

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday July 1, 2015  
3:00 pm  
UC 2206

**PRESENT:** Senate Chair, Stephanie Walden-Schwake, senate members: Larry Back, Joe Binkley, Deb Butler, Debbie Clark, Sarah Harlan, Karen Huseman, Don McGrath, Cindy Miller, Beth Thompson, Susanne Stanley, and Kat Draughon.

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

**APPROVAL OF MINUTES:** June 3, 2015 minutes approved as distributed.

**ORIENTATION/INTRODUCTION:** Stephanie Walden-Schwake

Shared the history of Administrative Senate, a review of the Standing Committees and their responsibilities, and showed where to find information on the web page. Reviewed how to present an item for consideration to the Senate and explained the budget presentation, operating budget, Milestone event, and announced the Committee Appointments.

**REPORTS FROM OFFICERS:**

**Chair:** Stephanie Walden-Schwake

- Attended 2 President Council meetings. Dr. Bennet wants to tie the budget to the Strategic Plan focusing on what we do and what we value. Also shared information about the "Return to Learn" program that Dr. Shelley Blunt is heading up. Contacting students who started degrees and never completed those degrees over the last 10 years. USI will do some targeted marketing to these students with some incentives if they make continuous progress towards their degree completion. USI handbook is under extensive revision with updates and at least 15 new or revised policies.
- Questions for the fall faculty/staff survey need to be submitted for review to the executive committee by July 15. Results of previous surveys are stored in the Administrative Senate folders on the V. drive.
- Shared plan for the August meeting. We will change the start time to 2:30 and open it up to the committee members. Charmaine McDowell will give a presentation on setting goals. Snacks will be provided.
- Milestone gifts expected delivery is mid- July.

**Vice Chair:** Larry Back

- Contacted all senators about their committee assignments and supplied them with names of previous committee members. Open to attending any committee meetings to assist if needed.

**Past Chair:** Susanne Stanley

- Looking at membership for senate to try to clarify who can be a member. Will need a by-law update in the future to simplify this and the nomination process.
- Still attending the 50<sup>th</sup> Anniversary planning meetings.
- Will continue to revise the procedure manual.

**Secretary/Treasurer:** Debbie Clark

- Operating fund amount spent: \$708.84, unused : \$291.16

- Milestone Estimated Amount spent: \$3212.12, under budget (allotted was: \$4500.00).

**Reports from liaisons:** Kat Draughon

- Announced that Assessment day has been changed to September 22. We need to help get the word out and publicize where we can.
- Proposed a question to the senate, should Administrative Senate By-laws be included in the USI handbook? Senators should review the handbook looking for anything we feel needs to be updated.

**REPORTS FROM STANDING COMMITTEES:**

**Administrative Affairs:** Chair: Cindy Miller

- Has not met

**Constitution and Bylaws:** Chair: Deb Butler

- Has not met

**Employee Relations and Benefits:** Chair: Brandi Hess, absent V. Chair Michelle Woodburn, absent

- Stephanie reported that the committee has been formed, but not met yet.

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

- Committee met on June 30. Reviewed the EOY report and discussed outstanding items. Brainstorming ways to market and share benefits of campus services for USI staff.

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

- No report

**Professional Development:** Chair: Beth Thompson

- Approximately 40 people attended the Generations in the workplace presentation. Responses from attendees were all good. Might be worth considering to offer this presentation again.
- Committee met and began the process of laying out a plan for the year. Hope to have some questions for the fall faculty/staff survey.

**Unfinished Business:**

- Presented more details for the proposed ice cream social for Administrators. Estimated cost will be \$3.15 per person and approximately 100 people. Senate voted unanimously in favor of the event. Event will be held Wednesday July 29 from 2:00-3:30 pm outside the Performance Center on the second level.

**New Business:** None

**Announcements:**

- Next meeting is August 5, 2015 at 2:30 pm, location to be announced.

**Adjournment:** Meeting was adjourned at 4:10 pm.