

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, November 9, 2016
3 p.m.
UC 2206

PRESENT: Larry Back, Chair; Stephanie Walden-Schwake, Past Chair; Andrea Gentry, Vice Chair; Jaclyn Dumond, Secretary/Treasurer; Joseph Binkley; Caylin Blockley; Alex Eaton; Jacob Hansen; Erica Hooker; Jeanne McAlister; Don McGrath; Danielle Norris; Beth Thompson

ABSENT: Tricia Tieken; Steve Bridges; Kat Draughon

GUESTS: Travis Dickison, Vice Chair, Staff Council; Dr. Nicholas LaRowe, Chair, Faculty Senate

CALL TO ORDER: The meeting was called to order at 3:00 p.m.

APPROVAL OF MINUTES: October 12 minutes approved as written.

GUEST SPEAKER:

Dr. LaRowe shared the following:

- The current tuition benefit for dependents and spouses is 75%.
- Faculty Senate believes that increasing the benefit to 100% makes USI more attractive to prospective employees.
- The Economic Benefits subcommittee is gathering data with the assistance of the Benefits department and should have a recommendation by the end of the semester.
- Both Administrative Senate and Staff Council will be provided with a draft of the report and asked for feedback and a decision whether to endorse.
- Further discussion was held regarding a 2015-16 request put forth by Administrative Senate to increase the hour limit for employees from 15 to 21. The Executive Committee will follow up on this.
- Additional conversation was held regarding a suggestion made to Dr. LaRowe that Indiana public institutions should develop a reciprocal agreement for employees' dependents who attend an institution other than the one where the parent/guardian works. This idea was investigated by Administrative Senate last year, but other institutions were not interested.

REPORTS FROM OFFICERS

Chair: Larry Back

Attended President's Council 10-18. Steve Woodall gave a presentation on Public Safety. K. Draughon reported on a new Data Governance Committee.

Attended President's Council 10-25. Jon Mark Hall reported that men's cross country team won conference for twelfth year in a row, and women's cross country won conference for sixth year in a row. He also reported that women's soccer had their best season in a long time. The Small College Basketball Hall of Fame Classic will be November 17-19.

Met with Executive Committee 10-31 to discuss next meeting agenda.

Attended expanded President's Council 11-1. Guest Speaker topic was Bystander Intervention. For information you can visit stepupprogram.org/

Attended Board of Trustees meeting 11-3. You can view information about the meeting on their website www.usi.edu/trustee/. Jaclyn did a presentation on CAP.

Attended President's Council 11-8. Men's soccer team invited to NCAA tourney for the first time since 1982. Men's and Women's cross country teams qualified for nationals.

Vice Chair: Andrea Gentry

- Attended the Professional Development meeting on 11/4

Past Chair: Stephanie Walden-Schwake

- No report at this time.

Secretary/Treasurer: Jaclyn Dumond

- Current operating balance remains at \$475.40.

REPORTS FROM STANDING COMMITTEES

Administrative Affairs: Chair – Don McGrath
Group has not met.

Constitution and Bylaws: Chair – Jake Hansen

Erica and Jake met to discuss our plans, investigate the CBL Senate Drive and discuss how we will be conducting our committee for the year.

We also discussed holding Administrative Senate Town Hall meetings. We were in agreement that it would provide the greater community another way to have a voice and would be willing to host those.

Employee Relations and Benefits: Chair – Beth Thompson

The Committee met Monday, Nov. 7 at 11 am in HP2058.

Larry Back, Chair of Administrative Senate, states that the Outside Employment Policy discussion will be added to the Faculty Senate Agenda for their Nov. 11, 2016 meeting. The outcome of the Administrative Senate vote in Dec. 2015 was to remove the policy in its entirety.

We are gathering data from Human Resources about the financial impact to the University of the conversion of sick time to vacation based on the guidelines presented to the Committee as a charge on Sept. 16, 2016.

Events and Outreach: Chair – Alex Eaton

Nothing to report.

Nominations and Elections: Chair – Stephanie Walden-Schwake

Nothing to report.

Professional Development: Chair – Joe Binkley

The professional development group met Friday, November 4 and had a follow-up discussion on the three workshops for the spring faculty meetings.

- 1- Adjusted the supporting our students of color workshop to focus on sensitivity in the workplace. We are reaching out to Pam Hopson for suggestions on presenters.
 - 2- Technology: tips for getting your Outlook inbox under control. We will be reaching out to Richard Toeniskoetter who has provided similar presentations to faculty.
 - 3- USI 101 – We were able to get Dr. Bennett to be our speaker for this session. We expect this to be a more popular session so we will be looking to have this in a larger room.
- We also spoke about ideas for a workshop sometime in the spring. We are looking at inviting someone from Leadership Evansville to come during the week of spring break.
 - We are going to plan on a mass e-mail reminder to administrators for the beginning of spring to remind them about taking advantage of continuing education opportunities.
 - We will be looking to examine how the change in FLSA has impacted staff and in response to that are considering offering workshops on managing time more effectively, organization, or doing more with less.

REPORTS FROM LIAISONS:

No liaisons were in attendance.

UNFINISHED BUSINESS:

- Larry shared that he and Stephanie will attend the November 11 Faculty Senate meeting to present the developments with the Outside Employment Policy and gauge their perspective.
- Senators shared concerns they had heard regarding the Fair Labor Standards Act (FLSA) implementation, scheduled for December 1. The Executive Committee will share the concerns with Andrew Lenhardt to preserve anonymity.

NEW BUSINESS:

- Various tasks were distributed for action by committees:
 - Constitution & By-Laws will create a Senate Policy Manual that includes procedural information as well as training materials to provide orientation for new Senators. The committee also will consider whether the Senate's committees require re-structuring.
 - Administrative Affairs will plan a Town Hall event. Discussion followed regarding developing an agenda, use of facilitators and whether the event should be held by district or in a large group.

ANNOUNCEMENTS:

- The President's Office is still looking for van drivers for the Holiday Open House; Larry will email the date and who to contact.
- Next meeting is Wednesday, December 14 from 3-4:30 p.m.

ADJOURNMENT:

Meeting was adjourned at 4:14 p.m.