

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday, March 2, 2011
3:00 pm
UC 205

In attendance were senate chair, Carmen Stoen; senate members Megan Black, Jaclyn Dumond, Tim Fitzgibbon, Robert Howell, Kathy Jones, Timothy Jones, Carol Schmitt, Barry Schonberger, Jayne Tang, Linda Tribble, Lee Ann Wambach, and Stephen Woodall. Special guest Dr. Ron Rochon was also present.

I. APPROVAL OF MINUTES

- a. The minutes of February 2, 2011 were approved as amended.

II. Special Guest

- a. Dr. Ron Rochon, Provost for the University spoke about his role within the University and how he looks forward to future input and involvement with the Administrators at the University while building the University and student community.

III. REPORT OF OFFICERS & STANDING COMMITTEES

a. Officers

1. Chairperson – Carmen Stoen

Carmen gave a summary of the recent budget presentation vote. The voting was done via email. Nine voted yes, 1 voted no and there were two abstentions. Carmen received positive feedback from Mark Rozewski and other members of the budget process on the presentation.

Carmen also reiterated that the Senate should continue to come forward with any one-time budget requests needed, so that those can be presented to Mark Rozewski for special consideration.

2. Vice Chairperson – Linda Tribble

Linda stated that Senate committees are to submit an annual committee activity report to the Senate. Linda will provide the necessary template for submission.

3. Past Chairperson – Barry Schonberger

No Report.

4. Secretary/Treasurer – Timothy Jones

No Report.

b. Standing Committees

1. Employee Relations and Benefits – Jayne Tang, Chair

Jayne presented and reviewed the final spring survey results (Attachment 1). Out of those results the committee is proposing two formal items for consideration in new business.

2. Professional Development – Tim Fitzgibbon, Chair

As part of the Constitution and Bylaws revision the committee has provided an updated version to their purpose and description.

3. Nominations and Elections – Barry Schonberger, Chair

No Report.

4. Events and Outreach – Lee Ann Wambach, Chair

Lee Ann provided an update on the recent McCutchan Art Center Tool-kit series. She also stated that the committee will be exploring the possibility of a campus bus tour for Administrators as part of the Tool-kit series.

5. Administrative Affairs – Stephen Woodall, Chair

No Report.

6. Constitution and Bylaws – Robert Howell, Chair

Robert presented revised Article IV, Sections 6 & 7 and Articles V-VIII, for consideration and discussion. These Articles have been reviewed for consistency in wording with the USI Editor's Manual.

c. Presidential Council Liaisons – Absent – No Report

IV. UNFINISHED BUSINESS

a. None.

V. NEW BUSINESS

a. Revision of Constitution and Bylaws Article IV, Sections 6 and 7

1. On behalf of the Constitution and Bylaws Committee, Mr. Howell moved to accept Article IV, Sections 6 & 7 and Articles V-VIII as revised. As a substantive motion, it will be voted upon at the next meeting.

b. Items for Consideration

1. Ms. Tang presented an item for consideration concerning employee fee waiver (Attachment 2). Ms. Tang made a motion for the Employee Relations and Benefits to research and proceed with the item for consideration on employee fee waiver. The motion passed.

2. Ms. Tang presented an item for consideration concerning employee sick time (Attachment 3). Ms. Tang made a motion for the Employee Relations and Benefits to proceed with the item for consideration on employee sick time. The motion passed.

VI. ANNOUNCEMENTS

a. No announcements were made.

VII. ADJOURNMENT

a. There being no further business, the meeting was adjourned at 4:30 p.m.

