Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday, October 6, 2010
3:00 pm
UC 205

In attendance were senate chair, Carmen Stoen; senate members Megan Black, Jaclyn Dumond, Robert Howell, Kathy Jones, Timothy Jones, Carol Schmitt, Barry Schonberger, Jayne Tang, Linda Trible, Lee Ann Wambach and Jacob Williams.

I. APPROVAL OF MINUTES

a. The minutes of September 1, 2010 were approved as amended.

II. REPORT OF OFFICERS & STANDING COMMITTEES

a. Officers

1. Chairperson – Carmen Stoen

Carmen Stoen thanked senate members for their participation in the Administrative Senate's open forum for the University's Strategic Plan. She also mentioned administrators were represented at Founder's Day event, and that she and Linda Trible attended the 2010 Mayor's Celebration of Diversity Awards on behalf of the University and Administrative Senate.

Ms. Stoen reminded senate members of their opportunity to participate in the search process for the Associate Provost for Student Affairs.

Ms. Stoen also announced the senate will need to appoint an administrator to the Equal Employment Opportunity Hearing Board. More information on this appointment and board will become available at a later meeting.

2. Vice Chairperson – Linda Trible

Ms. Trible asked senators to please send items for the website to her for posting and promotion.

3. Past Chairperson – Barry Schonberger

No Report.

4. Secretary/Treasurer – Timothy Jones

No Report.

b. Standing Committees

1. Employee Relations and Benefits – Jayne Tang, Chair

Jayne Tang distributed a hand-out which listed the current members of the committee and items being considered for further investigation by the committee (see attachment 1).

Based upon the hand-out, discussion began on how long of a term should a committee member have. Ms. Trible stated that committee appointments really are one year terms. After discussion, Ms. Stoen requested the Constitution and Bylaws Committee to evaluate the process and propose a procedure for the bylaws.

2. Professional Development – Jennifer Briggs, Chair – Absent – Presented by Jacob Williams

Jacob Williams inquired as to how the committee should evaluate their next step and priorities. Ms. Stoen advised the committee to brainstorm on potential topics/issues, prioritize those items and then present those items to the Senate for consideration.

3. Nominations and Elections – Barry Schonberger, Chair

Barry Schonberger stated that the committee will be working on finding interested candidates for the upcoming elections.

4. Events and Outreach – Lee Ann Wambach, Chair

   Lee Ann Wambach discussed the first installment of the Administrator's Toolkit series. Dr. Paul Doss presented Environmental Stewardship at USI to a group of approximately 20 administrators. The committee was pleased with the turnout.

   Ms. Wambach stated that the committee will continue to explore options for future events, and the committee will be discussing recognition of years of service. Ms. Wambach will speak with CJ Regin in Special Events concerning the opportunities and potential funding for such an event.

5. Administrative Affairs – Stephen Woodall, Chair – Absent – Presented by Carol Schmitt

   Carol Schmitt presented a topic the Administrative Affairs committee has discussed, one central location for all University policies. She referenced a website Cornell University maintains for such policies.

6. Constitution and Bylaws – Robert Howell, Chair

   Robert Howell presented the committee's findings in regards to definitions for ex-officio and liaison members. Based upon the two definitions and the voting rights maintained by ex-officio members, the committee recommends maintaining the liaison status for the Presidential Council appointments.

c. Presidential Council Liaisons – Absent

III. UNFINISHED BUSINESS

a. No unfinished business was reported.

IV. NEW BUSINESS

a. Vision & Mission Statements

1. Mr. Howell presented the Constitution and Bylaws Committee's proposed vision and mission statements. These proposals were developed from the feedback given at the administrative retreat as well as wording used in the bylaws. These proposals were handed out at the September 1, 2010 for review and modifications. No changes were proposed during that time frame.

   Ms. Tang made a motion to approve the vision and mission statements as proposed (see attachment 2). Ms. Wambach seconded the motion. Before a vote was taken, Mr. Schonberger questioned if the Student Government Association should be added to the first bullet point within the mission statement. After further discussion the Senate agreed that such wording should be added.

   Ms. Tang amended the initial motion to include the organization of Student Government Association to the first bullet point within the mission statement. Mr. Schonberger seconded the motion.

