

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday, July 5, 2017  
3 p.m.  
UC 2206

**CALL TO ORDER:** The meeting was called to order at 3:03 p.m.

**ROLL CALL**

**PRESENT:** Andrea Gentry, Chair; Larry Back, Past Chair; Ingrid Lindy, Vice Chair; Jaclyn Dumond, Secretary/Treasurer; Caylin Blockley; Teresa Grisham; Jacob Hansen; Erica Hooker; Maggie Hurm; Jeanne McAlister; Angel Nelson; Britney Orth; Tricia Tieken; Ashley Watson (joined after first item of new business); Katherine Draughon

**ABSENT:** Steve Bridges

**GUESTS:** None

**APPROVAL OF MINUTES:** June 14 minutes approved as written.

**NEW BUSINESS:** An employee's recent departure from the University left a vacancy in the District III Senator position, and the Executive Committee recommended Ashley Watson, marketing coordinator in Outreach and Engagement, to fill this seat. Motion was seconded and approved.

**INTRODUCTIONS & ICEBREAKER**

**REPORTS FROM OFFICERS**

**Chair:** Andrea Gentry

As chair, Andrea will attend President's Council meetings each Tuesday, as well as Master Planning meetings, and will report back to the Senate.

**Vice Chair:** Ingrid Lindy

Ingrid has determined which Senators will serve as committee chairs and now will begin seeking vice chairs. Names of new chairs are provided below in the Standing Committees area.

**Past Chair:** Larry Back

Larry reported on his activities during his last month as chair. He attended the Leadership Evansville training (6/19); President's Council (6/27) where a presentation on National College Health Assessment Results were shared; Executive Committee meeting (6/26).

**Secretary/Treasurer:** Jaclyn Dumond

Current balance for Senate Expenses is \$1500 at the start of the new fiscal year.

**REPORTS FROM STANDING COMMITTEES**

No committee chairs were expected to report as their terms just began.

**Employee Benefits** – Jeanne McAlister

**Employee Events** – Ashley Watson

**Employee Outreach** – Caylin Blockley

**Nominations and Elections** – Larry Back

**Professional Development** – Tricia Tieken

Tricia reported that approximately 40 USI administrators attended the June 19 Servant Leadership session presented by Leadership Evansville CEO Lynn Miller Pease.

#### **Liaisons**

Kat reminded the Senate that USI's Board of Trustees will meet the following week to discuss and vote on tuition and fees.

#### **Unfinished Business**

##### **1. Item for Consideration – Next Steps: Travel Policies**

Jeanne McAlister reported that the Employee Benefits Committee plans to begin an investigation in the coming year.

2. Questions submitted for the fall employee survey were provided in the agenda and discussed. Committee chairs provided further explanation as appropriate.

#### **New Business**

1. Ice Cream Social will be the first event of the year for the newly established Employee Events committee. Kat suggested that the social be coupled with a clothing drive for the Career Clothing Closet in Career Services. Discussion followed regarding the intended distinction of roles for the Events committee versus the Outreach committee. The Events committee has been tasked with activities that provide opportunities for socializing, like the ice cream social, or recognizing employee contributions, like Milestones of Service. The Outreach committee has been tasked with raising awareness of the Senate through Town Hall events and new employee outreach.

#### **ANNOUNCEMENTS:**

The next meeting is Wednesday, August 2 from 3-4:30 p.m. in UCE 2206.

#### **ADJOURNMENT:**

Meeting was adjourned at 4:00 p.m.