

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday May 4, 2016  
3:00 pm  
UC 2205

**PRESENT:** Senate Chair, Stephanie Walden-Schwake, senate members: Larry Back, Deb Butler, Karen Huseman, Don McGrath, Susanne Stanley, Beth Thompson, Michelle Woodburn, and Steve Bridges.

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

**APPROVAL OF MINUTES:** *\*an email will be sent to vote on the April minutes*

**REPORTS FROM OFFICERS:**

**Chair:** Stephanie Walden-Schwake

- Attended a meeting called by Dr. Rochon to discuss the fall and spring faculty/staff meetings. The group discussed ways to involve all staff, a new format to the meeting and the potential space challenges. The group will be meeting again.
- Attended two Presidents council meetings. Andy Wright reported that enrollment still is very positive for fall (transfer and orientation numbers are up) but those enrolled in summer credit hours are slightly down. It was also reported that housing contract numbers are up.
- End of the Year committee reports due next month. Look at the website for reports from previous years.
- Will be attending the Griffin Center ribbon cutting on Friday, May 6.

**Vice Chair:** Larry Back

- Attended two executive committee meetings.
- Met with Karen Huseman and Phyllis Oeth from the Milestones Planning group.

**Past Chair:** Susanne Stanley

- Attended executive committee meetings on April 11<sup>th</sup> and April 29<sup>th</sup>.
- Met with Milestones Planning group.

**Secretary/Treasurer:** Debbie Clark

- No report.

**REPORTS FROM LIASONS:**

Steve Bridges

- Participated in commencement.
- A lot of construction projects taking place throughout summer, including UC West food options. Potential ground breaking for the Welcome Center to take place Fall 2016. University will start master planning process this summer. PAC renovation will start late 2017 with a potential completion of 2019-/2020.

**REPORTS FROM STANDING COMMITTEES:**

**Administrative Affairs:** Chair: Cindy Miller

- Web Services working Discount Page.

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

- Met on April 20. Requested to review section four of the by-laws. Section four is currently out of date with our current practices (lines A and D). Would like to change language to eliminate the use of a form and use email for nominations.

Section 4 (see constitution for full details)

**Section 4: Nominations and Elections**

[AMENDED 2013]

- a. The Nominations and Elections Committee shall announce open positions and prepare and circulate applications for nominations by the first working day in April. Applications shall be made available at [www.usi.edu/adminsenate](http://www.usi.edu/adminsenate), and the Nominations and Elections Committee shall take the appropriate measures to inform all eligible administrators of nomination and election procedures.
- b. Nominations shall be accepted from any eligible administrator, including self-nominations.
- c. The Nominations and Elections Committee shall inform individuals nominated for office by another eligible administrator.
- d. All nominated, eligible administrators must complete and submit the authorized nomination application form and must declare which position (vice chair, secretary/treasurer, district senator, or at-large senator) he or she is seeking.

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

- Shared recommendation for outside employment policy (formerly emailed by Stephanie).
- Stephanie attended the last Faculty/Senate meeting to share Administrative Senate's idea to omit the policy. Faculty/Senate did not vote, but would look into this over the summer/fall. Stephanie also met with incoming Faculty/Senate Chair Dr. LaRowe to discuss the recommendation. This item is being tabled till fall.

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

- Met with executive committee and Phyllis Oeth to discuss final Milestones Ceremony preparations. We will be honoring 44 administrators at this year's event. An additional reminder/e-invite will be sent to honorees today. Still working on getting bio information from supervisors and asked for the Senate's assistance. Also asked Senators to arrive early to greet honorees and staff.

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

- Administrative Senate will have 7 opens for the 2016-2017 term- 6 Senators and 1 Secretary/Treasurer. All nominees are excited and eager to serve.
- Elections open May 11 and close May 17. Ballots will include bio of candidate.
- Worked with Jeanne McAlister and OPRA to ensure ballots are ready for May 10.

**Professional Development:** Chair: Beth Thompson

- Generations in the Workplace workshop presented by Laura Alexander will take place in June. Save the date and reminders will be coming soon.

**Unfinished Business:**

- Recommended change to a by-law related to nominations and elections.  
*\*an email will be sent to vote on this change*

- Amy Mullins Senator position is available. Danielle Norris (Web Services) has agreed to serve in this role. *\*an email will be sent to vote on this change*

**New Business:**

- Future Milestones of Service Ceremony Dates- This event has taken place on the second Wednesday of May since its inception. Carter Hall is reserved for the second Wednesday in May for the 2017 ceremony. This date is no longer available after 2017. Administrative Senate has the option of moving to the second Thursday in May or the third Wednesday in May. Moving forward, Steve Bridges/Becky Ball will be listed as the event contact to ensure the event is included in the master calendar.

**Announcements:** Next meeting is June 1, 2016 at 3:00 in UC 2206

**Adjournment:** Meeting was adjourned at 3:54 pm.