Timothy Jones
Secretary/Treasurer

category	comments
child care fee waiver	What about a benefit of some kind to those USI parents that have their children at the USI Children's Center?
ERRB	A committee format similar to the Faculty Senate's would be useful. Granted, some of their committees are for academic areas but the Promotions and Compensation Committees would be appropriate for the Administrative Senate.
ERRB	Free membership to the recreation fitness center for spouses of USI employees.
feewaiver	A 100% tuition waiver would be appreciated for self and spouse
feewaiver	Actual pay raises would be appreciated more than funding educational opportunities for a few. Assisting with 1/2 tuition was a good opportunity for those that needed assistance. I don't believe that reimbursement above the bachelor's level was necessary. If you pay the employee appropriately, they can fund their own education.
feewaiver	Consider reviewing the policy that limits the amount of tuition reimbursement during the summer semesters. My job responsibilities prevent me from taking classes in the fall semester, but flexibility in the summer would allow me to take two classes. Even though I am well under the policy limit of 15 credit hours per year (only six hours), I cannot have both classes paid for because of the summer term limit. While someone else can take two classes fall and spring as well as a summer class and take full advantage of the 15 credit hour benefit.
feewaiver	I answered the questions based on the fact that retirement is in my plans for the near future. If I was younger, I would be more interested in the idea of furthering my education.
feewaiver	I believe that it would be nice to offer some type of program for reimbursement for courses/degrees pursued in institutions outside of USI for cases in which USI does not offer the course/program. For example, I have done coursework toward a Master's in mathematics, but I cannot continue my education here, although I would be very likely to apply such a degree in my employment here if the opportunity became available.
feewaiver	I have a desire for a Master's Degree, for the sake of professional development, which USI does not offer but another state university in Indiana does. I would hope reimbursement in such a case may be considered. My first choice would be for this degree to be offered at USI of course.
feewaiver	I still think there is an issue regarding tuition waivers for single classes that do not go towards a degree at USI for full time, benefits eligible employees. If the time it takes students to graduate needs to be closer to the 4 year mark (as was discussed at the meeting yesterday), it doesn't make sense insisting employees get another degree, which will undoubtedly take more than 4 years if one has a full time job here, in order to get tuition waivers for classes. Why cannot full time employees simply take a class, for example a foreign language class if approved by the professor, with a tuition waiver, without having to go through all the hassle of getting another bachelor's degree? I have a terminal degree in my field and will not consider doing that. Can someone please talk to the folks at Human resources regarding their policies for tuition waivers. I think any benefits eligible, full time employee should get waivers for classes regardless of whether or not they pursue a degree. MOST universities do this.
feewaiver	MA tuition reimbursement from other HE institutions would be a nice perk.
feewaiver	Several of the job candidates I talk to have asked about tuition reimbursement at other locations although I do not feel this deters them from making a decision as to whether or not they will accept a position at USI.

feewaiver	<p>The employee fee waiver program is currently limited to 124 credit hours, first bachelor's degree or master's degree. Since we are an institution of higher learning and the program is a benefit, I feel that the program should cover classes for the duration of employment. I know several employees who are pursuing various degree programs and some will reach the current limits however, they are still interested in learning just for the sake of learning.</p>
feewaiver	<p>The USI Handbook does not limit credit for courses to 1 Master's degree. It currently limits employees to 124 hours of reimbursement. Instead of asking for a 2nd Master's degree, maybe the consideration should be to increase the overall number of reimbursable hours an employee is eligible to be reimbursed. It's possible that one might already have a Bachelor's or Master's degree coming in to USI and may just want to pick up several minor, bachelor, or Master degrees in different areas.</p>
feewaiver (PHD)	<p>I am interested in a PhD program at another University that is in my field. If USI could cover the cost (or part of it), that would be great. Additional vacation time for being a USI employee for over five years would also be appreciated.</p>
feewaiver (PHD)	<p>I said not likely to the second bachelors and second masters degrees because I already hold a second masters degree. I am VERY interested in a Ph.D program.</p>
feewaiver (PHD)	<p>I strongly believe that a tuition waiver program for Ph.D. programs would encourage USI's young professionals to remain with the University long-term and could only strengthen the quality of our campus. I also recommend that USI learn more about the partnership that has been formed by EVSC for its Leadership Team to pursue doctorate degrees from Indiana State University. My understanding is that coursework is offered online and via occasional face-to-face visits to Evansville by ISU faculty; the EVSC administrators will move through the program as a cohort. While there are certainly benefits to participating in a program that has a more diverse student base, the idea is certainly worth exploring and proves ISU's willingness to innovate in this field.</p>
feewaiver (PHD)	<p>Just a statement. I'm excited about the possibility of reimbursement for PhD. studies.</p>
feewaiver (PHD)	<p>The opportunity to pursue a PhD if USI offered tuition reimbursement would be very enticing to me. I would be extremely excited to know I may be eligible to earn more vacation time. Likewise, I would be happy to share some of my sick time cautiously. I hold the University in very high regard. I enjoy my job and working on this campus. At the same time, I want to feel valued and appreciated. The suggestions in this survey definitely communicate that employees are valued. To the Administrative Senate - thank you for all you are doing.</p>
feewaiver (PHD)	<p>The PHD program support would be a big incentive. Currently I would like to look at moving towards a PHD program, but no support through the University limits the options for the option.</p>
paid time off	<p>A spring break for administrators.</p>
paid time off	<p>After 22 years, I earn the same amount of vacation that I did at 5 years. We should be able to increase the amount earned with more years of service.</p>

