

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, September 5, 2018
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, Secretary/Treasurer; Britney Orth; Teresa Grisham; Nick Bebout; Ashley Watson; Rustin Howard; Maggie Carnahan; Stacy Draper.

ABSENT: Jennifer Garrison; Angel Nelson; Sarah Adams.
Kat Draughon, Steve Bridges, Liaisons.

SPECIAL GUEST:

President Rochon addressed the Senate the first time as President. He expressed his interest in building more collaboration across the entire campus. Everyone has value and can work together to create solutions. We are imperfect human beings that can work toward a perfect solution. The better informed we are, the better we are. President Rochon expressed his goal with meetings is to share information and data so that we may better understand the decision process he is engaged in with groups. His charge to us is to communicate, find solutions, be a leader, create a sense of ambassadorship. The more effective we are as a community, the more effective we will be at attracting new people to our university.

APPROVAL OF MINUTES:

August 1, 2018 minutes approved (Bebout motion, Carnahan 2nd).

REPORTS FROM OFFICERS

Chair: Ingrid Lindy

The Admin Senate Executive Committee of met August 5, 2018. They discussed and approved subcommittees for the outreach committee. A new IFC was received on 8/2. It is very similar to a past IFC, so Exec Committee decided to keep this IFC and research/review the previous charge's history and determine where it stalled. They are discussing ways to post highlights/mini minutes to the website to keep it fresh and keep our constituents up to date on what Senate is doing. Andrea Gentry announced that she was asked to sit on the Performance Evaluation Committee.

Lindy attended the Presidents Council meeting on August 7. Kat Draughon reviewed a draft policy for a new Survey Governance Policy. Steve Bridges reported that the new sheriff deputies are on campus, as of Aug 13. He urged members to remind everyone to 'report suspicious activity' "see something – say something".

Kindra Strupp reported that the new policy regarding grieving will be in the next handbook revisions. A new university website look will debut the week before classes. Stone Family Center ribbon cutting was 8/9.

DOSO search was failed but Nick LaRowe was appointed as interim DOSO for 2018-19. Cindy Brinker's replacement search is in full swing with 7 candidates coming to campus the week of Aug 6 and Aug 13. President Rochon reported attending a new president's conference and also meeting with Governor Holcomb. Governor Holcomb stressed Workforce Development. Interim Provost Khayum reported that David Bower is chairing the search

committee for a new Provost. They hope to have someone appointed so that s/he can attend the spring meeting in January 2019.

President Rochon hosted a retreat on Aug 11 from 10 am-2 pm. Lindy reported that Admin Senate, Faculty Senate and Staff Council Chairs were all invited. Everyone reviewed the vision, mission and goals of USI, and shared thoughts regarding why we are here (at USI), what will we contribute and what new connection will you make? Why does USI exist? How do we behave as an organization and What should we focus on in the future.
Collaborate | Innovate | Serve Not Them versus Us.. It is WE

Lindy addressed the Fall Faculty Admin meeting attendees and promote Admin Senate. She volunteered on the morning of August 16, helping new students move in to Newman Hall. She encouraged everyone to try to fit that into your fall 2019 schedule. The families and students appreciate it!

Lindy attended President's Council on August 28. Dr. Rochon reported that he will be meeting with the presidents of all Indiana public colleges and universities. Topics of discussion will include how we can build relationships and budget requests.

Dr. Rochon read a letter from a parent of a new student, who shared their family's very positive experience on move in day. They were very complimentary of the University and its people – US! VP Wright shared preliminary enrollment information and announced that Sept 14 is census day and he will have official enrollment data to share shortly after. Will Pool, Staff Council Chair, shared information about the Archie's Closet Food Drive – August 27 thru September 11. VP Bower announced the ribbon cutting for the Fuquay Welcome Center will be November 1. Dr. Rochon announced that the Provost Search Committee will meet September 7 and will include representatives from each of the employee governance groups. Vice Chair Blockley will represent Admin Senate.

Lindy met with Steve Bridges August 30 and with Dr. Rochon September 5 to discuss Administrative Senate updates and business.

