

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday, January 9, 2019  
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; Andrea Gentry, Past Chair; Brandi Hess, Sec/Treasurer; Britney Orth; Jennifer Garrison; Teresa Grisham; Nick Bebout; Steven Stump; Rustin Howard; Angel Nelson, Sarah Adams, Maggie Carnahan.

**ABSENT:** Caylin Blockley, Vice Chair; Stacy Draper.  
Kat Draughon, Liaison; Steve Bridges, Liaison.

**APPROVAL OF MINUTES:**

December 5, 2018 minutes approved (Bebout motion, Carnahan 2<sup>nd</sup>).

**REPORTS FROM OFFICERS**

**Chair:** Ingrid Lindy

Lindy attended the Presidents Council meeting on December 4 & 11. Discussion included applications, acceptance and enrollment updates by Andy Wright; Marcia Kiessling announced the Dean of Students search was posted on December 11.

In the Spring, Admissions will be hosting admitted student reception in various locations this spring—Indy, New Albany, Evansville, and other locations. Current students and faculty to students who've been admitted and plan to attend in the fall.

President Rochon discussed the upcoming budget presentations – both biennial and university. Since there is no new money, the University will not have presentations like the past. Instead Dr. Rochon will be meeting with campus to share what was funded in the last year and to give a state of the University presentation.

The Executive Committee of Admin Senate met on December 13, 2018. Discussion points included:

- Total Compensation Survey
- Budget request update for 2019-2020.
- Chairs update to Faculty/Admin meeting on January 2

**Vice Chair:** Caylin Blockley (absent)

No Report.

**Past Chair:** Andrea Gentry

No Report.

**Secretary/Treasurer:** Brandi Hess

Hess reported a charge on December 17 for \$378.00 for the Winter Social. Our total expenses thus far are \$458.05. 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 December 2018.

Updates on Items for Consideration:

#### Sick Leave Bank/Pool

The subcommittee met Thursday, December 13 to continue drafting a policy. We discussed information Debra Clark obtained from Murray State regarding their policy and implementation. Next meeting is scheduled for 1/17/19 at 9:30am in the Library meeting room on the second floor.

#### Extend tuition discount for employees' children from age 24 to 26

The subcommittee is waiting on data from Registrar's office to determine how many people could be affected by a policy change.

Rule of 85 Retirement Policy – receive retirement service payment and contribution to TIAA for additional 5 years. No updates to report.

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

Howard reported the Events Committee held the Administrative Senate Winter Social: Festivus for the Rest of Us on Thursday, December 13, 2018 from 2:00 PM to 4:00 PM.

1. Catering charges have been processed for chargeback at \$378.00. This puts us under our budget of \$400 as there were no other costs associated.
2. Student Development with the help of Jenny Garrison gave us three door prizes to give away to attendees.
3. We counted the raffle tickets and there were 116 tickets. We estimated that 120 would attend, so the turnout was a success.
4. We had very positive feedback from all attendees. It was fun, relaxing, and a great way for administrators to mingle with colleagues.
5. The Events Committee will be meeting in the coming weeks to plan Milestones of Service which will be held on May 15th.

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

Most-likely, the Volunteer Campaign and Outreach subcommittees will be dissolved and emerged back with the Employee Outreach Committee. Some plans for the volunteer campaign are moving forward and we hope to be able to share some updates soon.

The Employee Outreach Committee will meet as a full (all be it a smaller committee than when we started – as we have lost 4 committee meetings during the Fall 2018 semester) committee on Tuesday, January 22, 2019 and will be sharing updates, giving feedback, and developing more plans for the Spring 2019 semester. More updates to come during the Administrative Senate February 2019 meeting.

Through our outreach and welcoming new administrators to the University, we have received some kind responses back. One of the messages came from the University's new Chief Government and Legal Affairs Officer, Aaron Trump. Mr. Trump has expressed an interest in attending a future Administrative Senate meeting to introduce himself and he also mentioned that while he will be busy with the legislative session this semester, he plans to be on-campus on Fridays. I shared his interest in attending an Admin Senate meeting with our chair, Ingrid Lindy, who plans to reach out to Mr. Trump. I am very excited for this opportunity – he has a lot of student affairs/higher education and legal expertise, which I believe will be helpful for a lot of our functional areas at USI.

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

Gentry reported that certification of nominations has to be completed by the third week in April, ballots are mailed the second Wednesday in May. Nominations will be added to the Admin Senate website so that people may consider running.

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

Nelson reported that the committee did not meet in December. With the cancellation of Dr. Rochon's presentation at the Faculty/Admin meeting, the committee did not have any business to discuss. Plans this spring may include a presentation about work-life balance. Speakers may come from the Employee Assistance Program as a benefit to the University.

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

No Report

**Unfinished Business**

Lindy reported the total compensation survey is nearly ready to send to only voting administrators that are qualified for Admin Senate. Bridges has approved and the survey is currently with OPRA for distribution. The goal is to send in the next week, pending coordination with OPRA. They will also send reminders for people to fill out the survey.

Lindy met with Faculty Senate and Staff Council to share our proposal to increase the use of family sick leave from 75 hours to 150 hours. She has secured letters of support from each group. It is our recommendation to make this effective July 1 to follow the next fiscal year.

Bebout made a motion to approve the family sick time increase proposal and advance it to University Administration, Orth second. Motion passed unanimously.

Lindy thanked the Employee Relations and Benefits committee for all their work on this item and bringing this finished proposal forward.

Lindy and Bridges met in December to discuss the credit hour maximum for fee waiver item for consideration. Lindy is gathered information from the University Handbook for Bridges to review. All of that information is with Bridges and he asked for this to be back on the agenda for January.

**New Business**

No new business.

**Announcements:**

Hess reminded everyone to save the dates for April 4 Colin Powell and April 5 Inauguration.

**Adjournment:**

Motion was made to adjourn at 3:35 p.m. by Adams, second by Gentry.

Next meeting Wednesday, February 6, 2019.