paid time off	I would be interested in HR considering whether employees could be eligible to receive pay in lieu of accrued vacation time (to "cash in" vacation days for \$) during a time when employment is ongoing (not just at separation). More importantly, I'd like someone to consider the possibility of "cashing in" their unused sick time. Further, faculty and administrative staff are not eligible to receive payment of their unused, accumulated sick time, even at separation for retirement/death/termination (support staff at least get partial pay for unused sick time). I think that some employees currently take advantage of sick time, habitually using much (if not all) of their allotted sick days. Whereas employees who are healthy and have very few doctors appointments, or have been employed here for a while and have accrued a great deal of sick time are 'penalized' by not being able to use sick days (or they feel like they have to be dishonest and 'take it' in order to use sick time as vacation time - as some employees do).
paid time off	I would welcome more days off since I have been at the University for so long but I am not sure that my workload would enable me to utilize them.
paid time off	I'm not sure it would make much difference, but it would be nice to earn 1-2 'personal days' per year that could be used whenever workload permitted. Administrators are expected to work many hours outside the normal operating hours of the university (weekends, 12 to 14 hour days, holidays, etc.). When doing so, it would be nice to be able to take a personal day and not be penalized by having to use a vacation day to recover!
paid time off	If the fall break starts in 2011, I believe that non-faculty staff should be given a minimum of one day off with pay. This would not have a major impact on the university's operations.
paid time off	MORE OPTIONS FOR EMPLOYEES W/ A GREAT AMOUNT OF SICK TIME - REWARD NEAR PERFECT ATTENDANCE W/ OPTIONS... 6 MONTHS OR A YEAR OF SICK TIME ACCRUED GAIN AN ADDITIONAL WEEK OF VACATION? "BUY" ADDITIONAL VACATION DAYS? ALLOW CONVERSION OF SICK TIME TO 'PERSONAL DAYS'. PAY OUT FOR MUCH ACCRUED SICK TIME? JUST SOME CHOICES WHERE EMPLOYEES FEEL THEY BENEFIT FROM 'ALWAYS BEING HERE. SEEING HOW 'CALLING IN SICK' IS ABUSED I FEEL SLIGHTED BY RARELY CALLING IN SICK MYSELF. REWARD
paid time off	The additional one day for every 5 years worked beyond the original 5 years should be in addition to the current 20 max.
paid time off	Vacation time is certainly a perk - increasing the amount of vacation time one can earn would be a positive incentive. Anything that can be done to increase vacation time to offset the fact that pay raises are either non-existent or are based on a very small percentage will help employee morale. Please consider ways employees can earn extra vacation time besides just tenure.
paid time off (sick)	Administrative employees do not benefit from not using sick time. It would be nice to be able to get something from the unused sick time when retiring/leaving USI.
paid time off (sick)	Consider paying the employees that leave the University (retired or otherwise) for ALL of their sick time accrued...not 50% up to a maximum of 45 days. Consider paying for all of the accrued sick time.
paid time off (sick)	I actually think there should be a cap on sick time now that we have an STD benefit. Additionally, I think people should be paid out for not using it. That way they are rewarded for having good attendance. I had a policy like this at another employer. A PTO bank would probably be more effective in my opinion.

