

Minutes
University of Southern Indiana
Administrative Senate
Wednesday March 2, 2016
3:00 pm
UC 2206

PRESENT: Senate Chair, Stephanie Walden-Schwake, senate members: Larry Back, Joe Binkley, Debbie Clark, Alex Eaton, Brandi Hess, Karen Huseman, Don McGrath, Cindy Miller, Beth Thompson, Michelle Woodburn, Steve Bridges and Kat Draughon.

CALL TO ORDER: Meeting was called to order at 3:00 pm.

APPROVAL OF MINUTES: February 3, 2016 minutes approved as distributed.

REPORTS FROM OFFICERS:

Chair: Stephanie Walden-Schwake

- Reported that the items presented at the budget meeting on February 29 were:
 1. Pay increase of 3%
 2. Change in the travel per diem to federal rates
 3. Continue review of equity
 4. Request a Graduate Assistant
 5. Develop a professional development series for employees that is available during working hours
- Any feedback about the requests won't come until at least July 2016.
- Reported on steps for approved recommendations. They will be sent to Steve Bridges and Kat Draughon. Steve will then present them to the President and Provost. Current recommendations Steve has are: To increase the fee waiver to 21 hours and the Employee Discount program Web page; hoping to add a Graduate student assistant to maintain it with the location of this student worker to be somewhere in procurement.
- Announced that Leslie Groves, chair of Staff Council has taken a new job off campus and that Juanita Musich will assume the duties of Staff Council chair.
- Announced that there was an open meeting for the first Executive HR director on Monday and the second one will be Friday. Attend if you can and fill out the survey. The search committee will review all comments.
- Items from the last President Council meeting: President Bennett will be sharing an announcement about a partnership with Pollux. "This is a five year, multi-faceted partnership that will strengthen the Evansville region's role in the medical claims sector. It will add dimension to current USI degree programs, provide experience in the industry for faculty and students and give Pollux management access to expertise on campus." Andy Wright announced that enrollment is looking good and that housing reservations are up for fall 2016.
- Reported that she had received an email about a workshop on "Connecting colleagues across campus." We might want to think about organizing something along this line and to think about how Administrative Senate ties in to expansion and growth of the university.

Vice Chair: Larry Back

- Met with Karen and Stephanie to discuss the Milestone event. An invite has been sent to the President, Provost and VP's to participate. Date is May 11.
- Attended the budget overview meeting with President Bennett
- Met with Professional Development committee.

Past Chair: Susanne Stanley, no report unable to attend.

Secretary/Treasurer: Debbie Clark

- Balance remains at: \$545.85.
- Met with Executive officers.
- Attended first Executive HR candidate meeting.
- Attended President Bennett's budget overview presentation.
- Attended University operations and Campus Community budget presentations.

REPORTS FROM LIASONS:

Kat Draughon

- Reported that the self-study is progressing.
- Reported that the Strategic Plan will be presented at the board of trustee's next meeting, March 3.
- Reported that the next phase of the Strategic Plan will be for each department on campus to identify a goal that will contribute to the plan focusing on expansion and growth.

Steve Bridges

- Reported that he has the two recommendations that Administrative Senate approved. He also has written guidelines on the procedure and will forward those to Stephanie.
- Reported that Steve Woodall has been doing research on panic buttons. He has contacted UE and Ivy Tech to see what they have and where they have them.
- Reported that an update to the Master Plan is coming. There will be Focus groups at some point in the near future.

REPORTS FROM STANDING COMMITTEES:

Administrative Affairs: Chair: Cindy Miller

- Reported that Procurement has already started updating the Web site for employee discounts.

Constitution and Bylaws: Chair: Deb Butler, unable to attend.

- No report

Employee Relations and Benefits: Chair: Michelle Woodburn

- Meeting was post-poned because of the special February 17 senate meeting. Next meeting will be March 16.

Events and Outreach: Chair: Karen Huseman

- Met and Milestone planning is under way.

Nominations and Elections: Chair: Susanne Stanley, unable to attend

- Stephanie reported that they are working on the email that will go out to administrators describing what senate is and a request for nominations. Asked us to reach out to administrators and encourage them to run for senate.

Professional Development: Chair: Beth Thompson

- Reported that the Happiness presentation by Brody Brosher's is scheduled for Thursday March 10.
- Reported that sometime in June there will be a repeat of the Generations in the workplace presentation.

- Committee will help promote the civility presentation that will take place later in March. This is a topic that the committee will investigate for future presentations.
- Discussed HR's process of on-boarding and recognizing the need for internal training.

Unfinished Business:

- None

New Business:

- Coordinate with Kat Draughon to set up a Strategic Plan meeting for all administrators with snacks.

Announcements: Next meeting is April 6, 2016 at 3:00 in **UC 2205**

Adjournment: Meeting was adjourned at 3:45 pm.