

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday August 5, 2015  
2:30 pm  
BE 3024

**PRESENT:** Senate Vice Chair, Larry Back, senate members: Joe Binkley, Debbie Clark, Brandi Hess, Karen Huseman, Amy Smith, Michelle Woodburn and Susanne Stanley. Note: Don McGrath and Beth Thompson were able to attend the second half of the meeting.

**CALL TO ORDER:** Meeting was called to order at 2:45 pm.

**APPROVAL OF MINUTES:** The approval of the July 1, 2015 minutes will be voted on at the next meeting.

**REPORTS FROM OFFICERS:**

**Chair:** Presented by Vice Chair Larry Back, Stephanie Walden-Schwake on vacation

- Questions for the survey were received and the Executive committee met to discuss and finalize them and they were submitted to OPRA.
- Executive committee also discussed the vacancy created when Sarah Harlan left employment with the university.
- President's council meeting was cancelled, so no report.

**Vice Chair:** Larry Back

- Did not meet with any committees in July.

**Past Chair:** Susanne Stanley

- Still attending the 50<sup>th</sup> Anniversary planning meetings. The big events will be in September. More details will be posted closer to the events, but pay attention to emails you receive and check out the web page for details on all the events and what departments are doing.
- Will continue to revise the procedure manual.
- Reviewing membership and identifying who Admin Senate members are.

**Secretary/Treasurer:** Debbie Clark

- Operating fund: Ice cream social \$350.00, August meeting \$106.35, Total = \$456.35

**Reports from liaisons:** Unable to attend

**REPORTS FROM STANDING COMMITTEES:**

**Administrative Affairs:** Chair Cindy Miller, unable to attend, no report

**Constitution and Bylaws:** Chair Deb Butler, unable to attend, no report

**Employee Relations and Benefits:** Chair: Brandi Hess

- Met and reviewed what the committee had discussed the previous year and what needs to move forward this year.
- Want to continue looking at the outside employment policy and the possibility of year round flex time.

**Events and Outreach:** Chair: Karen Huseman

- Ice Cream social was well attended. 47 people registered for the door prizes, but others attended and did not fill out a form. The committee also advertised free services that are available on campus on the tables set up around the room.
- Elliot Wasserman gave an introduction about the facility and gave tours.

**Nominations and Elections:** Chair: Susanne Stanley

- No report

**Professional Development:** Vice Chair: Joe Binkley

- They had met and discussed survey question ideas and submitted them to Stephanie.
- They also discussed a variety of possible topics for the spring meeting. 1) e-procurement/Buy USI, a repeat 2) Travel guidelines, a repeat 3) Advising centers 4) Internal marketing 5) Generations in the workplace 6) Office ergonomics.

**Unfinished Business:**

- Flag issue will hopefully be placed on the survey questions.
- Administrators having cords at graduation, forwarded to the Administrative affairs committee

**New Business:** None

**Announcements:**

- Next meeting is, September 2, 2015 at 3:00 in UC2206

**Adjournment of business meeting:** 3:15pm.

Refreshments were served and a presentation was given by Charmaine McDowell from 3:30-4:30 on S.M.A.R.T goals and guidelines on how to determine what they should be and how to execute them.