

Minutes
University of Southern Indiana
Administrative Senate
Wednesday October 7, 2015
3:00 pm
UC 2206

PRESENT: Senate Chair, Stephanie Walden-Schwake, senate members: Larry Back, Joe Binkley, Deb Butler, Debbie Clark, Alex Eaton, Karen Huseman, Don McGrath, Cindy Miller, Amy Smith, Beth Thompson, Michelle Woodburn, Susanne Stanley, and Kat Draughon.

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

APPROVAL OF MINUTES: September 2, 2015 minutes approved as distributed.

REPORTS FROM OFFICERS:

Chair: Stephanie Walden-Schwake

- Reported that numerous administrators responded to the email sent out asking for volunteers for the open slots on the university committees. The Executive committee reviewed the names and made some choices and Stephanie contacted them.
- Attended two President Council meetings.
At the first meeting, President Bennet asked everyone present to state what the main challenge was in their department or organization. Hiring and retention issues was mentioned by a couple of members. President Bennett is supportive of paying market value and looking at professional development paths.
At the second meeting Dr. Rochon mentioned that they are looking at academic partnerships and how to grow graduate programs, especially on-line.
- Reminded everyone that Andy Wright will be coming to speak to us at our November meeting.
- Reported that she will be attending the next Staff Council meeting.

Vice Chair: Larry Back

- Met with the Events and Outreach committee.
- Met with Professional Development committee.
- Attended the Executive committee meeting.
- Attended the Performance Center luncheon and ribbon cutting ceremony.

Past Chair: Susanne Stanley

- Attended the last 50th anniversary committee meeting.
- Attended the Founders Day luncheon.
- Met with the Constitution and Bylaws committee.
- Attended the Executive Committee meeting.
- Volunteer at the "Party of the Decades" Transformation of the PAC was amazing and the count of the tickets sold a few days before the event was 508 of 512. Very successful event.

Secretary/Treasurer: Debbie Clark

- Expenditures: \$454.15. Current balance: \$545.85
- Attended the Executive Committee meeting.

Reports from liaisons: Kat Draughon

- Mentioned that the next Strategic Plan will be presented at the March meeting of the Board.

REPORTS FROM STANDING COMMITTEES:

Administrative Affairs: Chair: Cindy Miller

- Provided a spread sheet listing the current discounts available to USI employees and the dept webpages where the discounts can be found. The document also included the responses from the previous year's survey where faculty/staff were asked which businesses they would like to see added to a discount page.
- Discussed the possibility of hiring a student worker for a short amount of time to work on the project of creating a consolidated web page.
- Committee feels that it is better to limit request for discounts to local companies.

Constitution and Bylaws: Chair: Deb Butler

- Susanne met with the committee. They discussed the issue of eligible membership to the senate and the impact on the voting process. Need to collect additional information.

Employee Relations and Benefits: Chair: Michelle Woodburn

- Michelle and Brandi have swapped roles on this committee due to work demands with Brandi's job.
- They will be tabling the year-round-flex discussion and the investigation of increasing bankable vacation hours over the current 300 hour limit until a later date.
- They will continue to request from HR a report on the usage of Family Sick time. Data has been asked for on multiple occasions but no results have been presented to Administrative Senate.
- Michelle verbally presented the results of their review of the Outside Employment Policy as listed in the handbook. Email copies will be sent to Senators so discussion can take place at the next meeting to finalize a recommendation.
- They asked about the status of the sick bank discussion from previous years since that had appeared on the faculty/staff survey. Susanne answered that this topic had been researched but administration determined it was not feasible to implement and track
- They are investigating programs offered by other universities comparable to the size of USI to determine activities, policies or interests that might be implemented at USI.

Events and Outreach: Chair: Karen Huseman

- Committee debriefed the Ice Cream Social and discussed plans for future initiatives. They felt the social was a success and should be repeated in the future.
- They discussed ways to educate administrators and connect with USI. They will be advertising the "Celebrate the Trail Event" which is co-sponsored by USI and Burdette Park.
- They are also looking into ways to connect new employees beyond the annual fall and spring meetings. The committee would like to arrange for them to receive information about Administrative Senate, to connect with someone from the Events and Outreach Committee and to possibly conduct a campus tour for a personal connection.

Nominations and Elections: Chair: Susanne Stanley

- No report

Professional Development: Chair: Beth Thompson

- They met and discussed the fall survey results that related to workshops and professional development.

- They discussed Continuing Education opportunities that are already available that would fulfill some of the suggestions listed on the survey.
- They discussed “USI Freebies”, things that are already available at no cost benefits.
- Commented that Buy USI workshops are currently being offered so may drop this as a workshop at the spring meeting. Bryan Morrison has agreed to present a Safety workshop.

Unfinished Business:

- None

New Business:

- An Item for consideration was presented. Review the current faculty/staff tuition reimbursement policy. Discussion took place and it was decided that it would not be pursued. Stephanie will follow up with the person who submitted the item.
- Asked everyone to take a look at the survey results before the November meeting to see if there is anything that jumps out for committees to investigate.
- Beth Thompson volunteered to take minutes at the November meeting. Debbie Clark will be off campus for an all day workshop.

Announcements: Next meeting is November 4, 2015 at 3:00 in **UC 206**

Adjournment: Meeting was adjourned at 4:15 pm.