Perks program to separate our clients into groups like alumni, student, and employee. There is no minimum number of people to use the system. Senators questioned if references from other Perks clients have been contacted.

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

- Ms. Gentry and Ms. Fulton met to discuss how to move forward with the changes to the Events and Outreach Committee. The Events and Outreach Committee would like to transition to social events for administrators. The Professional Development Committee proposes letting the Division of Outreach and Engagement do professional development sessions on campus. This department is well versed with these presentations. In addition, the Division of Outreach and Engagement is able to bring in outside speakers. This would leave the Professional Development Committee with the responsibility of break-out sessions at the spring and fall meetings. This Committee would also promote the sessions offered by the Division of Outreach and Engagement. The Professional Development committee would help with finding funding for administrators to attend classes offered through the Division of Outreach and Engagement.
- The speaker for the “Meaningful Networking” presentation was too busy for a February event. This event will be moved to March or April.
- Ms. Stanley asked that Ms. Gentry and Ms. Fulton prepare a proposal for the April meeting.

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

- Ms. Tang sent an email to senators. This message should serve as a sample message that senators can send to their district constituents encouraging them to run for a position on the Administrative Senate. The list of administrators by district is located on the shared drive. The senate lists will include a few people who are not able to run for office – like deans, vice presidents and employees on the President’s Council.
- Ms. Tang stated that March should be used for promotion and recruitment. There will be two seats for officers and five senator positions on the ballot.

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

- The Committee is moving forward on the Procedure Manual. The Committee will formalize the original from draft. Previously the Administrative Senate suggested there were items in the Constitution that would be better put in a Procedure Manual (if there was one). As the Procedure Manual is closer to being finalized, this topic can be revisited.

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

- The toolkit scheduled for April 9 concerning Disability Services will be rescheduled. April 9 is the day the new University logo will be unveiled. Ms. Stanley added that the Care Team toolkit was well attended. She counted about 20 people.

**UNFINISHED BUSINESS**

- There is no unfinished business.

**NEW BUSINESS**

- There was no new business.

**ANNOUNCEMENTS**

- The next meeting is Wednesday, April 2, 2014.

**ADJOURNMENT**

- There being no further business the meeting was adjourned at 4:22 p.m.

Carol Schmitt  
Secretary/Treasurer