

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, March 6, 2019
3 p.m. UC 2205

CALL TO ORDER: The meeting was called to order at 3:04 p.m.

ROLL CALL

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

ABSENT: Nick Bebout; Steven Stump
Kat Draughon, Liaison.

APPROVAL OF MINUTES:

February 6, 2019 minutes approved (Carnahan motion, Adams 2nd).

REPORTS FROM OFFICERS

Chair: Ingrid Lindy

Lindy attended a meeting, chaired by Amy Chan Hilton, on February 7. Amy has gathered a group of employees to discuss the retention efforts on campus, and this group is planning events to focus on what we currently do to retain students, and to gather ideas from everyone about what we could do or do better. Like a giant brainstorming session. An email with a survey will be sent in the next couple of weeks to ask for input about retention activities. Please complete the survey when you receive it. The event will be held in mid-April. More information to follow.

The Executive Committee of Admin Senate met on February 11, 2019. Discussion points included:

- Transparency of handbook changes
- Nominations and Elections committee
- Review of job title changes and eligibility for Admin Senate

Lindy attended a meeting with David Bower (chair of the inauguration committee) February 25. David outlined:

- Time line for planning for inauguration
- Inaugural invitee groups
- Inauguration events are paid for thru private donations

Lindy attended the President's Council meeting on February 26. Discussion included:

- Enrollment Management
 - Summer Credit hour production is down 7.5%
 - Fall applications are up 11%; admits are up 4%
 - 76 attended medical professional event; 30 attended Indy event 1, 45 were registered to attend Indy event 2 (held 2/26)

- 110 registered to attend the Evansville event on 3/12
- Travel presented their new travel software (Chrome River)
- IT hacking
- HLC site visit for the stone family center went well
- Budget presentations March 1 and March 11
- Dr. Rochon presenting to Senate Appropriations on 3/5

Answering the phone –

University of Southern Indiana, Office of Human Resources, Ingrid speaking.

We are all recruitment/retention officers. Engage with students, on campus, out in the community, make them feel like family.

Vice Chair: Caylin Blockley

Blockley attended several events and committee meetings. He attended the University Budget Presentations and Day at the Statehouse on Feb 12.

Past Chair: Andrea Gentry

Gentry attended the Budget Presentation meeting and shared that main takeaway is that the university's priority continues to be on salary.

Secretary/Treasurer: Brandi Hess

Hess reported no new expenses charged to our account. The balance is at \$1,041.95.

REPORTS FROM STANDING COMMITTEES

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

The ERB committee did not meet in February 2019. Updates on Items for Consideration:

- Sick Leave Bank/Pool
 - The subcommittee's next meeting will be scheduled after March 15.
- 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

Howard reported that the Events Committee held a planning meeting for Milestones of Service Reception on Friday, March 1 at 10:30 AM. They discussed menu options and expenses from last year. The committee would like to add more variety to the menu. The committee is requesting a budget of \$500 for food, florals, and printing costs. We have been in contact with the President's office to coordinate logistics for the congratulatory letters. We will be sending the Save the Dates by the end of this week.

Nelson made a motion to allocate \$500 spending budget to the Employee Events committee for the Milestones Reception, Adams seconded. Motion passed.

Employee Outreach – Britney Orth, Chair / Maggie Carnahan, Vice Chair / Stacy Draper, Vice Chair
Orth reported the Volunteer Campaign – As mentioned during the Employee Outreach Committee’s report during the last Administrative Senate meeting, Maggie Carnahan pulled together a group of folks on 2/15/19 to discuss and create a formal proposal for employee volunteerism at USI. The group consisting of many folks from the Employee Outreach Committee (Britney Orth, Maggie Carnahan, Stacy Draper, and Jaclyn Dumond) and including VP Kindra Strupp, Janet Johnson, Caylin Blockley, and Sally Smith discussed the goals and content for the proposal. The Employee Outreach Committee additionally met with representatives from Staff Council and Faculty Senate to obtain their feedback and approval on the drafted proposal to move it forward as it has implications for all USI employees and the group felt as though all parties should be involved.

The Employee Outreach Committee had a second meeting including Janet Johnson, Caylin Blockley, Will Pool – Chair of Staff Council, and a few Employee Outreach Committee members to fine tune the proposal. Both Staff Council and Faculty Senate expressed an interest in supporting this proposal. A special thank you to Maggie Carnahan and Jaclyn Dumond for summarizing what the larger group discussed to create the draft proposal and to Maggie for working to gather all of these individuals together and creating the next iteration of the proposal.

The committee would like to bring up and discuss the latest iteration of the proposal during New Business today and hope that Administrative Senate is supportive of this proposal being moved forward to our liaisons, Kat Draughon and Steve Bridges.

