

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, January 3, 2018
3 p.m.
UC 2206

CALL TO ORDER: The meeting was called to order at 3:01 p.m.

ROLL CALL

PRESENT: Andrea Gentry, Chair; Ingrid Lindy, Vice Chair; Larry Back, Past Chair; Jaclyn Dumond, Secretary/Treasurer; Teresa Grisham; Jacob Hansen; Erica Hooker; Tricia Tieken; Ashley Watson; Katherine Draughon

ABSENT: Caylin Blockley; Maggie Hurm; Jeanne McAlister; Angel Nelson; Britney Orth; Steve Bridges

APPROVAL OF MINUTES: December 6 minutes unable to be voted upon as there was not a quorum.

REPORTS FROM OFFICERS

Chair: Andrea Gentry

In preparation for the Presidential Search, I would like to know what you, senators of Administrative Senate, would like to see in the next president of USI?

What qualities do you want him/her to have?

How important is it that he/she is accessible to the entire USI community?

Etc.

The Executive Committee of Administrative Senate met on December 11, 2017. There was discussion of what Administrative Senate would request in the 2018-2019 budget presentation and the Executive Committee was in agreement a campus-wide pay increase would be an appropriate request. Last year's request was a 3 percent increase and we received a 2 percent increase for 2017-2018. I met with chairs of Faculty Senate and Staff Council on December 13 to see what they plan to request in the 2018-2019 budget presentation. Staff Council plans to request increase sick time payout upon retirement of support staff members. Faculty Senate has not determined what their request will be.

President's Council did not meet December 12, 2017 through January 2, 2018.

Vice Chair: Ingrid Lindy – Nothing to report.

Past Chair: Larry Back – Nothing to report.

Secretary/Treasurer: Jaclyn Dumond

Current balance for Administrative Senate is \$1,173.25.

REPORTS FROM STANDING COMMITTEES

Employee Benefits – Teresa Grisham

Teresa shared that the committee is working on the sick time conversion policy edits previously recommended by the Senate.

Employee Events – Ashley Watson, Chair

The committee will soon start on planning for the Milestones of Service event. Ashley reminded the group that the University is switching to a new calendar system that will rely on departments to upload events; she encouraged all to attend the training sessions. Finally, the committee is compiling a list of events by month. This will be shared with Senators who can then promote to their districts.

Employee Outreach – No report provided.

Nominations and Elections – Larry Back, Chair

The committee will meet soon. Larry asked Senators to encourage peers to run for open positions.

Professional Development – Tricia Tieken, Chair

The committee will meet soon to plan spring offerings.

Liaisons

Kat Draughon shared that Qualtrics is the new system for surveys and web forms. Form Assembly, our current web form provider, will cease to work in six weeks. The university also is starting a committee on animal research.

Unfinished Business

- A. USI 101 at Spring Meeting – 40 to 50 individuals attended. Managing your Inbox/Office 365 – approximately 50 individuals attended. Some suggested to break the latter into two separate sessions. Discussion ensued on possible future professional development programming.

New Business

None

ANNOUNCEMENTS:

The next meeting is Wednesday, February 7 from 3-4:30 p.m. in UCE 2206.

ADJOURNMENT:

Meeting was adjourned at 3:37 p.m.