



\$485.00 catering  
\$3,575.00 - Tri-State Trophies  
\$200.00 or less centerpieces

**Past Chairperson Report - Jayne Tang no report**

**Secretary/Treasurer Report - Andrea Gentry, substitute Secretary/Treasurer**

The balance stands at \$5,442.23. There is an open purchase order of \$4,000.00 for the Milestone gifts, and a catering contract for refreshments at Milestones for \$486.95.

**Administrative Affairs Committee Report Mike Mohr, Chair**

The committee met. Emergency procedures on campus were discussed (what to do, where to go, how to quickly exit campus in an emergency).

Mr. Mohr thinks it might be a good idea to have a tool-kit with the Office of Public Safety on emergencies. Mr. Mohr suggested using this topic for the fall or spring administrative/faculty meetings.

Ms. Tang commented that Mr. Bryan Morrison may be available to do a session on severe weather preparedness.

The committee also discussed departmental procedures and how to communicate the procedures to the entire campus. Ms. Stanley commented on other universities that have a central policy web page. Ms. Adams expressed the struggles she faces with keeping the F updated. Ms. Gentry commented that she heard the University Handbook was in the process of being revised. Ms. Lindy stated that the sections of the Faculty Handbook are in the process of being revised.

Mr. Mohr mentioned a formal training process of new employees and included the example of training for Banner. Mr. Alexander stated a document about Banner is distributed to new employees. Mr. Mohr commented that Ms. Lori Saxby suggested using the topic of training as a survey question. Ms. Stanley stated the question could be set up as the following:

Would you like more training in:

Banner  
Purchase Orders  
Travel Forms

Ms. Fortune commented that some employees need refreshers and others need training. Ms. Stanley suggested that all options be explored within the standing committees.

**Constitution and Bylaws Committee Report Ingrid Lindy, Vice Chair**

The committee met two weeks ago and is working on content/format for the Policy & Procedures manual. The committee will send the sections to the appropriate chairs for review and will meet

again in two weeks. Parts of the manual will be ready for approval by the end of the fiscal year. Ms. Stanley stated the manual was meant to be a reference manual.

### **Employee Relations and Benefits Committee Report - Tracy Adams, Chair**

The committee was not able to meet last month. There was communication over email about PERKS and a concern about the subscriber list becoming a marketing tool for the benefit of PERKS. Also there is concern about the script used when contacting potential businesses and the reflection it may have on USI. Ms. Janet Johnson, Director for Alumni and Volunteer Services shares the same concerns. At this point, PERKS will not be pursued.

Ms. Deb Clark, of the Employee Relations and Benefits Committee, has compiled some census statistics related to adoption and birthrates. Ms. Stanley stated that Faculty Senate already has information on this topic and Staff Council seemed to be interested in supporting this project.

Ms. Adams has not received any information from Human Resources regarding family sick leave. Ms. Adams said Ms. Donna Evinger is wrapping up review of family sick leave.

### **Events and Outreach Committee Report - Mandi Fulton, Chair**

The April Tool-Kit Series was scheduled at the same time as the USI Logo reveal and could not be rescheduled. Tool-Kits are wrapping up for the year.

Ms. Stanley mentioned thinking about ways to connect with students and others in the campus community.

### **Nominations and Elections Committee Report - Jayne Tang, Chair**

Ms. Tang worked closely with Ms. Lindy and Ms. Teresa Grisham on filtering the mailing list to administrators with voting rights so the list is automated. The list is up-to-the-day current.

The website is updated with election information.

An email was sent on April 1, 2014 with details for elections and links to information related to Administrative Senate.

Ms. Tang asked the following from fellow senators:

Make sure those you speak with understand the obligations of serving on the Administrative Senate.

Past senators can run for executive level positions.

Recruiting is important because there are seven positions open.

Nominations are open through April 17. All of this information is on the website.

### **Professional Development Committee Report - Andrea Gentry, Chair**

Ms. Gentry explained that she and Ms.