

## Faculty Senate Meeting

28 October 2022

Senators present: Kim Delaney, Kyle Mara, Brandon Field, Rob Dickes, Paul Arthur, Erin Reynolds, Shane White, Curt Gilstrap, Matt Hanka, Nicholas Rhew, Gary Black, Jennifer Evans, Stephanie Young

Additional attendees: Mohammed Khayum, Steve Bridges, Shelly Blunt, Sarah Will, Paige Rogers, Bartell Berg, Sally Vogl-Bauer, Cindy Clayton, Kristie Byrns

Held in BEC Boardroom



- Called to order: 2:32 pm
- Approval to minutes from October 14:
  - Previous minutes had Taegan's name misspelled, and the student government position is in the order: Equity, Diversity, and Inclusion, not Diversity, Equity, and Inclusion so those changes have been made.
  - Unanimously approved.
- Senate Chair report from Kim:
  - Some departments and offices have had names changed.
  - Course syllabuses should not include alternate purchasing options for required textbooks.
  - Have been working with Steve Bridges on the charges about per diem (2021\_10) and ID replacement (2022\_12) and will have some updates soon.
  - Charge 2021\_14 about Creative Commons licensing for course syllabuses has been approved, and changes to the handbook will be put in.
  - Charge 2022\_13 about Final Exam schedules will be discussed at the next meeting.
- Report from the Provost:
  - Board of Trustees meeting is coming up. Indiana Commission meeting will be on campus next month.
  - Search for Director of Online Learning is progressing; offer has been made, if accepted it will be announced
  - Winter term session will be offered. It worked well last year within the pilot session, so Dec 17<sup>th</sup>—Jan 13<sup>th</sup> will see 9 courses offered in an online, asynchronous format. There is a "Winter Term" selection in myUSI. They seem to be filling currently, and Kevin Valderes will be looking to get feedback from faculty teaching them at the end of the term. This counts for the spring semester for faculty and student load, but it can be compensated as summer pay for Faculty if so desired.
- Charge 2022\_16 Questions regarding the dependent audit

- There will be more information going out, including a link to the FAQ that the third-party auditor has on their website about what material will be accepted. This will only be the medical plans. The questionnaire will be customized for the people, with the material requested explicitly listed. With regard to accepting material, they can fax the requested information to the group for us.
- All the requested questions asked in the charge were answered, so the charge was tabled as completed with a unanimous vote.
- Charge 2022\_17 Communication Working Group
  - Website transition was problematic from the perspective of faculty, and the timing would probably have been done more smoothly if there were healthy communication across campus.
  - The charge requested that Faculty Senate work with the other two governance groups across campus to develop the mechanics of a working group on communication across campus. Vote was 8 in favor, 1 opposed, 3 abstentions.
- Sally Vogl-Bauer, EBC chair and chair of the *Ad Hoc* Merit Pay Committee Chair
  - Merit Pay Committee has been working through the summer and into the fall. They have collected data from other institutions and chairs throughout campus about what is currently being done. The original charge had nine individual items, and they are targeting February 1<sup>st</sup> to have their completed report so it can be reviewed during the academic year. They are looking to fill holes in their data to cover the aspects of the charge.
- Kristie Byrns, Director of the Center for Adult Learners, and Paige Rogers, Marketing Manager
  - Center serves: 25 years or older, returning to school after 2 years away, or someone who has dependents.
  - Funded through a Lily Grant. Have had the Lily funding approved through December 2023.
  - In the first 16 months, they have 2,111 students in the system (undergraduate, graduate, part time, full time, certificate students, etc) that have been designated with the “Adult Learner” attribute in Banner, but some have been missed, so if we are aware of other students who should be tagged with that designation let them know.
  - Also, if we hear of any barriers to learning that USI adult learners might be facing, we should let them know.

