

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, May 1, 2019
3 p.m. UC 2205

CALL TO ORDER: The meeting was called to order at 3:02 p.m.

ROLL CALL

PRESENT: Ingrid Lindy, Chair; Caylin Blockley, Vice Chair; Andrea Gentry, Past Chair; Brandi Hess, Secretary/Treasurer; Britney Orth; Jennifer Garrison; Teresa Grisham; Nick Bebout; Steven Stump; Rustin Howard; Angel Nelson; Sarah Adams; Stacy Draper. Liaison Steve Bridges.

ABSENT: Maggie Carnahan.
Kat Draughon, Liaison.

APPROVAL OF MINUTES:

April 3, 2019 minutes approved (Bebout motion, Nelson 2nd).

REPORTS FROM OFFICERS

Chair: Ingrid Lindy

Lindy reported attending Breakfast with the President and the Colin Powell event. She also participated in the Inauguration Ceremony and noted that it was the highlight of her career. The experience was a one-of-a-kind opportunity and will always be remembered.

Lindy reported the expanded President's Council meetings focused on hate crimes and diversity and inclusion. A representative from the Department of Justice (Chicago) and Diane Clements, executive director of the local human relations board were presenters.

Lindy reported attending the Student Retention and Success working group events. The sessions were very good and productive. Amy Chan Hilton is leading this endeavor.

Lindy reported that the executive committee met on April 15 and discussed the upcoming Admin Senate elections and the 10th anniversary of Admin Senate coming up next year.

Vice Chair: Caylin Blockley

Blockley attended the events committee meeting where they discussed the upcoming Milestones Reception. He also met with VP Kindra Strupp to discuss the employee outreach committee's volunteer proposal. Strupp will be meeting with VP Bridges and will advance to President's Council.

Blockley reminded everyone they should be entering their volunteer hours (on the Volunteer USI website). Hours spent on meetings, events, and committee work for Administrative Senate along with Faculty Senate and Staff Council can be considered volunteer hours since we do work for the University that isn't in our job description, then go back to our regular assignments and have to catch up for that time away for Administrative Senate.

Past Chair: Andrea Gentry

Gentry reported attending the expanded President's Council meeting mentioned earlier. She provided additional insight to something that caused her to think differently about Diversity. Coming from a very non-diverse school when she was a student, she thought USI was very diverse. However, if you're a student coming from the Indianapolis area, or Chicago, USI is **not** diverse for those students. So just being mindful of that really helped her look at things differently.

Gentry reported that she is serving on the annual performance evaluation committee for the University. They are ready for focus groups and are looking for participation from any administrator that oversees support staff. Please contact Gentry if interested.

Secretary/Treasurer: Brandi Hess

The balance is at \$1,041.95, no changes since last month. Hess reminded the committee chairs that annual reports are due at the June Meeting. Reports should summarize the committee's work throughout the year and what projects are ongoing so that the next committee (and chair) will be able to pick up where the last session left off. Hess will send a sample report to the committee chairs so they may get a better idea of what to include.

New senators will be invited to the June meeting so they can get to know everyone and also have the opportunity to talk to any of the committee chairs to discuss the projects of those committees.

REPORTS FROM STANDING COMMITTEES

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

The ERB committee did not meet in April 2019.

Updates on Items for Consideration:

Sick Leave Bank/Pool

The subcommittee met March 26 to complete the initial draft to be reviewed by the ERB committee.

Extend tuition discount for employees' children from age 24 to 26

The subcommittee is working on a draft of the Tuition policy to include extending benefits by an additional 33 credit hours to graduate students!

Rule of 85 Retirement Policy – receive retirement service payment and contribution to TIAA for additional 5 years.

The subcommittee is waiting on data to determine how many people are eligible for Rule of 85 retirement.

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

The Events Committee had a meeting on Monday, April 29, 2019 at 3:00 PM to update our progress on Milestones of Service

1. Invitations for Honorees and Administrators were sent out electronically on Thursday, April 25.
2. We are finalizing the agenda for the event and lining out our presenters.

3. We are receiving comments about honorees to produce a script.
4. Menu has been decided. Signature is needed.
5. Certificates have been created and will be sent to print by Friday, May 3.
6. Folders have been ordered and delivered.
7. Letters from the President and Administrative Senate Chair are being created and will be printed by Friday, May 10.
8. Gift selection packet has been decided.
9. Honoree RSVP's as of today:
 - i. 27 – Confirmed “Yes”
 - ii. 2 – Confirmed “No”
 - iii. 32 – Not yet responded

Employee Outreach – Britney Orth, Chair / Maggie Carnahan, Vice Chair / Stacy Draper, Vice Chair
Orth reported that she does not have a date yet of when they're presenting the volunteer proposal to President's Council.

Nominations and Elections – Andrea Gentry, Chair

Notification of nominations was issued to all eligible administrators on April 1, 2019. A follow-up reminder was issued on April 9, 2019. Deadline for nominations was April 13, 2019. Candidates were verified by the committee the week of April 15, 2019. Candidates were contacted for nomination notification the week of April 15, 2019. All candidates, except two, accepted.

Candidate counts for districts are as follows:

- District 1: 2 candidates
- District 2: 3 candidates
- District 3: 6 candidates
- District 4: 3 candidates
- At Large: 2 candidates
- Vice Chair: 1 candidate

Bios of the candidate will be placed on the Administrative Senate website. Electronic ballots will be emailed to all eligible administrators on May 8, 2019. Deadline for voting is May 14, 2019 at 5 p.m. Erin Meyer will be asked to include information about elections in USI Today.

Professional Development – Angel Nelson, Chair / Jennifer Garrison

Nelson reported the committee did not meet in the last month. They were to host an event, however the presenter had to cancel due to family illness. They are looking at possible rescheduling options. The session was to be about work-life balance.

Liaisons – Kat Draughon (absent) / Steve Bridges

VP Bridges reported on the state budget outcomes. There are good things to report and overall it was positive versus previous years. USI operating budget increased \$975,556 which was a 2.1% increase for 2019-2020. They rolled in the campus security and STEM initiative into the operating budget. The 2021 budget is \$1,681,141 operating with additional \$700,000 for year 2, a 3.6% increase. They changed our Dual Credit funding from \$50 to \$40 per credit hour. The Health Professions Center renovation was approved.

USI will be recommending a tuition increase for the upcoming academic year. It is the University's goal to have 100 new freshmen over last year's number; however overall credit hours are down with all students. So, what we gained from the state does not offset the deficit the credit hours decline creates.

The Board of Trustees passed a resolution for the late Ted Ziemer for his service to USI. Anjali Patel finished her student trustee term. Phase II of the PAC renovations has started and should be complete in 20 months.

Unfinished Business

Status update of Admin Senate items forwarded to VP Bridges: VP Bridges has three proposals, Volunteer Hours, Family Sick, and Credit Hour increase. He reported the Vice Presidents have not met due to the expanded President's Council meeting. They will meet next Tuesday and will discuss.

New Business

Lindy reported a couple new items for consideration have come in. One was to host a tour of the new arena (similar to Alumni Services earlier this month). This was discussed in Executive Committee and Howard's Events Committee has been asked to combine this with the summer Ice Cream Social. The other request was to make the changes in the Employee Handbook for transparent. This item was sent to Draper's Employee Relations Committee.

Announcements:

Summer Flex schedules are due on Friday for anyone participating.

Adjournment:

Grisham made motion to adjourn at 3:33 p.m., seconded by Gentry. Motion passed.

Next meeting Wednesday, June 5, 2019 in UC2205.