

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, February 6, 2019
3 p.m. UC 2205

CALL TO ORDER: The meeting was called to order at 3:03 p.m.

ROLL CALL

PRESENT: Ingrid Lindy, Chair; Caylin Blockley, Vice Chair; Andrea Gentry, Past Chair; Brandi Hess, Sec/Treasurer; Britney Orth; Jennifer Garrison; Teresa Grisham; Nick Bebout; Steven Stump; Rustin Howard; Maggie Carnahan, Stacy Draper.

ABSENT: Angel Nelson, Sarah Adams
Kat Draughon, Liaison; Steve Bridges, Liaison.

SPECIAL GUEST:

Sam Preston, Assistant Director of Public Safety

Mr. Preston gave a short presentation of the importance of being aware of your surroundings. If you see something, say something. Be sure to store USI's Public Safety's phone number into your cellphone. If you want a quicker response on campus, call 7777 instead of 911. All campus emergency calls (7777) will be received by officers already on our campus.

Public Safety looks at three things when it comes to security – What can we do preventative, what can we do if there is an incident, what can we do after. The presence of the five sheriff deputies has been beneficial to campus. The University is always looking for ways to improve, make campus more secure, and to protect the safety of our campus community. Our biggest tool to ensure safety is the people on campus being aware and looking/noticing things, then reporting it.

APPROVAL OF MINUTES:

January 9, 2019 minutes approved (Bebout motion, Stump 2nd).

REPORTS FROM OFFICERS

Chair: Ingrid Lindy

Lindy attended President's Council on Jan 8 and discussed unofficial admission recruitment numbers. Steve Bridges reported that the University received good bond ratings. She also met with Bridges to discuss the benefits survey.

Vice Chair: Caylin Blockley

Blockley attended several committee meetings. There are several things happening and the committees are hard at work on their projects.

Past Chair: Andrea Gentry

Gentry attended the MLK Luncheon and reported the event went really well and was a great speaker. The Inauguration is April 5 and employees will be receiving an invitation very soon.

Secretary/Treasurer: Brandi Hess

Hess reported no new expenses charged to our account. The balance is at \$1,041.95.

REPORTS FROM STANDING COMMITTEES

Employee Benefits – Teresa Grisham, Chair / Sarah Adams, Vice Chair

The ERB committee met Wednesday, January 23, 2019.

Updates on Items for Consideration:

- Sick Leave Bank/Pool
 - The subcommittee's meeting scheduled for January 17 was postponed due to illness.
- Extend tuition discount for employees' children from age 24 to 26
 - The subcommittee has received data from the Registrar's office and plans to meet soon to develop a proposal.
- Rule of 85 Retirement Policy – receive retirement service payment and contribution to TIAA for additional 5 years.
 - Carol Schmitt distributed a handout with an explanation of the retirement benefits.
 - The Rule of 85 retirement plan saves the university a lot of money when it is chosen. It would continue to save the university money if they kept the service payment (or sick leave payout for support staff) because the Rule of 85 plan retirees do not get the sabbatical.
 - Since new hires and some existing employees do not get health benefits after retirement, Carol suggested a future charge could be looking into a stipend (\$750/year) for retirees without health coverage or for those who don't accept the health coverage. Teresa sent Ingrid a request to report how many people are eligible for Rule of 85 retirement.

Employee Events – Ruston Howard, Chair / Steven Stump, Vice Chair

The Events Committee held the first planning meeting for Milestones of Service Reception on Monday, February 4, 2019 at 11:00 AM – 12:00 PM

1. Milestones of Service will be held on Wednesday, May 15, 2019 at 3:00 PM in Carter Hall.
2. Teresa pulled the list of honorees for this year. We have 60 people that will be presented awards for their years of service. We also took into account the timeline that was changed and added those not honored last year to this year.
3. We delegated assignments in this meeting throughout our committee.
4. The date has been sent to the President, the Provost and all VPs to place on their calendars.
5. Verbiage for Save the Dates and Invitations were decided.
6. The following dates were decided:
 - a. Save the Date to be sent electronically to all administrators.
 - b. Honoree invitations will be sent electronically to all honorees on or before April 12, 2019.
 - c. Event invitations will be sent electronically to all administrators and retired administrators on or before April 25, 2019.