- Next meeting: November 11<sup>th</sup>. Same bat-time, same bat-place. Faculty Senate Secretary will be absent, so Stephanie agreed to be the substitute secretary.
- Meeting adjourned: 3:55 pm

Name: Cindy DeLoney-Marino (Optional)

Date of Submission: 10/20/2022

Name of Faculty Senate Representative:

1. Kim Delaney
2. Kyle Mara
3. Xavia Burton

Complete the following items and submit this form to either your Faculty Senate Representative or to the Faculty Senate Chair for consideration by the Faculty Senate.

**1. Charge Title:**

New HR Audit Requirement

**2. Background:**

Provide an explanation of the background and context for the proposed charge. What problem, issue, or experience prompts the proposal of the charge?

I have concerns with the upcoming HR audit for dependents on our insurance. There are worries about sending sensitive documents to a 3rd party (BMI Audit Services), even copies. I am voicing my objections.

I understand the need to make sure everyone's dependents are valid, but this seems like something that could be handled internally and not by some company in South Bend, especially since we are required to mail the documents which is a security risk.

Other employees around me have expressed similar concerns.

**3. Action Requested and Desired Result:**

Specifically state what action you would like the Senate to take and the desired outcome that you would like to see.

Re-evaluate the requirement to possibly provide one of these alternatives:

1. Make it an internal audit, possibly by providing HR with copies of tax returns that validate dependent status.
2. Have HR gather the documents and provide them to BMI by a secure method.

3. Give employees an assurance in writing that the documents provided to BMI Audit Services will be handled and maintained in a secure manner.

**4. Potential Resources:**

Provide any information that can help Faculty Senate fully address the charge. Attach additional documents if necessary.

See attached Email of the notice.

**Items 5-7 are to be completed by Senate Chair or Secretary:**

**5. Senate Comments:**

**6. Action Taken by the Faculty Senate:**

Vice President for Finance, Steve Bridges, and Director of Human Resources, Sarah Will, both attended Senate to answer questions posed by Senators and within the charge. No further action is required.

**7. Action Taken by the Administration:**



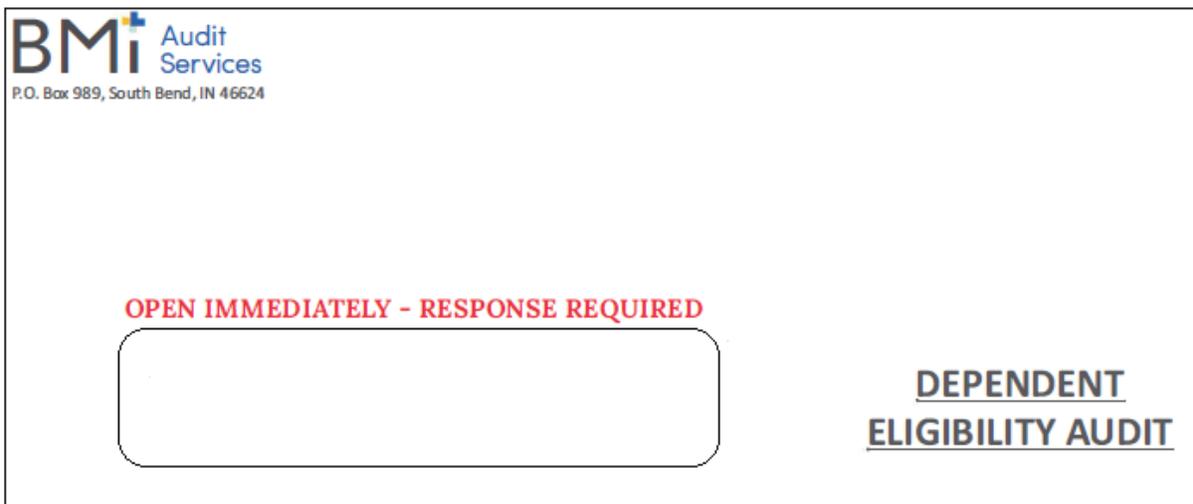
In an effort to control healthcare costs for all participating members, **the University of Southern Indiana will be conducting a dependent audit on our medical plan in January 2023. We understand costs are increasing and want to do everything in our power to ensure your plan is being charged no more or no less than what it should. We have contracted with BMI Audit Services (BMI) to assist the University.**

In January 2023, if you have a dependent enrolled in our medical insurance programs you will receive a personalized audit packet at your home mailing address on file. Once the letter is mailed out you will have four weeks to respond to the request.

