Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday September 4, 2013
3:00 pm
UC2206

PRESENT: Senate Chair Tim Jones, senate members, Tracy Adams, Dave Alexander, Larry Back, John Campbell, Tim Fitzgibbon, Carey Franks, Mandi Fulton, Andrea Gentry, Ingrid Lindy, Mike Mohr, Carol Schmitt, Susanne Stanley.

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

APPROVAL OF MINUTES: There were no corrections to the August 7, 2013 minutes. The minutes were approved as submitted.

REPORT FROM ADMINISTRATIVE SENATE CHAIRPERSON: Tim Jones

- Mr. Jones reminded the senate about the Fall OPRA survey. The results of the survey are very beneficial to the Administrative senate. A reminder email was sent from the adminsenate@usi.edu account to all administrators asking them to fill out the survey. Mr. Jones reminded the senators that the list of administrators by district is available on the Administrative Senate (V) network drive. These lists can be used to target mail to their constituents. Mr. Jones encouraged senators to send messages to their district constituents. A personal message will remind administrators who their senators are, and remind them that the Administrative Senate is working for them.
- Mr. Jones made a presentation at the Fall Meeting on behalf of the Administrative Senate.

REPORT FROM ADMINISTRATIVE SENATE VICE CHAIR: Susanne Stanley

- Ms. Stanley plans to meet with each of the senate committees. If you have a meeting planned, please invite her to attend.
- Ms. Stanley continues to update the senate web site. Send any updates for the website to Ms. Stanley.

REPORT FROM ADMINISTRATIVE SENATE PAST CHAIRPERSON: presented by Mr. Jones in the absence of Ms. Tang.

- Abenity purchase has been cancelled. The University received a refund. The executive committee met to discuss how to move forward with the employee/student/alumni discount charge. The committee agrees that this discount program should fall under the Benefits department. The senate will push forward when the Benefits Manager position has been filled. Mr. Jones plans to meet with Ms. Evinger about the centralized employee discount charge.

REPORT FROM ADMINISTRATIVE SENATE SECRETARY/TREASURER: Carol Schmitt

- The Senate had no expenses this past month. The balance as of September 4, 2013 was $5500.
- Ms. Schmitt asked the senators to report any known absence from monthly senate meetings.

- Ms. Schmitt asked the committees to plan their upcoming expenses. If they expect to have a large expense, this would require a vote. Smaller expenses can be approved by the executive committee.

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

- The committee was made aware that the Abenity program is not continuing. Deb Clark, who previously was a senator and served on the ERB committee, should be used as a resource on the discount program as we continue. Ms. Clark may know of some discounts that are available that are not listed on any USI discount pages. The committee also feels like this discount project needs to fall under HR/Benefits.
- The committee discussed the sick bank charge that had been dropped. The charge had been dropped due to the fact that a sick bank would be in conflict with the short term disability insurance. A point was brought up in the committee meeting that short-term disability insurance could help an employee if they are the injured/sick person. However, if an employee's spouse is sick/disabled, short term insurance does not help. Mr. Jones stated that the charge for the sick bank did not stretch into a family member being sick. There is another charge relating to family sick days.
- The committee is waiting on a report from HR evaluating the number of sick days used for family. This report is expected after February 2014.
- The committee is going to research a tuition-share option for employees and/or family members.
- The committee is going to research a partial tuition waiver option. This would be used when an employee wishes to earn a degree in a program that USI does not offer.
- The committee is looking into the charge concerning an HR representative being required to serve on hiring/search committees for administrators. Their initial proposal is that the HR department could work with IT to produce a webinar/video for hiring committees to view prior to starting the hiring process.
- The committee is looking into the vacation hour limit charge. The Fall survey will assist with determining if this is important to most administrators.
- The committee is researching the adoption policy. Specifically adding paternity leave to the policy. The committee is contacting faculty senate on this issue to assure that there is no duplication of work. Mr. Jones suggested that to prevent duplicate efforts on the adoption policy, the Administrative Senate might endorse the efforts of the Faculty Senate.
- The committee is researching screening tests that could potentially reduce insurance premiums.
- Ms. Schmitt suggested that the committee look into increasing the fee waiver for dependents to age 26. Currently it is 24 years old.

REPORT FROM PROFESSIONAL DEVELOPMENT COMMITTEE: Andrea Gentry, Chair

- The September professional development session will be "Inbox Zero" (Managing your email).

- The committee discussed with Deb Carl of Outreach & Engagement. The committee is proposing that open seats in non-credit professional development classes could be offered to Administrators at $0 cost.
- Mr. Jones suggested that the committee start planning now for the Spring meeting breakout sessions.

REPORT FROM NOMINATIONS AND ELECTIONS COMMITTEE: Jayne Tang, Chair

- Ms. Tang absent (vacation) no report.

REPORT FROM EVENTS AND OUTREACH COMMITTEE: Mandi Fulton, Chair

- Ms. Fulton distributed a toolkit series schedule spanning from September to April. All events have tentatively been scheduled mid-month at 9:00 a.m. The ideas for these sessions came from administrators and via the website contact form.

REPORT FROM ADMINISTRATIVE AFFAIRS COMMITTEE: Tim Fitzgibbon, Chair

- Mr. Fitzgibbon stated that the committee is waiting for the survey results.

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

- Mr. Back reported that the committee has decided on the format for the Senate procedure manual. Committee members will interview each of the executive officers. The committee is using the V network drive to share information.
- The committee will work on and submit one section of the procedure manual at a time vs. doing the entire manual before turning it over to the Senate.

UNFINISHED BUSINESS

- Mr. Jones suggests that the fitness discount charge is currently under Administrative Affairs committee, but it is benefit related. Discussion followed as to moving this charge to the Employee Relations & Benefits committee. The same discussion was applied to the Adoption policy. The lines are blurred in regards to policies and benefits sometimes. Each committee will continue with their charges as assigned.
- Discussion followed about the employee fitness center discount charge. The work of calling the various fitness centers should be shared with Staff Council and Faculty Senate.

NEW BUSINESS

- Ms. Gentry suggested that we encourage all administrators to attend the Fall Faculty-Administrators reception. This event can be used as a social/networking gathering. Senators should also encourage administrators to attend the open houses that various campus departments are hosting this fall. Another upcoming event is the topping-off ceremony of the Theatre building. As an Administrative Senate representative, we need to encourage networking.

- Ms. Lindy suggested that we purchase name badge additions that state you are a senator/officer.

ANNOUNCEMENTS

- Next meeting is October 2, 2013 in UC2206

ADJOURNMENT

- There being no further business, the meeting was adjourned at 3:39 pm.

Carol Schmitt
Secretary/Treasurer