Employee Outreach – Britney Orth, Chair / Maggie Carnahan/Stacy Draper, Vice Chair

- Volunteer Campaign – There's support from President Rochon, VP Kindra Strupp, and VP Steve Bridges for employee volunteering on and off-campus. More information to develop as there are several different University initiatives that are being worked on this year and this initiative is on the long list. As of 2/1/19, there's been some more movement on the volunteer campaign. Caylin Blockley and VP Strupp have had a conversation and VP Strupp has asked for our committee to create a formal proposal for employee volunteerism at USI. Maggie Carnahan is scheduling a meeting for 2/15/19 with the Employee Outreach Committee, VP Strupp, and several folks who work within volunteering and outreach for the University to determine the goals and content for the proposal. More to come after that meeting.
- New Administrator to USI Tours – Employee Outreach Committee would like to be trained to give campus tours to new administrators. Human Resources is supportive and Koryn Parsons from Admissions and supervisor to the Student Ambassadors has shared some information with the committee.
- Ways for USI Employees to Participate in Activities on Campus – Employee Outreach Committee is coming up with ideas and ways to engage all employees.
- Contact new Administrators to USI and Invite them to Lunch – Whenever the Employee Outreach Committee receives names of new administrators, a committee member will contact the administrator and off to take them out to lunch, most-likely on campus.
- Confusion on Changes to Employee Handbook – I believe this topic may be brought up during new business. We appreciate the document that Human Resources sends out with changes to the Employee Handbook. It is sometimes difficult to determine what the original policy was and had how it has been changed to the new policy. Additionally, when there's a new policy, it is difficult to tell that it is a new policy.
- Confusion on Senior Management vs. Administrator – Some folks did not know if they are considered Senior Management or an Administrator. The Administrative Senate bylaws gives a good definition. Senior Management are not considered constituents of Administrative Senate as they are invited to discuss concerns through different arenas – i.e. Provost's Council or President's Council.
- USI Today Administrative Senate Minutes Section – The Employee Outreach Committee is working with the new USI Today staff member to determine if it would be possible to have a link to Administrative Senate's minutes and in addition all governing bodies' minutes – Faculty Senate, Staff Council, and Student Government Association on their publication.

Nominations and Elections – Andrea Gentry, Chair

Gentry reported that more information regarding elections will happen very soon.

Professional Development – Angel Nelson, Chair / Jennifer Garrison

No report

Liaisons – Kat Draughon (absent) / Steve Bridges (absent)

No Report

Unfinished Business

Lindy reported the survey was nearly ready to go, but after having a meeting with Kat Draughon and Steve Bridges, the questions needed to be reworked just a bit.

Lindy has a meeting with Bridges on Friday to discuss the family sick policy and tuition fee waiver to keep both items to the forefront.

New Business

Lindy discussed an email that Stacy Draper sent regarding the transparency of the changes and updates made to the University Handbook. The type of change made to the policy is not obvious. Sometimes it's updating department names while some is a complete rewrite of a policy. Discussion around this topic includes making the Student Rights and Responsibilities policy and University Handbook policies need to be more in line and consistent. Some universities have policy software/databases that will track changes and past policies can be reviewed as an archived document but are expensive. Another idea is to describe the changes in a USI Today article or an additional document that discuss the policy change in depth. This item will be taken to Executive Committee for further consideration and for a plan to move forward for further exploration.

Announcements:

Bebout reminded everyone to complete the IT Security training that was sent via email.

Adjournment:

Motion was made to adjourn at 3:53 p.m. by Bebout, second by Grisham.

Next meeting Wednesday, March 6, 2019.