

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, June 14, 2017
3 p.m.
UC 2206

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

ABSENT: Alex Eaton; Steve Bridges; Katherine Draughon

GUESTS: Incoming Senators Teresa Grisham, Ingrid Lindy, Maggie Hurm and Angel Nelson

CALL TO ORDER: The meeting was called to order at 3:00 p.m.

ROLL CALL

APPROVAL OF MINUTES: May 10 minutes approved as written.

INTRODUCTIONS

REPORTS FROM OFFICERS

Chair: Larry Back

Attended You Are Welcome Here Presentation 6-6

You can see information at <https://www.youarewelcomehereusa.org/read-me>

Attended Reflections Luncheon 6-7

Attended Tuition and Fees Public Hearing 6-7

Attended USI Board of Trustees Meeting 6-7

Board approved the tuition and fee increase proposal

Attended Presidents Council 6-13

Dr. Bennett presented admission and enrollment update in Andy Wright's absence.

Dan Martens gave a presentation on acquisition contract review policies. Mark Bernhard gave a presentation on service provider contracts. His office has templates that others can use.

Andrew Lenhardt gave a presentation about the debit card payroll system.

Kindra Strupp gave a presentation on USI branding updates. There will be a series of short forty five second to minute videos updating the USI brand. She also talked about a local branding effort called E is for everyone. You can see information at <https://eisforeveryone.com>.

Vice Chair: Andrea Gentry

Attended President's Council 5/23; main discussion surrounded proposed tuition increase. Employees will receive a 1.5% salary increase this year. Following the Senate election cycle, has received several emails from administrators indicating interest in serving on committees.

Past Chair: Stephanie Walden-Schwake

Nothing to report at this time.

Secretary/Treasurer: Jaclyn Dumond

May 24 - Attended the luncheon with the delegation from Osnabruck, Germany, Mayor Winnecke and other University guests.

June 6 – Attended the #YouAreWelcomeHereCampaign Presentation; shared information about the Host Family program.

Remaining balance for Senate Expenses is \$0.90 out of \$1500.

Remaining balance for Milestones Event is \$1725.42 (chargeback pending for food) out of \$2000.

Senate does not track the cost of the service gifts, which is from a separate pool of money shared with Staff Council (\$4500).

REPORTS FROM STANDING COMMITTEES

End-of-year reports were orally summarized for the benefit of guests. Full reports will appear in a compilation online. Below are highlights of the written reports shared at the meeting.

Administrative Affairs – Danielle Norris

The committee's largest event was the Town Hall meeting; the group hopes to see this continue once per semester to improve regular communication with administrators. The group also investigated and recommended, as part of the budget process, the Professional Development Grant Fund.

Constitution & Bylaws – Jacob Hansen

The committee's primary objective this year was to update the by-laws and make recommendations regarding committee structure.

Employee Relations and Benefits – Beth Thompson

The committee's primary goal was to facilitate the reminder messages to those in danger of losing vacation time or who are low on hours. These reminders will start in late June 2017.

Events & Outreach – Caylin Blockley

As Milestones is the primary event of this committee, time was spent brainstorming how to encourage more honorees to attend, how to generate interest in attending from the rest of campus, and how to honor those who are not comfortable attending the event in person.

Nominations and Elections – Stephanie Walden-Schwake

The past chair overviewed how the elections worked this year and ideas for improvement.

Professional Development – Joe Binkley

The committee overviewed their activities for the year, including an upcoming event with Leadership Evansville.

Liaisons

No liaisons were in attendance.

Unfinished Business

- 1. Item for Consideration – Next Steps: Travel Policies**

Beth Thompson reported that the Employee Relations and Benefits committee discussed this item at their last meeting. All members of the committee resonated with the request. They decided to gather information on travel policies and timelines to discuss at their next meeting. The committee has yet to decide whether or not to take up the item as a charge. Another report will be forthcoming in July.

New Business

1. Jake Hansen provided a handout to overview Parliamentary Procedure/Robert's Rules of Order as the Administrative Senate tends to use them.
2. Meeting dates for AY2017-18 were established as the first Wednesday of each month from 3-4:30 p.m. The secretary/treasurer will schedule the rooms and send all Senators and Liaisons calendar invitations.
3. Fall 2017 survey questions can either be sent directly to Kat by June 28 or to Executive Committee by June 23. Employee Relations and Benefits and Professional Development are typically the two committees that submit questions.
4. With the by-law changes and modified committee structures, the Executive Committee is going to conduct an audit of the committees, the chairs who are staying on Senate and determine who wants to serve on which committee.
5. New senator training will occur with members of the Executive Committee prior to the July 5 meeting.
6. Andrea Gentry clarified the procedure to bring forward a charge or recommendation to the Senate; the online form can be submitted to the Senators representing the individual, or the form can be submitted anonymously to the Executive Committee (or printed and campus mailed). When an item is submitted to a Senator or the Senate, the Executive Committee assigns it to the most appropriate committee for review/consideration. The committee will then decide if the item should become a formal charge or not for the committee. Some formal charges result in an item being presented to the entire Senate for a vote.

ANNOUNCEMENTS:

Thank you to those who have completed their terms of service on the Senate: Joe Binkley, Alex Eaton, Beth Thompson and Stephanie Walden-Schwake.

Next meeting is Wednesday, July 5 from 3-4:30 p.m. in UCE 2206.

ADJOURNMENT:

Meeting was adjourned at 4:30 p.m.