	If we don't use our sick days, we lose them when we leave the university. I believe staff council members get some pay for their unused days? If that's correct, maybe we could jockey for something similar which would give incentive to accumulate sick days.
paid time off (sick)	Personal leave should be considered in lieu of sick days. For responsible employees not using their sick days, there should be a mechanism to recognize them with conversion to vacation/personal days.
paid time off (sick)	I would like to see the Administrative Senate organize professional development opportunities for administrators. For example, invite a speaker to the University to hold a mini conference on leadership skills, etc. In my opinion, the current offerings of the Administrative Senate to learn more about the University does not meet the professional development needs of administrators.
professional develop	Maybe thinking about developing more employee development courses which enable cooperation from different administrative department
professional develop	Actual pay raises would be appreciated more than funding educational opportunities for a few. Assisting with 1/2 tuition was a good opportunity for those that needed assistance. I don't believe that reimbursement above the bachelor's level was necessary. If you pay the employee appropriately, they can fund their own education.
salary	
salary	I would like to see the development of a pay grade/scale for administrators similar to other universities, such as Western Kentucky University, to assist with "equity of pay" and to decrease staff turnover.
salary	Vacation time is certainly a perk - increasing the amount of vacation time one can earn would be a positive incentive. Anything that can be done to increase vacation time to offset the fact that pay raises are either non-existent or are based on a very small percentage will help employee morale. Please consider ways employees can earn extra vacation time besides just tenure.
sick (bank)	I certainly hope that a sick bank can become a reality.
sick (bank)	I would like to be able to donate sick time to any employee, whether salaried, hourly or faculty.
sick (bank)	Just an explanation of a response - at some point in the future I would donate sick days. However, I hope that I need mine for the next few years for a maternity leave and I'm working to save up all of the time that I can. I think the sick day bank is a wonderful idea, but I wouldn't be able to participate at this time.
sick (bank)	The only reason I wouldn't be interested in donating my sick days is because I need to save them up for maternity leave. I think it's unfortunate that USI doesn't have a maternity leave program. If I weren't saving them for that purpose, I would be happy to donate them.
sick (family)	a compensation provision needs to be developed for the adoption of a child, like other companies. One can only take 5 "family sick" days, then must use vacation.
sick (family)	From what I understand administrative employees can take up to 5 family sick days. This number seems rather low since some illnesses can exhaust this very quickly. Increasing this number would be appreciated.
sick (future)	I have been in the position of caring for an elderly parent and needing more days off. Would have been nice to have all my sick and vacation time for the year right up front, instead of comping them as I went along. May not be doable, but would have been nice.
telecommuting	I'm highly interested in a telecommuting program being made available for employees in positions for which telecommuting is suitable. I'm not sure if you have already considered that among other benefits you're looking into--if not, I'd appreciate the addition. Thanks for your ongoing efforts!

Thanks!	I am happy to have a voice for administrator's on campus. Thanks for the work that you do.
Thanks!	I think USI has great benefits!
Thanks!	Thank you for considering these ideas. It's nice to feel heard, as an administrator, for a change.
Thanks!	Thank you for the time and effort involved with overseeing the best interest of the Administrative staff on campus.
Thanks!	Thank you for the work you are doing for the benefit of all of us!
Thanks!	USI has a very good benefits package.

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q1 What is your highest level of education?

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid				
1 High School Degree / GED	3	1.7	1.7	1.7
2 Associate Degree	6	3.4	3.4	5.1
3 Bachelors Degree	76	42.7	42.9	48.0
4 Masters Degree	86	48.3	48.6	96.6
5 PhD, MD, or other doctoral degree	6	3.4	3.4	100.0
Total	177	99.4	100.0	
Missing				
System	1	.6		
Total	178	100.0		

q2 Earned or working toward a BA/BS or MA at USI funded by emp tuition waiver

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid				
1 Yes	61	34.3	34.5	34.5
2 No	116	65.2	65.5	100.0
Total	177	99.4	100.0	
Missing				
System	1	.6		
Total	178	100.0		

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Earned Degree with Tuition Waiver	Count	Column N %
Have earned bachelors degree at USI using the tuition waiver employee benefit	13	22.0%
Have earned a masters degree at USI using the tuition waiver employee benefit	30	50.8%
Currently working toward a bachelors degree using the tuition waiver employee benefit	8	13.6%
Currently working toward a masters degree at USI using the tuition waiver employee benefit	16	27.1%

q4 How likely to pursue a second BA/BS at USI if the cost was covered by the USI emp tuition waiver

Valid	Frequency	Percent	Valid Percent	Cumulative Percent
1 Very likely	27	15.2	16.2	16.2
2 Somewhat likely	59	33.1	35.3	51.5
3 Not at all likely	81	45.5	48.5	100.0
Total	167	93.8	100.0	
Missing System	11	6.2		
Total	178	100.0		

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q5 How likely would you be to pursue a second masters degree...

