

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

CALL TO ORDER: The meeting was called to order at 3:02 p.m.

ROLL CALL

PRESENT: Caylin Blockley, Chair; Britney Orth, Vice Chair; Brandi Hess, Secretary/Treasurer; Jennifer Garrison; Ashley Evearitt; Nick Bebout; Juzar Ahmed; Rustin Howard; Steven Stump; Sarah Adams; Stacy Draper; Taylor Gogel.
Liaisons Kat Draughon.

ABSENT: Ingrid Lindy, Past Chair; Angel Nelson.
Steve Bridges, Liaison.

APPROVAL OF MINUTES:

June 5, 2019 minutes approved (Bebout motion, Adams 2nd).

REPORTS FROM OFFICERS

Chair: Caylin Blockley

Blockley welcomed everyone to the first meeting. He reported the Executive Committee met on June 10 to discuss how to fill the position of Chair and Vice Chair. There have been a couple items come in that will be assigned to committees.

On Monday a campus-wide communication will go out announcing the Volunteer hours that is effective July 1. Another announcement will be released soon for the increase in Family Sick time.

In talking with Vice Chair Orth, one topic that seems to be an ongoing request of Admin Senate is to look at the employment onboarding process and making that more welcoming and streamlined. This is something we can look at further. Another topic that comes up is the work / life balance and how much vacation time people are losing because they're not taking time off as a result of how busy they are at work. This can be something we work on with the professional development committee.

Vice Chair: Britney Orth

Orth shared her goals for the 2019-2020 year:

- Promote Administrative Senate so that all administrators are aware of the organization, it's events, goals and ideas, and accomplishments.
- Increase administrator's attendance at Administrative Senate events, trainings, elections, and committee meetings.
- Continue or create venues for administrators to bring forth ideas to maximize USI's strengths to assist with student and employee recruitment and retention.
- Develop plans to celebrate Administrative Senate's 10-year anniversary coming up in 2020-2021.

Orth discussed the standing committee assignments so far. Let her know if there's any changes or additions:

Employee Relations and Benefits

Chair Sarah Adams

Vice Chair Juzar Ahmed

Professional Development

Chair Jenny Garrison

Vice Chair VACANT

Nominations and Elections

Chair Ingrid Lindy

Vice Chair VACANT

Employee Outreach

Chair Stacy Draper

Vice Chair VACANT

Employee Events

Chair Rustin Howard

Vice Chair Steven Stump

Orth asked if the chairs could keep her updated on any vice chair and/or members' names additions rolling forward so that the rosters and website can be updated. If the chairs needed assistance with finding a vice chair or members, please let the Vice Chair know.

If Administrative Senate senators or members at large are still looking for a committee to serve on as a vice chair or member and have questions, please let Orth know and she can get you connected or please also feel free to seek information from the standing committee chairs. If standing committee chairs would like for the Vice Chair to attend their meetings, please send a calendar invite.

Orth shared with the standing committee chairs the process to submit standing committee reports to Secretary Hess. Standing committee chairs shall email their reports to Hess by 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 committee chair will still submit the reports to Secretary Hess and can amend and edit as appropriate. Orth will send a template shell for the standing committee reports to each Chair following today's Administrative Senate meeting.

Past Chair: Ingrid Lindy

No Report.

Secretary/Treasurer: Brandi Hess

Hess reported the End of Year balance was \$148.22, with expenses totaling \$1,351.78. We start the new fiscal year at \$1,500.

Hess updated the website with new senators and meeting dates for 2019-20. As soon as the committee chairs, vice chairs and committee rosters are set, she will update those pages as well.

REPORTS FROM STANDING COMMITTEES

Employee Benefits – Sarah Adams, Chair / Juzar Ahmed, Vice Chair

The ERB committee did not meet in June 2019 but is working on scheduling a meeting for July. Juzar Ahmed has been added as Vice Chair, and the committee intends to keep the Sick Leave Bank/Pool, Extended Tuition Discount, and Rule of 85 Retirement subcommittees open.

Employee Events – Ruston Howard, Chair / Steven Stump, Vice Chair

The Events Committee had a meeting on July 3, at 10:00 AM.

