

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, March 7, 2018
3 p.m.
UC 2206

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

ROLL CALL

PRESENT: Andrea Gentry, Chair; Ingrid Lindy, Vice Chair; Larry Back, Past Chair; Jaclyn Dumond, Secretary/Treasurer; Maggie Carnahan; Teresa Grisham; Jacob Hansen; Erica Hooker; Angel Nelson; Tricia Tieken; Ashley Watson; Steve Bridges

ABSENT: Caylin Blockley; Jeanne McAlister; Britney Orth; Katherine Draughon

GUEST: Nancy Lumley, Associate Director of Human Resources; Wendy Summers, Manager of Benefits; Natalie Rascher, Human Resources Business Partner

APPROVAL OF MINUTES:

February 7, 2018 minutes approved as amended.

GUEST SPEAKER:

Natalie Rascher began working in Human Resources in November 2017 as the HR Business Partner. Natalie will be focused on various projects like improving the orientation/onboarding process for newly hired employees. Research shows that individuals are most likely to leave a new job in the first year due to lack of understanding the job or not feeling connected to the organization. The revamped orientation process will include a discussion about USI's vision and mission to help the employees feel better informed about the institution. In the future, Natalie would like to explore offering a mentorship program for employees who have been at USI at least 3-5 years; these veteran employees would be able to take new hires under their wings. Finally, Natalie has been working with one department on campus already to pilot a Supervisor Training Program to give the tools and resources new supervisors need to be successful.

Nancy Lumley and Wendy Summers shared that the Benefits Department will soon conduct an audit of dependents covered by USI employees' insurance, per best practices. (While spring 2018 was discussed at the Senate meeting, later the Benefits Department said this audit will now occur in fall.) All employees whose spouses and/or dependent children are covered by their USI insurance will be asked for documents to verify those individuals' eligibility to be covered by the plan. The audit will be conducted by an external company. When the audit is launched, employees can expect to receive co-branded communications, both via postal mail and email, from the audit company and from USI.

Wendy also shared reminders about upcoming financial planning and retirement workshops being offered to employees. These sessions were created after employee feedback indicated that some individuals wanted to learn more.

REPORTS FROM OFFICERS

Chair: Andrea Gentry

I attended Dr. Bennett's campus-wide budget presentation on February 12. This presentation is to inform the campus community of what was funded for 2017-2018 and what the funding priorities are for 2018-2019. The main priority for 2017-2018 was maintaining progress on salaries (campus pool and focused equity adjustments). Administrative Senate requested a 3 percent increase for 2017-2018 and a 2 percent increase was issued. Dr. Bennett communicated the top priority for 2018-2019 was, again, maintaining progress on salaries, including progress regarding the Lockton support staff study and the \$150,000 issued in phase 2 of it.

The Executive Committee of Administrative Senate met on February 13. One item for consideration reviewed was the creation of an employee sick time bank/pool. As you may recall, another administrator submitted this same topic as an item for consideration in early January. Items for consideration regarding this matter were submitted in 2012-2013 and 2013-2014. The Executive Committee determined this item should be tabled until the Employee Benefits Committee completes the sick time conversion proposal. Once we proceed with review of the sick time bank/pool, we will proceed reviewing it only in terms of a true sick time bank/pool, not employees selecting who can receive their sick time (due to possible conflicts of interest between supervisors, etc.). Additionally, the Executive Committee decided what Administrative Senate would request in the budget presentation on February 23. Based on the information shared at Dr. Bennett's campus-wide budget hearing on February 12 and from the feedback received at the February 7 meeting of Administrative Senate, we determined an across-the-board 3 percent increase was an appropriate request. I shared with the Executive Committee that Staff Council still planned on requesting additional sick time payout for support staff members upon retirement and Faculty Senate planned on requesting an incremental increase to the state per diem rate for travel.

On February 19, I met with the chairs of Faculty Senate and Staff Council to solidify our joint presentation for the budget hearing.