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid				
1 Very likely	14	7.9	15.2	15.2
2 Somewhat likely	45	25.3	48.9	64.1
3 Not at all likely	33	18.5	35.9	100.0
Total	92	51.7	100.0	
Missing				
System	86	48.3		
Total	178	100.0		

q6. a Interested in pursuing a degree at USI - related to current position

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid				
1 Very interested	51	28.7	29.8	29.8
2 Somewhat interested	74	41.6	43.3	73.1
3 Not at all interested	46	25.8	26.9	100.0
Total	171	96.1	100.0	
Missing				
System	7	3.9		
Total	178	100.0		

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[Type text]

q6.b Interested in pursuing a degree at USI - not related to current position

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 Very interested	28	15.7	17.8
	2 Somewhat interested	70	39.3	44.6
	3 Not at all interested	59	33.1	37.6
	Total	157	88.2	100.0
Missing	System	21	11.8	
	Total	178	100.0	

q7 How likely to pursue a PhD/ Pro doctorate degree at another university if USI reimbursed tuition

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 Very likely	58	32.6	32.6
	2 Somewhat likely	56	31.5	31.5
	3 Not at all likely	64	36.0	36.0
	Total	178	100.0	100.0

[Type text]

[Type text]

q8 Donate to a Sick Time Bank that could be used by any USI employee that used up their sick & vaca time

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 Very interested	44	24.7	24.7
	2 Somewhat interested	83	46.6	71.3
	3 Not at all interested	51	28.7	100.0
Total	178	100.0	100.0	

q9 Donate sick time to a USI employee if you could select the co-worker to donate to

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 Very interested	86	48.3	48.6
	2 Somewhat interested	70	39.3	88.1
	3 Not at all interested	21	11.8	100.0
Total	177	99.4	100.0	
Missing System	1	.6		
Total	178	100.0		

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q10 USI should provide additional vacation days based on years of service

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 Yes	149	83.7	83.7
	2 No	29	16.3	100.0
Total	178	100.0	100.0	

OPEN ENDED COMMENTS

- A 100% tuition waiver would be appreciated for self and spouse
- A committee format similar to the Faculty Senate's would be useful. Granted, some of their committees are for academic areas but the Promotions and Compensation Committees would be appropriate for the Administrative Senate.
- a compensation provision needs to be developed for the adoption of a child, like other companies. One can only take 5 "family sick" days, then must use vacation.
- A spring break for administrators.
- Actual pay raises would be appreciated more than funding educational opportunities for a few. Assisting with 1/2 tuition was a good opportunity for those that needed assistance. I don't believe that reimbursement above the bachelor's level was necessary. If you pay the employee appropriately, they can fund their own education.
- Administrative employees do not benefit from not using sick time. It would be nice to be able to get something from the unused sick time when retiring/leaving USI.
- After 22 years, I earn the same amount of vacation that I did at 5 years. We should be able to increase the amount earned with more years of service.
- Consider paying the employees that leave the University (retired or otherwise) for ALL of their sick time accrued...not 50% up to a maximum of 45 days. Consider paying for all of the accrued sick time.
- Consider reviewing the policy that limits the amount of tuition reimbursement during the summer semesters. My job responsibilities prevent me from taking classes in the fall semester, but flexibility in the summer would allow me to take two classes. Even though I am well under the policy limit of 15 credit hours per year (only six hours), I cannot have both classes paid for because of the summer term limit. While someone else can take two classes fall and spring as well as a summer class and take full advantage of the 15 credit hour benefit.
- Free membership to the recreation fitness center for spouses of USI employees.

