

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday, November 4, 2015  
3:00 pm – 4:15 pm  
UC 206

**PRESENT:** Senate Chair: Stephanie Walden-Schwake, Senate Members: Larry Back, Alex Eaton, Brandi Hess, Karen Huseman, Don McGrath, Susanne Stanley, Beth Thompson, and Michelle Woodburn.

**CALL TO ORDER:** Meeting was called to order at 3:00 pm.

**APPROVAL OF MINUTES:** The draft of the meeting minutes from the October 7, 2015 meeting were distributed through email with the November 4, 2015 meeting reminder. However, due to lack of quorum, the minutes could not be approved.

**REPORTS FROM OFFICERS:**

**Chair:** Stephanie Walden-Schwake

- 1) The invited guest for today's meeting was unable to attend.
- 2) Currently serving on the Search Committee for the new Executive Director of Human Resources. The Administrative Senate, and others, are invited to an open meeting with the first candidate on Friday, Nov. 6. An email announcement of the open meeting was sent to senators.
- 3) President Bennett will present an update on the expected budget challenges for the 2016-2017 fiscal year. The meeting is to be held on Nov. 19. An email announcement of the presentation was sent to administrators.
- 4) President's Council Update
  - a. The members participated in a table-top training activity around the scenario of student alcohol abuse. This training is available for departments as well as active shooter scenario. These topics could be considered for the Professional Development Committee to offer for members. The Vanderburgh County Sheriff's Department has begun to station an officer (or more) on campus throughout the weekdays in addition to their regular presence of an off-duty officer on the weekends.
- 5) Staff Council Update
  - a. Angie O'Nan mentioned that the Staff Council is working on a newsletter which can be placed within the USI website and reported that News and Information Services is looking to develop an employee portal. The Administrative Senate would be able to post items of interest at that place.
  - b. Concerning links, for example the USI discounts, the links of benefit to the USI community would all be found within this portal. Larry Back described it as an employee Intranet. A sample of the Link Categories is available for the Administrative Senate to update as needed.

**Vice Chair:** Larry Back

- 1) Attended meetings of the senate executive committee and the Professional Development committee.

**Past Chair:** Susanne Stanley

- 1) Attended a meeting of the Constitution and Bylaws committee.
- 2) Attended a meeting of the senate executive committee.

- 3) Attended the dedication of the 50<sup>th</sup> Anniversary sculpture that was sculpted by nationally-renowned artist Richard Hunt.
- 4) Attended a thank-you luncheon for those who worked on the 50<sup>th</sup> Anniversary celebration.

**Secretary/Treasurer:** Debra Clark

- 1) Balance in the treasury is \$545.85.

#### **REPORTS FROM STANDING COMMITTEES:**

**Administrative Affairs:** Don McGrath

- 1) They are looking for one place to display/list/post the USI discounts available and to determine who would service the list to keep it updated. Discounts can vary by USI category such as, current employee, retired employee, students, and Alumni Association members. Human Resources, Procurement and the Alumni Association maintain a list of discounts.

**Constitution and Bylaws:** reported by Susanne Stanley

Over the past 6 weeks, the CBL Committee has met several times to examine the current bylaws concerning membership and voting eligibility.

After considerable research and discussion, CBL Committee has determined that Article III - Membership, Section 1B should remain as written, and therefore no additions or deletions should be made. This determination is based on the following evaluations.

- 1) Evaluated adding Provost's Council to the list of excluded groups. Currently, two members of this council are administrators with voting rights (Assistant to the Provost and Registrar) and would lose their eligibility with Administrative Senate if this group were excluded. Although these two positions are on the Provost Council it is not a matter of voter representation. Other members of the Provost's Council are excluded based on their membership to an exclude group. Therefore it is determined that Provost's Council should not be added to the list of excluded groups.
- 2) Evaluated adding Council of Chairs to the list of excluded groups. Current language in the by-laws of "academic program chairs/directors" captures this group. Therefore it is determined that Council of Chairs should not be added to the list of excluded groups to avoid redundancy and the creation of list that would identify all university academic groups.
- 3) Evaluated if language should be added to identify the unwritten rule that positions of "directors and below" be eligible for voting. This item is in specific reference to the position title of Executive Director of Continuing and Professional Education, which was inadvertently omitted from the list of eligible voters even though it was eligible. It was verified that this specific position has no voice or voting rights on any of the excluded groups. This is not the case with all other Executive Director positions at the university. Since this situation may occur again with future position titles, it is determined that language will not be added regarding "directors and below". Instead, a note will be made that will support this specific position as eligible for voting.

