

Minutes
University of Southern Indiana
ADMINIATRATIVE SENATE
Wednesday February 6, 2013
3:00 pm
UC2205

PRESENT: Senate Chair Jayne Tang, senate members Larry Back, Andrea Gentry, Tim Jones, Ray Simmons, Susanne Stanley, Linda Tribble, Stephanie Walden-Schwake and Deb Weigand. Guest: Marna Hostetler.

CALL TO ORDER: The meeting was called to order at 3:05 p.m.

REPORT FROM GUEST: Marna Hostetler, Library Director

- Ms. Hostetler provided an update on Library activities and looks forward to working with Administrative Senate.

APPROVAL OF MINUTES: Due to a lack of a quorum, the approval of the meeting minutes from January 2, 2013 was tabled.

REPORT FROM ADMINISTRATIVE SENATE CHAIRPERSON: Jayne Tang

- Ms. Tang provided a summary of a recent meeting with President Bennett. Items of discussion included potential salary increases for University personnel. President Bennett made reference to a potential resource in the evaluation of current salary levels: The Chronicle for Higher Education Median Salary Report. Ms. Tang will share this resource with the Senate as a tool for guiding the Senate's upcoming budget presentation.
- Ms. Tang will be meeting with President Bennett, Mary Hupfer, Mary Ann Bernard, and Paul Parkinson to discuss the new format for the University's budget presentations. Staff Council, Faculty Senate and Administrative Senate will be presenting within the same time frame and the groups will collaborate on items that each group can support during the process.
- Donna Evinger, HR Director, recently gave approval for Administrative Senate to receive daily updates on the current list of Administrators, for communication and event purposes. The Senate will also be added to the new hire/promotion information email that human resources sends out every two weeks. This will allow the Senate to keep an up-to-date distribution list.
- Ms. Evinger also provided Ms. Tang with updated total salary figures for the Administrative body. This information will be used in the budget hearing process. Discussion was held on how to utilize the information and how to best present a proposed increase for Administrators. Ms. Tang asked for feedback and ideas for the budget presentation.
- Steve Bridges will soon be announcing to the University community of the newly implemented bookstore discount program.
- Ms. Tang has provided the Senate's response to the proposed Emeritus policy change to Mary Hupfer.

- The process for finalizing the Abenity Employee Discount Program is continuing. Information is being gathered on other potential providers and should be completed soon.

REPORT FROM ADMINISTRATIVE SENATE VICE CHAIRPERSON: Tim Jones

- The Milestones committee has begun to meet and program date is set for Wednesday May 15th. Currently there are going to be 52 honorees and the committee is investigating the possibility of including an article in the USI Today and/or Shield highlighting the event.

REPORT FROM ADMINISTRATIVE SENATE PAST CHAIRPERSON: Linda Tribble

- No report.

REPORT FROM ADMINISTRATIVE SENATE SECRETARY/TREASURER: Provided by Tim Jones

- The Administrative Senate expended \$58.86 for the recent Strength Finders session and will be expecting a bill for refreshments in the amount of \$83.35 for the Leading with your I session. With these charges the balance of the budget will be \$757.34.

REPORT FROM EMPLOYEE RELATIONS AND BENEFITS COMMITTEE: Deb Clark-Absent

- Ms. Tang will email the committee report provided by Ms. Clark to the Senate.

REPORT FROM PROFESSIONAL DEVELOPMENT COMMITTEE: Stephanie Walden-Schwake, Chair

- Ms. Walden-Schwake announced that on February 8, 2013 from 9:00 a.m. -10:00 a.m. “Leading with your I: Introverted leadership examined” will take place. The USI Residence Life department is covering the costs of this class. The speaker is part of a multiple day event that Residence Life is hosting.
- Ms. Walden-Schwake recently met with the office of Outreach & Engagement to discuss potential professional development presentation opportunities for Administrative Senate. It was a very positive meeting and a few future events should be created out of this meeting.

REPORT FROM NOMINATIONS AND ELECTIONS COMMITTEE: Linda Tribble, Chair

- The committee will soon be meeting to discuss the upcoming elections and the process needed for the elections.

REPORT FROM EVENTS AND OUTREACH COMMITTEE: Ray Simmons, Vice-Chair

- February Toolkit with Steve Woodall – Shots Fired.

REPORT FROM ADMINISTRATIVE AFFAIRS COMMITTEE: Suzanne Stanley, Chair

- The committee will soon be presenting the findings in regards to Fitness Center proposal and allowing family members access to the facility.

REPORT FROM CONSTITUTION AND BY-LAWS COMMITTEE: Deb Weigand, Chair

- The committee will be updating the current appendix to include the re-aligned districts.

REPORT FROM PRESIDENTS COUNCIL LIASION:

- No Report.

UNFINISHED BUSINESS

- No Discussion.

NEW BUSINESS

- No Discussion.

ANNOUNCEMENTS

- No announcements.

ADJOURNMENT

- There being no further business, the meeting was adjourned at 4:35 pm.

Tim Jones

Vice Chair/Chairperson Elect