Administrative Senate Spring 2011 Survey
OPRA # 2010-450
Final Results

1-17-11

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[Type text]

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MORE OPTIONS FOR EMPLOYEES W/ A GREAT AMOUNT OF SICK TIME - REWARD NEAR PERFECT ATTENDANCE W/ OPTIONS... 6 MONTHS OR A YEAR OF SICK TIME ACCRUED GAIN AN ADDITIONAL WEEK OF VACATION? "BUY" ADDITIONAL VACATION DAYS? ALLOW CONVERSION OF SICK TIME TO PERSONAL DAYS? PAY OUT FOR MUCH ACCRUED SICK TIME? JUST SOME CHOICES WHERE EMPLOYEES FEEL THEY BENEFIT FROM ALWAYS BEING HERE. SEEING HOW CALLING IN SICK IS ABUSED I FEEL SLIGHTED BY RARELY CALLING IN SICK MYSELF. REWARD

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Thank you for considering these ideas. It's nice to feel heard, as an administrator, for a change.

Thank you for the time and effort involved with overseeing the best interest of the Administrative staff on campus.

Thank you for the work you are doing for the benefit of all of us!

The additional one day for every 5 years worked beyond the original 5 years should be in addition to the current 20 max.

The employee fee waiver program is currently limited to 124 credit hours, first bachelor's degree or master's degree. Since we are an institution of higher learning and the program is a benefit, I feel that the program should cover classes for the duration of employment. I know several employees who are pursuing various degree programs and some will reach the current limits however, they are still interested in learning just for the sake of learning.

The only reason I wouldn't be interested in donating my sick days is because I need to save them up for maternity leave. I think it's unfortunate that USI doesn't have a maternity leave program. If I weren't saving them for that purpose, I would be happy to donate them.

The opportunity to pursue a PhD if USI offered tuition reimbursement would be very enticing to me. I would be extremely excited to know I may be eligible to earn more vacation time. Likewise, I would be happy to share some of my sick time cautiously. I hold the University in very high regard. I enjoy my job and working on this campus. At the same time, I want to feel valued and appreciated. The suggestions in this survey definitely communicate that employees are valued. To the Administrative Senate - thank you for all you are doing.

The PHD program support would be a big incentive. Currently I would like to look at moving towards a PHD program, but no support through the University limits the options for the option.

The USI Handbook does not limit credit for courses to 1 Master's degree. It currently limits employees to 124 hours of reimbursement. Instead of asking for a 2nd Master's degree, maybe the consideration should be to increase the overall number of reimbursable hours an employee is eligible to be reimbursed. It's possible that one might already have a Bachelor's or Master's degree coming in to USI and may just want to pick up several minor, bachelor, or Master degrees in different areas.

USI has a very good benefits package.

Vacation time is certainly a perk - increasing the amount of vacation time one can earn would be a positive incentive. Anything that can be done to increase vacation time to offset the fact that pay raises are either non-existent or are based on a very small percentage will help employee morale. Please consider ways employees can earn extra vacation time besides just tenure.

What about a benefit of some kind to those USI parents that have their children at the USI Children's Center?

USI Administrative Senate Items for Consideration

To present an item for consideration by the Administrative Senate, please provide the following information and forward to your District Senator. Items of a sensitive nature may be forwarded directly to the Chair of the Administrative Senate.

NOTE: The following item for consideration would *impact only employees*. The fee waiver rules for spouses and dependents would continue as outlined in the USI handbook.

1. Action Requested: Effective July 2011, simplify the employee fee waiver rules for Faculty & Staff Members. Suggested changes are:
 - a. Removing yellow highlighted areas in current policy below
 - b. Add a leading bullet that states the following:
 - A waiver of full fees. The fee waiver applies to not more than 15 semester credit hours per academic year. Enrollment in any credit courses for any employee must not conflict with assigned duties. To attend classes scheduled during the employees work hours, that employee must obtain advance approval from his/her supervisor. Time away from the job to attend classes scheduled during work hours must be made up by either a) using accrued time (vacation or compensatory time); or b) making up hours missed on an hour-for-hour basis, as scheduled by the supervisor. These arrangements should be clearly understood by both the supervisor and the employee prior to enrollment. Courses taken outside of the employee's work schedule will not require additional paperwork or approvals.

2. Current Policy:

Eligible employees, employed by the first day of class and enrolled in courses at the University of Southern Indiana may receive:

- A waiver of full fees for a maximum of 124 attempted semester credit hours.
- The fee waiver applies to not more than 15 semester credit hours per academic year with a maximum of six semester credit hours per each semester (fall and spring) and/or four semester credit hours during each summer term.
- A waiver of full fees will be granted to baccalaureate degree holders for the number of semester credit hours required to earn a master's degree or to obtain teacher certification at the University. In addition, all preparatory undergraduate courses required by the graduate program advisor for entry into a University of Southern Indiana graduate program are covered by a waiver of full fees. These courses are covered by a waiver of full fees even if the employee has taken the maximum number of credit hours in an undergraduate program.
- Eligibility is extended to those employees considered as official retirees of the University and continues during the period of retirement.

