

**Minutes**  
**University of Southern Indiana**  
**ADMINIATRATIVE SENATE**  
**Wednesday November 14, 2012**  
**10:00 am**  
**PAC Varsity Club Room**

**PRESENT:** Senate Chair Jayne Tang, senate members Larry Back, Tim Fitzgibbon, Mandi Fulton, Andrea Gentry, Tim Jones, Carol Schmitt, Ray Simmons, Susanne Stanley, Linda Tribble, Stephanie Walden-Schwake and Deb Weigand.

**GUESTS:** Teresa Grisham – University EEO representative.

**CALL TO ORDER:** The meeting was called to order at 10:07 a.m.

**APPROVAL OF MINUTES:** The minutes of the October 3, 2012 meeting were approved as submitted. Ms. Tang mentioned that the last meeting it was announced the November meeting was to be held November 7. However, due to multiple scheduling conflicts, the meeting was moved to November 14 at 10:00 a.m.

**REPORT FROM ADMINISTRATIVE SENATE CHAIRPERSON:** Jayne Tang

- The Executive officers met in regards to the presentations given by Dr. Bennett at the October meeting. Ms. Hupfer delivered the emeritus proposal to Ms. Tang. The proposal is to remove the Emeritus status from retiring Administrators. Ms. Tribble was asked to draft a response from the Administrative Senate to this proposal.
- Ms. Tang mentioned that the senate needs to move forward with planning the Administrative Senate budget request. The request needs to be ready in January. That leaves the December meeting to vote on the request. Considering the time constraints, the senators agreed that discussion and voting via email was acceptable. All agreed.
- Ms. Tang brought forward a concern on behalf of a group of administrators who were unhappy with the raise in health insurance premiums. Discussion followed about wanting more specific information about why the premiums increased, and if there was a way to improve the factors that are used to determine our rates (weight, exercise, age, smoking, illness, etc.).

**REPORT FROM ADMINISTRATIVE SENATE VICE CHAIRPERSON:** Tim Jones

- Mr. Jones has been updating the Senate web site and reports that any changes should be directed to him. Send new senator photographs to Mr. Jones.
- Mr. Jones created a proposed salary comparison to be used at the budget meeting. This proposal shows 2 different options. One option would be a 3% raise across the board. The second option allows for a larger percentage raise for those making lower wages. The proposal was based on salary figures put together one year ago.

**REPORT FROM ADMINISTRATIVE SENATE PAST CHAIRPERSON:** Linda Tribble

- Ms. Tribble presented her reply to the Emeritus proposal. In the reply it states that the Administrative Senate should be allowed to be a part of the process to make the decision. The current committee is: Janel Allen, Mary Hupfer, Steve Bridges, and Shelly Blunt.
- The Emeritus proposal mentions that the Administrative Senate by-laws exclude certain administrators from membership, those being members of President's Council, academic deans, academic associate/assistant deans, academic program chairs/directors and professional librarians. The proposal notes that each classification of employees, including President's Council, would receive recognition for service – in this comment it compares Emeritus status to milestone recognition.
- Ms. Tribble proposes that all Administrators be included in the Milestones of service awards program in the future.
- Ms. Tribble noted that Emeritus and Milestones are two distinctly different recognitions.
- Ms. Tribble noted that faculty receive tenure and emeritus.

**REPORT FROM ADMINISTRATIVE SENATE SECRETARY/TREASURER:** Carol Schmitt

- The Administrative Senate had no expenses this past month, the balance is \$899.55

**REPORT FROM EMPLOYEE RELATIONS AND BENEFITS COMMITTEE:**

- No report

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

- The committee is working on the breakout sessions for the spring Faculty/Administrators meeting. They have 4 confirmed sessions: 1) Admissions – Selling USI, 2) Diversity roundtable, 3) Information Technology Update, 4) Counseling Center – Recognize a student in distress. These are 50 minute sessions.
- The committee believes that having a session evaluation form to fill out, would be beneficial. Evaluation/suggestion forms will be used at the spring meeting sessions, and future brownbag sessions.
- Jennifer Briggs, Registrar at IVYTCH (former USI employee) has agreed to lead a Strength Finders class at USI in January. Mike Goelzhauser, USI Bookstore Manager says that he can stock the books if given a few weeks' notice. A computer lab would not be necessary; attendees could take the assessment before the class begins. Not needing a computer would allow for a larger number of participants.

