

Minutes
University of Southern Indiana
Administrative Senate
Wednesday October 1, 2014
3:00 pm
UC 2206

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

CALL TO ORDER: Meeting was called to order at 3:05 pm

APPROVAL OF MINUTES: The September 3, 2014 minutes were approved as distributed.

REPORTS FROM OFFICERS:

Chair: Presented by Stephanie Walden-Schwake, Susanne Stanley was attending a conference.

- Reminder that the Strength Finders workshop is Friday October 10, from 11-1. A email reminder will be sent to those who replied as interested in attending this professional development opportunity
- The Parental Leave proposal will be on the agendas of both the Faculty Senate and Staff Council meetings this month
- Susanne attended another 50th Anniversary planning meeting and will share information at our next meeting

Vice Chair: Stephanie Walden-Schwake

- No Report

Past Chair: Jayne Tang

- No Report

Secretary/Treasurer: Debbie Clark

- Balance of account \$920.36, projected cost of Strength Finders speaker \$500.00, balance would then be \$420.36
- Milestone event budget \$4500.00

Report from liaison: None in attendance

Reports from Standing Committees:

Administrative Affairs: Chair: Ingrid Lindy

- Did not have a meeting. They are waiting on the results of the Faculty/ Staff survey to determine what items to proceed with.

Constitution and Bylaws: Chair: Deb Butler

- No report, but lost one committee member who left employment

Employee Relations and Benefits: Vice Chair: Karen Huseman, David Alexander on vacation

- Donna Evinger was present at their meeting. One of the questions that they asked her about was the current summer Flex time program and whether there is any possibility of expanding the program. She provided insight on the current program and its impact on departments, directors, managers and the HR department. Each flex time request has to be hand processed. The committee asked for some data on the number of users of the program.
- Jayne Tang asked if anyone at the ERB committee meeting had asked Donna about the Family Sick Time usage report that had been previously requested. The answer was no.

Events and Outreach: Vice Chair: John Campbell

- Committee met and discussed possible projects for the year. One of the themes that emerged was the number of events and opportunities that already exist on campus for employees, however the awareness of those events is lacking. The committee discussed ways of trying to advertise more and make it easier to find what opportunities exist.
- Beth Thompson announced that all events sponsored by the Alumni office are available to all employees. We all receive emails advertising their sponsored events.

Nominations and Elections: Chair: Jayne Tang

- No Report

Professional Development: Chair: Carey Franks

- The committee met and discussed the fall seminar regarding safety on campus. Steve Woodall has offered to conduct this seminar and they are waiting to hear back from him on possible dates. Topics to be included are: active shooter, student safety, responding to disturbed or disgruntled students, suspicious persons/abductions and Title IX.
- The committee is also working on topics for the spring Faculty/Administrative meeting.
- All administrators should have received an email about a workshop entitled: Project Management for the USI Administrator. Dates for this event are: September 22, October 20, and November 17. The question was asked whether this will be offered again in the Spring.

Unfinished Business:

- Nothing additional was mentioned.

New Business:

- An Administrator asked Stephanie Walden Schwake about the possibility of anyone who does not take classes trading that benefit for monies to hire a graduate assistant. A brief discussion was held on the fact that no actual fund of money exists for classes taken by employees, so this is not a viable request.
- Stephanie also brought up the topic of wellness and whether or not our insurance plans were moving in the direction of looking at who participates in wellness opportunities on campus and what the options were. Currently our plans don't require a report of wellness participation. Ingrid Lindy reminded everyone of the "Time to Get Fit" program that already exists. (1 hour per week and a form is completed by the employee and kept in HR.) Advertising this program was discussed along with the free classes that are held in the RFC.

Announcements:

- Next meeting is November 5, 2014 in UC 2206

Adjournment:

- Meeting was adjourned at 3:40 pm.