

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, February 8, 2017
3 p.m.
UC 2206

PRESENT: Larry Back, Chair; Stephanie Walden-Schwake, Past Chair; Jaclyn Dumond, Secretary/Treasurer; Joseph Binkley; Caylin Blockley; Jacob Hansen; Erica Hooker; Jeanne McAlister; Don McGrath; Danielle Norris; Beth Thompson; Tricia Tieken; Kat Draughon

ABSENT: Andrea Gentry, Vice Chair; Alex Eaton; Steve Bridges

GUESTS: Travis Dickison, Vice Chair, Staff Council

CALL TO ORDER: The meeting was called to order at 3:02 p.m.

ROLL CALL

APPROVAL OF MINUTES: January 11 minutes approved as written.

REPORTS FROM OFFICERS

Chair: Larry Back

Attended Administrative Senate Town Hall 1/16.

Attended Provost's Group Scholar Program 1/17. Presentation from IU on a program for first-generation and low-income students. Program includes a lot of wrap-around support with mandatory study tables and other support for these students throughout their academic careers.

Attended a special session of Faculty Senate 1/20. President Bennett talked about House Bill 1258.

Attended President's Council 1/31. Only update was on admission numbers.

Attended Executive Council meeting 2/6. Set agenda for February meeting.

Vice Chair: Andrea Gentry (report submitted electronically)

- Attended the Master Plan meeting in Larry's place. The consultants are currently assessing the University's needs and how campus facilities or the landscape could be changed to accommodate those needs.

Past Chair: Stephanie Walden-Schwake

- Attended President's Council 1/24 in Larry's place. Dr. Rochon reported on a meeting with Academic Partnerships, the entity promoting the online MBA program.

Secretary/Treasurer: Jaclyn Dumond

- Current operating balance remains at \$475.40.

REPORTS FROM STANDING COMMITTEES

Administrative Affairs: Chair – Danielle Norris

- Report is included at the end of this document.

Constitution and Bylaws: Chair – Jake Hansen

- Committee met earlier in the week; moving forward with revisions to policy manual.

Employee Relations and Benefits: Chair – Beth Thompson

The Committee met Monday, February 6, 2017. Steve Bridges was our guest so that we could discuss the financial impact of a policy change regarding the conversion of sick time to vacation or paid time-off. Any changes to the policy will have a financial impact for the University. The resolution of our discussion was that we need more data before making a policy change recommendation. Therefore, we will create questions for the Fall 2017 USI survey to gauge the interest for this type of policy change.

During the Senate meeting, Beth fielded questions from Senators regarding the potential pros and cons of the conversion.

Events and Outreach: Vice Chair – Caylin Blockley

The events and outreach committee met Tuesday, January 24 at 2 p.m. in UC 2202.

Discussion focused on the Milestones of Service Reception to be held on Wednesday, May 17, 2017 at 3 p.m. in Josephine K. Carter Hall in the University Center West.

The following was decided:

1. Save the Dates – to be emailed to **all administrators**, along with an Outlook calendar entry, on or before March 15.
2. Honoree Invitation – to be emailed to **honorees** by Alex Eaton on or before April 17.
3. EMAIL Invitation – to be emailed to **all retired administrators** and **all administrators** on or before April 26.

Honorees continue to have the option to donate the cost of their gift, rather than selecting a gift. This year the proceeds from donations will go to USI Foundation.

Nominations and Elections: Chair – Stephanie Walden-Schwake

- Stephanie asked that Senators let her know if interested in serving on the committee.

Professional Development: Chair – Joe Binkley

- See discussion under Unfinished Business

REPORTS FROM LIAISONS:

Kat Draughon – Reported that the University is working on items from the HLC team report, including making student learning outcomes (SLOs) publicly available on the web site and in syllabi. The Center for Excellence in Teaching and Learning (CETL) has created a syllabus template to assist with this work.

Saint Joseph College, an independent institution in Indiana who is also in the same athletic conference as USI, has recently announced they will close for the 2017-18 academic year. USI Undergraduate Admission is prepared to help those students transition to USI, if interested.

