

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, August 1, 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; Jennifer Garrison; Teresa Grisham; Nick Bebout; Rustin Howard; Sarah Adams; Maggie Carnahan; Stacy Draper.
Steve Bridges, Liaison.

ABSENT: Ashley Watson; Angel Nelson.
Kat Draughon, Liaison.

APPROVAL OF MINUTES:

July 11, 2018 minutes approved (Bebout motion, Grisham 2nd).

REPORTS FROM OFFICERS

Chair: Ingrid Lindy

Chair Lindy attended the Board of Trustees meeting on July 12 at the Griffin Center. The board heard about and approved the 2018-19 budget of \$119,808,119 which included new state appropriations of \$419,055. The BOT also approved retirements and emeritus status for Administrators Cyd Fithian (6/7/19), Ed Shelby (5/19/18) and Jayne Tang (5/1/19). Lindy also sent the comments and discussion points surrounding the revision of policy F.23 (Obituary and Sympathy Policy) to Vice President Kindra Strupp. Our comments were heard and incorporated in the revision. Lindy sent an invitation to Charles Conaway (Faculty Senate) and Will Pool (Staff Council) inviting them to our meetings. Dr. Conaway has indicated that he would like Faculty Senate and Administrative Senate to work together this year and plans to attend our meetings. She hasn't heard from Mr. Pool, but will reach back out to him. In closing, she has received all of the end of year committee reports from 2017-18 and they will be posted on our website.

Vice Chair: Caylin Blockley

Vice Chair Blockley has been attending meetings of the Standing Committees. He liked the format ERB Committee Chair, Teresa Grisham, uses with her committee. Grisham shares notes from the latest Administrative Senate meeting with her committee so they know what is going on. She also asks the person who submitted the Item for Consideration to also serve on the subcommittee. The work of the Standing Committees are going well.

Past Chair: Andrea Gentry

No report.

Secretary/Treasurer: Brandi Hess

Secretary-Treasurer Hess reported we received the end of fiscal year expenses for 2017-18 Administrative Senate session. Expenses totaled: \$856.71, which included:

Ice Cream Social (2017)	\$326.75
Milestone of Service event	\$419.35
Presentation folders	\$60.00
Milestones of Service event	\$18.51
Administrative Senate meeting	\$32.10

Hess also reported all Senators have been given access to the Administrative Senate SharePoint drive and may access documents easily through Office 365. Committee chairs should consider whether their members all need access or not.

REPORTS FROM STANDING COMMITTEES

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

The ERB committee met on Wednesday, July 18 and 25 at 10:30 a.m. in FA 164.

Since this was the first meeting for the new committee, we discussed duties of the committee and the five Items for Consideration the committee has to work on.

1. Family Sick Time Utilization – waiting on more data from Andrew Lenhardt
2. Sick Leave Bank/Pool
3. Extend tuition discount for employees' children from age 24 to 26
4. Rule of 85 Retirement Policy – receive retirement service payment and contribute to TIAA for additional 5 years
5. Shortened Work Week in Summer

Updates:

1. ERB will meet more frequently than monthly.
2. We received approval from Executive Committee and created subcommittees to work on the various Items for Consideration. The subcommittees are forming and are in the process of planning their first meetings.
 - a. Sick Leave Bank/Pool
 - b. Tuition Fee Waiver for dependent children
 - c. Rule of 85 Retirement
3. We prepared a few ideas for each of the subcommittees to help get them started.
4. We discussed the Shortened Work Week in Summer item. We didn't have quorum and couldn't vote but felt it was not a good idea to pursue it. We will vote next month when we have quorum.

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

Senator Howard read a list of upcoming events in employees may be interested in.

Milestone's gift delivery is happening Thursday, August 2 from 11 a.m. to 2 p.m. in Alumni's office.

The committee held the 2018 Ice Cream Social on Thursday, July 19 in the BEC Lakeside Lounge and Balcony. Details for event include:

- Served 175 people. Extras to be had at August meeting and some sent over to Children's Learning Center.
- Individual ice cream cups donated by Prairie Farms and purchased additional options. Please sign the thank you card and we'll send it on to them.

- Giveaway winners were Mark Krahlung and Emily Henson. The certificates have been distributed to them, so they can go pick out their t-shirt and hat. Please sign the thank you card for the bookstore and we'll send it on to them too.
- "Play it Forward" donation drive for Children's Learning Center was a success. Collected 53 donations for gross-motor-play including pool noodles, hoola hoops, buckets, etc. Jamie Madigan was extremely appreciative and said Admin Senate will receive a heartfelt thank you note from the staff and kids.
- Requested a budget of \$400 for the event for additional ice cream, work orders for tables and clean up, napkins, water, tickets for giveaway, etc. Most likely way underspent.

Proposing another social event to kick off the spring semester. The committee will meet on this in the coming months.

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

The Employee Outreach Committee met on Thursday, July 26, 2018 at 2:30 p.m. in UC 2202.

Additionally, Britney Orth and Maggie Carnahan also met with Vice President Steve Bridges on Wednesday, August 1, 2018.