Nominations and Elections – Andrea Gentry, Chair

Gentry reported the nominations and elections committee is formed. Ruston Howard, Stacy Draper and Sarah Adams for serving. Terms expiring at the end of June: District 1 – Britney Orth; District 2 – Teresa Grisham; District 3 – Steven Stump; District 4 – Angel Nelson; At Large – Maggie Carnahan. Stump filled a vacancy this year and is eligible to run for his seat if he’d like to continue on the Senate. The committee will be reviewing the districts to make sure everything is even. If you have someone in mind for service, please reach out to them about serving.

Professional Development – Angel Nelson, Chair / Jennifer Garrison

The PD committee met on Thursday, February 21 at 11:30 AM in OC 1077. Discussion focused on the committee’s upcoming Professional Development Events.

Employee Work/Life Integration will take place on May 9

- Will be presented by Ashley Evaritt (USI Counseling Center)
- UC 226/227 from 12 – 1
- In the surveys, employees are always saying that they do not take their allotted vacation days.
- Will focus on self-care & work/life Balance
 - Stress relief at work
 - Dealing with variable schedules
 - Time management
 - Exercise & self-care
 - Social Media

Liaisons – Kat Draughon (absent) / Steve Bridges

Bridges reported that the University recently hosted the State of the University presentation and budget presentations. He wanted to clarify that the 1% raise is an analogy, it is not decided at this time. This is to demonstrate costs. President Rochon presented to the State Senate Appropriations in terms of the USI Budget request. This started with a presentation with the Indiana Commission for higher education, then State Budget Committee and then House Ways and Means. The session ends on April 29.

IT security continues to be a diligent effort to safeguard ourselves against hackers. They're mimicking our emails to use our own language against us. Be sure to look for the disclaimer to determine off-campus emails.

RAVE Alerts that have been sent recently - sometimes those messages do not contain enough information, and sometimes we are limited by law on what can be shared with the public. Even though we cannot share all the details, at the bare minimum we would like to get the message out to be more mindful of your surroundings or taking precautions to be safe.

Unfinished Business

Lindy reported she will be meeting soon with VP Bridges to discuss the Family Sick Proposal and the Fee Waiver Proposal. Lindy received the revised employee benefit survey. Hopefully it will be sent soon after consulting with Kat Draughon.

Lindy suggested Stacy Draper submit an Item of Consideration to look into more transparency of changes to Handbook Policy changes. That item was received today. Howard mentioned that the Student Handbook and the Employee Handbook should be consistent and policies aligned. Lindy suggested Howard email examples of the inconsistent information. A separate Item for Consideration may need to be submitted at a later date. Discussion was shared around the idea of those involved departments meet about the revisions to the Student handbook meet and discuss ways to make language consistent.

New Business

Carnahan presented the Volunteer Campaign Proposal to the Senate. They are proposing for the 2019-2020 fiscal year, for one day of volunteer service during work hours for benefit-eligible employees at USI specific events, such as Welcome Week, Move-In, etc. The tracking for this is the honor system not to burden Human Resources. Please look over the draft and bring up any questions or feedback to Carnahan by March 27. Staff Council and Faculty Senate are also discussing the same policy with their groups. Next step would be to take this to a vote within Senate after they receive the edits from the group. Then the proposal will be presented to University leadership.

Announcements:

Make sure you RSVP for Inauguration events.

HR is hosting Financial Wellness events later in March, watch for notices.

Summer Rehab is hiring – if you know of students looking for summer work, this is a great opportunity.

Board of Trustee's meeting tomorrow at 11 a.m.

Next month's meeting is in a different location, UC 2207.

Adjournment:

Motion was made to adjourn at 3:56 p.m. by Carnahan, second by Gentry.

Next meeting Wednesday, April 3, 2019.

NEW BUSINESS

Employee Volunteerism at USI Proposal Draft 2 March 6, 2019

Overview

To promote a culture of volunteerism for benefit eligible employees of the University of Southern Indiana (USI), Administrative Senate, Staff Council, and Faculty Senate propose the following pilot program, which will encourage and empower employees to use time during the work day to volunteer. During the pilot year (2019/2020) we suggest USI-centered events are the focus of these volunteer hours; this will not only benefit the USI community but also engage USI employees with various areas of campus. Long-term, allocating work time for volunteerism has positive outcomes, including employee retention and job satisfaction.

Background

The original motivation to research employee volunteerism in the workplace was the result of an item for consideration submitted to Administrative Senate in fall 2017. The submitter noted that their department was in need of volunteers at various events that take place during the work day and thought USI employees might be able to help.