**Some things to do to prepare for the audit:**

- Ensure your mailing address is correct with Human Resources. This can be done through Banner Self Service.
- During Open enrollment, October 20, 2022- November 3, 2022, validate your dependent’s eligibility and make any necessary changes.
- Locate documentation of your dependent’s relationship (marriage or birth certificates). Request copies if unable to locate documentation that will be required. The vital statistics website (<http://www.cdc.gov/nchs/w2w.htm>) can help you determine how to obtain documents you will need for the audit. You will not be reimbursed for any costs associated with obtaining copies.

The audit packet will arrive in an envelope similar to the envelope pictured below and include the following items:



- A **letter** that outlines the audit process and its requirements. Provided in the letter is a toll-free customer service line for BMI – please direct all requests for assistance to BMI.
- A **verification form** with details regarding how to identify relationships for enrolled dependent(s) and details about how to submit *copies* of required documentation. This documentation will be used by BMI to verify dependent relationships. Examples of requested documents are a marriage certificate and/or birth certificate.
- A **postage paid envelope** to use for document submission. You also have the option to submit by fax or through the online portal.

Should you have any questions at this time you may reach out to Wendy Seitz, Benefits Manager at 812-464-1790

or [wrseitz@usi.edu](mailto:wrseitz@usi.edu).

**Steve Bridges,**

**Vice President for Finance and Administration**

Formal Request for USI Faculty Senate Action

Name: Bartell Berg (Optional)

Date of Submission: 10/18/2022

Name of Faculty Senate Representative:

1. Stephanie Young
2. Jason Hardgave
3. Rob Dickes

Complete the following items and submit this form to either your Faculty Senate Representative or to the Faculty Senate Chair for consideration by the Faculty Senate.

1. Charge Title:

University Communication

2. Background:

Provide an explanation of the background and context for the proposed charge. What problem, issue, or experience prompts the proposal of the charge?

On October 1st, 2022, USI migrated all websites to a new format using a new version of the software Umbraco. This change led to many issues with the website (broken links, lost information, incorrect information, degree programs were deleted, etc). This all happened at one of the most crucial times in the year for new student recruitment and student enrollment (priority registration begins on Oct. 24, and faculty have been in the midst of advising). One reason for many of the issues is due to a very condensed and insufficiently communicated timeline as well as a breakdown in communication with all members of the university community. While some chairs and area heads were aware of the coming changes, others received little notice and few resources to undertake this work. At a time when every department at the university is being asked to complete a program review, the departments were saddled with redesigning the websites as well - sometimes with two weeks notice. This recent issue is emblematic of a communications problem at the University. With adequate communication across units at the university and a commitment to working together, the university could function as a strong community to face the challenges ahead. Without better communication, we will not be able to face said challenges - we have to work together.

**3. Action Requested and Desired Result:**

Specifically state what action you would like the Senate to take and the desired outcome that you would like to see.

Senate should work with the other USI governance groups and appropriate offices on campus to create a working group charged with review and improvement of cross-campus communication at USI.

**4. Potential Resources:**

Provide any information that can help Faculty Senate fully address the charge. Attach additional documents if necessary.

**Items 5-7 are to be completed by Senate Chair or Secretary:**

**5. Senate Comments:**

**6. Action Taken by the Faculty Senate:**

Approved. Senate Chair will work with other governance bodies to propose Communications Working Group to President's Council.

**7. Action Taken by the Administration:**