

Minutes
University of Southern Indiana
Administrative Senate
Wednesday November 5, 2014
3:00 pm
UC 2206

PRESENT: Senate Chair, Susanne Stanley, senate members: David Alexander, Deb Butler, John Campbell, Debbie Clark, Carey Franks, Brandi Hess, Karen Huseman, Ingrid Lindy, Cindy Miller, Mike Mohr, Stephanie Walden-Schwake.

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

APPROVAL OF MINUTES: The October 1, 2014 minutes were approved as distributed.

REPORTS FROM OFFICERS:

Chair: Susanne Stanley

- 50th anniversary plans are progressing. Susanne is serving on the signature event planning sub-committee. This will be a more informal party event rather than a Gala event as originally planned. She attends the overall committee meeting and the sub-committee meeting each month. The logo for the anniversary will also be incorporated into the Milestone event in May.
- Strength Finders workshop was very good and had 25 people in attendance. No formal feedback forms were sent or given to attendees.
- Faculty/ Staff survey results were emailed to senators and will be discussed under new business.

Vice Chair: Stephanie Walden-Schwake

- Milestone event is scheduled for May 13, 2015 and planning will begin in January. Volunteers will be needed to form this committee along with the Brandi Hess, Chair of Events and Outreach and Phyllis Oeth in Special Events. Some discussion took place on how we could honor any retirees who retired before we started celebrating years of service. A request for information will be sent to HR so Ingrid can pull out the statistics and names.

Past Chair: Jayne Tang, not present.

- No Report

Secretary/Treasurer: Debbie Clark

- No change in balance

Report from liaison: None in attendance

Reports from Standing Committees:

Administrative Affairs: Chair: Ingrid Lindy

- No report. Received survey results, but no time to call a meeting to review

Constitution and Bylaws: Chair: Deb Butler

- No report

Employee Relations and Benefits: David Alexander

- Committee met and discussed the issue of year round flex time. Points of discussion were: Managers find it hard to manage the time in the summer, causes short staffing; HR perspective how to post vacation and sick time since employees are urged not to use it while in the flex work plan; some departments will find it easier to manage while others won't be able to pursue it; managers would have to organize it and make it fair if more than one employee in an area is interested. Committee was encouraged to continue investigating the issue by the senate.
- The committee also discussed the possibility of Telecommuting or working from home and what issues could arise.
- Another issue that was brought to Dave was could there be a clarification of the campus policy of outside employment, section B.11 in the handbook. Discussion took place and the senate asked if he would complete an Item for Consideration document at the next meeting so this could be presented to HR for review.

Events and Outreach: Chair: Brandi Hess

- No report

Nominations and Elections: Chair: Jayne Tang, not present

- No Report

Professional Development: Chair: Carey Franks

- Gathering information for professional development topics for the spring meeting. One of the workshops will be an overview of the new e-procurement system presented by Jeff Spohn and Dan Martens. Hope to also have sessions on Travel Services, focusing on filling out forms, and USI Writing Style.
- Still trying to schedule a date for the safety on campus seminar.

Unfinished Business:

- The Parental leave policy recommendation will now move to Dr. Bennett for further review and approval. Faculty Senate and Staff Council both approved moving forward with the proposal.
- Review of the Admin Senate procedure manual is still ongoing.

New Business:

- Began discussion of what should be presented at the spring budget hearing. Need to start thinking about any items that would have a cost factor involved.
- A lengthy discussion was held on Travel reimbursement and the proposal to change the per diem from State to Federal rates. This was presented last year and senate recommends that it be presented again this year.
- A brief discussion was held on the survey results. Senators will review the results and discuss further at the next meeting. There were a number of good ideas for professional development needs across campus.

Announcements:

- Next meeting is December 3, 2014 in UC 2206

Adjournment:

- Meeting was adjourned at 4:30 pm.