- Charge to move the Bike Lockers was discussed.
 - The initial request was to move them to the Broadway Recreational Complex. The committee feels like this would be even a further distance than Lot K. The committee discussed some other location options that may be more convenient such as next to Rice Library in the side parking lot, next to the RFC, or in the shaded area by the CLC.
 - I have reached out to Public Safety who controls the lockers to get some history on the lockers and why they were placed in Lot K to begin with, along with what steps would need to be taken to move the lockers. Sam Preston said that he would get some logistics and get back to me next week.
 - Steven Stump is reaching out to Robert Threet – person who submitted the action – to get more information on why he wanted them moved to Broadway and how he utilizes them.

- Ice Cream Social was also discussed.
 - We are looking at holding the Ice Cream Social on August 7th from Noon – 2 PM. There will be construction taking place at this time on the arena floor, so we will not be able to utilize that space. We are waiting on approval to use the space from Jim Wolfe, so all logistics are on hold until his approval.
 - We are looking at doing ice cream floats for this event so that people are able to walk around for tours. We have priced this out with Sodexo and would like to propose a budget of \$350.
 - Megan Doyle is reaching out to the bookstore to see if we could do a gift certificate giveaway to the Screegle Zone.
 - Because our “Play It Forward” donation was such a big success last year, we will be doing another donation to the CLC. Megan Doyle is asking them what their needs are, and we will develop a theme around their needs.

- I have reached out to Tri-State Trophies to get more information on the pickup date for Milestones gifts. No response, but I will be sure to let everyone know once I hear from her.

Garrison made a motion to budget \$350 for the Ice Cream Social on August 7, Noon – 2 p.m., Bebout 2nd. Motion Passed.

Employee Outreach – Stacy Draper, Chair

Draper reported their first meeting is next week, July 11 at 2 p.m.

Nominations and Elections – Ingrid Lindy, Chair

No Report.

Professional Development – Jennifer Garrison, Chair

Garrison reported she is looking for a Vice Chair and plan to meet in late July.

Liaisons – Kat Draughon / Steve Bridges

Draughon reported the Fall Meeting will include all employees on Tuesday, August 13 at the Screaming Eagles Arena. More details coming, but a save the date was sent earlier this week.

Unfinished Business

Blockley reported that Lindy discovered there is not clear procedural instruction on what should happen if the Administrative Senate Chair resigns / leaves the University, especially at the beginning of the term – and the impact on Vice Chair and filling those vacancies. Based on the By-Laws, the Executive Committee would make the decision. After looking at what was done in previous years when similar situations happened, it was determined that Vice Chair Britney Orth should serve as Chair for 2019 – 20, and then serve again as chair 2020-2021, to get back on track.

A motion was made by Bebout to approve Orth as Chair for the 2019-20 session, and then again to get back on track for 2020-21. Evaritt 2nd. Motion passed.

As a replacement for Vice Chair, now that Orth is Chair, the Executive Committee chose Jake Hansen to serve as Vice Chair. Hansen has served a full term on Administrative Senate in the past and was nominated in the most recent election but did not win a seat. His appointment will not further disrupt the Senate due to vacancies created if a person was chosen from the current senate body. The Executive Board also felt it was important for this leadership role to have at least one completed term in their experience.

A motion was made by Stump to approve Hanson as Vice Chair for the 2019-20 session, and then again for 2020-21. Bebout 2nd. Motion passed.

New Business

Blockley stated the Chair can appoint an ad-hoc committee on an as-needed basis. He is going appoint a By-Laws committee, with the vice chair of Admin Senate serving as chair of the committee. The purpose of the committee is to look at this issue of resignation of an Executive member and how those seats are filled so the procedure. Bebout, Stump, and Howard volunteered to serve on the committee.

Announcements:

Howard reported that Special Events is updating their billing/contract system next week. If you have questions, she can help answer them.

Volunteers are needed for Welcome Week and Move-In. This is a great opportunity to volunteer (especially after the new volunteer hours policy that was mentioned earlier).

Adjournment

Blockley made motion to adjourn at 3:39 p.m., seconded by Garrison. Motion passed.

Next meeting Wednesday, August 7, 2019 in UC2205.