

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday, January 11, 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; Alex Eaton; Jacob Hansen; Erica Hooker; Jeanne McAlister; Don McGrath; Danielle Norris; Beth Thompson; Tricia Tieken

**ABSENT:** Steve Bridges; Kat Draughon

**GUESTS:** Travis Dickison, Vice Chair, Staff Council

**CALL TO ORDER:** The meeting was called to order at 3:02 p.m.

**ROLL CALL**

**APPROVAL OF MINUTES:** December 14 minutes approved as written.

**REPORTS FROM OFFICERS**

**Chair:** Larry Back

Executive committee met 1/4/2017 to plan agenda.

Attended President's Council 1/10/2017. The President mentioned that the Governor's budget recommendation will not include any increases in higher education funding. USI will hold budget hearings mid- to late-February. Kat Draughon presented results from NSSE, National Survey of Student Engagement.

**Vice Chair:** Andrea Gentry

Work is beginning on the Milestones Celebration with the Events & Outreach Committee.

**Past Chair:** Stephanie Walden-Schwake

No report at this time.

**Secretary/Treasurer:** Jaclyn Dumond

- Current operating balance remains at \$475.40.

**REPORTS FROM STANDING COMMITTEES**

**Administrative Affairs:** Chair – Danielle Norris

The Administrative Affairs committee continued planning for the Town Hall event planned for 2:30 p.m., Monday, January 16 in Kley Meyer Hall.

The committee:

- **Developed an agenda for the meeting**  
The proposed agenda was sent to Executive Council for review.
- **Wrote the email invitation**  
The invitation is being sent by individual senators as an Outlook invitation to the administrators in their districts. Jaclyn has the lists of email addresses of senators by district.
- **Developed a debriefing for senators leading breakout sessions**  
The debrief outlines the format of the town hall, what's expected of senators leading breakout sessions and what equipment will be available. We also ask senators to come prepared with a list of questions or ideas to help generate conversation amongst their groups. Examples of such questions are also provided.
- **Added the event to the USI web calendar**  
The event with invitation text can be found here:  
<http://www.usi.edu/MasterCalendar/EventDetails.aspx?EventDetailId=18384>
- **Secured promotion for the event in USI Today**  
The event appeared in the "What's happening at USI" email on Friday, January 6 and can be viewed in the "Announcements" section of the USI Today webpage at [www.usi.edu/usitoday](http://www.usi.edu/usitoday)
- **Submitted an announcement request for myUSI**  
This includes a modified version of the invitation text.
- **Reserved flipcharts for the event**  
This may not be a sustainable idea, because it costs money if you continue to use them. The Executive Council suggested reserving three additional rooms and having district senators type responses on the computers so participants can view on the big screen and we're saved the work of digitizing the feedback later.

**Constitution and Bylaws:** Chair – Jake Hansen

The committee met December 19 and discussed:

- 1.) Policy Manual
  - a. Review manual on Senate Drive
  - b. SOP Manual
  
- 2.) Structure of Senate Subcommittees
  - a. Asked to look at viability of several committee and how that structure could change to better larger whole

**Employee Relations and Benefits:** Chair – Beth Thompson

The committee next meets February 6. Steve Bridges will attend to discuss the conversion of different types of leave time to other types (sick time to vacation time, for example).

**Events and Outreach:** Chair – Alex Eaton

The committee received the preliminary event information from Scheduling for the Milestones Event.

**Nominations and Elections:** Chair – Stephanie Walden-Schwake

Work of committee begins in February; committee is comprised of Senators who volunteer to serve.

**Professional Development:** Chair – Joe Binkley

The committee received positive feedback on the USI 101 session facilitated by Dr. Bennett in early January; approximately 40 attended. They are interested in gaining feedback from attendees for the other two sessions planned during the spring faculty/administrator meeting.

**REPORTS FROM LIAISONS:**

Neither liaison was in attendance.

**GUEST SPEAKER:**

Andrew Lenhardt, executive director of Human Resources, provided an update on the injunction which delayed implementation of the Fair Labor Standards Act (FLSA). Because of the delay, USI did not permanently move affected administrators from a monthly to biweekly payroll, and USI kept any salary commitments which had previously been made. Those who had been informed they would move to biweekly actually did receive one biweekly paycheck before being moved back to monthly; some errors in vacation and sick-time accrual were detected and will be hand-corrected. USI's Human Resources department also conducted a survey, asking 60 other institutions whether changes were being implemented or delayed, either in part or whole, as a result of the injunction. The College and University Professional Association for Human Resources (CUPA-HR) performed a similar survey nationwide, and the results can be found in an infographic at the following site:

[http://www.cupahr.org/advocacy/files/FLSA\\_Injunction\\_Infographic.pdf](http://www.cupahr.org/advocacy/files/FLSA_Injunction_Infographic.pdf)

**UNFINISHED BUSINESS:**

- Larry will check with Faculty Senate chair, Dr. Nick LaRowe, to determine if a final draft is available regarding the proposal to increase the tuition benefit for spouses and dependents. Once a draft is shared with Administrative Senate, this group can decide whether to support it.
- PD Committee: When the committee chairs spoke to Leadership Evansville regarding the potential training opportunity, the cost of \$400 was based on attendance of 30 individuals for a single 60-90 minute session. The chairs were requested to follow up with Leadership Evansville with additional questions and to circulate the response via email. Concern expressed over the cost, but others pointed out that the dollars in the Senate budget do not roll over at the start of each fiscal year.
- Administrators' Town Hall: Danielle reviewed the agenda, locations, facilitators, and confirmed the questions that would be asked in each breakout group.
- Review success of spring meeting breakouts

**NEW BUSINESS:**

- Items to take up from fall 2016 survey results – The Executive Committee will organize and distribute to the appropriate committees items for action from the fall 2016 survey results.

**ANNOUNCEMENTS:**

- Next meeting is Wednesday, February 8 from 3-4:30 p.m.

**ADJOURNMENT:**

Meeting was adjourned at 4:20 p.m.