UNFINISHED BUSINESS:

1. Review of Administrators' Town Hall Event – Danielle summarized the feedback gleaned during the event as well as several ideas that were inspired by the conversations. After some discussion, the Senate voted to move forward investigating how to create a pool of grant funding to help administrators pay for professional development (akin to the faculty research grants).
2. Leadership Evansville training opportunity-Joe shared that the event previously discussed will not be held over USI's spring break week. Instead, the committee will explore future dates with flexibility for larger numbers.
3. Faculty Senate Proposal-Administrative Senate approved a motion to table the vote on this item because of verbiage changes that Larry will take back to Faculty Senate.

NEW BUSINESS:

1. Indiana House Bill 1258-Larry had attended a special session of Faculty Senate to hear Dr. Bennett speak on this piece of proposed legislation. She reminded the group that most proposed bills never make it out of committee, let alone become law. The group was reminded that the Vanderburgh County Sheriff provides almost-daily presence on campus, and that USI has requested funding for a sheriff's sub-station to be located at USI.
2. Request to revamp employee orientation-The Administrative Senate voted to accept this as a charge. Stephanie Walden-Schwake and Andrea Gentry will lead up an ad hoc committee that will include two representatives from HR.
3. Request to continue spouse/dependent fee waiver following death of employee-After some discussion, Administrative Senate approved a motion to table the investigation until the Faculty Senate proposal has been decided.

ANNOUNCEMENTS:

- Next meeting is Wednesday, March 8 from 3-4:30 p.m.
- USI faculty, staff and members of the community are invited to participate in a Master Plan session from 3:30 to 5:30 p.m. Monday, February 16 in University Center East Room 2219.

ADJOURNMENT:

Meeting was adjourned at 4:15 p.m.

Administrative Affairs Committee Monthly Report to Administrative Senate

February 8, 2017

Danielle Norris, Chair; Don McGrath, Vice Chair

Members: Stephanie Diekmann, Ben Luttrull, Ashley Watson

The Administrative Affairs committee met January 27 to discuss takeaways from the first Town Hall meeting, held January 16, and plans for future events.

We estimated about 30-40 people attended the event, with about a third of attendees being members of the Administrative Senate. Factors that may have impacted attendance were the rain, the MLK luncheon, the afternoon start time and the lack of consistent invitation messaging (according to Stephanie), which left some administrators unsure of the purpose of the event. Additionally, some administrators mentioned they would have liked to know the questions we'd ask beforehand so they'd have time to think and prepare their responses.

We see this event as something we can put on once per semester going forward, making it less of a presentation with directed questions and more of a forum for updating administrators on what the Administrative Senate has been working on, allowing attendees to ask their own questions of senators. We would like to continue to coordinate invitations through emails from individual senators, making sure that the language of the email is consistent across districts.

One of our major takeaways from the event was that a town hall alone will not be enough to drive more consistent communication and engagement with Administrative Senate by USI administrators.

- Faculty Senators send summary emails after each Senate meeting to let other faculty members know what was discussed. If we plan to go forward with this idea, we'd need to decide how to execute it; asking Teresa Grisham to run a report every month to tell us who should receive emails does not seem like a sustainable idea. Perhaps we can request an email group for USI administrators or groups for each of the districts, depending on who would send the emails.
- A Town Hall attendee mentioned he/she would be interested in attending a regular meeting of administrators within her district. These could be offered once a semester at the end of the semester.

We also discussed some of the feedback we received from the Town Hall focus group. There was a common theme through much of the commentary: a need for better communication between departments on campus and more opportunities to network with other administrators. A desire for more professional development opportunities was also mentioned. The following ideas came out of this conversation:

- Offering regular presentations by a department, with a different department presenting each time, that highlights what that department does on campus and how best to work with them. This would give each department the opportunity to tell administrators what it most wants the USI community to know about it. Kind of a spin on the Administrators Toolkit series.
- Securing a vendor table at the Celebration of Engagement on March 16 for people to stop by and talk with senators. Ashley thinks this might fit with the purpose of the event.
- Establishing a professional development fund administered by Administrative Senate that would allow administrators to apply for funding to attend conferences or participate in professional training for which the administrator's home department has no funding. IU Bloomington also has a program like this: <http://www.indiana.edu/~iubpc/resources/grantProgram.php> . Faculty and student government at USI also have these kinds of programs.