

Minutes
University of Southern Indiana
Administrative Senate
Wednesday April 6, 2016
3:00 pm
UC 2205

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, Beth Thompson, Michelle Woodburn, Susanne Stanley, and Steve Bridges.

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

APPROVAL OF MINUTES: March 2, 2016 minutes approved as distributed.

SPECIAL GUEST: Donna Evinger shared some highlights of what has been going on in the HR department this past year and informed senate of some emails that will be coming in the future with snippets of information. Commented that the unemployment level in our area has not changed much but more positions are available, but fewer people are applying is the trend. Encouraged us to take affirmative steps to encourage the people that report to us to help retain those employees. The question was asked about the status of the Fair Labor Standards Act changes. She reported that there is nothing official to report other than it is being reviewed by all parties involved.

REPORTS FROM OFFICERS:

Chair: Stephanie Walden-Schwake

- Attended a Presidents council meeting. Andy Wright reported that enrollment still is very positive for Fall. Dr. Bennett asked members how they reacted to the internet issues that we had been experiencing and to remind everyone that it is important to make a positive impression when dealing with students during this type of issue.
- She received a request from Dr. Rochon to attend a meeting on April 27 to discuss the fall and spring faculty/ administrative staff meetings.

Vice Chair: Larry Back

- Met with the ERB committee
- Attended a President's council meeting for Stephanie. Topics presented: 1. There has been a new recruiting emphasis in the Cincinnati, Ohio area specifically an online focus. 2. There was a charge presented from faculty senate about response time to sensitive issues with Buy USI and requesting meeting rooms. 3. Unit level meetings about the strategic plan are ongoing.

Past Chair: Susanne Stanley

- Nothing to report

Secretary/Treasurer: Debbie Clark

- Current balance: \$520.90. A gift was purchased for Brody Broshears for \$24.95.

REPORTS FROM LIASONS:

Steve Bridges

- Shared that the new Executive HR director will start June 1, 2016.

- Shared a document with senate outlining the approval process for recommendations that we present.
- At the next president's council meeting one of the topics for discussion will be academic partnerships.

REPORTS FROM STANDING COMMITTEES:

Administrative Affairs: Chair: Cindy Miller

- Waiting for updates on the Employee Discount webpage.

Constitution and Bylaws: Chair: Deb Butler

- Nothing to report

Employee Relations and Benefits: Chair: Michelle Woodburn

- Met March 16 and revised the recommendation about outside employment and presented it to the executive committee for review.

Events and Outreach: Chair: Karen Huseman

- Work on the May 11 Milestones of service program and reception is underway. Shared information about the gifts that will be posted for honorees to choose. They have received a list of who the honorees are from HR.

Nominations and Elections: Chair: Susanne Stanley

- Email about nominating someone to serve as a senator has been sent to all administrators.
- Reminded everyone to encourage administrators to nominate someone or nominate themselves if they are interested in serving. Nominations close on Friday April 15.

Professional Development: Chair: Beth Thompson

- Happiness presentation was well attended.
- This summer there will be a presentation on Generations in the workplace by Laura Alexander.
- Next meeting is April 29.

Unfinished Business:

- Will investigate further with Kat Draughon whether senate should schedule a facilitated meeting with all administrators to generate ideas on the strategic plan points.

New Business:

- Karen Huseman volunteered to take minutes for Debbie Clark who will be attending a conference.

Announcements: Next meeting is May 4, 2016 at 3:00 in UC 2206

Adjournment: Meeting was adjourned at 4:15 pm.