

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday December 2, 2015  
3:00 pm  
UC 2206

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

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

**APPROVAL OF MINUTES:** November 4, 2015 minutes approved as distributed.

**REPORTS FROM OFFICERS:**

**Chair:** Stephanie Walden-Schwake

- Thanked everyone who attended President Bennett's presentation on the Challenges and Opportunities of the 2016/2017 budget.
- Attended the Executive committee meeting.
- Announced that the original search for a new HR Director failed and they will re-open the search.
- Attended President Council meetings: strategic plan will be finalized soon, Andy Wright gave an enrollment update.
- Angie O'Nan is seeking feedback on the redesign of the USI today online newsletter.
- Attended a Staff Council meeting.

**Vice Chair:** Larry Back

- Attended the Executive committee meeting.
- Attended President Bennett's budget presentation.

**Past Chair:** Susanne Stanley

- Attended the Executive Committee meeting.
- Attended President Bennett's budget presentation.

**Secretary/Treasurer:** Debbie Clark

- Current balance: \$545.85
- Attended the Executive Committee meeting.
- Sent calendar reminders for spring semester meetings.
- Attended President Bennett's budget presentation.

**REPORTS FROM LIAISONS:**

- Unable to attend

**REPORTS FROM STANDING COMMITTEES:**

**Administrative Affairs:** Chair: Cindy Miller

- Presented a recommendation document to senate in regard to plans for updating and maintaining a discount web page for faculty, staff, alumni and retirees.

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

- No report.

**Employee Relations and Benefits:** Chair: Michelle Woodburn

- Discussed Fall and Spring Faculty/Administrators meetings and drafted a recommendation document.
- Continuing the investigating of programs offered by other universities comparable to the size of USI to determine activities, policies or interests that might be implemented at USI.
- Investigating employee tuition discounts for undergraduates and graduate students at our peer institutions. This was a suggested item on the 2015 fall faculty staff survey.

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

- Continuing research on an outreach initiative for new administrators. Contacted Staff Council about their Ambassadors program and received information from them. Asked to receive notifications from HR of names of new administrative hires. This could be delivered to the administrative senate email address or be posted to our V drive along with the master lists of administrators. Would like to develop an electronic brochure to send to new hires.

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

- Announced that Deb Butler and Don McGrath will serve on this committee but activity won't begin until February.

**Professional Development:** Chair: Beth Thompson

- Did not meet but are finalizing workshops for the January meeting with the Provost's office. The topic of Ergonomics with Brian Morrison has been confirmed.

**Unfinished Business:**

- Discussion of the outside employment policy was held and a motion was made and a vote was taken with the result being to submit a recommendation to delete the policy from the handbook. Stephanie will present this new recommendation to Faculty Senate for their review. Michelle will revise the recommendation document to reflect the vote. It was also decided that the ERB committee should work on editing the recommendation to revise the current policy in the event that the removal request does not proceed.
- Discussion was held on the revision of the USI today page and the possibility of a more detailed employee section. Stephanie passed out papers with links for senators to review. Any thoughts from senators can be sent directly to Angie.
- Discussion was held on the topic of the Fall and Spring meetings and issues that surface for administrators. Discussion will continue at the next meeting.
- Discussion took place on the topic of the Employee Discount page. Procurement has agreed to be responsible for supplying the work space and supervising a student worker to maintain it. A decision was made for the committee to contact Jason Provence about web options for the database of vendor information rather than creating an excel spread sheet. Mark Rozewski had previously approved funds for a student worker, so Stephanie will meet with Steve Bridges to see if funding is still available. The possibility of creating a job description for this student worker also was discussed. Alumni office will keep a link to the page on the Alumni site. Discussion will continue at the next meeting.

**New Business:** None presented.

**Announcements:** Next meeting is January 6, 2016 at 3:00 in **UC 2206**

**Adjournment:** Meeting was adjourned at 4:15 pm.