Furthermore, the CBL Committee makes the following recommendations to the Nominations and Elections Committee:

- 1) The current report labeled "all\_administrators.csv" will contain a column that identifies, with a Y or N, the voting eligibility of the administrator. CBL committee member and IT staff member Teresa Grisham will make the update to report.

- 2) The current report labeled “non\_voting\_administrators.csv” will contain a column that provides the reason for which the administrator is not eligible to vote, such as member of President’s Council. CBL committee member and IT staff member Teresa Grisham will make the update to report.
- 3) The Administrative Senate Nominations & Elections Committee be tasked with the following:
  - a. Review the current district reports of eligible voting members to verify district voting eligibility. (Reports found AdminSenate (V):\Senate\reports, or contact IT. Current contact is Teresa Grisham.)
  - b. Review both the “all\_administrators.csv” report and the “non\_voting\_administrators.csv” report to verify overall voting eligibility. Where applicable, update reason for administrator not being eligible to vote. (Reports found AdminSenate (V):\Senate\reports, or contact IT.)
  - c. Determine voting eligibility with questions based on Article III, Section 1, a., b., and c. of the By Laws. Questions such as:
    - i. Does the position title qualify as an administrator?
    - ii. Is the position listed on one of the excluded lists?
    - iii. Is the position administrative or primarily academic?
    - iv. Does the position have voting rights with any of the groups/categories on the excluded listed?
  - d. When applicable, update the appropriate column on the “non\_voting\_administrators.csv” report with the reason the administrative position is not eligible for voting rights with Administrative Senate.
  - e. Provide all updates regarding membership eligibility to the executive committee before finalizing.

**Employee Relations and Benefits:** Michelle Woodburn

- 1) Issue of sharing banked sick days among employees is dead.
- 2) Data analytics from Human Resources about the usage of the Family Sick policy days allowed will be postponed until the new Executive Director of Human Resources is in place.
- 3) Performed an environmental scan seeking information about any new benefits that could be offered to USI employees, such as new employee orientation.
- 4) Topics from fall survey:
  - a. Tuition reimbursement for graduate versus undergraduate classes and the impact
  - b. Office bullying – recommend that a workshop be conducted
  - c. Understanding travel forms and reimbursement – recommend that a workshop be conducted
  - d. Domestic partners – are any changes needed to USI policies in light of the new laws in place
- 5) A charge will be written to address the attendance at the Fall and Spring Faculty/Administrative Staff meetings.
- 6) A charge was submitted concerning the lack of a defined career path for administrators. The committee discussion resolved that the advancement path is so varied around campus that it must be left to the individual departments to determine.

**Events and Outreach:** Karen Huseman

- 1) Trying to address the need to recognize and mentor new employees. Staff Council has a brochure for new hires and we might need one too. Ingrid Lindy in Human Resources can provide a list of new staff members so we can welcome them, give them a tour, etc. If funds are needed for the creation of a brochure, make sure that a budget request is included.

**Nominations and Elections:** Susanne Stanley

No report

**Professional Development:** Beth Thompson

- 1) Discussed the fall survey questions
- 2) Topics for spring: Advising Centers with Tour (Keith Powers), Ergonomics with Bryan Morrison, Happiness Workshop with Brody Broshears, Travel Forms and Reimbursement with Susanne Stanley
- 3) Will send an email to encourage all administrators to participate in the learning opportunities already in place on campus
- 4) Since each department has funding specifically for employee training there are no additional funds available. Dr. Bennett has shown an interest in this topic.
- 5) Hoping to schedule a workshop after the spring term but before the fiscal year ends.

**UNFINISHED BUSINESS:**

- 1) Outside employment policy for administrators: Employee Relations and Benefits Committee, Michelle Woodburn
  - a. A document was provided summarizing the background and recommendation of the committee.
  - b. Stephanie will send this policy out to the Administrative Senate so that a vote can be taken at the December meeting. The vote can be to keep policy as it is, delete the policy entirely, or alter according to the committee recommendation.
  - c. The Employee Handbook is due for an update so this policy change could be included.
- 2) Fall/Spring Faculty/Administrative Staff meeting: Employee Relations and Benefits Committee, Michelle Woodburn
  - a. A committee recommendation will be needed to discuss the issue further.

**NEW BUSINESS:**

- 1) Consider using the new employee Intranet to post information about the Administrative Senate and its activities.

**ANNOUNCEMENTS:**

Next meeting is December 2, 2015 in UC2206.

**ADJOURNMENT:**

Meeting adjourned at 4:15 pm.