

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, August 10, 2016
2:30 p.m.
UC 2206

PRESENT: Larry Back, Chair; Stephanie Walden-Schwake, Past Chair; Andrea Gentry, Vice Chair; Jaclyn Dumond, Secretary/Treasurer; Caylin Blockley; Jacob Hansen; Erica Hooker; Donnie McGrath; Danielle Norris; Keith Powers; Beth Thompson; Tricia Tieken; Kat Draughon

ABSENT: Alex Eaton; Joseph Binkley; Steve Bridges

GUESTS: Paula Nurrenbern; Darrin Sorrells; Cesar Barrios; Sandi Davis; Travis Dickison (Vice Chair of Staff Council)

CALL TO ORDER: The meeting was called to order at 2:33 p.m.

APPROVAL OF MINUTES: July 6 minutes approved as written.

REPORTS FROM OFFICERS

Chair: Larry Back

- Met with Executive Committee to plan ice cream social and retreat.
- Reminded committees to finalize rosters ASAP for access to the AdminSenate network drive.
- Provided updates from two President's Council meetings including:
 - A reminder of the upcoming Higher Learning Commission site visit, September 12-13
 - A discussion of the need for communication protocol for students and employees who are away from USI during significant, domestic events
 - Fall faculty/administrator meeting will have a revised format this year, with a later starting time, fewer speakers and more opportunities to network
 - Fall enrollment trends
 - A preview of the new undergraduate admissions packet
 - Revisions to the existing Freedom of Expression Policy including locations of free speech locations
 - New guidelines for use of the Griffin Center
 - An update on USI's Standard and Poor's rating (A for bonds)

Vice Chair: Andrea Gentry

- Has been working with committee chairs to finalize membership rosters

- Shared ideas to increase committee participation
- Plans to attend committee meetings when possible

Past Chair: Stephanie Walden-Schwake

- Met with the Employee Relations and Benefits committee to provide an update from an earlier meeting with Steve Bridges and Andrew Lenhardt regarding the outside employment policy.

Secretary/Treasurer: Jaclyn Dumond

- Current operating balance is -\$64.20 due to the decision to offer the ice cream social as a campus-wide event. This may change pending conversations with Steve Bridges.

REPORTS FROM STANDING COMMITTEES

Administrative Affairs: Chair – Don McGrath

Finalizing committee membership and getting started with outstanding projects from the previous year.

Constitution and Bylaws: Chair – Jake Hansen

Finalizing committee membership.

Employee Relations and Benefits: Chair – Keith Powers

Met August 1; 7 committee members, most of whom served previously. Changes to outside employment policy are being submitted to Executive Committee.

Events and Outreach: Vice Chair – Caylin Blockley

Met August 2; 5 committee members. The ice cream social was attended by 228 individuals; 173 entered the drawing for theatre tickets. The committee has several ideas to improve the event in the future.

Nominations and Elections: Chair – Stephanie Walden-Schwake

Nothing to report at this time.

Professional Development: Vice Chair – Tricia Tieken

Just finalized committee members but hope to meet in next week or two.

REPORTS FROM LIAISONS:

Kat Draughon

- The Higher Learning Commission site visit is September 12 and 13. During the visit, faculty, students and administrators/staff will be able to participate in hour-long open forums with the review team.

- September 12 is Assessment Day. Administrators and staff are asked to volunteer to proctor the tests as faculty are scheduled to be in departmental assessment meetings.
- Fall faculty/staff survey will launch Tuesday, August 16.

UNFINISHED BUSINESS:

- Larry shared the fall survey questions submitted by Administrative Senate, which focused on asking for professional development topics and presenters.
- Stephanie met with Steve Bridges about the Milestones of Service attendance policy. The support staff event usually has restricted attendance to one guest plus supervisor or two guests. The Events and Outreach Committee and vice chair should work with University Relations to word the invitation.
- Previously, a student worker had been requested for the first six months of each year to update the employee discount portion of the USI web page; Dan Martens is willing to supervise a student but has no space to do so. This remains outstanding.
- Senate is still waiting to hear if the family sick time category will be eliminated/combined with the regular sick time.

NEW BUSINESS:

- Employee Relations and Benefits Committee received a request to review time-off policies. Additional conversation followed in which it was suggested that an alert be sent to those close to losing vacation time. A motion was made and approved to allow ERB to investigate both of these issues.
- Larry shared a presentation on the Senate's history and structure.
- Danielle offered to develop a web form for items for consideration.

ANNOUNCEMENTS:

- Next meeting is Wednesday, September 14 at 3-4:30 p.m.

ADJOURNMENT:

Meeting was adjourned at 3:30 p.m.

Charmaine McDowell presented to the Senate on "Meeting Planning and Facilitation."