

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday, April 3, 2019  
3 p.m. UC 2207

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

**ROLL CALL**

**PRESENT:** Ingrid Lindy, Chair; Andrea Gentry, Past Chair; Britney Orth; Jennifer Garrison; Teresa Grisham; Nick Bebout; Steven Stump; Sarah Adams; Maggie Carnahan, Stacy Draper. Liaison Kat Draughon.

**ABSENT:** Caylin Blockley, Brandi Hess, Rustin Howard, Angel Nelson.  
Steve Bridges, Liaison.

**APPROVAL OF MINUTES:**

March 6, 2019 minutes approved (Draper motion, Stump 2<sup>nd</sup>).

**REPORTS FROM OFFICERS**

**Chair:** Ingrid Lindy

Lindy reported that she attended the Budget Overview (Dr. Rochon, March 1) and the Financial State of the University (Steve Bridges/Mary Hupfer, March 13). She also attended a meeting to discuss the academic calendar (Shelly Blunt, March 4) and what changes may be made to it in the next 5 years.

Lindy attended the Board of Trustees meeting on March 7. The group discussed:

- Honorary Doctor of Laws degree was approved for General Colin L Powell, USA (Ret.). Will be conferred on April 4, 2019
- 1,670 degrees to be conferred at commencement (April 26 & 27, 2019) – 983 have registered to walk in Commencement exercises

Student Retention and success working group met on March 11:

- Events to be held April 11 and 15.
- Great survey response
- Still time to RSVP – please plan to attend.

The Executive Committee of Admin Senate met on March 11, 2019.

Presidents Council met March 12:

- VP Wright updated us on summer enrollments and fall applications and admits
- Announced new Dean of Students - Jennifer Hammett - will start on May 6.

Lindy attended a newly admitted student reception on March 12. Interacted with students and families prior to the formal program.

Lindy, along with Maggie Carnahan, Britney Orth met with Erin Meyer (March 14) to be interviewed for a story in USI Today

**Vice Chair:** Caylin Blockley

No Report.

**Past Chair:** Andrea Gentry

Report delivered during the Standing Committee reports.

**Secretary/Treasurer:** Brandi Hess

No report. The balance is at \$1,041.95.

## **REPORTS FROM STANDING COMMITTEES**

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

Grisham reported the ERB committee did not meet in March 2019.

Updates on Items for Consideration:

- Sick Leave Bank/Pool  
The subcommittee met March 26 to complete the initial draft to be reviewed by the ERB committee.
- 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

Stump reported that the Milestones save-the-date has gone out. He is going to meet with Erin Meyer to share more information about Milestones.

**Employee Outreach** – Britney Orth, Chair / Maggie Carnahan, Vice Chair / Stacy Draper, Vice Chair

Orth reported that Maggie is prepared to bring up our Employee Volunteerism Proposal during Old Business today. Currently we have support from Staff Council and Faculty Senate.

Additionally, our committee has received some really good feedback from a new administrator who has come back to USI as an employee after being a student in the 90s. She shared the following note with Britney when asked about her tour with a Student Ambassador.

“I absolutely loved the campus tour! I had the best Student Ambassador. She was great at explaining everything and I was completely amazed with all the new buildings and changes to the UC and old library. When I was on campus from 1990-1994, the Orr Center was considered a new building and where I had all of my business/accounting classes. The tour really helped me learn more about USI and see the direction that the university is going with the students. It was great and gave me a whole new appreciation for USI. I also really appreciate you reaching out to me. I look forward to all of the opportunities that USI has to offer.”

Both the new administrator and Britney talked in an email exchange about the importance of giving these kinds of opportunities to employees as they will help us to be better at our jobs. The new

administrator responded with, "I completely agree!! The more knowledge we have with the university strategic direction, the better we can direct ourselves in our positions at USI."

**Nominations and Elections** – Andrea Gentry, Chair

Gentry reported that on March 26, the Nominations and Elections Committee approved the breakdown of administrators by district and also reviewed the available positions for Administrative Senate.

On March 29, the Nominations and Elections Committee approved the "nomination notification" email that will be sent to all eligible administrators. She also reported on April 1, all eligible administrators received an email notifying them that nominations for Administrative Senate were currently being accepted. The nomination deadline of April 13 was issued.

**Professional Development** – Angel Nelson, Chair / Jennifer Garrison

No Report

**Liaisons** – Kat Draughon / Steve Bridges (absent)

Draughon reported that Amy Chan Hilton's event is geared for University employees who are not heavily involved in recruitment and retention. She also reported that she is going to have Qualtrics training. She would like Qualtrics forms to appear uniform and we have 300-400 Qualtrics users on campus at this time. Draughon is going to send Lindy the link for dates/times of training. A more advanced training will take place in May.

**Unfinished Business**

Volunteer Proposal

Nick asked for the inclusion of "at least" 7.5 hours in order to provide absolute clarification within the volunteer proposal. Will Pool of Staff Council submitted a written endorsement of the volunteer proposal. Faculty Senate endorsed it as well. Nick made a motion for Admin Senate to advance the volunteer proposal with the one amendment (addition of "at least") and it was unanimously approved.

**New Business**

No new business.

**Announcements:**

Colin Powell / Inauguration: Be sure to review the new security policy for the Screaming Eagles Arena - Colin Powell and Inauguration events. There will also be alternative parking and a shuttle service (check your email for information.)

- "Leadership: Taking Charge" Colin Powell, April 4 at 6 p.m. – Screaming Eagles Arena (doors open at 4:30 p.m., free)
- Inauguration of Ronald S Rochon April 5 at 10:30 a.m. – Screaming Eagles Arena (doors open at 8:30 a.m., free, be seated by 10:15 a.m.)
- Presidential Inauguration Luncheon Reception April 5 from Noon to 2 p.m. – RFC - free

Breakfast with President April 4 at 8 am – Carter Hall - \$8

**Adjournment:**

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

Next meeting Wednesday, May 1, 2019.