

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday July 11, 2012
3:00 pm (orientation at 2:30)
UC2206

In attendance were senate members Tracy Adams, Larry Back, Tim Fitzgibbon, Mandi Fulton, Andrea Gentry, Tim Jones, Carol Schmitt, Ray Simmons, Jayne Tang, Linda Tribble, Stephanie Walden-Schwake, Susanne Stanley and Deb Weigand. The meeting was chaired by Ms. Tang.

I. ORIENTATION FOR NEW SENATORS

From 2:30 – 3:00 Jayne Tang had an orientation session for the new Senate members.

II. APPROVAL OF MINUTES

The minutes of June 6, 2012 meeting of the Administrative Senate were approved as submitted.

III. REPORT OF OFFICERS & STANDING COMMITTEES

a. Officers

1. Chairperson – Jayne Tang

Jayne stated that she checked with Janel Allen, and there are no new appointments needed at this time for the Presidential committees. Lee Ann Shafer will continue on the Founders Day committee. The senate officers created an orientation session that was presented to new senate members. The web site has been updated. The milestones gifts are coming on July 18, with pick up at the PAC. There will be an email reminder before the 18th. Discussion will follow about gifts not picked up due to absence. The Senate needs to come up with questions for the Fall survey. OPRA needs our questions by July 25. Please meet with your standing committee to come up with additional questions – before review by the Senate officers.

2. Vice chairperson – Tim Jones

Tim offered to attend any standing committee meetings for any guidance needed.

3. Past Chairperson – Linda Tribble

Linda thanked all returning senate members for their hard work last year.

4. Secretary/Treasurer - Carol Schmitt

No report

b. Standing Committees

1. Employee Relations and Benefits – Jayne Tang read a report written by Deb Clark.

They are continuing to review some benefit options/changes. The ERB committee will have a representative from Abenity (employee discount) program come to campus. They expect to invite the entire Administrative senate to this presentation. They are also looking into Toyota's discount program - what Toyota offers their employees. They are researching what holiday, summer hours and tuition benefits other colleges offer

their administrators. They are still researching the sick bank, family sick & vacation & paid days off policies.

2. Professional Development – Stephanie Walden-Schwake

This committee has expanded their committee size. They have 3 new members. Items they are researching are related to taking time off for professional development.

3. Nominations and Elections – Linda Tribble

Please watch for individuals who you think would be a good candidate to serve on Administrative senate in the future.

4. Events and Outreach – Mandi Fulton

They will use the committee members to deliver milestone gifts that were not picked up.

5. Administrative Affairs – Susanne Stanley, Chair

Items that the Administrative Affairs committee is looking into are logo wear, Recreation Center policy regarding family members, and Employee Identification badge policy. They also have been charged with the Professional Review for Administrators. They will also investigate why employees do not get discounts from the USI Bookstore.

6. Constitution and Bylaws – Deb Weigand, Chair

They are working on a charge to clarify the bylaws in how to handle a tie in the senate elections.

c. Presidential Council Liaisons – Absent

no report

IV. NEW BUSINESS

No new business

V. UNFINISHED BUSINESS

No unfinished business

VI. ANNOUNCEMENTS

Next meeting is August 1, 2012. In the past this has been a half-day retreat. The Officers will finalize the location soon.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:50 pm

Carol Schmitt

Secretary/Treasurer