

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, July 11, 2018
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; Britney Orth; Teresa Grisham; Nick Bebout; Ashley Watson; Rustin Howard; Angel Nelson; Sarah Adams; Maggie Carnahan; Stacy Draper.

ABSENT: Brandi Hess, Secretary/Treasurer; Jennifer Garrison, Senator; Steve Bridges, Liaison; Kat Draughon, Liaison.

APPROVAL OF MINUTES:

June 6, 2018 minutes approved (Bebout motion, Carnahan 2nd).

INTRODUCTIONS AND ICEBREAKER

REPORTS FROM OFFICERS

Chair: Ingrid Lindy

Chair Lindy attended the President's Council meeting on July 3, 2018. Discussion topics included President Rochon's near-term plans to be traveling around the state and in Washington DC, hoping to meet with Larry Buschon and Joe Donnelly, telling the USI Story. VP Bridges told the group that an advertisement for Cindy Brinker's replacement has been posted. The ribbon cutting for the Stone Family Center for Health Sciences will be August 9. VP Strupp presented images for the university's new seal. There was also discussion surrounding a potential change to handbook Policy F.23. That change will be discussed later in today's meeting under new business. VP Bower will chair the search committee for the Provost vacancy.

Vice Chair: Caylin Blockley

Vice Chair Blockley went over committee assignments and asked that if the chairs want to invite him to their committee meetings. He will attend if able. Vice Chair Blockley led a discussion about how best to submit committee reports. It was decided that chairs of committees will submit their reports in the same format to the secretary the Friday before the Wednesday Administrative Senate meeting. If a committee was set to meet the following Monday, Tuesday or Wednesday leading up to an Administrative Senate meeting the chair will still submit the reports to the secretary.

Past Chair: Andrea Gentry

Past Chair Gentry attended an expanded President's Council meeting on June 12. A presentation regarding the financial status of the University was presented by Steve Bridges. Past Chair Gentry issued an email on June 25 to the senators containing highlights of the meeting and requests for questions to be included in the Fall Faculty/Staff Survey.

Secretary/Treasurer: Brandi Hess (absent) report made by Chair Lindy

Chair Lindy reports the balance of the Administrative Senate account is \$1,500 for the 2018-19 fiscal year.

REPORTS FROM STANDING COMMITTEES

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

The Employee Relations and Benefits committee for the 2018/2019 fiscal year has been formed. The first meeting is scheduled for Wednesday, July 18.

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

The events committee formed for the 2018-2019 session and includes the following administrators: Ashley Watson – Chair; Rustin Howard – Vice Chair; Caylin Blockley, Megan Doyle, Teresa Grisham, Jacob Hansen, Shannon Hoehn.

Admin Senate partnered with Staff Council to staff the Blood Drive.

Milestone's gift delivery is happening Thursday, August 2 from 11 a.m. to 2 p.m. in Alumni's office. The honorees have been notified. Milestone's donations to Foundation have been sent over via direct pay form. Those forms are located in the Milestone's folder on Sharepoint.

The committee met on Tuesday, June 19 to discuss the 2018 Ice Cream Social, a networking event for USI employees. The mission of the event is to bring USI employees together, hosted at unique spots on campus. Details for 2018 include: 2-3:30 p.m. Thursday, July 19 in the Business and Engineering Center lakeside lounge and balcony. Hosting the softball national championship trophy where people can take photos with it, national championship gear giveaway, appearance by Archie. "Play it Forward" donation drive for Children's Learning Center. Accepting donations for gross-motor-play. 144 individual ice cream cups are being donated by Prairie Farms. Purchasing 125 additional ice cream bars, sandwiches, pops for variety. Requesting a budget of \$400 for the event.

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

In October 2017, the Employee Outreach Committee received an Item for Consideration from the Administrative Senate Executive Committee related to an email submitted by another administrator regarding allowing employees to volunteer during their personal work hours at USI events. Through several conversations, it was determined that inconsistency exists throughout campus regarding employees being encouraged and/or permitted to volunteer. To remedy this, the Employee Outreach Committee hopes to facilitate clear communication across campus promoting a "culture of volunteerism."