**REPORT FROM NOMINATIONS AND ELECTIONS COMMITTEE:** Linda Tribble, Chair

- Ms. Tribble suggested that the senators should be on the lookout for potential new senators. By the end of January current senators should encourage administrators to run for the Administrative Senate.

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

- There were 22 attendees at the November toolkit – Motivation and Teamwork presented by Coach Rodney Watson. There is no toolkit planned in December.

**REPORT FROM ADMINISTRATIVE AFFAIRS COMMITTEE:** Suzanne Stanley, Chair

- Ms. Stanley presented a proposal for a USI Bookstore employee discount. The proposal asks for 20% discount on apparel and textbooks with a valid Eagle Access Card. The proposal asks that this discount become effective January 1, 2013. The Administrative Affairs committee has support documentation from 2 other universities which have an employee bookstore discount.

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

- The committee is looking for direction about what changes to the by-laws were requested. Discussion followed. It was determined that no changes, other than the election tie procedure, are needed to the by-laws.
- The Committee will work to document Senate processes in the appendix. This will be helpful to new senators and those members moving into a new position.
- If the election tie-breaking procedure is the only change to the by-laws, the committee sees no need to pursue the proposal regarding a parliamentarian, at this time.

**REPORT FROM PRESIDENT'S COUNCIL LIAISONS:** not present

- No report.

**UNFINISHED BUSINESS**

- Ms. Tang stated that the Employee Relations and Benefits Committee Abenity proposal is ready to present. Ms. Tribble moved that the Senate take the proposal forward to Mr. Rozewski. Ms. Fulton Seconded. Motion carried 11-0 voice vote.
- Ms. Tang stated that the Employee Relations and Benefits Committee modified family sick leave proposal (to add Grandparents and Grandchildren) is ready to present. Mr. Fitzgibbon moved that the Senate take the proposal forward to Mr. Rozewski. Mr. Jones seconded. Motion carried 11-0 voice vote.

**NEW BUSINESS**

- Ms. Tang presented an Item of Consideration that the Senate looks into an Administrators Morale Survey. OSPRA department recently did a similar survey for the faculty. Ms. Tribble made a motion that Administrative Senate look into this survey item. Ms. Fulton Seconded. Motion carried 11-0 voice vote.
- Ms. Tang received an Item for Consideration from an administrator that the senate should look into increasing the travel per diem rates. The last time the per diem rates were changed was 1997. Ms. Schmitt made a motion that the Administrative Affairs committee researches this topic. Ms. Tribble seconded. Motion carried 11-0 voice vote.
- Mr. Simmons stated that Administrative Senate needs representation at the Board of Trustee meetings.
- Ms. Gentry stated that the Senate should consider asking for an increase in the 1 hour of exercise time given per week. The senate could also suggest administration promote healthy choices – such as signs near elevators announcing how many calories are burned by taking the

stairs. This effort could also suggest healthy choices at retirement parties and other campus events.

- Mr. Fitzgibbon stated that Faculty employment search committees do not need an HR representative. However, search committees for Administrators must have a Human Resources representative.
- Mr. Fitzgibbon also stated that some Universities have increased the rate that they accrue vacation time to 2 days/month. Mr. Fitzgibbon listed Middle Tennessee state, Austin Peay and Ball State University. Mr. Simmons stated that if vacation earned is increased, USI could also consider increasing the 300 hours maximum vacation hours accrued. Mr. Jones made a motion that both of these item be assigned to Employee Relations and Benefits Committee to research. Mr. Fitzgibbon seconded. Motion carried 11-0 voice vote

#### **ANNOUNCEMENTS**

No announcements

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:28 a.m.

Carol Schmitt  
Secretary/Treasurer