

Administrative Senate
Professional Development Committee
End of the Year Report 2015- 2016

Chair: Beth Thompson, District 1

Vice-Chair: Joe Binkley, District 4

Members: Keith Powers, District 1; Paula Nurrenbern, District 3; Jared Lauer, District 2

Ex-Officio: Larry Back, Vice-Chair, Administrative Senate

Committee Charge: Addresses efforts to provide and encourage professional growth and development of administrators; assists in developing training for administrative staff specifically during fall and spring meeting activities; reviews, studies, and recommends Senate action regarding such matters as professional leave and continuing education.

The committee met on the following dates: July 8, August 28, September 25, October 30, January 29, February 26, May 27 and June 24 (if needed).

Questions were submitted for the Fall Faculty and Staff Survey conducted by OPRA concerning training topics.

Discussed the results of the OPRA survey. Most comments centered on the need for continuing education, stress in the workplace, workplace conflict and the need for civility, and the need to spread the word about free resources and opportunities available to USI employees.

Spring Faculty/Administrative Staff Meeting: Bryan Morrison, Manager, Environmental Health and Safety, presented an Office Ergonomics workshop to 23 individuals on January 6, 2016.

The committee expressed support for the Fall, Spring and Summer offerings by USI's Office of Outreach and Engagement. Their Professional Development course and workshop offerings are open to all employees and with a fee waiver too. Certain program offerings such as Project Management, EXCEL Certification Prep, and Meeting Facilitation can address some of the concerns evidenced through the results of the OPRA survey. To that end, on February 29, our committee sent an email to all Administrators in support of enrollment in programs offered by the Office of Outreach and Engagement.

Our committee requested no funds for the coming biannual budget.

March 10, 2016, Michael (Brody) Broshears, Assistant Vice President for Academic Success, led a workshop for Administrators entitled, "Happiness in the Workplace". He shared about the importance of being happy for your personal well-being and as an encouragement to those around you. Being happy is a choice that we make. His resources were happily shared for those who were interested. Eighteen people were in attendance. A thank you gift, a book from the bookstore, was given to him.

Hours spent in committee meetings and duties were reported to the Volunteer USI office.

June 28 will be a workshop about the differences among the generations in the modern day workplace. Laura Alexander from Springleaf Financial will be our presenter. This topic is repeated since the workshop last summer was so popular. A thank you gift will be provided for her.

Much of our meeting time was spent discussing topics, as a needs assessment, that we thought would be of interest to other administrative staff members. We researched and resolved the following: EProcurement BuyUSI, Travel Workshop, Advising Centers operations and tours, internal marketing, and graduate programs.

We leave the following issues for next year's committee: Civility in the Workplace, HR Onboarding process and whether our committee can serve as mentors to introduce new employees to the USI community, and IT as a topic for the Fall Faculty/Administrative Staff meeting.

Respectfully submitted,
Beth Thompson, Chair
Joe Binkley, Vice-Chair