

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday October 3, 2012
3:00 pm
UC2219

In attendance were senate Chair Jayne Tang, senate members Tracy Adams, Larry Back, Debra Clark, Mandi Fulton, Andrea Gentry, Tim, Jones, Carol Schmitt, Ray Simmons, Linda Tribble, Stephanie Walden-Schwake, and Deb Weigand. Guests: Dr. Linda Bennett, Mark Rozewski, Cindy Brinker and Mary Hupfer.

I. SPECIAL GUESTS

- a. Dr. Bennett spoke about the University Marketing plan, milestone recognition program and emeritus status for administrators. Mr. Rozewski spoke about the upcoming increase in healthcare costs.

II. APPROVAL OF MINUTES

- a. The minutes of the September 5, 2012 were approved as submitted.

III. REPORT OF OFFICERS & STANDING COMMITTEES

- a. Officers
 1. Chairperson – Jayne Tang
 - Ms Tang stated that many administrators volunteered for the University Wellness Fair. The Benefits department wishes to send their thanks.
 - The Administrative Senate now has group folders on the network, where items can be stored and shared. There is one folder for the Senate as a whole, and one for each standing committee as well as a folder for the Secretary/Treasurer.
 2. Vice Chairperson – Tim Jones
 - Mr. Jones received training on the Content management system (web development). He will make updates to Administrative Senate web site. Mr. Jones also stated that if asked, he would enjoy assisting any of the subcommittees.
 3. Past Chairperson - Linda Tribble
 - Linda will look at the districts to ensure even alignment.
 4. Secretary/Treasurer - Carol Schmitt
 - We had no new expenses this month, which leaves us with the same balance of \$899.55.
- b. Standing Committees
 1. Employee Relations and Benefits - Debra Clark, Chair
 - The committee reviewed the family sick policy and has decided to request that the words Grandchildren and Grandparents be added to this policy
 - The committee is still investigating a Tuition exchange/sharing benefit. The committee is continuing to gathering all the evidence from 2009-10 when Faculty Senate pursued the same topic.
 - The committee sent a representative to a faculty senate meeting to share information about the Abenity program. Faculty Senate is 100% supportive. Alumni Office is favorable of Abenity, but has a few questions.
 - Faculty Senate is looking into semi-monthly or bi-weekly pay schedule. If this happens, it could impact Administrators.

2. Professional Development – Stephanie Walden-Schwake, Chair
-The committee is working on Lunch & Learn, Strength Finders, Conflict resolution and Performance Evaluation ideas. The book for Strength Finders is \$15.00/book. Someone mentioned the book is priced around \$12.00 at Target. Should we limit the number of people, if the Senate purchases the books? Could the Bookstore stock the books and each attendee use a charge back form and have their department pay for the book. Some questions to be answered. The HP Lab can hold about 30 –people if computers are needed.
 3. Nominations and Elections – Linda Tribble, Chair
No report.
 4. Events and Outreach – Mandi Fulton, Chair
The committee is putting together the schedule for toolkits. On Sept 18 Thomas Longwell from Counseling Center presented Crisis Prevention. There were 12 attendees. October will be a Campus Tour. November will be a motivational/teamwork toolkit with one or more of the USI Athletic coaches presenting.
 5. Administrative Affairs – No senators present
No report.
 6. Constitution and By-laws – Deb Weigand, Chair
The committee has been working on changes the procedure manual and the comparative analysis for a Senate parliamentarian.
- c. Presidential Council Liaisons – Absent

IV. UNFINISHED BUSINESS

- a. Ms. Tang stated that the proposed changes to the bylaws in regard to a tie in the election, should not read “full senate”. Mr. Simmons made a motion that we accept the bylaw changes minus the word “full”. Ms. Gentry seconded. The vote was unanimous.

V. ANNOUNCEMENT

- a. Ms. Tang stated that Mr. Jones will chair the November meeting. She will be out of town.

VI. ADJOURNMENT

- a. There being no further business, the meeting was adjourned at 4:29 pm.

Carol Schmitt
Secretary/Treasurer