

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday June 3, 2015  
3:00 pm  
UC 2206

**PRESENT:** Senate Chair, Susanne Stanley, senate members: David Alexander, Carey Beury, Debbie Clark, John Campbell, Karen Huseman, Ingrid Lindy, Cindy Miller, Mike Mohr, Beth Thompson, Jayne Tang, Stephanie Walden-Schwake, Steve Bridges and Kat Draughon. Also in attendance new Senators: Larry Back, Joe Binkley, Sarah Harlan, Amy Smith and Michelle Woodburn.

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

**APPROVAL OF MINUTES:** May 6, 2015 minutes approved as distributed.

**PRESENTATION:**

**REPORTS FROM OFFICERS:**

**Chair:** Susanne Stanley

- Attended 2 President Council meetings topics presented were: public tuition hearing was held about the tuition increase; the handbook update is still a work in progress; the next phase to create a new strategic plan has begun; Pat Zimmerman, assistant HR director has left the position and it will be revised to Associate Director of HR.
- Executive officers met to begin the work of committee assignments for the year and began discussing what needs to be done to submit questions for the fall faculty staff survey. Questions need to be presented to the executive committee by July 15 and are due to OPRA by July 22.
- Read an email from John Deem thanking senate for acknowledging retirees at the Milestone event and their cumulative years of service to USI during the first 4 decades.
- Reminded us that 10 senators is a quorum.
- Thanked Jayne for her extra year of service as past chair along with the service of senators rolling off.

**Vice Chair:** Stephanie Walden-Schwake

- Reported that the Milestone Event again has received positive remarks. A majority of the honorees requested copies of the comments that were read while they were accepting their certificates. Expects it to be under budget.

**Past Chair:** Jayne Tang

- No report.
- Said thank you to the senate and really has enjoyed her time working with everyone.

**Secretary/Treasurer:** Debbie Clark

- Operating fund balance: \$315.91
- Milestone Estimated Amount: \$4500.00, should be under budget.

**Reports from liaisons:** Steve Bridges and Kat Draughon

- Steve spoke briefly about the tuition hearing which is required by law. Raises won't be as large as Dr. Bennett would like, but there will be something.
- Kat reported that the new Strategic Plan won't be as elaborate as the previous one, focus groups will be involved again and they are looking at our environmental scan and what outside forces are affecting USI.
- Kat reported the 10 year higher education accreditation process is coming up again and we will have a year and a half to get ready. Self studies are under way. Feels we are really well positioned.
- Kat clarified that the President Council is an information share group that meets regularly and the chair of Administrative Senate is invited to attend. The intent is that the information will be brought back to other groups that the attendees represent.

- Steve announced that the Master Gardeners will be on campus the next couple of days. Over 300 members from around the state and he will be welcoming them to campus and promoting USI.
- Steve announced that he will be meeting with the retirees of USI group to gather insight and information from them. John Deem is the current chair of the group and they want to stay involved.
- Steve announced that he will attend as many Administrative Senate meetings as he can.

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

##### **Administrative Affairs:** Chair: Ingrid Lindy

- Presented end of year report.
- Items still under consideration: Continue investigating lowering the USI flag to half-staff for the death of an employee, retiree, or student and publicizing to campus why it was lowered and pulling together all discounts and savings available into one area on the web site.

##### **Constitution and Bylaws:** V. Chair Cindy Miller, Deb Butler, absent

- Presented end of year report.
- Future items to review: Clarify what administrators are eligible to run for senate and what happens when there is a voting tie. Simplify by-laws on how to do elections and add more details to the procedure manual.

##### **Employee Relations and Benefits:** Chair: David Alexander

- Presented end of year report.
- Items still under investigation: Report from HR on the use of family sick time. Issue on outside work. Flextime options for year round use since some areas can't take advantage of it in the summer. Options for tele-commuting from home for some campus jobs.

##### **Events and Outreach:** V. Chair John Campbell, Chair: Brandi Hess absent

- Presented end of year report.
- Presented the possibility of an ice cream social for Administrators sometime in July. Estimated cost \$3.15 per person and approximately 150 people. Currently there are 286 administrators.

##### **Nominations and Elections:** Chair: Jayne Tang

- Presented end of year report
- Summarized items that will need to be addressed by the Constitution and Bylaws committee next year in regard to elections. Suggested that liaisons be included in a meeting along with Ingrid as a representative of HR and her knowledge of job titles on campus.
- Elections were made more transparent this year. Posted nominations on the website so all administrators could see ahead of time who was running. This was done as a result of comments from previous years.
- Made a suggestion to add the founding committee members to the web site.

##### **Professional Development:** Chair: Carey Beury

- Presented end of year report.
- Will offer a "Generations in the Workplace" presentation on Thursday June 25. Speaker is Laura Alexander from Springleaf Financial services.

##### **Unfinished Business:**

- Discussion on flags took place: American, State and USI rules, regulations, and protocols when and length of time flown. Does the Governor need to approve if the state flag would be lowered? Suggestion was made to put a question on the fall faculty staff survey.

##### **New Business:** None

##### **Announcements:**

- End of year reports will be posted on the web site.
- Next meeting is July 1, 2015 in UC 2206

**Adjournment:** Meeting was adjourned at 4:40 pm.