

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, November 9, 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; Don McGrath; Danielle Norris; Beth Thompson

ABSENT: Tricia Tieken; Steve Bridges; Kat Draughon

GUESTS: Travis Dickison, Vice Chair, Staff Council; Dr. Nicholas LaRowe, Chair, Faculty Senate

CALL TO ORDER: The meeting was called to order at 3:00 p.m.

APPROVAL OF MINUTES: October 12 minutes approved as written.

GUEST SPEAKER:

Dr. LaRowe shared the following:

- The

Attended President's Council 10-25. Jon Mark Hall reported that men's cross country team won conference for twelfth year in a row, and women's cross country won conference for sixth year in a row. He also reported that men's soccer had their best season in a long time. The Small College Basketball Hall of Fame Classic will be November 17-19.

Met with Executive Committee 10-31 to discuss next meeting agenda.

Attended expanded President's Council 11-1. Guest Speaker topic was Bystander Intervention. For information you can visit stepupprogram.org/

Larry Back, Chair of Administrative Senate, states that the Outside Employment Policy discussion will be added to the Faculty Senate Agenda for their Nov. 11, 2016 meeting. The outcome of the Administrative Senate vote in Dec. 2015 was to remove the policy in its entirety.

We are gathering data from Human Resources about the financial impact to the University of the conversion of sick time to vacation based on the guidelines presented to the Committee as a charge on Sept. 16, 2016.

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 met Friday, November 4 and had a follow-up discussion on the three workshops for the spring faculty meetings.

- 1- Adjusted the supporting our students of color workshop to focus on sensitivity in the workplace. We are reaching out to Pam Hopson for suggestions on presenters.
 - 2- Technology: tips for getting your Outlook inbox under control. We will be reaching out to Richard Toeniskoetter who has provided similar presentations to faculty.
 - 3- USI 101 – We were able to get Dr. Bennett to be our speaker for this session. We expect this to be a more popular session so we will be looking to have this in a larger room.
- We also spoke about ideas for a workshop sometime in the spring. We are lookm.(v2)13(a)10.6(i(t)-3(h)2.3(in)2.3

- Various tasks were distributed for action by committees:
 - Constitution & By-Laws will create a Senate Policy Manual that includes procedural information as well as training materials to provide orientation for new Senators. The committee also will consider whether the Senate's committees require re-structuring.
 - Administrative Affairs will plan a Town Hall event. Discussion followed regarding developing an agenda, use of facilitators and whether the event should be held by district or in a large group.

ANNOUNCEMENTS:

- The President's Office is still looking for van drivers for the Holiday Open House; Larry will email the eAot shoA eA