

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday, July 2, 2014
3:00 PM
UC 2206

PRESENT: Senate Chair, Susanne Stanley, senate members: David Alexander, Deb Butler, John Campbell, Debbie Clark, Carey Franks, Brandi Hess, Karen Huseman, Ingrid Lindy, Cindy Miller, Mike Mohr, Beth Thompson, Stephanie Walden-Schwake, and Jayne Tang.

CALL TO ORDER: The meeting was called to order at 3:05 p.m.

APPROVAL OF MINUTES: The June 4, 2014 minutes were approved as distributed.

ORIENTATION:

The meeting began with a brief Orientation given by Susanne Stanley. Ms. Stanley presented the history of Administrative Senate and gave an overview of what our vision is; to be a catalyst for the success of the University of Southern Indiana and that we are the voice of the Administrative body. She encouraged members to take the opportunity when they hear ideas from others to present those ideas to the senate committees. Ms. Stanley briefly showed members the Administrative Senate web site and talked about the location of previous committee file folders on the V drive. Ms. Stanley gave a brief description of what the role of the executive committee is; to provide guidance in establishing the goals and objectives of the senate and she suggested members review the by-laws to become familiar with the roles of each standing committee. Ms. Stanley reminded members that the Standing Committees need to have regular meetings. Ms. Stanley commented on the importance of attendance at each of the monthly senate meetings and that a quorum is necessary if any item is to be voted on. Items for consideration that qualify for presentation at the spring budget presentation need to be researched and brought to the senate early in the year.

REPORTS FROM OFFICERS:

Chair: Susanne Stanley

- Reported that the Executive committee met on June 16 to decide on chairs and vice chairs of the standing committees.
- Announced that Stephanie Walden-Schwake will serve as our representative on the Steering Committee for the Higher Learning Commission re-accreditation self-study and peer review, this is a 2 year commitment.
- Reported that she was asked to serve as a member of a focus group for the Proactive review of the effectiveness of various HR processes. This is being conducted by a consulting firm, Sibson Consulting who specializes in higher education.
- Asked each member to think about questions that we would like to ask on the Fall Faculty Staff survey. Suggestions need to be presented to her by July 16 so they can be reviewed and presented to Kat Draughon by July 23. Previous questions and the results are located on the V drive.
- Reported that representatives for some campus committees will be assigned at a later date. These committees are: EEO, Traffic, Safety, Substance Abuse and Environment
- Announced that the Milestone gifts will be ready for distribution on July 10 in the Varsity Club Room

Vice Chair: Stephanie Walden-Schwake

- Contacted all of the new Standing Committee chairs and vice chairs to make sure they were willing to serve in this role. Names are listed on the agenda and will be in the minutes.
- Reminded the chairs that she is the liaison for them and they can contact her anytime for advice and guidance.

Past Chair: Jayne Tang

- No report

Secretary/Treasurer: Debbie Clark

- Reported that the Milestone event cost currently stands at \$3470.00. There could still be some engraving and freight charges added to the amount.
- Informed everyone that the budget for the new fiscal year will be \$1000.00 for the senate and then the amount for the Milestone event which is estimated as \$4000.00 - \$4500.00.

REPORTS FROM STANDING COMMITTEES:

Administrative Affairs: Chair: Ingrid Lindy, Vice Chair: Mike Mohr

- No report

Constitution and By-Laws: Chair: Deb Butler, Vice Chair: Cindy Miller

- No Report

Employee Relations and Benefits (ERB): Chair: David Alexander, Vice Chair: Karen Huseman

- Announced that they will forward the Parental leave proposal to Susanne Stanley

Events and Outreach: Chair: Brandi Hess, Vice Chair: John Campbell

- No report

Nominations and Elections: Chair: Jayne Tang

- No report

Professional Development: Chair: Carey Franks, Vice Chair: Beth Thompson

- No report

UNFINISHED BUSINESS

- Ms. Stanley reported that the review of the procedure manual is still on-going.
- Ms. Stanley asked about the status of the Parental Leave Policy.

NEW BUSINESS

- There was no new business presented.

ANNOUNCEMENTS

- The next meeting is scheduled for Wednesday August 6 at 2:30. Place to be announced when the email invite is sent. This will be a 2 hour retreat meeting with refreshments.

ADJOURNMENT

- The meeting was adjourned at 4 p.m.

Debbie Clark
Secretary/Treasurer