Vice Chair: Caylin Blockley

Blockley attended the Professional Development meeting. He will deliver the report during the Standing Committee reports. Dr. Rochon asked Blockley to serve on the Provost Search Committee. He will meet with the committee next week. He will report back as information is known.

Past Chair: Andrea Gentry

Gentry also participated in Move-In day. As we approach the end of the calendar year, activities with elections will begin.

Secretary/Treasurer: Brandi Hess

Hess reported a balance of \$1,228.16 with the only expenditure of \$51.84 for the Ice Cream Social. There should be another expense from Special Events (work order) charged back once it goes through their accounting.

REPORTS FROM STANDING COMMITTEES

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

The ERB committee met Wednesday, August 8 at 10:30 a.m. in FA 46 (Online Learning Lab).

Updates on Items for Consideration:

Family Sick Time Utilization – nothing new to report

Sick Leave Bank/Pool – the subcommittee met July, 7 2018. They reviewed several other university policies as well as previous work by Staff Council. They decided on a pool rather than a bank, as a bank implies that days have to be paid back. The number of days in other universities’ policies range from a few days to 20-30 days. They settled on a policy of 14 days, which would be helpful but be less likely to be abused. They reviewed the Indian River District policy to see who was contacted for medical information. They decided HR would need to make decisions based on medical information due to release of HIPPA information. HR would already have it for FMLA purposes. Allison Grabert is forming the first draft of the policy suggestion based on Murray State University’s policy.

Extend tuition discount for employees’ children from age 24 to 26 - the subcommittee met July 31, 2018. They are considering the following:

- Leave the current policy (cap at age 24, 124 credits) for undergraduate work as is (based on IRS support test - ends at age 24).
- Change the graduate tuition extension policy to age 26 and add 33 additional credits. They are deciding if the IRS support test should be used for graduate tuition.
- They want to gather data on how many employees and dependents are eligible and how many take advantage of the fee waiver benefit.

Their research included the following:

- 1) University of Evansville – offers a 50% fee remission based on the IRS definition of dependent
- 2) Ivy Tech – website says “dependents” and does not specify whether this is the IRS definition or not
- 3) Indiana University (all campuses) – uses the IRS dependency test
- 4) Vincennes University – uses the IRS dependency test
- 5) Ball State University – uses the IRS dependency test
- 6) Indiana State University – uses the IRS dependency test
- 7) Purdue University – children can receive a special tuition rate until age 26 if they meet the Purdue definition of “child” which includes the IRS dependency test except for certain benefits – so it’s unclear whether they extend the special tuition rate till 26 in practice or just in theory

Rule of 85 Retirement Policy – receive retirement service payment and contribution to TIAA for additional 5 years. Prior to forming the subcommittee, Carol Schmitt and Brandi Hess met and began gathering information about the various retirement benefit policies. The first subcommittee meeting will be held in September.

Shortened Work Week in Summer – The committee voted to reject this item for the following reasons:

- Many employees would not be able to miss a day of work during summer. This could cause tension between areas of the University.
- Concern that asking for too many paid days off could result in changes in the current Christmas break.
- Employees still take vacation during the summer. So the proposed item would not necessarily make work flow better.
- AC/lights/utilities would still be running, so the University would probably not save much money.

The committee discussed proposing an alternate day (or days) off – potentially the day before Thanksgiving, MLK Day, days during fall/spring breaks.

Employee Events – Ashley Watson, Chair / Rustin Howard, Vice Chair

General updates:

1. All Milestone's gifts have been delivered to award recipients.
2. Thank-you cards have been sent to both Prairie Farms and the Campus Store regarding the Ice Cream Social.
3. The Children's Learning Center sent a giant thank you note from the staff and kids.

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

The Employee Outreach Committee has been officially approved by the Administrative Senate Executive Committee to be divided into two (2) subcommittees for this 2018-2019 academic year – the Outreach subcommittee and the Volunteer Campaign subcommittee. Britney Orth is chairing the Outreach subcommittee with Stacy Draper vice chairing it. Maggie Carnahan is chairing the Volunteer Campaign subcommittee. Both subcommittees have wonderful administrators serving on them who have a lot of passion and ideas.

