

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, September 14, 2016
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; Erica Hooker; Donnie McGrath; Danielle Norris; Keith Powers; Beth Thompson; Tricia Tieken

ABSENT: Jacob Hansen; 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.

APPROVAL OF MINUTES: August 10 minutes approved as written.

REPORTS FROM OFFICERS

Chair: Larry Back

- Met with Executive Committee on August 29; all in attendance.
- Attended assorted events including Fuquay Welcome Center ribbon cutting and luncheon, welcome reception for Higher Learning Commission peer review team, an HLC session addressing Criterion 5, and the Founder's Day luncheon.
- Provided an update from an August 30 President's Council meeting including:
 - At end of USI's first week, counts showed 9,039 undergraduate students. Does not include dual credit. Undergraduate numbers were slightly down from last year, but graduate numbers were up.
 - Dr. Bennett praised the Senate's professional development efforts in years past and encouraged the group to continue developing offerings.

Vice Chair: Andrea Gentry

- Attended September 2 ERB Committee meeting for discussion/vote on outside employment policy. Reminded ERB Committee that when concerns are raised by fellow administrators, part of the committee's role, as well as the Senate's, is to evaluate whether a rule needs to change.
- Attended September 14 Founder's Day Luncheon

- Confirmed with chairs that committee memberships were finalized

Past Chair: Stephanie Walden-Schwake

- No report

Secretary/Treasurer: Jaclyn Dumond

- Current operating balance remains at -\$64.20, pending conversations with Steve Bridges.
- Attended two HLC sessions.

REPORTS FROM STANDING COMMITTEES

Administrative Affairs: Chair – Don McGrath

Employee discount web page is being updated even without a student worker. Committee is looking for projects.

Constitution and Bylaws: Vice Chair – Erika Hooker

Membership finalized; will meet soon.

Employee Relations and Benefits: Chair – Keith Powers

Committee met on September 2 and voted unanimously to retain the version of the outside employment policy that requires supervisor approval. This version will be shared with the Senators via email and discussed at the October 12 meeting. Larry will present this version to the Faculty Senate on September 16.

Events and Outreach: Chair – Alex Eaton

Nothing to report at this time.

Nominations and Elections: Chair – Stephanie Walden-Schwake

Nothing to report at this time.

Professional Development: Chair – Joe Binkley

Committee met; realized most members were new to USI. Initial ideas more appropriate for the Events and Outreach committee. Other ideas include Title IX education, supporting students and providing assorted trainings for employees. Currently planning for Andrew Lenhardt, HR Executive Director, to present on Title IX later this fall.

REPORTS FROM LIAISONS:

- Neither liaison was in attendance.

UNFINISHED BUSINESS:

- All spots on USI standing committees have been filled.

NEW BUSINESS:

- Keith Powers' last day at USI is Friday, September 16. A motion and a second was made for Jeanne McAlister, from District 1, to be appointed to fulfill the remainder of Keith's term. Motion carried. Jeanne will serve as vice chair of ERB, and Beth Thompson has agreed to serve as chair.
- Danielle Norris explained the new online submission for Items for Consideration on USI.edu/adminsenate. The page is protected with a myUSI login, and the login name stamps on the submission form. Form will go live with Senate's approval. A .pdf of the form is still available for those who wish to submit an anonymous item for consideration.
- Discussion of new committee report procedure: committee chairs will save reports to AdminSenate network drive by 4:30 p.m. the first Thursday of each month. This allows Senators to review reports in advance and think of any questions or comments; committee chairs will give highlights during the Senate meetings. All agreed a template would be helpful.
- Larry reminded committee chairs to take minutes during meetings and post those to their respective folders on the AdminSenate network drive.

ANNOUNCEMENTS:

- Next meeting is Wednesday, October 12 from 3-4:30 p.m.

ADJOURNMENT:

Meeting was adjourned at 3:50 p.m.