

**Administrative Senate
Administrative Affairs Committee
2013-2014 End of Year Report**

Committee Members:

Tim Fitzgibbon, Chair (July – October)

Mike Mohr, Vice-Chair (July – October)

Mike Mohr, Chair (November – June)

Arlene Fortune, Vice-Chair (November – June)

Aaron Adkins, Cindy Miller, Lori Saxby, Tracy Sinn, Beth Thompson, Leslie Townsend

Committee Purpose:

Formulate policy recommendations, review existing policies and report recommendations for changes or implementation.

Committee Recommendations/Considerations:

1. Require name tags with picture ID's of employees whose job requires them to go beyond the reception area of campus departments. Carry over from 2012 – 2013 committee.
 - After contacting department directors associated with employees who regularly go beyond reception areas – Information Technology, Physical Plant, etc. – It was determined that departments have policies in place, although it was not determined if policies are followed. It was unclear where the concern for this consideration was derived, so no further action was taken assuming that with the questions raised to department directors, policies would be followed. Could be pursued later if it continues to be a problem.
2. Logo wear policy – need for campus wide policy.
 - No action taken. It was determined by the Administrative Affairs committee that different departments have different needs for logo wear – and with tax implications taken into consideration, logo wear usage should be determined by each department as needed.
3. Recreation and Fitness Center membership policy be changed to allow memberships for employees' spouses/domestic partners and dependent family members over the age of 18 years old. Carry over from 2012 – 2013 committee.
 - After meetings with different University personnel associated with RFC policies and functions, it was determined that since the facility is student oriented, the policy would not be changed to accommodate USI employee and student family members.
4. Implement online/computer based timesheet system for all employees.
 - No action taken. Topic was discussed but it was determined that HR is in working on a system at this time.

5. Review of campus safety and emergency procedure policies.
 - The committee discussed possible procedures for emergency preparedness, emergency notifications, campus evacuations, etc. The committee will continue discussion of this topic and submit an Item of Consideration form for approval by the Senate.
6. Campus procedures and policy updates for current and new employees.
 - The committee discussed departmental procedures and how to communicate the procedures to the entire campus. Topics mentioned included a central campus/department policy web page, training options for current and new employees, asking survey question requesting if campus staff feel they are adequately trained or could use more training in specific areas. No specific action taken at this time.
7. David L. Rice Scholarships/application and employee fee waiver for dependents.
 - Topic mentioned and briefly discussed – no action taken at this time.