

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday, December 14, 2016  
3 p.m.  
UC 2206

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

**ABSENT:** Beth Thompson; Steve Bridges

**GUESTS:** Travis Dickison, Vice Chair, Staff Council

**CALL TO ORDER:** The meeting was called to order at 3:00 p.m.

**APPROVAL OF MINUTES:** November 9 minutes approved as modified.

**REPORTS FROM OFFICERS**

**Chair:** Larry Back

Attended Faculty Senate 11-11.

Attended meeting with Provost 12-9 about inclement weather and USI closing. Discussion on how the University decides to close and how it is posted. Primary posting is the main USI webpage. May also receive an email or Rave Alert. Described who essential personnel were.

Attended President's Council 12-13. President talked about strategic goals. She described the USI community health clinics in three EVSC schools and what a phase II rollout of those might look like. She gave Administrative Senate a thumbs up for professional development offerings. She also questioned how many employees were actively taking classes. Asked Steve Bridges about a couple of outstanding items for consideration.

Administrative Affairs chair positions have switched due to an increase in work load for Don McGrath. Daniele Norris has assumed the chair position for that committee.

**Vice Chair:** Andrea Gentry

**Past Chair:** Stephanie Walden-Schwake

Attended 12-6 President's Council in Larry's place. Andy Wright shared spring 2017 enrollment projections. Dr. Bennett spoke again about expanding the partnership with the community health clinics to provide more research and service opportunities for students and faculty, as well as expanding the services being provided.

**Secretary/Treasurer:** Jaclyn Dumond

- Current operating balance remains at \$475.40.

## **REPORTS FROM STANDING COMMITTEES**

**Administrative Affairs:** Chair – Danielle Norris

The Administrative Affairs Committee met November 29<sup>th</sup> to begin working on the town hall series that will help connect the senators to each of their districts. The committee worked on the content of what we wanted to see happen during the town hall as well as venue, timing, and marketing for the event.

December 7 meeting continued to focus on preparations for the town hall meeting.

Town Hall will be Monday, January 16 from 2:30-4 p.m. in Kley Meyer Hall. Senate Chair Larry Back or another member of the Executive Committee will give a brief history of the Senate. Senators will promote the event to their districts.

**Constitution and Bylaws:** Chair – Jake Hansen

The committee is preparing to work through the Policy Manual and the Senate structuring issues.

**Employee Relations and Benefits:** Vice Chair – Jeanne McAlister

The Committee met Monday, Dec. 5. The next meeting is scheduled for Monday, Feb. 6.

The Outside Employment Policy had been approved as submitted to the Faculty Senate. Our committee is finished with this item with the understanding that the full Administrative Senate will take the issue forward.

Sick time to vacation or PTO conversion – the committee is gathering data from other similar Universities for benchmarking and will request a meeting with Steve Bridges to gather potential costs.

Email notification of unused vacation day maximum – We submit the following as an item for consideration:

“If during a payroll run the vacation hour accrual for any employee will exceed their maximum allowed during the next pay period, an email notification will be sent to them @usi.edu. This is a courtesy contact to notify an employee of the possibility of lost vacation in the near future.”

**Events and Outreach:** Chair – Alex Eaton

The Committee is scheduled to meet in January to begin work on the Milestones reception.

**Nominations and Elections:** Chair – Stephanie Walden-Schwake

Nothing to report at this time.

**Professional Development:** Chair – Joe Binkley

The three workshops we submitted will be offered during the spring meeting on 1/4/2017. We met with Leadership Evansville about the possibility to come out during spring break.

- It will cost \$400

- They can come either Monday, March 6 or Tuesday, March 7 during a lunch time
- The session would be 1.5 hours
- It would cover leadership, effective communication, and how to deal with conflict within a work setting
- We are going to plan on a mass e-mail reminder to administrators for the beginning of spring to remind them about taking advantage of continuing education opportunities.
- We will be looking to examine how the change in FLSA has impacted staff and in response to that are considering offering workshops on managing time more effectively, organization, or doing more with less.

## **REPORTS FROM LIAISONS:**

### **Kat Draughon:**

A portion of Evansville has been federally designated a Promise Zone; the USI community health clinics are located within this zone, and the designation gives grant applications a higher priority.

At the spring meeting for faculty and administrators, Dr. Bennett will provide a State of the University address, including an update on the strategic plan.

USI received a “very, very positive” report from the Higher Learning Commission with a few corrections related to federal compliance with syllabi.

## **UNFINISHED BUSINESS:**

- Update from Larry Back regarding outstanding requests made by the Senate  
Larry spoke with Steve Bridges regarding the following requests: increasing the employee fee waiver to allow individuals to take three courses during the fall and spring semesters; a graduate assistant to create online tutorials for common tasks; and an employee-focused professional development series during the workday. The concern with the fee waiver was the time; Steve is continuing to look for funding for the latter items.
- Outside Employment  
Larry attended the Faculty Senate meeting, as referenced during his report. He presented the Administrative Senate recommendation to remove the outside employment policy from the handbook. Discussion occurred but ultimately Faculty Senate voted to support the recommendation to remove the policy.

## **NEW BUSINESS:**

- Spring meeting offerings scheduled by Administrative Senate:
  1. USI 101
  2. Managing your Inbox
  3. Diversity and Inclusion in the Workplace
- ERB Item for Consideration

Discussion occurred regarding verbiage of the reminder message; changes might need to occur for hourly staff. Committee is still exploring how and when to provide the alert, but HR and IT both seem to think this is a very easy request to implement.

**ANNOUNCEMENTS:**

- Next meeting is Wednesday, January 11 from 3-4:30 p.m.

**ADJOURNMENT:**

Meeting was adjourned at 3:47 p.m.