   The Senate voted unanimously to approve the added statement of Student Government Association to the first bullet point within the mission statement (see attachment 3).

   The Senate voted unanimously to approve the vision and mission statement as amended.

b. Items for Consideration

1. Ms. Schmitt presented an item for consideration. The item for consideration is to create a permanent and all inclusive University policy website. Ms. Schmitt made a motion to approve and refer the item to the Administrative Affairs Committee for research and advancement.

Jaclyn Dumond seconded the motion and the Senate voted unanimously to move the item for consideration forward.

2. Ms. Tang asked for permission to continue to move forward with the items under consideration by the Employee Relations and Benefits Committee (see attachment 1). Discussion lead into what specific points should be considered. A clarification was made on the Employee Benefits item # 5, Sick Day Bank (sharing sick days). An employee would have the option to give a day to another employee due to extended illness or family needs. This would happen only under special circumstances.

   Megan Black made a motion for the both the Employee Relations and Benefits Committee and the Professional Development Committee to research and evaluate the process of recognizing administrators for items such as degrees obtained, professional certificates, awards and years of service. Mr. Williams seconded the motion and the Senate voted unanimously to move the item for consideration forward.

   After further discussion, the committee was asked to evaluate and prioritize all other items for future submission and consideration.

V. ANNOUCEMENTS

a. No announcements were made.

VI. ADJOURNMENT

a. There being no further business, the meeting was adjourned at 4:20 p.m.

Timothy Jones
Secretary/Treasurer

*Attachments will be filed with the official copy of the minutes.

Attachment 1

Employee Relations and Benefits Membership 2010-2011

Representative	Department	District	Term
Jayne Tang, Chair	Information Technology	2	2010-2012
Megan Black, Vice-Chair	Office of Admission	4	2010-2012
Pam Blessing	Teacher Education	1	2010-2011
Donna Evinger	Ex-Officio, Human Resources	3	N/A
Pam Hopson	Multicultural Center	4	2010-2011
Charmaine McDowell	Extended Services, Organizational and Professional Development	3	2010-2011
Victoria Pigott	College of Nursing and Health Professions	1	2010-2011
Jim Prior	Information Technology	2	2010-2011

Charges being considered

	Employee Relations		Status
1	Career Paths, Defined Progression Plan	1	Proposed for FY 2011/2012
2	Administrative Evaluations	2	Consulting with HR during FY 2010/2011
3	Recognition for administrators at fall and spring meetings (education, professional certificate, awards, etc.)	3	TBD
4	Consider having separate fall/spring meeting for administrators as is done for support staff if there is no time for administrator recognition during the faculty fall/spring meeting	4	Donna Evinger said if we wanted to pursue this, this is an item that we could probably push through quickly.
5	Admin Senate host a function for all employees similar to staff council picnic but could be social hour (something different).	5	Due to cost, this item may not be do-able unless we could formulate something like the Welcome Fun Fest in the Fitness Center where food/prizes are donated and the area is large enough for everyone (unlike Carter hall).
6	Expansion of Flexible work schedule	6	Consult with HR
7	Recognize administrators for years of service before 25 years	7	TBD
	Employee Benefits		**Status**
1	Assistance waiver program for degrees/programs not offered at USI	1	TBD
2	Review/explore travel/conference attendance policy across departments. Is outside learning valued?	2	TBD
3	Review fee waiver policy for obtaining more than one degree at USI	3	TBD
4	Examine the per diem rate for university travel	4	Review Faculty Senate's work on this charge
5	Sick Day Bank (sharing sick days)	5	Review Faculty Senate's work on this charge
6	Explore insurance/benefits "cafeteria plan"	6	TBD

Attachment 2

Vision:

Being a catalyst for the success of the University of Southern Indiana.

Mission:

Supporting the mission of the University of Southern Indiana by:

- Effectively presenting the unique viewpoints, positions, and interests of the University's administrative staff while working collaboratively with the Faculty Senate, Staff Council, and President's Council.
- Facilitating professional development, encouragement, and effective communication for and among the University's administrative staff.
- Acting as a consultative body for the President on matters of policy proposed to advance the vision, mission, and goals of the University.
- Fostering excellence, diversity, and success for the University, its employees, and the larger community.

Attachment 3

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