

Minutes
University of Southern Indiana
Administrative Senate
Wednesday September 2, 2015
3:00 pm
UC 2206

PRESENT: Senate Chair, Stephanie Walden-Schwake, senate members: Larry Back, Joe Binkley, Deb Butler, Debbie Clark, Alex Eaton, Karen Huseman, Don McGrath, Cindy Miller, Beth Thompson, Susanne Stanley, and Steve Bridges.

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

APPROVAL OF MINUTES: July 1, 2015 and August 5, 2015 minutes approved as distributed.

REPORTS FROM OFFICERS:

Chair: Stephanie Walden-Schwake

- Welcomed new member Alex Eaton who replaces Sarah Harlan.
- Attended President Council meeting and reported that there will have to be budget cuts due to the decrease in enrollment, but doesn't know what they will be at this point. Dr. Bennet wants all departments to look for creative ways to make those cuts and she is willing to come speak to any groups. Stephanie will work with the President's office to set an open meeting for Administrators.
- Andy Wright will be coming to speak to us at our November meeting. He is pleased that freshman enrollment is up and a good amount of CAP students are coming to USI and they are considered sophomores. He also shared that there was an increase in grad students but a decrease in transfers.
- Announced that Donna Evinger, Director of HR will be retiring in July 2016. There have been a number of updates to the Employee Handbook. Two items to highlight are the Parental leave policy and a policy about animals on campus. Everyone should have received an email from HR about the current updates and there will be more coming.

Vice Chair: Larry Back

- Met with the Professional Development committee
- Was planning to attend a Presidents council meeting for Stephanie, but the meeting was cancelled because of the Support staff fall meeting.

Past Chair: Susanne Stanley

- Attended another 50th anniversary committee meeting. There are all kinds of events the week of September 14-19. Encouraged everyone to go the web page and review all events. There will be free items on certain days, there are items for sale in the Campus Store, we are encouraged to attend an all-campus photo shoot at 1:30 on Tuesday September 15 and enjoy the free birthday cake, and it all ends with the signature event on Saturday evening.

Secretary/Treasurer: Debbie Clark

- Expenditures: \$454.15. Current balance: \$545.85

Reports from liaisons: Steve Bridges

- Encouraged everyone to visit the Evansville Museum to view the displays on The Founding of the University and the Master Teachers exhibit.

- When the search committee is formed for the Director of HR, he would like to involve Admin Senate.
- Would like to see retirees included on the discount page, but realizes there might be some issues with vendors since they are no longer employed.
- He spoke about the budget concerns and for us to think about are we using our resources for the best result. We need to become smarter with our funds and re-align some things.

REPORTS FROM STANDING COMMITTEES:

Administrative Affairs: Chair: Cindy Miller

- Met with previous committee members to get everyone up-to-date.

Constitution and Bylaws: Chair: Deb Butler

- No report

Employee Relations and Benefits: Chair: Brandi Hess, absent, V. Chair Michelle Woodburn, absent

- No report

Events and Outreach: Chair: Karen Huseman

- No report

Nominations and Elections: Chair: Susanne Stanley

- No report

Professional Development: Chair: Beth Thompson

- Fall survey questions were submitted, but reworded from original submission.
- Beth shared some of the possible topics they were considering for the spring faculty/staff break-out sessions.
- Hope to have a professional development workshop in October or November

Unfinished Business:

- President's office has requested we review and appoint administrators to serve on some Standing University committees. Stephanie will investigate the commitment level for them and then ask for volunteers to serve.
- We have two items for consideration: 1. Recommendation to inform new hires about the discounts available at orientation or in emails. Senate voted to move this to the ERB committee. 2. Research the possibility of career paths for administrators. There are some on campus in the area of admission counselors and area coordinators. Senate voted to have the ERB do research on this topic.

New Business:

- Leslie Groves, chair of Staff Council attended the meeting and shared what they are working on. They are sponsoring a food drive for Archie's Closet during the anniversary celebration week offering some challenges to departments. Their ERB committee is researching lockers and changing rooms in the RFC during peak lunch hours, part-time staff and the possibility of discounts of some kind if they enroll in courses, and legal guardians and how that relates to family sick time.

Announcements: Next meeting is October 7, 2015 at 3:00 in UC 2206

Adjournment: Meeting was adjourned at 4:15 pm.