

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

**PRESENT:** Senate Chair, Susanne Stanley, senate members: David Alexander, Deb Butler, Debbie Clark, Karen Huseman, Cindy Miller, Mike Mohr, Beth Thompson, and Jayne Tang.

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

**APPROVAL OF MINUTES:** The final draft of the November 5, 2014 minutes will be emailed and senators will vote to approve via email.

**REPORTS FROM OFFICERS:**

**Chair:** Susanne Stanley

- 50<sup>th</sup> anniversary plans are progressing. Tote bags have been delayed and may not be available to be distributed at the Spring Staff meetings. The display in the main lobby of the administration building will be up on January 9, 2015. Anniversary items will be available for purchase in the Campus Store.
- Susanne will be meeting with Dr. Bennett on Friday December 5 to present to her the Parental leave policy.

**Vice Chair:** Presented by Susanne Stanley, Stephanie Walden-Schwake was attending a conference.

- Finalizing committee members for the Milestone event

**Past Chair:** Jayne Tang

- No Report

**Secretary/Treasurer:** Debbie Clark

- Balance remains the same in our operating fund, \$420.36.

**Report from liaison:** None in attendance

**Reports from Standing Committees:**

**Administrative Affairs:** Chair: Ingrid Lindy absent, Mike Mohr reported the committee had not met.

- No report.

**Constitution and Bylaws:** Chair: Deb Butler

- No report

**Employee Relations and Benefits:** David Alexander

- Discussed some of the survey results that relate to this committee and will investigate hearing aide coverage options.
- The committee will continue to investigate year-round flex time options. The committee is concentrating their efforts on Purdue's website because they have flextime options available for employees year-round.
- Committee received some comments from administrators that the Faculty/Administrative Fall and Spring meetings tend to be really faculty dominate in what is presented. Committee will investigate options.

**Events and Outreach:** Chair: Brandi Hess, not present. Report given by Susanne Stanley

- Events were presented that employees could participate in along with students
  1. Tuesday December 9, 2014 11-1, Chili Chill out, free chili for all
  2. Thursday January 15, 2015 5-7 pm Salad World West is sponsoring Eagle Hour, appetizers and cash bar available
  3. Homecoming week activities are February 2-7, Pancake breakfast Saturday 10 – noon
- Brandi had also talked with some representatives of Staff Council about their similar problem in advertising events and opportunities for staff to participate in that build stronger ties and a sense of community. The committee will meet with Michelle Duran in January to see how the 2 groups can work together.

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

- Members have been recruited to assist with nominations, Beth Thompson, Deb Butler and Cindy Miller.
- First item of the committee will be to look at the districts to see if any have changed.

**Professional Development:** Chair: Carey Franks, not present, report given by Beth Thompson

- Safety on campus seminar will take place on Wednesday December 10 from 9-10 am.
- Workshops have been set for the Spring Faculty/ Staff meeting.

**Unfinished Business:**

- An Item for Consideration document was presented to senate chair Susanne Stanley to investigate section B. 11 of the handbook in regards to outside employment. Request is not to eliminate the section but to better define the policy. A copy of this document will be emailed to senators for a vote on whether the committee should investigate.
- Review of the Admin Senate procedure manual is still ongoing.

**New Business:**

- Nothing presented

**Announcements:**

- Next meeting is January 7, 2015 in UC 2206

**Adjournment:**

- Meeting was adjourned at 3:40 pm.