

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday, February 7, 2018  
3 p.m.  
UC 2206

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

**ROLL CALL**

**PRESENT:** Andrea Gentry, Chair; Ingrid Lindy, Vice Chair; Larry Back, Past Chair; Jaclyn Dumond, Secretary/Treasurer; Caylin Blockley; Maggie Carnahan; Teresa Grisham; Jeanne McAlister; Angel Nelson; Britney Orth; Tricia Tieken; Ashley Watson; Katherine Draughon

**ABSENT:** Jacob Hansen; Erica Hooker; Steve Bridges

**GUEST:** Nancy Lumley, Associate Director of Human Resources

**APPROVAL OF MINUTES:**

November 1, 2017 and December 6, 2017 meeting minutes were unanimously approved electronically on January 11, 2018.

January 3, 2018 minutes approved as written.

**GUEST SPEAKER:**

Nancy Lumley shared how employee benefits are renewed. Each plan (medical, dental, vision, life insurance) stands alone and is on its own renewal cycle. Occasionally the same vendor will provide two different benefits, but each benefit plan is reviewed for price and details before a vendor is selected. Medical coverage is renewed annually. For all other areas, the Benefits team tries to renew for multiple years. The elected bodies should understand that requesting a supplemental benefit cannot occur if it's not a renewal area for that particular benefit. Human Resources always keeps in mind that any change in benefit can potentially be disruptive for employees; all proposed changes are always shared with the Board of Trustees each fall. USI also conducts a benefits comparison among the four-year public institutions in the state, to see how our benefits compare. Feedback from senators conveyed that future benefit changes or enhancements might be welcomed in the annual employee survey, as the data could help HR determine if employees have interest in adding a certain benefit.

**REPORTS FROM OFFICERS**

**Chair:** Andrea Gentry

The Executive Committee of Administrative Senate met on January 8, 2018. One item for consideration reviewed was the creation of an employee sick time bank/pool. The Executive Committee knew this had been submitted as an item for consideration in previous years and vice chair Ingrid Lindy found where the sick time bank/pool had been submitted as an item in 2012-2013 and 2013-2014. The Executive Committee determined more discussion of the item was needed and we would proceed reviewing it only in terms of a true sick time bank/pool, not employees selecting who can receive their sick time (due to possible conflicts of interest between supervisors, etc).

USI received a small increase in funding from the state for 2017-2019. A \$1,394 increase was issued for 2017-2018. The Executive Committee is recommending the budget request from Administrative Senate

for the 2018-2019 budget presentation be a campus-wide 3 percent increase in pay. The cost of living increase for the Midwest is around 2 percent and the additional one percent would be in merit. Are there any questions or comments about this year's request? Staff Council still plans to request additional sick time payout for support staff employees upon retirement. Faculty Senate will be asking for a travel per diem increase.

President's Council met on January 9 and 23, as well as February 6. Freshman applications are down, which usually results in decreased enrollment.

I attended a Milestones planning meeting on January 10. Ashley Watson and her committee have plans underway for this year's event.

I attended the Martin Luther King, Jr. Luncheon on January 15 in Carter Hall.

On January 19 I attended a meeting where the semi-annual Employee Retirement Reception event was reviewed. The chairs of Faculty Senate and Staff Council also attended this meeting, which was hosted by University Relations. All groups seem to be satisfied with these events.

On January 31, I attended the town hall for results of the Lockton study. The study found USI support staff compensation is 84 percent to the market rate and benefits are 157 percent of the market rate. Adjustments over \$300,000 will be issued on February 24, 2018 to USI support staff employees of two years or more who are making below the minimum rate. On July 1, 2018, USI support staff employees of less than two years of service and making below the minimum rate will receive adjustments totaling \$150,000.

I attended the launch of the USI Role Model marketing campaign on February 2 in the Griffin Center. I will attend the budget presentation overview by Dr. Bennett on February 12 in Carter Hall.

**Vice Chair:** Ingrid Lindy

Ingrid is working to develop a database to log Items for Consideration received by Administrative Senate. This will help future Senate members to understand what has been asked in the past and the feedback received on items that did not move forward.

**Past Chair:** Larry Back – Nothing to report.

**Secretary/Treasurer:** Jaclyn Dumond

Current balance for Administrative Senate is \$1,173.25 (prior to vote that occurred in New Business).

**REPORTS FROM STANDING COMMITTEES**

**Employee Benefits** – Jeanne McAlister, Chair

The committee did not meet in January but will meet soon with staff from Recreation, Fitness and Wellness Center about the Item for Consideration involving staff use of the facility without the employee present.

### **Employee Events** – Ashley Watson, Chair

The events committee continues to work with Special Events in the planning of the Milestones of Service Reception to be held on Wednesday, May 16, 2018 at 3 p.m. in Josephine K. Carter Hall in the University Center West.

The following action items have been completed this month:

1. Date confirmed with President, Provost and Vice Presidents.
2. Dr. Bennett will give remarks.
3. Steve Bridges and Dr. Rochon will present awards to honorees.
4. The committee decided to add Administrative Senate election results at the closing of the event.
5. Teresa Grisham downloaded a working list of 41 honorees.
6. EMAIL Invitation to retirees – to be emailed from Foundation's retiree newsletter list.
7. Committee will meet again this month to continue planning.

Ashley also shared the upcoming events for the month, asking that Senators use these to promote events to their constituents.

### **Employee Outreach** – Caylin Blockley, Chair

The committee met with Natalie Rascher (HR Business Partner) regarding the Volunteer Policy Item for Consideration and received good feedback on the proposal. The next step is to meet with both Andrew Lenhardt and Natalie in the near future. The committee also learned that Natalie is revamping employee orientation.

### **Nominations and Elections** – Larry Back, Chair

The committee met in January to review procedures and processes. Administrators have already been showing interest in serving; the call for nominations will be sent in early April.

### **Professional Development** – Tricia Tieken, Chair

The committee met in late January. Sometime this spring, Bill Groves from Outreach and Engagement will be doing a brownbag session on professional development opportunities for employees through O&E. In March the committee plans to host a session on staying emotionally healthy and encouraging administrators to use the vacation time they've earned. On April 4, the committee is bringing Kathleen Lapekas to campus for a brownbag professional development session (see New Business).

### **Liaisons**

Kat Draughon shared that the deadline is soon nearing to shift web forms from Forms Assembly to Qualtrics. Down the road, the goal is to merge datasets and look for larger trends across campus.

### **Unfinished Business**

Jeanne distributed the second draft of the proposal to convert sick time to PTO. Senators are encouraged to review this and share questions or comments with Jeanne before the March 7 meeting.

### **New Business**

1. Based on 2017 expenses and 2018 estimates, the Senate approved that the Events Committee could expend up to \$600 for the Milestones of Service event (excludes gifts for the honorees).
2. The Senate approved that the Professional Development Committee could contract with Kathleen Lapekas for \$150 to speak on April 4 on the topic of "How to Have Difficult Conversations."

**ANNOUNCEMENTS:**

The next meeting is Wednesday, March 7 from 3-4:30 p.m. in UCE 2206.

**ADJOURNMENT:**

Meeting was adjourned at 4:27 p.m.