- The fee program includes a waiver of 100 percent for the following lab and miscellaneous fees for faculty and staff members:

- a. Application Fee
- b. University Services Fee
- c. Computer Lab Fee
- d. Distance Education Fee
- e. Laboratory Fee (excluding designated special fees)
- f. Matriculation Fee
- g. Physical Education Fee
- h. Studio Fee

Consistent with the policies of Indiana's State Student Assistance Commission, the University's commitment is limited to tuition and applicable fees remaining after all other sources of assistance are applied.

A faculty member may enroll for no more than six semester hours of work during the regular academic year. Enrollment in credit courses for any employee must not conflict with assigned duties.

The fee waiver is not applicable for courses in which a student enrolls as an "auditor". Refunds for classes dropped or complete withdrawals will be calculated according to established refund policies. Classes dropped count toward attempted semester credit hour limits. Guidelines for class attendance during the workday are contained in Section D.11.

A change in Section 127 of the Internal Revenue Code, effective January 2002, no longer requires the taxing of graduate fee waivers for faculty and staff up to the amount of \$5,250 in a calendar year. The portion of graduate fee waivers for faculty and staff in excess of \$5,250 is subject to taxes based on the dollar value of the excess.

If an employee terminates employment during a semester or session in which a fee waiver has been granted, the amount of the fee waiver will be adjusted according to the University's refund schedule. Application forms for fee waivers are available in the Human Resources Department. The application is subject to approval by the appropriate personnel.

3. **Background information or explanation:** This item will simplify the process for employees registering for courses. USI advertises the fee waiver as a benefit but the red tape involved with processing decreases morale. The current policy also discourages the few employees who might seek a second degree from pursuing that goal. As an institution of higher education, learning should be encouraged regardless of the courses taken or degrees obtained. USI also benefits from this IFC (item for consideration). The tangible benefit is that employee enrollments increase USI's enrollment counts and conceivably the state funding that goes with those enrollment counts. The intangible benefit will be employees who are well-rounded and think beyond their job description thus contributing at a higher level.

The simplification in policy will limit the manual tracking and exceptions that HR currently processes for employees and will take further advantage of the recently implemented (as of

Spring 2010) fee waiver automation process. The Bursar's office will not be contacted about employee fee waivers that have not been applied because paperwork was missing. Employees will not be sent to collections due to fee waivers which have not been processed. The current automated fee waiver computer program can be tweaked to apply the fee waiver automatically if the employee is a benefit-eligible employee and has not exceeded 15 hours for the academic year (versus looking for flags on Banner that HR has set manually based on paperwork received). A report can be sent to managers to notify which employees are taking classes and when. If proper notification was not given for courses taken during work hours, the supervisor will have this report notification to open this dialogue with the employee.

4. **Potential resources/Benefits:** During these economic times when the university is limited to modest wage compensation, this item for consideration is a way to boost employee morale with little or no cost to the university while improving efficiency and automation in processing employee fee waivers. There were many comments in the administrative senate survey related to tuition/fee waivers and this item for consideration would reflect a good faith measure. Potential Resources: We believe other universities may still require employee paperwork (according to their websites) because their fee waiver policy has not been automated.

Submitted by: _____ District: _____

For Administrative Senate Use Only:

Date Presented: _____ Senator: _____

Committee: _____

Date of Report (attached) : _____

Action Taken: _____

Further Action Required: _____

Completed: _____

USI Administrative Senate Items for Consideration

To present an item for consideration by the Administrative Senate, please provide the following information and forward to your District Senator. Items of a sensitive nature may be forwarded directly to the Chair of the Administrative Senate.

NOTE: The following item for consideration would impact all employees and not just administrative employees.