Britney Orth & Stacy Draper – Outreach subcommittee – We are continuing to reach out to new administrators as they start at the University, there haven't been many so far. However, with so many openings being posted on the Human Resources website, that will change.

Outreach had their first subcommittee meeting on Tuesday, September 4, 2018. We planned the dates, times, and frequency of our committee meetings as well as shaped our purpose, goals, and brainstormed ideas. More information to report on during the next Administrative Senate meeting as we will have more time to focus, plan, and complete tasks at that point.

Volunteer Campaign subcommittee – Maggie Carnahan met with Angie O'Nan and is working with Caylin Blockley on stories related to employees volunteering on or around USI's campus. If Administrative Senate has any interesting and unique stories about employees volunteering, please share them with Maggie. Maggie (and the full Employee Outreach Committee) are looking forward to seeing the Fall Faculty and Administrator Survey results as this will help with the subcommittee's goals, plans, and ideas moving forward.

Nominations and Elections – Andrea Gentry, Chair

No report.

Professional Development – Angel Nelson, Chair / Jennifer Garrison

Report given by Caylin Blockley. The events and outreach committee met on Monday, August 27 at 1 p.m.

Discussion focused on ideas for upcoming Professional Development Events.

- Survey results for FY 18-19 are not available yet results
- Discussion of ideas for Fall/Spring 18-19
 - Committee agreed on the following breakout sessions to have at the Faculty/Admin Spring 2019 meeting:
 - USI ?? – Title to be determined.
 - The USI 101 held by Dr. Bennett was extremely popular. The committee felt the president should be the one to present (as opposed to asking an employee who had been at USI since the beginning).
 - The committee decided that Dr. Rochon should focus on the future of USI instead of the University's past.
 - New Employee Networking
 - After the spring meeting, we will have a breakout session for all employees hired within the last year.
 - We will have people from different departments on hand to discuss what they do.
 - Ample time will be allotted for mingling among employees & we will possibly take a tour of the campus.
 - We would like to offer another event later in the spring:
 - Employee Self-care & Work/Life Balance
 - In the surveys, employees are always saying that they do not take their allotted vacation days.

- Committee decided to offer a “lunch & learn” type session on the importance of self-care to be presented in the spring by Ashley Ewearitt (USI Counseling Center)
- We would like to plan an event for later in the fall
 - Civility in the workplace
 - Trying to contact Interim DOS (Dr. Nick LaRowe) to see if he would like to present
 - This will also give people a chance to interact with him in his new role.
- Looking at employment Orientation and how we onboard new employees.

Liaisons – Steve Bridges / Kat Draughon (absent)

No report.

Unfinished Business

Lindy reported she is working to update the website with Hess’ help. Bylaws will be posted soon.

Dr. Rochon recommended moving Steve Bequette near the top of the list of Speakers for our meeting. Lindy will be working to schedule him and other speakers from our list.

New Business

Lindy will be having routine meetings with Steve Bridges and Dr. Rochon. If there is anything the Senate feels should be discussed, please bring it to her attention.

At the last meeting Steve Bridges recommended to Lindy to look at the benefits survey that was used during the Lockton study. Ingrid shared a version that could be sent to only administrators. Feedback or other questions you think should be added should be given to Lindy. Gentry reminded the group data from this survey will be very useful when going into the budget request.

HR has been working on a new benefit screen in Self Service section of MyUSI. It summarizes the benefits you receive from USI such as health and retirement. Senators should look at their information and let Lindy know if there are any errors, capitalization or spelling errors. This will be tested with Staff Council and Faculty Senate later this month, then rolled out to the rest of campus in October.

ANNOUNCEMENTS:

- Fall Reception is this Friday 5-7pm at Carter Hall – Food stations, signature drink. Theme is Roaring Twenties.
- The Advising Centers would like help with early intervention with at-risk students. Perhaps contacting a homesick student, or have coffee with a student. They do not have the people-power to handle all the needs. If interested in helping, contact Brody Broshears.

ADJOURNMENT:

Chair Lindy adjourned at 3:52 p.m.