

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday August 7, 2013
3:00 pm
UC2206

PRESENT: Senate Chair Tim Jones, senate members, Tracy Adams, Dave Alexander, Larry Back, John Campbell, Tim Fitzgibbon, Carey Franks, Andrea Gentry, Ingrid Lindy, Mike Mohr, Carol Schmitt, Susanne Stanley, Jayne Tang. Senate Liaison: Kat Draughon, Mark Rozewski. Guest: Donna Evinger.

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

SPECIAL GUEST & LIAISON REPORT: Mark Rozewski, Donna Evinger

- Mr. Jones gave a quick summary on the Abenity product offerings and its evaluation results and feedback. Abenity is acting as a portal/web site/database for discounts offered to its members. After evaluation it was determined that the \$600 monthly cost for the product did not warrant continuation. There was discussion as to whether that amount of money could be spent in other ways to benefit the campus community. Discussion followed about hiring an intern to put together a USI website for discounts. Mr. Rozewski stated the Purchasing department would need to be separated from this task, due to a potential conflict of interest. Ms. Evinger said that the department responsible for maintaining the discount website, should update the list for all groups (students, employees, alumni). An evaluation of the current options will be discussed and presented at a future meeting.
- Ms. Evinger reported that the proposal to add Grandparent and Grandchild to the family sick leave policy has been approved. There are a few other changes to the University Handbook; all changes will be published together.
- Discussion was held on the possibility of including/excluding a fall survey question regarding workload over 37.5 hours for administrators. Mr. Rozewski stated that the Administration would like to know more specifically about the reasons for overtime and recommended the survey question be excluded due to the fact that the survey question would be a self-reporting and anonymous question. Ms. Evinger spoke about faculty overload, and support staff overtime. Ms. Evinger suggested solutions from an HR perspective to prevent increased workloads: cross training, creation of new process efficiencies, elimination of disproportionate responsibilities, and a better understanding of the position requirements (upward training component). Due to current budgetary constraints, Mr. Rozewski stated that there are no current plans to add new positions. After discussion it was determined to omit this particular question from the fall survey. However, the Senate requested the subject be open for future discussion and evaluation.

APPROVAL OF MINUTES: There were no corrections to the July 3, 2013 minutes. They were approved as submitted.

REPORT FROM ADMINISTRATIVE SENATE CHAIRPERSON: Tim Jones

- Mr. Jones announced the senate representatives to University committees for the fiscal year. Teresa Grisham will serve a three year term on EEO Appeals and Hearing Board. Patty Beagle will serve the 2013-2016 terms on the Environmental Stewardship committee. Mike Cathro will serve on the Tobacco-Free USI committee. Cindy Miller will serve on the Safety committee. Lance Woods will serve on Traffic Appeals committee. The Chair of Administrative Senate (Tim Jones) will serve on the Parking and Transportation Planning committee. Amy Fisher will serve on the Substance Abuse committee. These individuals will be representing the Administrative Senate, and ideally will submit a year-end report to the Senate.
- The Fall OPRA survey questions were submitted, evaluated and finalized. Ms. Draughon stated that the questions have been approved by the President. Ms. Draughon also asks that we send a reminder to our constituents asking them to complete the survey.
- There will be no breakout sessions at the Fall meeting. Mr. Jones will give a short presentation on what the Administrative Senate has accomplished and announce the current senators.

REPORT FROM ADMINISTRATIVE SENATE VICE CHAIR: Susanne Stanley

- Ms. Stanley recently met with the Constitution and By-laws committee chair and vice-chair. Ms. Stanley suggests that she is available to meet with any of the committees. She is offering her assistance.
- Ms. Stanley has received all the committee membership lists and she updated the web site. She also updated the calendar, and added the June minutes. She asks the committees to remember to submit the toolkit and professional development dates, so that they can be posted on the website.
- Ms. Stanley states that the permission to the Administrative Senate V: drive has been assigned to new senate members.
- John Campbell states that he is familiar with the web content management system, and offered to assist Ms. Stanley if she has questions.

REPORT FROM ADMINISTRATIVE SENATE PAST CHAIRPERSON: Jayne Tang

- Ms. Tang will continue to follow through on the employee discount idea.

REPORT FROM ADMINISTRATIVE SENATE SECRETARY/TREASURER: Carol Schmitt

- The Senate had no expenses this past month. Administrative Senate has been assigned the task of managing the budget for the Milestones Ceremony. Therefore, \$4500 was added to the senate budget. This leaves us with a balance of \$5500.

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

- No report.

REPORT FROM PROFESSIONAL DEVELOPMENT COMMITTEE: Andrea Gentry, Chair

- The Professional Development committee has decided to offer programs every other month. This will give committee members time to plan and advertise. The committee is currently

planning a session called “Inbox Zero”. The committee has plans to advertise the programs in the USI Today.

- The committee looks forward to the survey results to plan additional programs.

REPORT FROM NOMINATIONS AND ELECTIONS COMMITTEE: Jayne Tang, Chair

- Ms. Tang reports that updated spreadsheets have been placed on the V: drive. These reports list administrators by district. This is useful if a senator needs to contact the members of his/her district.

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

- Mr. Campbell states that the Events and Outreach committee members have been finalized. Promoting the Alumni gathering at the Tin Man, resulted in the largest turnout to-date for an Alumni Eagle Hour. The next Alumni Eagle Hour will be in October at an art gallery downtown.

REPORT FROM ADMINISTRATIVE AFFAIRS COMMITTEE: Tim Fitzgibbon, Chair

- Mr. Fitzgibbon said that the committee is finalized. The committee is reviewing the charges from last year.

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

- Mr. Back reported that the committee officers met with Senate Vice Chair Susanne Stanley. The committee picked up a new member, former Senate Chair Carmen Stoen. Their next meeting is scheduled in September after the fall rush is over. The committee has been looking at some example Procedure Manuals. The committee will focus on one section of the procedure manual at a time.

UNFINISHED BUSINESS

- Mr. Jones reports that the proposed survey question about spouse membership to the Recreation, Fitness & Wellness Center has been removed. Discussion followed about this proposal. Ms. Stanley mentioned that she received a phone call from a retiree who said they are interested in this same proposal.
- Ms. Schmitt made a motion that the Administrative Affairs committee researches various discounts that gyms in the Tri-state area might offer USI employees. The motion proposes the committee explore options for a University subsidized employee discount for a family membership at area fitness centers. Motion was seconded by Ms. Tang. Motion approved by voice vote.

NEW BUSINESS

- No new business.

ANNOUNCEMENTS

- Next meeting is September 4, 2013 in UC2206

ADJOURNMENT

- There being no further business, the meeting was adjourned at 4:10 pm.

Carol Schmitt
Secretary/Treasurer