

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday May 6, 2015  
3:00 pm  
UC 2206

**PRESENT:** Senate Chair, Susanne Stanley, senate members: David Alexander, Carey Beury, Brandi Hess, Karen Huseman, Ingrid Lindy, Cindy Miller, Jayne Tang, Beth Thompson, and Stephanie Walden-Schwake.

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

**APPROVAL OF MINUTES:** April 1, 2015 minutes were approved as modified.

**REPORTS FROM OFFICERS:**

**Chair:** Susanne Stanley

- Attended VPFA Candidate small group meetings and presentations. Chair thanked Senate members who also attended. She thinks it is important that we attend these types of activities
- Attended Retiree Reception on April 16
- Presented at Campus Community Budget Hearing, along with Jason Fertig (Faculty Senate) and Britney Orth. Chair feels synergy with this group and felt the presentation showed a united group.
- Attended April 21 President's Council. VP Wright spoke about enrollment numbers.
- Spoke about the Child Protection Policy and how it affects campus activities.
- Past Chair attended a president council meeting and reported it was a short meeting.

**Vice Chair:** Stephanie Walden-Schwake

- Reported on the Milestones reception planning
  - Greeters will be needed
  - 43 honorees
  - Librarians are considered faculty and not administrators.
  - We are under budget for the event
  - There will be a scrolling list of administrative retirees along with the combined total years of service
  - Had a discussion regarding names of honorees, should they be their formal name or common name?
  - There will be samples of some of the gifts at the event.

**Past Chair:** Jayne Tang

- Attended Howard Ross workshop on Diversity.

**Secretary/Treasurer:** Ingrid Lindy for Debbie Clark (absent)

- Operating fund remains at \$420.36.

**Report from liaison:** Kat Draughon

- Unable to attend.

## **REPORTS FROM STANDING COMMITTEES:**

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

- No report

### **Constitution and Bylaws:** Chair: Deb Butler

- No report, absent

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

- ERB has first draft of outside employment and year round flex policy changes
- Plans to meet with Donna Evinger for guidance

### **Events and Outreach:** Chair: Brandi Hess

- Committee is planning for a social meet and greet for administrators in mid-July. Currently obtaining prices for refreshments.

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

- Jayne reported a discrepancy with files sent and stated that the spreadsheet was correct.
- Ballot to be opened on 5/13, closed 5/19
- Wants to move some of verbiage regarding elections to procedures manual. Will send email regarding suggested by-law change

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

- Committee Met May 1. Talked about Leader Excellence Program and also a program regarding generational differences

### **Unfinished Business:**

- Nothing to report.

### **New Business:**

- Chair will send the recommendations from Administrative Affairs committee to senators. She asks that senators review and be ready to discuss those recommendations at the next meeting.
- Reminder that year end committee reports will be due in June.

### **Announcements:**

- Next meeting is June 3, 2015 in UC 2206

### **Adjournment:**

- Meeting was adjourned at 4:34 pm.