

Minutes
University of Southern Indiana
Administrative Senate
Wednesday June 1, 2016
3:00 pm
UC 2206

PRESENT: Senate Chair, Stephanie Walden-Schwake, senate members: Larry Back, Joe Binkley, Deb Butler, Debbie Clark, Brandi Hess, Karen Huseman, Don McGrath, Cindy Miller, Danielle Norris, Beth Thompson, Michelle Woodburn, Susanne Stanley, and Kat Draughon. New Senators for 2016/2017 who attended: Jaclyn Dumond, Jacob Hansen, Keith Powers, Tricia Tieken, Cailyn Blockley and Erica Hooker.

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

APPROVAL OF MINUTES: May 4, 2016 minutes approved with changes.

REPORTS FROM OFFICERS:

Chair: Stephanie Walden-Schwake

- Attended a couple of Presidents council meetings. Cindy Brinker reported that the funding formulas were positive at this point, but it is still early in the process. The Biennial Budget is being worked on so it will be ready to present to the legislature.
- Attended Executive Committee meeting.
- Presided over Milestone Ceremony.

Vice Chair: Larry Back

- Met with Milestones planning committee and praised them for a good job in planning and executing the event. Received an email that all but 8 honorees had responded to Tri-State about their gift.
- Attended Executive Committee meeting.
- Attended Griffin ribbon cutting and Milestones event.

Past Chair: Susanne Stanley

- Attended Executive committee meeting.

Secretary/Treasurer: Debbie Clark

- Current operating balance: \$431.60. Food for today was \$89.30. Milestone event: \$531.34 so far.
- Requested a room reservation for the July meeting, UC 2206
- Requested using the Griffin Center for the August 3 retreat meeting.
- Attended Executive Committee meeting.
- Attended Milestones event.

REPORTS FROM LIASONS:

Kat Draughon

- Request for questions for the fall Faculty Staff survey will come out soon, deadline will be July 20, 2016.
- Strategic plan for all areas of the university will be available on the website soon and there could be a presentation on the strategic plan at the fall meeting.
- HLC Site visit for accreditation will be sometime this fall, report is ready.

REPORTS FROM STANDING COMMITTEES:

Administrative Affairs: Chair: Cindy Miller

- Completed End-of-year report

Constitution and Bylaws: Chair: Deb Butler

- Completed End-of-year-report and commented on the by-law change that was approved.

Employee Relations and Benefits: Chair: Michelle Woodburn

- Completed End-of-year report and summarized it for new senators.
- Brandi Hess is rolling off as a senator but is willing to remain a member of this committee.

Events and Outreach: Chair: Karen Huseman

- Completed End-of-year report and summarized for new senators.
- 44 administrators were honored at the Milestones of Service event and 42 of them attended.
- Electronic brochure about Administrative Senate and USI facts was sent to all new administrators hired this year along with an offer of a campus tour.

Nominations and Elections: Chair: Susanne Stanley

- Completed End-of-year report and summarized for new senators.
- Recommend that Teresa Grisham remain as a member of this committee.

Professional Development: Chair: Beth Thompson

- A presentation on Generations in the workplace by Laura Alexander is scheduled for Wednesday June 29, from 2-3:30.
- Completed End-of-year report and summarized for new senators.

Unfinished Business:

- Outside employment policy discussion took place. It was suggested that we ask Steve Bridges to look at the conflict of interest statement to see if it also needs a revision. Still waiting to hear from Faculty Senate on their decision. Tabled until next meeting.
- Milestone Event, discussion on future date of the event and who can attend took place. The second Wednesday in May through 2017 was what was scheduled on the master calendar. College of Nursing has requested the use of our 2017 date if at all possible for a research conference. Vote was taken by senate to give up our 2017 date and move the event to the third Wednesday in May, then schedule the next 3 years 2018, 2019 and 2020. Becky Ball will serve as the future calendar contact for renewal of this event on the master calendar.
- Another Milestone topic for discussion is who can attend the event. Need to set some guidelines and how we communicate them to administrators and consider the space and food. It was suggested that the original invite be sent to all administrators then a second communication should take place with the honorees with a suggestion of who else can attend with them. Discussion with Steve about the potential budget increase needs to take place. Further discussion will continue at the next meeting.

New Business:

- Events and Outreach committee would like to hold an Ice Cream Social for administrators again this summer. The cost for 100 people to attend would be \$350.00, but the people amount can be adjusted closer to the event. Motion was approved. Date for the event is Wednesday July 20, 2016 from 2-3 at the Griffin Center and back-up location will be in the Performance Center lobby.
- Senate also approved snacks to be ordered for the Generations in the workplace presentation.

Announcements: Next meeting is July 6, 2016 at 3:00 in UC 2206

Adjournment: Meeting was adjourned at 4:15 pm.