

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday September 3, 2014  
3:00 pm  
UC 2206

**PRESENT:** Senate Chair, Susanne Stanley, senate members: Dave Alexander, John Campbell, Debbie Clark, Carey Franks, Karen Huseman, Ingrid Lindy, Cindy Miller, Mike Mohr, Beth Thompson, Stephanie Walden-Schwacke, and Jayne Tang

**CALL TO ORDER:** The meeting was called to order at 3:02 pm

**APPROVAL OF MINUTES:** The August 6, 2014 minutes were approved as distributed.

**REPORTS FROM OFFICERS:**

**Chair:** Susanne Stanley

- Executive committee met and discussed the Parental Leave Policy and the procedure manual.
- Executive committee also discussed the opportunity of collaborating with Laurie Berry, Housing and Residence Life, and offering the Strength finders workshop. Jayne Tang is in the process of investigating the cost and what day and time the speaker is available.
- Reminder that the fall faculty/staff survey ends Friday September 5.
- Reported that the meeting with the HR consultant went well. There were positive and constructive comments made by all who attended.
- Reminder of the fall reception on Friday September 12.
- She will be unable to attend the Board of Trustees open meeting since she will be out of town for a training session.

**Vice Chair:** Stephanie Walden-Schwacke

- No Report

**Past Chair:** Jayne Tang

- No Report

**Secretary/Treasurer:** Debbie Clark

- Balance of account \$920.36
- Milestone event budget \$4500.00

**Report from liaison:** None in attendance

## Reports from Standing Committees

**Administrative Affairs:** Chair: Ingrid Lindy, Vice Chair Mike Mohr, report made by Ingrid

- Progress is being made with a discount page focusing on local available businesses offering discounts. Dan Martens in purchasing has created a start-up page and is working with Jason Provence to transform it into a more structured web page with some automation, expiration dates and a search feature.
- Investigating what other universities do with their campus flags and how the campus can be informed as to why a flag is being flown at half-mast.
- Announced that the USI today magazine is being revamped and redesigned.

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

- No report.

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

- Parental leave policy, will be discussed during Unfinished Business
- They have contacted Donna Evinger asking for a report giving usage statistics on the Family Sick time moving from 5 days to 10 days. The committee is hoping that the statistics will show low use and hope to make a recommendation to not have any limit on the number of days used for sick time that is family related.

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

- No report

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

- No report

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

- Still trying to finalize a date in early October for a session on Emergency Response issues.
- Also trying to finalize a speaker for Diversity sessions

**Unfinished Business:**

- Discussion was held on the Parental Leave Policy document.
- A motion was made by Jayne Tang to move forward with the Parental Leave proposal, making a correction to the one miss-spelled word in the document. Susanne will meet with Faculty Senate and Staff Council seeking letters of support for the document, and then present the request to President Bennett. Motion was seconded by Carey Franks, Motion passed 100%

- The Procedure manual has been reviewed by the Executive Committee and some corrections made and hope to have something available to present at the next meeting.

#### **New Business:**

- Dave Alexander presented a request that was given to him asking why Flex time can't be used year round, not just in the summer time. Discussion followed and a motion was presented by Dave and seconded by Ingrid for the ERB committee to investigate this as an item for consideration. 100% approval
- A lengthy discussion was held on the topic of the Strength Finders Workshop. Comments were made about the value of this type of workshop for a full department attending or a single person attending. Attendance statistics were presented on the previous offering of this workshop when it was offered to administrators 2 years ago. 30 registered and 27 attended with 90% positive feedback. Attendance was previously limited to 25-30 people. Cost of the event is shared with Housing and Residence life, but could be as high as \$500.00. Consensus was that this is a good Professional Development Opportunity to offer.
- Jayne Tang made a motion that an email be sent to all administrators describing the workshop opportunity and asking for a time sensitive response of their interest in attending. If at least 25 respond, senate will allow the use of funds to pay for the presenter. If space is limited and more than the amount allowed respond yes to attending, then any who have never attended this event will be allowed to attend first, and then others will be accepted in the order that they respond to the email. Motion was seconded by John Campbell. Vote was 8 yes, 4 no, 2 members absent.
- A question was asked to a senate member, why do we get printed telephone bills every month, one for each phone line? Jayne said she would take this question to Richard and then report back.
- Reminder to committees that when a date is set for an event to please inform Debbie Clark so information can be posted on the Senate Web Page.

#### **Announcements:**

- Next meeting is October 1, 2014 at 3:00 in UC 2206

#### **Adjournment:**

- Meeting was adjourned at 4:30 pm