Since that charge, the Employee Outreach Committee of Administrative Senate has been working to investigate employee volunteerism at USI. Questions were added to the 2018 fall survey for administrators pertaining to employee volunteerism; a small fraction of responses indicated employees wanted to volunteer but were not able to do so due to lack of support from their supervisor or uncomfortable feelings about asking for time to do so (See Attachment A). From this survey and discussions amongst Administrative Senate after, it was determined there is likely inconsistency amongst departments related to encouragement of employee volunteerism.

Meetings with University leadership and Human Resources have been held. The overall consensus at this time is the best way to increase employee volunteerism is clear communication from University leadership and supervisors, encouraging employees to volunteer at causes they care about and providing opportunities to volunteer.

Specifications

1. The pilot program will take place during the next fiscal year - July 1, 2019 through June 30, 2020.
2. Benefit eligible employees will be encouraged to volunteer 7.5 hours within each fiscal year.
3. Volunteer hours may be taken during the normal USI workday, with prior supervisor approval.
4. Volunteer hours may be taken one at a time or all at once.
5. Employees will be required to log volunteer hours with Volunteer USI but otherwise not on biweekly or monthly time reports.

6. Human Resources will receive a monthly automated Banner report from the Database manager of the USI Foundation, which will include employees who have volunteered and the number of hours affiliated with each person from the Volunteer USI system.
7. For the pilot year, employees also will be encouraged to volunteer at USI-sponsored events, including but not limited to the following:
 - a. Welcome Week
 - b. Housing Move-In
 - c. Assessment Day (Fall and Spring)
 - d. USI booths at Fall Festival
 - e. Varsity Club events
 - f. Alumni Association Events
 - g. Heritage Artisan Days
 - h. Reading to children at the Children's Learning Center
 - i. United Day of Caring
8. An overall call will be made for volunteer needs on USI's campus by Volunteer USI, which will allow for a more comprehensive list of volunteer opportunities at USI. This list will be available on the Volunteer USI website.
9. University leadership will produce a bi-annual reminder of USI's view on employee volunteerism; in this reminder, they will also include a link to USI volunteer opportunities on the Volunteer USI website.
10. Upper administration will promote and encourage the volunteerism pilot to their division heads and directors.
11. Third shift employees should consult with their supervisor; committee suggestion is for supervisor to allow an early release for daytime volunteering.

Goals

1. Establish a communications plan to promote employee volunteerism at USI.
2. 100% participation for those who would like to volunteer at USI events during work hours, which can be measured by adding questions to the annual fall survey as well as Volunteer USI reporting.
3. Overall increased culture of volunteerism at USI, which can be measured by adding questions to the annual fall survey and through the Volunteer USI reporting.
4. Creating job satisfaction at USI, which is fostered by the sense of community that is created by volunteering. This can be measured by questions on the fall survey.

**Attachment A
2018 Fall Survey**

Fall Faculty Staff Survey 2018 - Administrative Senate Questions
created for Ingrid Lindy by OPRA 9-20-18

**Which of the following statements best fits your experience in regard to
volunteering for USI related or supported activities during regular working
hours and not being required to take vacation to do so.**

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 I've asked to and my supervisor was supportive.	116	16.3	50.7	50.7
	2 I've asked but was told no by my supervisor.	5	0.7	2.2	52.8
	3 I've never asked.	108	15.2	47.2	100.0
	Total	229	32.3	100.0	
Missing	System	481	67.7		
Total		710	100.0		

Please select the statement that best fits your experience.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 My supervisor encourages staff to volunteer.	123	17.3	53.7	53.7
	2 My supervisor discourages staff to volunteer.	6	0.8	2.6	56.3
	3 My supervisor neither encourages or discourages staff to volunteer.	100	14.1	43.7	100.0
	Total	229	32.3	100.0	
Missing	System	481	67.7		
Total		710	100.0		

Are you a supervisor of other full-time employees at USI?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 Yes	118	16.6	50.6	50.6
	2 No	115	16.2	49.4	100.0
	Total	233	32.8	100.0	
Missing	System	477	67.2		
Total		710	100.0		

How often do you have employees under your supervision ask to volunteer for USI related or supported activities during regular working hours and not be required to take vacation to do so?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 At least once a month	11	1.5	9.6	9.6
	2 At least once a semester	38	5.4	33.3	43.0
	3 At least once a year	28	3.9	24.6	67.5
	4 Never	37	5.2	32.5	100.0
	Total	114	16.1	100.0	
Missing	System	596	83.9		
Total		710	100.0		

As a supervisor, would having a formal policy encourage you to be (more) supportive of allowing employees to volunteer for USI related or supported activities during regular working hours?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 Yes	61	8.6	53.0	53.0
	2 No	16	2.3	13.9	67.0
	3 Not sure	38	5.4	33.0	100.0
	Total	115	16.2	100.0	
Missing	System	595	83.8		
Total		710	100.0		