

Minutes
University of Southern Indiana
Administrative Senate
Wednesday July 6, 2016
3:00 pm
UC 2206

PRESENT: Larry Back, Chair; Stephanie Walden-Schwake, Past Chair; Andrea Gentry, Vice Chair; Jaclyn Dumond, Secretary/Treasurer; Joseph Binkley; Caylin Blockley; Alex Eaton; Jacob Hansen; Erica Hooker; Danielle Norris; Keith Powers; Beth Thompson; Tricia Tieken

ABSENT: Don McGrath

CALL TO ORDER: The meeting was called to order at 3:02 p.m.

APPROVAL OF MINUTES: June 1 minutes approved without changes (electronically, by the 2015-2016 Senate).

REPORTS FROM OFFICERS:

Chair: Larry Back

- Outgoing and incoming executive committee members met on 6/24/2016.

Vice Chair: Andrea Gentry

- Confirmed chairs and vice chairs for the standing committees.

Past Chair: Stephanie Walden-Schwake

- Attended a President's Council meeting and gave an update on undergraduate and graduate enrollment for fall 2016.

Secretary/Treasurer: Jaclyn Dumond

- Current operating balance is \$1,000
- Updating web site with new Senators and meeting dates
- Attended the Generations in the Workplace Event

REPORTS FROM STANDING COMMITTEES:

No reports were provided as committee leadership assignments were just finalized.

Administrative Affairs: Chair – Don McGrath

Constitution and Bylaws: Chair – Jake Hansen

Employee Relations and Benefits: Chair – Keith Powers

Events and Outreach: Chair – Alex Eaton

Nominations and Elections: Chair – Stephanie Walden-Schwake

Professional Development: Chair – Joe Binkley

REPORTS FROM LIAISONS:

Absent

UNFINISHED BUSINESS:

- A consistent policy on guests attending the Milestones event is still in progress.
- Stephanie Walden-Schwake met with Steve Bridges and new HR Executive Director Andrew Lenhardt about the outside employment policy. She will work with the new Employee Relations and Benefits Committee leadership to finalize the recommendation.
- The July 20 Ice Cream Social will take place in the Performance Centre Lobby. Caylin and Alex will check into whether tours can be provided. Entire campus will be invited.
- As past chair of the Professional Development committee, Beth reported that 18 individuals attended the June 29 Generations in the Workplace event. The presenter, Laura Alexander, received two athletics tickets as a token of appreciation. This is the second time Laura has presented on this topic for the Senate.

NEW BUSINESS:

- Larry encouraged Senators to quickly recruit committee members so they can attend the August retreat. Stephanie will send an administrator-wide email to recruit committee members from the entire campus. During the fall semester, the President will ask the Senate to find administrators to serve on standing University committees.
- Fall survey questions need to be submitted by July 20. Past questions include whether there are issues the Senate needs to investigate, professional development opportunities, and dates/times for events. Stephanie will send past survey results to let Senators develop questions.
- Standing dates for Senate meetings re-visited due to some persistent conflicts.
 - Caylin motioned to move all meetings to the 2nd Wednesday of every month; Jake seconded. Motion approved.

ANNOUNCEMENTS:

- Next meeting is now Wednesday, August 10 from 2:30-4:30 p.m.

ADJOURNMENT:

Meeting was adjourned at 3:43 p.m.