1. **Action Requested:** Effective July 2011, employees taking sick time would mark "sick" on their time sheet and HR would no longer need to track whether the time was used for the employee or for the employee to care for a sick family member. In other words, family sick time would no longer be a sub-category and would not need to be distinguished on the time sheet. An announcement to employees that sick time will be tracked as sick time (no other distinctions) should be sent via email and/or USI Today. The USI handbook (<http://www.usi.edu/HR/pdfs/handbook.pdf>) would be updated to
 - a. Remove Sections D.6.A.3 & D.6.B.3. (and renumber subsequent paragraphs)
 - b. Add the following verbiage to Sections D.6.A.1 & D.6.B.1: Sick leave may be used due to the illness and care of an immediate family member regardless of whether the family member resides in the immediate household. An immediate family member includes spouse/partner, parents, children or siblings.

2. **Current Policy:**

D.6.A.1 & D.6.B.1: Sick Time. Sick time with pay shall be granted to eligible members of the academic and administrative staff on the basis of 12 working days per fiscal year. Sick leave is accrued on a monthly basis. Regular employees who are normally scheduled to work fewer than 37.5 hours per week will accrue sick time on a pro-rated basis. Members of the faculty are eligible for sick time with pay if illness occurs during summer-term appointments. It is the responsibility of employees to report all absences due to illness on the Monthly Payroll Absence Report. Each pay period the available sick time accumulation is shown in the Leave Balances section of the Employee Self Service under MyUSI. Sick time is not intended as earned time off with pay and will not be granted except for bona fide illness. The University may require appropriate medical evidence at reasonable intervals as confirmation of illness. Sick time may be used in accordance with the foregoing policy for illness, appointments with medical providers, or medically determined inability to work.

D.6.A.3 & D.6.B.3: Illness in Immediate Family. A maximum of five days of an employee's accumulated sick time may be taken each fiscal year for illness of an immediate family member, which includes a spouse, registered same-sex domestic partner, dependent child, or dependent parent. Such sick time will be designated by the employee as "family sick" on the time report.

3. **Background information or explanation:** This item will simplify the process of reporting sick time for the employee. Currently, HR must keep tabs on the total family sick time an employee

has used annually because there is no automated alert in Banner to announce 5 family sick days per year per employee has been exceeded. Simplifying this process would allow HR to focus on other functions they deem as priorities.

- Potential resources/ Benefits:** This item for consideration would boost employee morale and ease paperwork, while remaining in line with what other Indiana universities are doing as well as our local EVSC. EVSC and IU do not differentiate between family sick time and employee sick time. Purdue allows for 10 family sick days per year. ISU expands who family sick time can cover and does not require the family member to be a dependent. (See policies from these universities pasted at bottom of this paperwork.) The following USI policy should inhibit abuse of increasing family sick time usage if this item for consideration is implemented: Employees who are absent from work due to illness or disability for more than five consecutive working days will be placed on a Medical Leave of Absence. The employee must submit a medical release from a physician to the Human Resources Department prior to returning to work. However, the University reserves the right to request a physical release to return to work for absences of less than (5) five days. Additionally, for absences qualifying for coverage under the FMLA, a leave of absence request must also be completed prior to the leave, refer to FMLA, Section D.7, Leaves of Absence Policy, for additional information.

Submitted by: _____ District: _____

For Administrative Senate Use Only:

Date Presented: _____ Senator: _____

Committee: _____

Date of Report (attached) : _____

Action Taken: _____

Further Action Required: _____

Completed: _____

ISU family sick time:

Sick Leave to Care for Immediate Family Member. Up to five (5) days of sick leave per fiscal year (July through June) may be used due to the illness and care of an immediate family member regardless of whether the family member resides in the immediate household. An immediate family member includes spouse/partner, parents, children or siblings.

ISU handbook

<http://www.indstate.edu/adminaff/policyindex.htm>

ISU sick time link: <http://www.indstate.edu/adminaff/docs/540%20Sick%20Leave%20Policy.pdf#540.1>

Indiana University:

IU has a PTO (paid time off) and the employee decides how to allocate (sick or vacation).

http://www.indiana.edu/~uhrs/benefits/pto_exempt.html

Purdue:

Employees may use up to 10 days of their available sick leave per fiscal year for family illness.

Not seeing where the handbook specifies how much sick time is accrued each year.

http://www.purdue.edu/hr/Employee_Relations/lvs-ap.html#Vacation

