

Minutes
University of Southern Indiana
Administrative Senate
Wednesday April 1, 2015
3:00 pm
UC 206

PRESENT: Senate Chair, Susanne Stanley, senate members: David Alexander, Deb Butler, Debbie Clark, Brandi Hess, Karen Huseman, Ingrid Lindy, Cindy Miller, Mike Mohr, Beth Thompson, and Stephanie Walden-Schwake.

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

APPROVAL OF MINUTES: February 4, 2015 minutes and March 11, 2015 minutes were both approved as modified.

PRESENTATION: The meeting began with a presentation by Steve Woodall. He was invited to present information about the incident on campus that occurred a few weeks ago with a student who carried a gun into class and what the university policy currently is, and what we as administrators need to know. We were reminded that the student code of conduct contains the campus policy and there is a paragraph in the University Handbook section F34, Firearms restrictions.

REPORTS FROM OFFICERS:

Chair: Susanne Stanley

- The budget presentation for Administrative Senate, Faculty Senate and Staff Council will be Monday April 20 at 9:30. Met with Jason and Brittany on March 26 to discuss what they would collaboratively present and what individual items each group would present.
- Attended a Leadership in Evansville celebration where USI received a regional impact award.
- Executive Officers met on March 20, 2015 to discuss elections and the Milestone event. Debbie Clark was on vacation.
- Met with President's council again. Informed that the Handbook updates are in progress. They are reviewing wording with the hope of clarifying anything that is unclear. Andy Wright presented a positive picture of the numbers. A resolution will be given at the state legislature about our 50th anniversary celebration.
- All employees and student workers will be required to take some Title IV on-line training this summer or fall.

Vice Chair: Stephanie Walden-Schwake

- Met with Events and Outreach and the representative from Tri-State trophies to discuss the awards to be presented at the Milestone event. There will be 41 honorees, one which is at 35 years.

Past Chair: Jayne Tang

- No Report, unable to attend

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

- A proposal form has been sent to the Executive committee concerning the discount pages and how to proceed along with a proposal about flying flags at half-staff.

Constitution and Bylaws: Chair: Deb Butler

- No report

Employee Relations and Benefits: David Alexander

- No report

Events and Outreach: Chair: Brandi Hess

- Met and discussed the Milestone event. Discussed retirees and how to honor them. Ingrid provided a list of all retired administrators. Decision was made that their names and the total hours they all served will be presented.
- They also discussed a possible social meet and greet for administrators in the fall.

Nominations and Elections: Chair: Jayne Tang

- Unable to attend, presented by Deb Butler. Motion was presented to re-align the districts as presented and to have the voting take place via the website and email. Motion passed.

Professional Development: Chair: Carey Beury

- Unable to attend, No report.

Unfinished Business:

- Nothing to report.

New Business:

- Request for someone to take minutes at the May meeting. Debbie will be at a conference. Carey Beury volunteered and if she is unable to attend, Ingrid Lindy will be the back-up.
- Reminder that year end committee reports will be due in June.

Announcements:

- Next meeting is May 6, 2015 in UC 2206

Adjournment:

- Meeting was adjourned at 4:40 pm.