

Minutes
University of Southern Indiana
Administrative Senate
Wednesday August 6, 2014
2:30 pm
University Suite

PRESENT: Senate Chair, Susanne Stanley, senate members: Deb Butler, John Campbell, Debbie Clark, Carey Franks, Karen Huseman, Ingrid Lindy, Mike Mohr, Beth Thompson, Jayne Tang and Kat Draughon

CALL TO ORDER: The meeting was called to order at 2:45 pm.

APPROVAL OF MINUTES: The July 2, 2014 minutes were approved as distributed.

PRESENTATION: The meeting began with a presentation by Charmaine McDowell on the topic "Thinking outside the lines". The focus of her presentation was on increasing awareness and understanding, discussing the process of creativity, the challenges, our observation skills and perceptions and building on other's ideas. If anyone is interested in a copy of the power point of the presentation, they can contact Charmaine.

REPORTS FROM OFFICERS:

Chair: Susanne Stanley

- The executive committee met and discussed the survey questions to be presented to OPRA for the fall faculty and staff survey and finalizing the details for our retreat meeting today. Only 30 minutes was added to our meeting time to include a speaker and some refreshments.
- Reminded members that committee information is posted on the V drive to be reviewed.
- She has been attending 50th anniversary planning meetings
- The Milestone event had 2 individuals request no gift and that the funds be transferred to Archie's Closet instead. She has submitted these requests.

Vice Chair: Presented by Susanne Stanley, Stephanie Walden-Schwake was on vacation.

- Stephanie had participated in some web training by Brandi Hess to update the Admin Senate Web page. She updated members and committee chairs and vice chairs and added individual members to committees who had submitted them to her.
- Committee chairs were reminded to send names of new committee members to Stephanie.
- Stephanie has met with each standing committee or the chair and vice chair of the committee

Past Chair: Jayne Tang

- No report, but she is available for advising and input if needed.

Secretary/Treasurer: Debbie Clark

- Estimated food cost for our meeting \$79.64
- Balance of account \$920.36
- Milestone Event budget \$4500.00

Report from liaison: Kat Draughon

- Survey update, email will go out on Tuesday August 19 and run through September 5.
- There has been an Enrollment management consultant on campus to help with the strategic plan for enrollment.
- She reported that the enrollment for incoming freshman is down from previous years and there are some concerns in this area
- She made the suggestion that we might want to have one campus wide open meeting as Faculty Senate does in the spring.
- She reported that a search team is in place to find a new VP of enrollment management, Dr. Rochon is the chair.

Reports from Standing Committees**Administrative Affairs:** Chair: Ingrid Lindy, Vice Chair: Mike Mohr, report made by Ingrid.

- Met with Susanne and Stephanie and have sent invites to potential members to their committee
- Are looking into discounts for employees, with the possibility of keeping a web-site page updated with all available discounts

Constitution and By-laws: Chair: Deb Butler, Vice Chair: Cindy Miller, report made by Deb.

- No report, no items for consideration at this time.

Employee Relations and Benefits (ERB): Chair David Alexander, Vice-Chair: Karen Huseman, report made by Karen

- Members have been recruited and they have met and reviewed items that were outstanding from previous years.
- Dave has sent the Parental leave policy document to Susanne for review by the executive committee
- Want to review the sick-time days issue with HR and an email has been sent to Donna asking about a report on the usage of 10 family days versus 5 family days
- Will discuss the 300 hour limit for vacation days
- Has submitted a question for the Fall survey asking for ideas to investigate
- Brainstormed new ideas

Events and Outreach: Chair: Brandi Hess, Vice Chair: John Campbell, report made by John

- Stephanie has met with Brandi and John
- Have recruited 4 members for their team and will meet soon

Nominations and Elections: Chair Jayne Tang

- When the committee does meet, they will review the membership of each district to see if any changes need to be made

Professional Development: Chair: Carey Franks, Vice Chair: Beth Thompson, report made by Carey

- Committee has met and they have recruited members to their team
- Reviewed the responses from the open comment section of last year's survey and are working on professional development sessions on Emergency response issues, such as active shooter, tornado and earth quakes. Hope to have something scheduled by the middle of September or early October.

Unfinished Business:

- Parental leave policy, will be reviewed
- Procedural manual will be looked at and hopefully completed soon

New Business:

- The question was asked if there is a policy on the University flag being flown at half-mast. A recommendation was made and voted on that this issue be reviewed and researched by the Administrative Affairs committee.

Announcements:

- Next meeting is Wednesday September 3 at 3:00 in UC 2206

Adjournment:

- Meeting was adjourned at 4:20 pm.

Debbie Clark
Secretary/Treasurer