

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday, October 12, 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; Jacob Hansen; Erica Hooker; Jeanne McAlister; Danielle Norris; Beth Thompson; Kat Draughon

**ABSENT:** Don McGrath; Tricia Tieken; Steve Bridges

**GUESTS:** Travis Dickison, Vice Chair, Staff Council; Andrew Lenhardt, Executive Director, HR

**CALL TO ORDER:** The meeting was called to order at 3:01 p.m.

**APPROVAL OF MINUTES:** September 14 minutes approved



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

Committee has not yet met as several members from the Admission Office are still in travel season. One possible project is the policy manual for the Senate.

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

The committee met on Oct. 3 and established the date and time for monthly meetings.

We submit for consideration the Outside Employment Policy that was emailed to members by Larry Back on 9/26/16.

We are following up on 2 unfinished charges that were carried forward from previous years.

We have begun discussion on a new submitted charge concerning the conversion of sick leave to vacation and have invited Mary Hupfer or Steve Bridges to our next committee meeting to discuss financial impact.

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

Nothing to report.

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

Nothing to report.

**Professional Development:** Chair – Joe Binkley

The professional development group determined three sessions they would like to include in the spring meeting.

1. Supporting Our Students of Color: how do we work more effectively with underrepresented populations
2. Technology: tips for getting your Outlook inbox under control
- 3.

- Danielle Norris demonstrated the new online Item for Consideration form on the Administrative Senate web site.

**NEW BUSINESS:**

- General discussion regarding Senators providing updates to their constituents. District senators should work together to promote the new consideration form and to remind administrators that meeting minutes are posted online. The idea was raised to conduct a town hall meeting for administrators as another way to hear concerns; Administrative Affairs/Constitution and By-Laws will conduct benchmarking and report to Andrea Gentry.

**ANNOUNCEMENTS:**

- Next meeting is Wednesday, November 9 from 3-4:30 p.m.

**ADJOURNMENT:**

Meeting was adjourned at 4:20 p.m.