

Minutes
University of Southern Indiana
Administrative Senate
Wednesday February 3, 2016
3:00 pm
UC 2206

PRESENT: Senate Chair, Stephanie Walden-Schwake, senate members: Larry Back, Joe Binkley, Deb Butler, Debbie Clark, Alex Eaton, Brandi Hess, Karen Huseman, Don McGrath, Cindy Miller, Amy Smith, Michelle Woodburn, Susanne Stanley, and Steve Bridges.

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

APPROVAL OF MINUTES: January 6, 2016 minutes approved as distributed.

REPORTS FROM OFFICERS:

Chair: Stephanie Walden-Schwake

- Reported that president's council had not met, so nothing to report.
- Met with Steve Bridges about the Fall meeting. He is open to suggestions of items to report at the meeting as well as Dr. Rochon.
- Met with Executive officers.
- Serving on the search committee for the Executive HR Director.

Vice Chair: Larry Back

- Met with Executive officers.
- Was invited to some committee meetings, but was unable to attend.

Past Chair: Susanne Stanley

- Met with Executive officers

Secretary/Treasurer: Debbie Clark

- Current balance: \$545.85.
- Met with Executive officers.
- Stephanie was invited to a meeting by Alexa Buetel, chair of SGA but she was unable to attend so I went in her place. Alexa asked us to share with SGA on what we have accomplished, how we communicate and how an initiative progresses. What does the process look like? Others present at the meeting were students representing Greek Life and RA's, Shelley Blunt, Marcia Kiessling, Bryan Rush, Dr. Rochon and chair of staff council Leslie Groves. Rex Strang, chair of faculty senate was unable to attend but Shelley Blunt reported for him.

REPORTS FROM LIASONS:

Steve Bridges

- Reported that reflectors and paint will be added to the new speed bumps when weather permits.
- Made a comment about being a member of the organizational group who helped create Admin Senate and reminded us that we need to share with other administrators what it was like before we had the group as we recruit administrators to run for offices and senators.

REPORTS FROM STANDING COMMITTEES:

Administrative Affairs: Chair: Cindy Miller

- No report

Constitution and Bylaws: Chair: Deb Butler

- No report

Employee Relations and Benefits: Chair: Michelle Woodburn

- No new information from faculty senate on the recommendation concerning outside employment. Hoping that it will stand as being removed from the handbook, but willing to revise wording if needed. On hold for now.
- In regard to the Fall/Spring faculty staff meeting recommendation, they will work on a couple of questions to add to the annual survey of faculty/staff.
- Next committee meeting is scheduled for February 17, 2016.

Events and Outreach: Chair: Karen Huseman

- They are now receiving a file of new Administrators hired so the committee can proceed with greeting them.

Nominations and Elections: Chair: Susanne Stanley

- Met to get started on the process of recruiting senators to run for Admin Senate.
- Reviewed the time line.
- Discussed how to get the word out to administrators. Encouraged current senators to talk to other administrators and encourage them to run.

Professional Development: V. Chair: Joe Binkley

- Promoting the professional development programs and certificate programs already available on campus.
- Working on dates for a Happiness presentation by Brody Broshears and a repeat of Generations in the workplace.

Unfinished Business:

- ERB chair Michelle Woodburn presented the final recommendation on the proposed fee waiver change. This recommendation is also being supported by Staff Council. A vote was taken and passed to proceed with taking it to the next step.
- Administrative affairs chair Cindy Miller presented the final recommendation on the Discount Program web page redesign and up keep maintained by Distribution Services with the addition of a student worker. Vote was taken and passed to proceed with the next step.

New Business:

- None

Announcements: Next meeting is March 2, 2016 at 3:00 in UC 2206

Adjournment: Meeting was adjourned at 3:45 pm.