Senate Chair Jayne Tang, senate members Tracy Adams, Larry Back, Debra Clark, Tim Fitzgibbon, Mandi Fulton, Andrea Gentry, Carol Schmitt, Susanne Stanley, Linda Trible, Deb Weigand and liaison Kat Draughon.

The meeting was called to order at 3:02 p.m.

The minutes of the January 2, 2013 meeting were approved as submitted. The minutes of the February 6, 2013 meeting were approved as submitted.

## Jayne Tang

Ms. Tang will present the budget request for Administrative Senate at 8:30 a.m. in Carter Hall on Monday March 11, 2013. Ms. Tang encouraged attendance from senators who are available to attend the budget presentation. The Senate budget presentation will be coordinated with Faculty Senate and Staff Council. Ms. Tang has had recent meetings with Paul Parkison and Mary Ann Bernard to help coordinate their budget presentations.

As part of the budget planning process it has been mentioned multiple times that Administrators are below the median income. Human Resources Department has expressed difficulty in comparisons because job titles and job duties do not always match those at other universities. The Administrative senate will ask that the University do a study, either in-house or contracted, comparing Administrators tasks, pay and work load.

Steve Bridges will announce the Bookstore discount benefits that Administrative Senate proposed in an upcoming issue of USToday.

Linda Trible

No Report

Carol Schmitt

\$36.60. The current

We had expenses this past month balance is \$720.74.

proposal is waiting for Ms. Evinger to review with Mr. Mark Rozewski. Ms. Johnson would like an update regarding Abenity to share at the upcoming Alumni Council meeting on March 12<sup>th</sup>.

Andrea Gentry, Vice Chair

The

was presented on Feb 20,

2013. Twenty people attended.

being planned with the Student Development office. It will be presented by Tracy Knofla.

Mandi Fulton, Chair

keep hitting roadblocks. March 8

. The Events committee has

decided to also invite support staff and faculty.

## Suzanne Stanley, Chair

Ms. Stanley provided the following information to assist with the per diem request in the budget proposal. In regards to travel, Administrators are 100% funded, faculty are not. Some departments lag in travel money. The faculty would like a way to carry over their travel budget from one year to the next, to accumulate enough to fully fund travel. Administrators are mainly concerned about the per diem. The changes to the mileage rates would mostly affect student teacher supervisors and Outreach & Engagement teachers. Motion was made that we include in the budget request a move to the federal rate for per diem, and move to the federal rate for mileage. The motion passed unanimously by voice vote.

Mr. Fitzgibbon has put together a spreadsheet comparing the fitness center policies at 15 different institutions in regards to family attendance. Every institution he polled allowed employee—spouses to attend for a fee. Based on the information gathered, the committee recommends we request a policy change that allows for \$120/year fee for the spouse of an employee to use the fitness center. Also, all dependents of an employee over the age of 18 are able to use the fitness center at a rate of \$120/year. The motion passed unanimously by voice vote. The committee will contact Staff Council and Faculty Senate to get their support.

Deb Weigand, Chair

The Appendix is not on the Administrative Senate web site. Tim Jones will get this posted.

Linda Trible, Chair

Ms. Trible suggests we spread the word about Nominations. More in New Business.

## Dr. Draughon, Liaison

Dr. Draughon suggests that all attend the

a proposal if

there is no money attached, collaborate with other areas/departments.

Ms. Tang presented her current budget proposal plan. Ms. Trible made a motion that the senate accepts the proposal. Mr. Back seconded the motion. The motion passed unanimously by voice vote.

The election dates laid out in the Senate Constitution and By-laws do not fit the 2013 calendar properly. Ms. Trible made a motion that the Constitution and by-laws committee rework the wording in regards to election dates. The current wording is that the ballots are emailed the