After the joint presentation of Administrative Senate, Staff Council, and Faculty Senate at the budget presentation on February 26, we received a lot of feedback from President Bennett. I would label this as strong feedback. There was concern regarding the exclusion of the action taken in support staff pay due to the Lockton study. As you will recall, on January 31 the University announced support staff pay adjustments totaling just over \$300,000 would be implemented on February 24 for support staff employees of two years or more who fall below the minimum level of compensation. It was also announced another adjustment totaling \$150,000 would be issued on July 1 for support staff employees who have been employed for less than two years and fall below the minimum level of compensation. Dr. Bennett highlighted the Lockton study showed USI was 157 percent to market on benefits and 84 percent to market on compensation. Her statement included the University isn't able to continue to issue additional benefits while increasing compensation. We can't do both.

As a result of Dr. Bennett's feedback, I asked the chairs of Faculty Senate and Staff Council to go to their groups and see which of the three requests (compensation, benefits, or incremental per diem increase)

they would select as the priority. I'll be meeting with them in the near future to discuss the matter further. Additionally, I want to be able to advise this body and other two bodies of the best approach in next year's budget presentation – a unified request or a unified presentation. There is a difference.

President's Council met February 27 and I attended.

- Jeff Sickman discussed efforts around the Financial Care team.
- Provost Rochon reported the University is engaged with Panama and the University of Arkansas is the only other university that is also engaged with them. Two cohorts of Panama students will be entering USI.
- A UNIV 101 course will be taught in Spanish.

I attended the Master Plan Final Review meeting on February 8.

I attended the Board of Trustees meeting on March 1.

I attended a Milestones planning meeting on February 19. Ashley Watson and her committee have plans underway for this year's event.

Vice Chair: Ingrid Lindy

Ingrid is working through past End-of-Year reports from former Senate committee chairs to create the basis for the database of Items for Consideration. She's noticed that committee work does not always carry forward from one year to the next, perhaps in part because of committee turnover. Another goal for committees will be to report back to the individuals making the request so they know what happened with their requests. The Executive Committee will need to consider whether the database should be made public.

Past Chair: Larry Back – Nothing to report.

Secretary/Treasurer: Jaclyn Dumond

Current balance for Administrative Senate is \$1,023.25, although the Business Office still shows \$1173.25. The smaller balance accounts for expenses from the July 2017 Ice Cream Social and April 2018 training with Kathleen Lapekas. More expenses are forthcoming with the May 2018 Milestones event planning well underway.

REPORTS FROM STANDING COMMITTEES

Employee Benefits – Teresa Grisham, Vice Chair

The sick time conversion to PTO recommendation soon will be submitted to the Executive Committee for review. Regarding the request that employees' spouses can visit the RFWC without the employee present, Stephanie Walden-Schwake met with the committee to explain that this same policy is not permitted of students. Because the facility is funded by student activity fees, employees must abide by the policies that govern the students using the facility.

Employee Events – Ashley Watson, Chair

Ashley shared the list of events occurring in March which Senators might wish to promote within their districts. The committee is working to be sure all honorees' job titles are correct and will send a save the date email soon.

Employee Outreach – Both Chair and Vice Chair absent. Nothing to report.

Nominations and Elections – Larry Back, Chair

April will be a more active month for this committee as individuals are recruited to run for a position on the Senate.

Professional Development – Tricia Tieken, Chair

The committee has confirmed the following two events: Professional Development Opportunities through Outreach & Engagement, presented by Bill Groves; How to Have Difficult Conversations, presented by Kathleen Lapekas. The committee is also planning a session on emotional health, but that may not occur until fall 2018.

Liaisons

Steve Bridges noted that now the budget hearings have concluded and hard decisions will have to be made regarding what is funded and what is not. The Master Plan is nearing completion, although there is still time to comment online. This gives USI a blueprint for the next 10-12 years, although it will have to change as time goes by. The confidential search approach to the Presidential Search is providing a deep pool of candidates.

Unfinished Business

- A. Continue to send comments or questions to the ERB committee chair, Jeanne McAlister, regarding the recommendation to convert sick time to PITO. This recommendation is still in progress and is not ready to be voted upon at this time.

New Business

None.

ANNOUNCEMENTS:

The next meeting is Wednesday, April 4 from 3-4:30 p.m. in the HR Conference Room.

ADJOURNMENT:

Meeting was adjourned at 4:28 p.m.