

Minutes
University of Southern Indiana
Administrative Senate
Wednesday March 11, 2015
3:00 pm
HR Training Room

PRESENT: Senate Chair, Susanne Stanley, senate members: David Alexander, John Campbell, Debbie Clark, Carey Beury, Brandi Hess, Ingrid Lindy, Beth Thompson, and Stephanie Walden-Schwake.

CALL TO ORDER: Meeting was called to order at 3:00 pm. Noted: The originally scheduled meeting on March 4 was cancelled due to snow and the closing of campus and rescheduled for today.

APPROVAL OF MINUTES: The final draft of the February 4, 2015 minutes will be emailed and senators will vote to approve as emailed.

PRESENTATION: The meeting began with a presentation by Donna Evinger. She was invited to present the outcomes of the HR Assessment. Goals for the near term: 1) Positive experience for new hires to increase engagement and retention, 2) Smoother start for new hires (e.g., computer, access to Blackboard, network, email, Telephone, Eagle Access card, etc.) 3) Increased HR knowledge to improve quality of customer service and to enhance professional development of HR staff 4) Improve customer privacy in confidential interactions.

REPORTS FROM OFFICERS:

Chair: Susanne Stanley

- The VP for Finance and Administration search is progressing. Ad for the position has been posted in multiple areas. The search committee has met and they hope to have some candidates on campus in April.
- Met with Donna Evinger about some wording in the parental leave policy, specifically the definition of "immediately". Emphasized that the choice of whether to use the 10 days first or sick or vacation time first should be up to the individual. HR hopes to have everything in place so the policy can take effect on July 1, 2015. They also discussed the family sick time usage report that had been requested. Donna explained that 2 different staff members had worked on the statistics and had approached it from 2 different view-points, so still unable to provide a usage report.
- Was invited by Dr. Rochon to an emergency meeting about an incident that happened on campus with a student carrying a gun into a class. The situation was handled correctly by all USI personnel involved. The purpose of the meeting was to inform people and groups so they could get the word out to others that the incident was handled well. One of the outcomes of the meeting was to come up with ways to make the policy more visible and accessible to anyone who might be coming on campus.
- Attended a Faculty Senate meeting and would like to encourage other members to attend one. Hopes that Jason Fertig, chair of Faculty Senate will attend one of ours to see how we conduct business.
- Attended a President's council meeting where Dr. Bennett discussed the budget, salaries and salary equity relating to class load and compensation for faculty. Dr. Bennett was giving a legislative presentation. Budget presentation times are being set and Dr. Bennett will give a presentation at the beginning of the process. Suzanne will forward dates to senate members when she receives them. The three campus community groups will present together. (Faculty Senate, Administrative Senate and Staff Council) Dr. Bennett also reported that the Handbook is being worked on to get it updated since it is the official legal document of USI.

- Executive committee met on February 26. All of the above items were discussed at the meeting.
- Attended another 50th anniversary meeting. Activities will be happening all year long so pay attention to advertisements and emails about events. There will be a coffee table book that can be pre-ordered for \$25.00 or purchased at a later date for \$30.00. A resolution will also be presented at an Indiana Legislature session. Sallie Gries attended the meeting and will be coming to an Administrative Senate meeting and present an overview for us.
- Scott Gordon has asked to attend one of our meetings to present a child protection issue.

Vice Chair: Stephanie Walden-Schwake

- No report

Past Chair: Jayne Tang

- No Report

Secretary/Treasurer: Debbie Clark

- Operating fund remains at, \$420.36.

Report from liaison: Kat Draughon

- Unable to attend.

REPORTS FROM STANDING COMMITTEES:

Administrative Affairs: Chair: Ingrid Lindy

- Meeting next week to review all of the websites that post discounts

Constitution and Bylaws: Chair: Deb Butler

- Unable to attend

Employee Relations and Benefits: David Alexander

- Still reviewing and discussing how to revise the outside employment statement that is in the handbook.
- Looking at mediation and grievance procedures
- Still looking into year-round flextime

Events and Outreach: Chair: Brandi Hess

- No report

Nominations and Elections: Chair: Jayne Tang

- Unable to attend

Professional Development: Chair: Carey Beury

- Discussed a certificate program for Administrators. Working on publicizing more information about the Certificate of Leadership Excellence program for Fall 2015.
- Discussed the possibility of promoting a "grant" for money to assist administrators who might not be able to afford the cost of attending and how to regulate the process.
- Discussed workshop topics for Spring and still considering an outside speaker as a possibility
- Sending thank you notes to speakers after their presentations
- Discussed the possibility of a reception event for new administrators so they can meet other administrators.

Unfinished Business:

- Nothing to report.

New Business:

- Nothing presented

Announcements:

- Next meeting is April 1, 2015 in UC 206

Adjournment:

- Meeting was adjourned at 4:40 pm.