

## **Loyola University Administrative Senate**

Minutes of the Meeting of Tuesday, September 10, 2002, Octavia II

### Present:

Timothy Albert (proxy for Germaine Turner)	David Huffman
Michelle Andrews	Bret Jacobs
Angela Anthony	Charles Marshall
Ric Bell	Avia Morgan
Martha Bodker	Robert Reed
Jay Calamia	John Sears
Shannon Duplantis	Karen Shields
Gail Howard	Suzanne Terrillion

### Absent:

Kathy Gros  
Edward D'Antoni

**I. Call to Order** - Mr. Sears called the meeting to order at 2:05 p.m.

**II. Approval of the Minutes** - The minutes of the August 13, 2002, meeting were approved.

### **III. Announcements**

Mr. Sears announced the following: (1) Fr. Bernard Knoth would like to establish a committee of seven or eight staff members to gather information from appropriate reference groups on the current salaries for nationally advertised staff positions. (2) Ms. Susan Metzner, Director of Human Resources, has asked Mr. Sears to serve on a newly established committee to begin reviewing the Staff Handbook. Ms. Metzner, Dr. McNeil, Mr. Calamia, Ms. Zimmerman, Mr. DiGange, and Mr. Sears will serve on the committee. (3) The University Senate has posted their next meeting agenda. Recently, the Administrative Senate has expressed a desire to work with the University Senate on issues of mutual concern and the chair of the University Senate has responded affirmatively to such a relationship. After further discussion it was decided that a member of the Administrative Senate should begin attending the University Senate meetings, preferably, a different member each month. Mr. Sears agreed to attend the first meeting on Thursday, September 12, 2002 at 3:30 p.m. (4) Mr. Sears has scheduled the first meeting for the constituents of the Division of Academic Affairs to discuss their current concerns and be apprised of the work that is currently being accomplished by the Administrative Senate. The meeting will be held on Tuesday, September 17, 2002 at 12:30 p.m. in Miller 114.

### **IV. Committee Reports**

Parking - Mr. Reed reported that the committee met on Monday, September 9, 2002. The campus is still experiencing problems with parking. Several recommendations for improvement have been given to Dr. James Eiseman who will review the recommendations and report back to the Parking Committee.

Fringe Benefits – Ms. Morgan reported that Ms. Nan Davis was elected as Chair of the Fringe Benefits Committee for this academic year. The committee is currently reviewing information provided by Buck Consultants regarding policy cost increases. They will continue to discuss all options during the next few meetings in an effort to reach a final decision by October 1, 2002 on which carrier will be chosen so the information will be available for the Benefits Fair. A discussion ensued about the role of the consultants and fringe benefit negotiations.

**V. Unfinished Business**

**A. Performance Evaluation**

This item has been tabled until the October 2002 meeting.

**VI. New Business**

**A. Tuition Policy**

Over the summer, a memo was distributed from Fr. Knoth concerning staff members who take classes during the hours of 8:30 a.m. - 4:45 p.m. In summary, the policy is now being enforced to exclude staff from taking any classes during the hours of 8:30 a.m. - 4:45 p.m. Unfortunately, many graduate classes are scheduled to begin at 4:15 p.m., which excludes staff participation. It was the sentiment of the group that a better educated staff would benefit the entire university. It was decided that Ms. Shields would work with Mr. Sears on a correspondence to Fr. Knoth regarding this policy.

**B. Academic Affairs Strategic Agenda**

Mr. Sears reminded the Senators to attend as many Academic Affairs Strategic Agenda town meetings as possible, and keep abreast of the information on the internet regarding this issue.

**C. Communications and Constitutional Outreach Committee**

Mr. Sears distributed a copy of Bylaw #9 which reads, “Effective 2002/2003, Alternates to the Administrative Senate will be considered ordinary Senators in every regard except in determining the minimum number necessary for a quorum. Alternates will be counted toward the establishment of a meeting quorum. In order for this bylaw to remain in force it must be approved on an annual basis and at the earliest meeting that is reasonable.” He proposed that the Senate adopt Bylaw #9. After further discussion, a motion was called to adopt Bylaw #9. The motion was passed. (12 approved, 3 opposed and 1 abstained).

Mr. Calamia asked the group if there was significant interest in making this a permanent change. There was some sentiment to do so. Mr. Huffman suggested that the Senate use the next several months as a test period. Mr. Marshall agreed that a test period would be beneficial, and suggested that if this change proves successful to have Bylaw #9 made permanent before the next academic year. There was a general sentiment to monitor this situation and decide before the end of the academic year if it should be made a permanent change.

D. Meeting Time

Mr. Sears inquired if there was any preference to move the meeting time to earlier in the day. After discussion, it was decided to keep the meeting time at 2:00 p.m.

**VII. Open Forum**

Ms. Morgan announced that she would be resigning from the Administrative Senate December 2002 due to personal reasons. She requested that the members begin thinking about a replacement for her on the Fringe Benefits Committee. Ms. Morgan expressed her commitment to this committee, and her desire for a proactive member to take her place.

The meeting was adjourned at 3:37 p.m.