

**Administrative Senate
Professional Development Committee
End of the Year Report 2016- 2017**

Chair: Joe Binkley, District 4

Vice-Chair: Tricia Tieken, District 2

Members: Mary Ann Allen – District 1, Cesar Berrios Chavarria – District 1, Heather Rush – District 4

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 once a month for the first few months in the fall and the spring semesters, but as workshops were finalized the committee utilized e-meetings more so than in person.

Discussed the results of the OPRA survey. Most comments centered on the need for continuing education, stress in the workplace, workplace conflict and diversity training. There was some discussion on the impact of the FLSA and how it could impact staff, but after the mandate fell through the committee moved on from the discussion. Also, discussed the need for a Title IX workshop in the fall, but after speaking with the Executive Director of Human Resources, Andrew Lenhardt, and the new Title IX coordinator, Melanie Kendrick, it was determined that the sessions already planned by human resources met the needs our committee saw for administrative staff on the topic.

Spring Faculty/Administrative Staff Meeting Sessions:

- 1- Sensitivity in the workplace – Pam Hopson; attendance unknown
- 2- Technology: tips for getting your Outlook inbox under control – Richard Toeniskoetter; 20-25 in attendance
- 3- USI 101 – Learning about the history of USI and the direction it is going as well as miscellaneous facts about the university – Dr. Bennett; 40+ in attendance (was the most well attended session at the staff meeting)

June 6, 2017 Nicole Vernon was asked to present on the #YouAreWelcomeHere Campaign and to discuss the impact of the attempted travel bans has had on our students and employees as well as ways we can help those potentially impacted. Also, discussed was how to be more supportive of our international students. There were 24 in attendance.

June 19, 2017 Leadership Evansville will be presenting about servant leadership. There was a long and difficult time to coordinate with them to get them to present. The issue mainly revolved around the time in which it took them to respond to emails. Conversations were started in early Spring, but a finalized date was not decided until the beginning of the summer. The initial attempt was to have them present during spring break, but due to delays in their communication in getting us information the Senate at large wanted and their own schedule, we were unable to make that happen. The cost to bring them to campus was \$400 which was covered with the unused budget from the Senate. At the time of this report the event had not yet occurred.

We leave the following issues for next year's committee: Continual focus on how to educate staff on continuing education opportunities already available at USI, social justice and multiculturalism, leadership development and be aware of federal mandates that could impact the way we work