During the committee meeting, the committee discussed the following:

1. Creation of Two Subcommittees – Volunteer Campaign and Outreach
 - a. Volunteer Campaign Subcommittee:
 - i. Develop the Volunteer USI Campaign
 1. SAP ITEM* Work with Student Development (Carmen Stoen or John Race) & Housing and Residence Life (Amy Price, Juls White, or Sarah Adams) staff to determine dates/times/locations where employees are volunteering during Move-in and Welcome Week to take pictures of these employee/volunteers in action
 2. Work with University Communications (Angie O' Nan) to identify USI volunteer stories to be shared in USI Today
 3. Develop a list of USI events employees can volunteer at
 4. Find a place to house said list of volunteer events
 5. Work with University Communications (Angie O'Nan and Brandy Hess) to add volunteer events to USI calendar
 - ii. Ensure that follow up questions are included in 2019 fall survey, which will allow us to measure the success of the campaign
 - b. Outreach Subcommittee:
 - i. Goal is to make employees feel comfortable at USI and knowledgeable about the work of Administrative Senate
 - ii. Work with University Communications (Angie O'Nan) to publish Administrative Senate meeting summary of minutes to USI Today
 - iii. Work with Human Resources (Sarah Will or Kate Rotramel) to secure current employee tour guides and training for those tour guides for new employees
 - iv. Determine ways for USI employees to participate in some of the fun activities that our students engage in i.e. Spring Fest, Homecoming and talk with Events Committee (Ashley Watson) and an employee engagement group (Stephanie Walden-Schwake or Sandy Davis)
 - v. Call new employees and invite them to a one-on-one lunch
 - vi. Brown bag networking at lunchtime (less than 50 people) and work with the Professional Development Committee (Angel Nelson) and topics and advertising

2. Propose to Admin Senate to send a summary of minutes each month to University Communications to keep administrators in the loop on events, tasks, etc through USI Today. This opportunity could also be offered to Faculty Senate, Staff Council, and even Student Government Association to keep University constituents in the loop.

On Wednesday, August 1, 2018, Maggie and Britney met with Vice President Steve Bridges to discuss a memo being sent out by Mr. Bridges encouraging USI volunteerism amongst employees.

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

1. Ben Luttrull discussed some ideas with Brandi Hess on listing volunteer opportunities on the University calendar and talked with Vice President Kendra Strupp about a message from Vice President Steve Bridges on employee volunteerism. Both are supportive and feel as though there are ways to accomplish these tasks and need to more context. Britney Orth, Maggie Carnahan, and the committee will continue to work on this planning.
2. Angie O’Nan is onboard to write short “picture” stories with employees actively volunteering at the University – she would like to have names of individuals, volunteer opportunities, and pictures (i.e. employee volunteers helping out with Housing Move-in and Welcome Week.
3. Britney Orth and Maggie Carnahan continue work with Vice President Steve Bridges on the “volunteerism campaign plan.”
4. All committee members are working on developing ideas to engage employees and on-boarding new employees through programming, outreach, lunch and learns, mentorship, etc and will work with the Professional Development committee on topics and outreach.
5. Britney Orth and Maggie Carnahan will work to setup the two subcommittees, chairs, etc.

Nominations and Elections – Andrea Gentry, Chair

No report.

Professional Development – Angel Nelson, Chair / Jennifer Garrison

No report.

Liaisons – Steve Bridges

Vice President Bridges reported the University closed on the Stone Family Center on Monday. Master of Nursing and Occupational Therapy will begin moving on August 2. Since it is a new building, there are many things to work through as the departments settle in and start working. The ribbon cutting is August 9. The search for Senior Vice President Cindy Brinker’s position, Chief Government and Legal Affairs Officer, Office of Government Relations, is underway and the committee has been selecting candidates for interviews coming soon. The State Budget Committee will be on campus for a meeting on August 14 and 15. The House Ways and Means Committee and Senate Appropriation Committee are part of this budget group. They will tour the Health Professions Center while on campus.

Unfinished Business

Chair Lindy reported that she met with Kat Draughon to discuss the survey questions. Here is the summary of questions and feedback:

- Giving up benefits in exchange salary increases was a very loose question - Draughon indicated that there was not a good way to obtain good quantitative data if we couldn’t assign a dollar value to the benefit. Ex. If we gave up winter break would that be worth a 1% increase? What is the value of the Summer Flex program? Etc.

- Professional Development opportunities – Lindy asked that this remain on the survey even though we have asked it each year. People’s needs and wants change. It is recommended we look very closely at the responses to this question and try to categorize the requests. Draughon has provided me with that last 4 years of responses to this question, they will be sent to Senator Nelson for her committee to review while we wait on the responses to this year’s question.
- Helping with student recruitment and retention – Draughon indicated she needed more specifics on what we were really trying to ask.
- The volunteer questions from Senators Orth and Carnahan will be in the survey.

Discussion followed surrounding the topics of student retention, sophomore through senior “experience”, and employee retention. Andrea also mentioned how important data is and will be for budget requests.

Chair Lindy shared a list of possible guest speakers for the upcoming year. Guests may speak to a range of topics from Financial CARE Team, University Communications, RFW Center, to Construction updates.

New Business

Chair Lindy reported a typo that was discovered when the By-Laws were updated from the May election. The ballot stated the changes were to Article III, but really it was Article IV. Prior to the May elections, an email was sent to all administrators with the current By-Law wording and then the proposed By-Law wording. In an effort to be transparent this discrepancy is being reported to the Senators, however since the intent of the changes was listed in an email and on the ballot, it is the Executive Committee’s opinion that another campus vote does not need to be done. The Senate agreed to include a clarification of what happened to the University community.

On August 14 is the Fall Faculty & Administrators Meeting. Lindy will be addressing the group to introduce the Senators, encourage people to submit items for consideration, and how to access the latest meeting information and minutes by visiting our website.

ANNOUNCEMENTS:

Chair Lindy announced several upcoming dates:

- Support Fall Meeting – August 2
- Support Recognition Luncheon – August 7
- Presidents Council – August 7
- Board of Trustees – September 6

ADJOURNMENT:

Chair Lindy asked for a motion to adjourn; Bebout made a motion to adjourn; Orth seconded and it was unanimously approved; adjourned at 4:00 p.m.