

Minutes
University of Southern Indiana
Administrative Senate
Wednesday February 4, 2015
3:00 pm
UC 2206

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

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

APPROVAL OF MINUTES: The January 7, 2015 minutes were approved as distributed.

REPORTS FROM OFFICERS:

Chair: Susanne Stanley

- Attended Mark Rozewski's farewell reception
- Attended the Time-line unveiling
- Was invited to attend a President's Council meeting along with the chairs of Staff Council and Faculty Senate. She was given a copy of a performance funding document showing how USI figures in. She shared a copy of this document with members. Dr. Bennett emphasized that with the projected budget cuts from the legislature, presenters at the upcoming budget hearings will need to justify in detail everything that they want to ask for along with how it aligns with the Strategic Plan. Requests for new positions are to be included in the budget process. She also stated that she wants to make sure there is some money for salary increases and still wants to address job equity issues. At this same meeting Donna Evinger presented the outcomes of the HR assessment that was conducted by the consulting firm. Susanne will invite Donna to the next senate meeting.
- No new updates on the 50th anniversary celebration planning.

Vice Chair: Stephanie Walden-Schwake

- She met with members of the Events and Outreach committee and they began the planning for the Milestone Event.

Past Chair: Jayne Tang

- No Report

Secretary/Treasurer: Debbie Clark

- Balance of the operating fund remains at, \$420.36.

Report from liaison: Kat Draughon

- Encouraged members to attend a Board meeting sometime just to get a feel of how they operate and also attend a faculty senate meeting to see how they interact with other areas on campus.

Reports from Standing Committees:

Administrative Affairs: Chair: Ingrid Lindy

- Have not met but she had reviewed all of the USI web sites that post discounts. There are currently 5 different ones some of which have expired businesses. The committee will meet and review these.

Constitution and Bylaws: Chair: Deb Butler

- No report

Employee Relations and Benefits: David Alexander

- Still reviewing and discussion how to revise the outside employment statement that is in the handbook. Looking at other universities.
- Looking at mediation and grievance procedures
- Still looking at year-round flextime
- Still asking for the sick time usage report from HR. Susanne will contact Donna.

Events and Outreach: Chair: Brandi Hess

- Met to begin plans for the Milestone event.
- Brandi asked at the meeting how they get the list of who qualifies to be honored.
- They are also discussing how to honor previously retired administrators, but no gifts involved. They want to include them because of the 50th anniversary theme.
- They also want to keep with the model of the previous programs because they ran so smoothly in previous years.

Nominations and Elections: Chair: Jayne Tang

- Deb Butler and Beth Thompson have been added to this committee. They have met and began the review of the districts to see how they currently align.
- Kat and Jayne will check some of the older records to see if there are files on the original 4 areas.

Professional Development: Vice Chair: Beth Thompson

- Did not meet.

Unfinished Business:

- Review of the Admin Senate procedure manual is still ongoing.

New Business:

- Nothing presented

Announcements:

- Next meeting is March 4, 2015 in UC 206

Adjournment:

- Meeting was adjourned at 4:30 pm.