

**Minutes**  
**University of Southern Indiana**  
**ADMINIATRATIVE SENATE**  
**Wednesday January 2, 2013**  
**3:00 pm**  
**UC2219**

**PRESENT:** Senate Chair Jayne Tang, senate members Tracy Adams, Larry Back, Debra Clark, Tim Fitzgibbon, Andrea Gentry, Tim Jones, Carol Schmitt, Ray Simmons, Susanne Stanley, Linda Tribble, Stephanie Walden-Schwake and Deb Weigand. Guest: Steve Bridges.

**CALL TO ORDER:** The meeting was called to order at 3:05 p.m.

**REPORT FROM GUEST:** Steve Bridges, Assistant Vice President for Finance and Administration and Assistant Treasurer

- The Administrative Senate's proposal that the USI Bookstore offer an employee discount has been approved. Mr. Bridges and the Bookstore Manager are still working out the formal details of the policy. Discount is for benefit eligible employees and will not include children of employees. The policy will include a 10% discount on new and used textbooks. The policy will not include textbook rentals, food, drinks, software and anything from the Apple Store. The policy will include a 20% discount on apparel, office supplies and gift items. This is only on regularly priced items. Employee discount cannot be combined with another discount. Employee ID would be necessary. Mr. Bridges said it is OK for Ms. Tang to announce this discount at the spring meeting.
- Mr. Bridges also gave a report on the progress of the Apple Store. The Apple store will only be able to sell to students and employees. The Apple store will not be able to sell to Alumni or the general public.
- The Bookstore will undergo some renovation changes starting this spring. The bookstore will temporarily move to "the Cone". In the remodeled bookstore there will be a place for computer demonstrations and display space for USI Student artwork. The artwork will be available for purchase through the bookstore.
- Starbucks in Rice Library was renovated over the holiday break, and will now offer food/sandwiches.

**APPROVAL OF MINUTES:** The minutes of the December 5, 2012 meeting were approved as submitted.

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

- Ms. Tang states that the announcement at the spring meeting will highlight the progress of the Administrative Senate. Specifically mentioning Bookstore discount, Abenity discount program, breakout sessions, milestones, toolkits and professional development sessions. The presentation will draw attention to the Senate website, running for a senate seat and submitting an item for consideration.

- Ms. Tang is scheduled to meet with Donna Evinger tomorrow. Ms. Tang also has an appointment to meet with Dr. Bennett tomorrow concerning the Emeritus changes.

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

- Mr. Jones continues to update the Senate web site.
- Mr. Jones will be working with the Milestones committee.

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

- No report.

**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:** Deb Clark

- No report

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

- The Strength Finders session will happen on Thursday, January 31, 2013. The room for the session has not been reserved yet. The committee would like to have soda and cookies available at the session. The Strength Finders books will be available at the bookstore. As soon as the room and times have been finalized the committee will request Outreach & Engagement provide a method of registering for this session.
- The committee believes that Jennifer Briggs should be provided an honorarium for providing her service. The committee will look into this by asking the Business Office if providing a gift certificate using Admin Senate funds is allowable. Ms. Briggs is not billing us. Ms. Tribble made a motion that the senate allow \$100.00 from the senate budget to be used for an honorarium to Jennifer Briggs for leading the Strength Finders session. Mr. Jones seconded. Motion passed by voice vote 12-0-0.
- Ms. Walden-Schwake announced that there is a second opportunity for professional development happening on February 8, 2013 from 9:00 a.m. -10:00 a.m. The session is called "Leading with your I: Introverted leadership examined". The USI Residence life department is covering the costs of this class. The speaker is part of a multiple day event that Residence life is hosting. Discussion followed about offering fruit and bagels/donuts at this session.

**REPORT FROM EVENTS AND OUTREACH COMMITTEE:** Ray Simmons, Vice-Chair

- January 23 Toolkit tour of Recreation and Fitness Center.

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

- The committee has been working on the RFC Proposal and the Per Diem Proposal.

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

- No report

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

- Ms. Tribble suggests senators spread the word about Nominations.
- Ms. Tribble is getting an updated listing from HR of the administrators. This will be used to determine if redistricting is necessary.
- Ms. Tribble mentioned that the first year of the Senate it was discussed about creating a brochure that could be handed out to new Administrators. The first-year Senate wanted to create a Logo. Discussion followed about who could do the logo design – asking a class to do this as a project or asking Deb Weigand’s son or daughter-in-law. Mr. Fitzgibbon also had some contacts for the logo idea. If the “brochure is sent as an email vs. a printed document it can personalize it - such as “you are in district 4, your senators are x and y”.

**REPORT FROM PRESIDENTS COUNCIL LIASION:** Given by Jayne Tang in the absence of the liaisons.

- Mr. Rozewski relayed to Ms. Tang that he is moving forward on the Abenity proposal and the bookstore discount proposal. Mr. Rozewski is still working with Ms. Evinger on the sick leave policy changes.
- Ms. Tang will meet with Ms. Evinger tomorrow in regards to the Abenity proposal. Ms. Tang will ask if the senate can assist with taking this project to Purchasing and continue moving forward.
- Dr. Draughon took the budget idea to Dr. Bennett about the miscellaneous pool of money for expenses. Dr. Bennett wants the budget process to continue through the usual method. So, this pool of money idea won’t be considered right now. Dr. Bennett was receptive to the Administrative senate taking our ideas straight to her vs. through a liaison. Ms. Tang emailed Dr. Bennett and requested a meeting. Ms. Tang will meet with Dr. Bennett tomorrow.
- Dr. Draughon suggested that the Senate might consider inviting a VP, Provost or Dean of Students to every other meeting. Ask for a 15 minute update, and then allow the senators time to ask questions. Currently, Cindy Brinker is interested in coming and talking to Administrative Senate about the legislative process. Ms. Brinker’s schedule is more open on Monday and Friday. Discussion followed about this being a toolkit.

**UNFINISHED BUSINESS**

- Prior to Ms. Tang’s meeting with Dr. Bennett. Ms. Tang stated that based on email responses from senators the majority are leaning toward 3% raise, with 3% merit.
- The senate was told that it isn’t a good time for a morale survey - but many administrators are concerned about being overloaded. It could be called a job assessment survey and not Morale survey. The survey could ask “Can you get your work done in a normal work day? What would it take to do your job better? A survey could also ask “why people stay at USI?” The senate could build on this idea – maybe work with the strategic plan subcommittee – Preserving & Nurturing. This information needs to be brought to Dr. Bennett.
- Based on previous email discussion about the Emeritus draft, the majority of senators seemed to think all employees should be included. The senate reconsidered the definition of emeritus -

Maintaining a professional title after retirement. The definition and the requirements for attaining emeritus need to be clearly spelled out. It was agreed that the emeritus draft reply will not ask or suggest that support staff be included.

#### **NEW BUSINESS**

- Mr. Simmons suggested that the senate ask the Director of Public Safety to present a session on what to do when presented with a situation like what happened in Connecticut. This could be done as a toolkit, but it really needs to be available to the entire campus.

#### **ANNOUNCEMENTS**

- No announcements.

#### **ADJOURNMENT**

- There being no further business, the meeting was adjourned at 4:40 pm.

Carol Schmitt  
Secretary/Treasurer