

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday February 5, 2014
3:00 pm
UC2205

PRESENT: Senate Chair Susanne Stanley, senate members, Tracy Adams, Dave Alexander, Larry Back, John Campbell, Tim Fitzgibbon, Arlene Fortune, Carey Franks, Mandi Fulton, Ingrid Lindy, Mike Mohr, Carol Schmitt, Jayne Tang. Liaison: Katherine Draughon. Guest speakers: Ronald Rochon, Sandy Frank.

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

SPECIAL GUEST: Dr. Rochon and Sandy Frank

- Ms. Frank stated that the Office of the Registrar creates a 5-year academic calendar. Ms. Frank pointed out that every 6 years the schedule is quite tight in regards to the beginning of the spring semester. Dr. Rochon and Ms. Frank are suggesting adjusting the schedule for the 2019 school year. If the calendar is adjusted, the spring meeting would be held the first day campus is open after Winter Recess. For the 2019 year, moving the spring meeting from the morning to the afternoon would give Special Events a bit more time. There were no objections from Senators.

APPROVAL OF MINUTES: There were no corrections to the January 6, 2014 minutes. The minutes were approved as distributed.

REPORT FROM PRESIDENTS COUNCIL LIAISON: Katherine Draughon

- The Budget hearings will happen this year at the end of February or early March. The format will keep a collaboration theme. This year each speaker is to report on what items from the previous year were funded, and how that money was spent. Dr. Draughon asked Senators to encourage attendance at these meetings.
- The consultant from Noel-Levitz who could not make a campus visit in January will be on campus February 13 and 14. Graduation rates are at an all-time high for USI. Retention rates are increasing also.

REPORT FROM ADMINISTRATIVE SENATE CHAIRPERSON: Susanne Stanley

- Ms. Stanley will meet with the chairs of Faculty Senate and Staff Council to plan the collaborative budget presentation.
- The Executive Committee met January 17 to discuss the budget request and to review the procedure manual draft presented to them by the Constitution and By-Laws Committee.
- Ms. Stanley and Ms. Gentry attended three meetings of the Benefits Study Group in January. This group has another meeting scheduled Friday of this week. Friday's meeting will be to finalize the recommendation, and to work on the method of communication of the recommendation to all employees.
- Ms. Stanley is also representing Administrative Senate by attending meetings concerning the University's 50 year celebration. Ms. Stanley also attends the Special Events and Signature Events sub-committee meetings.

- Janet Johnson, Director of Alumni and Volunteer Services, contacted Ms. Stanley in regards to a discount program the Alumni office is now researching. Last year when the Administrative Senate's Benefits Committee was looking into the Abenity program the Alumni office was included in the discussions. The Alumni office is now researching a product called Perks. Ms. Stanley, Ms. Tang, and Ms. Johnson met to discuss the Perks product. Ms. Stanley has informed the Employee Relations and Benefits Committee chair that a discount program is being re-visited.

REPORT FROM ADMINISTRATIVE SENATE VICE CHAIR: Tim Fitzgibbon

- Mr. Fitzgibbon met with the Constitution and By-laws Committee and discussed the feedback from the Executive Committee.
- Mr. Fitzgibbon states that the Milestones Committee will be very busy in the next few months.

REPORT FROM ADMINISTRATIVE SENATE PAST CHAIRPERSON: Jayne Tang

- No Report

REPORT FROM ADMINISTRATIVE SENATE SECRETARY/TREASURER: Carol Schmitt

- The current account balance is \$5,442.23. This amount includes the budget for the Milestone Ceremony which is \$4,500.

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

- The committee will meet on February 18 with the Alumni office to view a demo of the Perks program. This program is a no-cost to USI program. The fees are collected from the vendors who advertise in the program. Ms. Tang added that the Perks program has an A rating with the Better Business Bureau.
- The committee is currently researching a Parental Leave Policy. Ms. Adams distributed handouts of USI's current policy and the policies of various other institutions. The committee is collecting statistics about the number of births per thousands of people. This information would be used to estimate the fiscal impact of this policy. The committee has not found any Indiana schools that have a Parental Leave Policy. The committee will contact the companies and schools who do have a policy to gather additional research.
- Ms. Stanley asks the committee to consider the financial impact of a parental leave policy and to include this information along with other data in the final report. Then, if the Senate chooses to move forward with the recommendation, the potential cost could be included in the 2015 budget presentation.
- Ms. Lindy offered to put members of the Employee and Benefits Committee in contact with Human Resources representatives at other colleges and businesses. Ms. Lindy belongs to a Human Resources association.
- Ms. Adams relayed that Ms. Evinger's evaluation of family sick time used during the past two years is one-third complete.
- Ms. Adams reports that the Employee Relations and Benefits Committee is finding that many local businesses have a lower limit for maximum of accumulated vacation hours. After the senate discussed the use of survey questions to collect data from administrators and the various reasons for lost vacation time, it appears the issue may be that administrators lose vacation time due to workload and/or department schedules. Ms. Lindy suggests that the Senate offer work-life balance workshops. Ms. Adams states that the committee will request some statistics from Human Resources in regards to how many employees are nearing their maximum accrued

vacation hours.

REPORT FROM PROFESSIONAL DEVELOPMENT COMMITTEE: Carey Franks, Vice Chair

- The “Meaningful Networking” presentation will be later in February. This will be presented by Nancy Bizal or another faculty member from the Romain College of Business.
- Ms. Gentry and Ms. Fulton will meet to discuss how to move forward with the changes to the Toolkit series. Because Toolkit presentations relate to the professional development of administrators, in the future these learning opportunities will be coordinated by the Professional Development Committee. The Events and Outreach Committee will focus on university-wide events, the development of partnerships with other university groups and will sponsor events for administrators such as the Milestones Ceremony.

REPORT FROM EVENTS AND OUTREACH COMMITTEE: Mandi Fulton, Chair

- The committee will move ahead with the Toolkits they have planned for February and April. These topics are Care Team Strategies and Disabilities Services.

REPORT FROM ADMINISTRATIVE AFFAIRS COMMITTEE: Mike Mohr, Chair

- The committee is following-up on the proposed name-tag policy. This relates to departments that send employees into other departments on campus to work on equipment, etc. such as Physical Plant, Security, and Information Technology.

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

- The committee received the feedback from the Executive Committee on the draft procedure manual.

REPORT FROM NOMINATIONS AND ELECTIONS COMMITTEE: Jayne Tang, Chair

- Ms. Tang will send out a suggested email to the Senators for distribution to their districts asking people to consider running for office.

UNFINISHED BUSINESS

- There is no unfinished business.

NEW BUSINESS

- There was no new business.

ANNOUNCEMENTS

- The next meeting is Wednesday, March 5, 2014.

ADJOURNMENT

- There being no further business the meeting was adjourned at 4:12 p.m.

Carol Schmitt
Secretary/Treasurer