Administrative Senate's liaison's, Vice President Steve Bridges, and Executive Director Kat Draughon were both very supportive of volunteerism and Employee Outreach Committee's pursuit for a "culture of volunteerism." Steve Bridges volunteered to send a message to all USI employees at the beginning of the Fall semester encouraging employee volunteerism. Kat Draughon also suggested that OPRA could work with the Employee Outreach Committee to create a Qualtrix volunteer request form that would be routed to supervisors and department heads for approvals. This form once approved or disapproved will automatically be sent to Human Resources for tracking and to ensure there is not any disparity. If the volunteer experience is approved, the form would go to Volunteer USI to track volunteer hours. , which will help supervisors, Human Resources, and Volunteer USI track volunteer hours.

Our committee's previous chair, Caylin Blockley, then met with Executive Director Andrew Lenhardt and Business Partner Natalie Rascher in Human Resources and based on that conversation along with the approval during Administrative Senate's Unfinished Business in April 2018, our committee decided to move forward with writing a pilot program to present to Steve Bridges for his approval.

The Employee Outreach Committee met on Tuesday, June 19, 2018 at 10:00 a.m. in the Fireside Lounge and on Monday, July 9, 2018 at 1:00 p.m. in UC 2202. Additionally, Britney Orth and Maggie Carnahan also met with Kat Draughon on Monday, July 2, 2018.

During the committee meeting, the mechanics and ideas of the employee volunteer request form was determined and discussed. Other brainstormed items included the following:

- How can we allow USI employees to participate in some of the fun activities our students engage in?
- Call new employees and invite them to a one-on-one lunch
- Brown bag networking at lunchtime
- Brainstorming sessions with University personnel

Then on Monday, July 2, 2018, Maggie and Britney met with Kat Draughon in OPRA to discuss the Qualtrics form and how to move forward with the form. Through this conversation, it was determined that a form may create a situation where supervisors who encourage volunteerism may now feel that an approval form needs to take place. Additionally, since Human Resources will be involved that the form may be seen as a part of a mandatory approval process. We do not wish to stifle the process or create confusion. Although we approached this meeting with intentions of creating a Qualtrics form to track volunteer hours at USI, it became evident that a baseline should be established in order to truly understand the volunteer culture at USI. To do this, questions regarding volunteerism should be added to the Annual Fall USI Faculty and Staff Survey.

After the Annual Fall USI Faculty and Staff Survey from Fall 2018 responses are in, Steve Bridges will be invited to share his promotion of volunteerism across campus, which we hope will encourage employees and supervisors to volunteer more throughout the year. We also hope that employing marketing strategies (using USI today to list volunteer opportunities and highlighting a "USI Volunteer of the Month") will help increase the number of USI employee volunteers.

We plan on posing the same questions during the next fall survey (fall 2019), which will allow us to analyze if volunteering trends across campus have improved. If not, bringing in a Qualtrics form might be the next option. We were wary of establishing a form at this point because, in Kat Draughon's words, "Make a form, formalize a policy." Making a form would require establishing parameters and narrowing down complicated details. It is better to keep things simple for now as we look at USI's volunteer atmosphere and monitor how consistent promotions of employee volunteerism impacts volunteer trends.

Since there was a change to the original plan, Britney Orth and Maggie Carnahan called an additional Employee Outreach Committee meeting to update members and get their feedback. A very thorough discussion occurred on the volunteerism campaign plan, new questions for the Annual Fall Faculty and Staff Survey, ideas on engaging employees, etc.

Several members are moving forward on having conversations with other individuals and tasks.

- Natalie Rascher will be working with committee members on adding items to the New Employee On-boarding process as well as possibly training members on giving tours to new employees
- Ben Luttrull will discuss some ideas with Brandi Hess on listing volunteer opportunities on the University calendar and talk with Vice President Kendra Strupp about a message from Vice President Steve Bridges on employee volunteerism.
- Angie O'Nan to look at writing stories about folks who volunteer with the University – she would like to have names of individuals and other information.

- Britney Orth and Maggie Carnahan will work with Vice President Steve Bridges on the “volunteerism campaign plan.”
- Britney Orth and Maggie Carnahan to work with Administrative Senate and Kat Draughon on questions to ask in the Annual Fall USI Faculty and Staff Survey.
- All committee members are working on developing ideas to engage employees and on-boarding new employees through programming, outreach, lunch and learns, mentorship, etc.

Employee Outreach Committee’s Proposed Questions for the Annual Fall Faculty and Staff Survey:

The Employee Outreach Committee via email also discussed several questions to be asked in the Annual Fall USI Faculty and Staff Survey and submitted that list to the Administrative Senate Past Chair, Andrea Gentry on Thursday, June 28, 2018. These questions focused mainly on employee volunteerism and additional areas of interest.

1. Do you know about Administrative Senate and the role and responsibilities that it plays at USI?
2. Do you think employees feel engaged at USI? (Or another way to ask the question – Do you feel engaged as an USI employee?) Why or why not?
3. What ideas do you have to engage new USI employees? What ideas do you have to engage returning USI employees? (i.e. Services, Resources, Programs/Events, Relationship building)?
4. Do you take part in volunteer opportunities at USI and/or within the community? (Or another way to ask the question- Do you feel that staff are supported at USI to volunteer on campus and/or within the Evansville community?)
5. Do you think that employees know about volunteer opportunities?
6. Would you be interested in participating in monthly brown-bag networking sessions if Administrative Senate’s Employee Relations Committee scheduled the room and promoted them? If so, what topics would you be interested in discussing?

Additional questions for the survey, per the conversation with Kat Draughon and the Employee Outreach Committee and submitted to Administrative Senate Past Chair Andrea Gentry on Tuesday, July 3, 2018:

1. [For supervisors] Do you encourage your employees to volunteer during office hours? Do your employees ask to volunteer during office hours?
2. As a supervisor, what would encourage you to allow your employees to volunteer during office hours? A policy?
3. [For employees] Have you ever asked your supervisor to volunteer during office hours? If so, did your supervisor allow you to volunteer during office hours? Do you feel as though your supervisor is supportive of employees volunteering during office hours?
4. [For all USI employees] As an employee of USI, do you feel as though you are encouraged to volunteer during office hours? Do you feel comfortable asking your supervisor to volunteer during office hours? Do you have time to volunteer during office hours?

Nominations and Elections – Andrea Gentry, Chair

Committee Chair Gentry stated there was nothing to report at this time. She informed the senators there would be future discussion of placing Administrative Senate nominations on the website as they occur in an effort of shared information and to spur others to run.

Professional Development – Angel Nelson, Chair / Jennifer Garrison

Vice Chair Nelson stated there was nothing to report at this time. She informed the Employee Outreach Committee she would like to partner on “Lunch and Learn” opportunities.

Liaisons – No report.

Unfinished Business

Questions for the fall survey – Chair Lindy stated the deadline for questions is July 20 and asked the senators for their suggestions:

- Compensation v. benefits
- Professional development opportunities and timing
- Referral system for enrollment
- Open-ended question for suggestions of how to improve enrollment

New Business

Obituary and Sympathy Policy Discussion – Chair Lindy asked for discussion about the proposed changes to the obituary and sympathy policy within the University handbook. Rustin expressed concerns about the “death” group in Outlook, which she thought was large and random. She isn’t sure all of the people in this group need to know or not. Vice Chair Blockley communicated concern of how a director may not be informed of all the working relationships possessed by the impacted employee and colleagues who should receive notice might be excluded. Past Chair Gentry communicated this specific example could take away from the special “USI is like a family” culture many employees enjoy. Past Chair Gentry made the recommendation for the directors to notify University Communications in the case of an employee wanting the information shared and University Communications would send its standard email notification to all employees. Chair Lindy stated she will edit the text and then send it to the entire Senate for review.

Ice Cream Social – July 19, BE Center Atrium from 2 p.m. – 3:30 p.m. Items to bring to donate to CLC for gross motor play include buckets, hula-hoops, pool noodles, yard games, large pinecones.

Guests for Future Meetings – Chair Lindy asked senators to contact her with recommendations for Administrative Senate meeting speakers. She stated Steve Bridges has been invited to give the financial status presentation to the Senate.

ANNOUNCEMENTS:

Chair Lindy stated committee chairs can remove committee members if needed. She reminded senators we have \$1,500 and any requests for funding must come before the Senate. Chair Lindy stated the bylaws are in the process of being updated. If you need to miss a meeting, notify Brandi Hess as soon as you know.

Next meeting August 1, 3-4:30 p.m.; UCE 2205

ADJOURNMENT:

Chair Lindy asked for a motion to adjourn; Maggie Carnahan made a motion to adjourn; Sarah seconded and it was unanimously approved; adjourned at 4:13 p.m.