

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, May 2, 2018
3 p.m. UC 2206

CALL TO ORDER: The meeting was called to order at 3:01 p.m.

ROLL CALL

PRESENT: Andrea Gentry, Chair; Ingrid Lindy, Vice Chair; Caylin Blockley; Steve Bridges; Katherine Draughon; Teresa Grisham; Jacob Hansen; Erica Hooker; Jeanne McAlister; Britney Orth; Tricia Tieken; Ashley Watson

ABSENT: Jaclyn Dumond, Secretary/Treasurer; Larry Back, Past Chair; Maggie Carnahan; Angel Nelson

GUEST: Dr. Darren Sorrells; Ms. Angie O’Nan

GUEST

Dr. Darrin Sorrells, Learning Assistance Specialist, Academic Skills, was introduced and shared his work on the Peer Coach Program for USI Student Athletes. Peer coaches are current student-athletes who are positive role models for their peers, working mostly with new students and transfers. USI’s Peer Coaching Program is well known and respected among DII, DIII, and NAIA. This program has helped prepare our student athletes to be successful in and out of the classroom.

APPROVAL OF MINUTES:

April 4, 2018 minutes approved (Hansen motion, Grisham 2nd).

REPORTS FROM OFFICERS

Chair: Andrea Gentry

I would like to begin my report by congratulating Angel Nelson, USI class of 2005, and now USI class of 2018 with her MBA. Congratulations, Angel.

As you are already aware, USI Provost Dr. Ron Rochon was named the 4th president of the University. It was a privilege for me to serve on the Presidential Search Committee as the representative for Administrative Senate. My service on the search committee concluded on March 9 when the committee handed over its work to the USI Board of Trustees. I’m glad Administrative Senate was a part of the search committee and certainly hope this group will continue to have representation on all future presidential search committees.

I attended the President’s Council meetings on April 17th and April 24th. On April 17th, Faculty Senate Chair, Peter Whiting, informed the Council that Faculty Senate has posted all Faculty Senate meeting minutes from 1973 to now on the Rice Library website. Additionally, Faculty Senate Chairs from 1973 to present are listed. For quite some time, Administrative Senate has made all of its meeting minutes available through the Admin. Senate website.

Dr. Rochon shared the following:

- The statistics major has been approved and is on the Commission for Higher Education's agenda.
- USI will do a site visit to India for a possible partnership between a large Indian company and the USI online MBA program.
 - This company has over 200 facilities and USI was attractive because of accreditation and price point.
- Dr. Rochon is sequestering faculty at the end of this spring semester to discuss student evaluation of teaching.
- The process of promotion for USI librarians will be taken to Faculty Senate in the fall of 2018.
- USI is entering a partnership with Fisk University, located in Nashville, Tennessee.

Andy Wright reported credit hour production for the summer is up. Headcount for the fall 2018 semester is in line with last year's figures.

Also, Steve Bridges reported an incident that took place on campus where a member of the campus community thought a person on campus was possibly carrying a gun. If you are ever suspicious of anyone or anything on campus, you should always immediately call the emergency number for Public Safety. Even if you are unsure, always err on the side of contacting Public Safety so they can investigate.

Additionally, all USI employees received the message from Dr. Bennett last week regarding the messages of hate distributed recently on campus. All of you are leaders on our campus and I encourage you to be a friendly, welcoming face to the entire campus community, as well as guests to campus. Through our friendly approach, we can highlight the kindness that is so much a part of the USI culture. A smile or greeting of hello can go a long way.

The Milestones of Service reception will take place on Wednesday, May 16. I know Ashley will be mentioning this in her report today.

I hope all of you will attend the Staff Council's picnic on Wednesday, May 23. It's a great opportunity to converse with many of our colleagues on campus.

The Executive Committee of Administrative Senate met on April 10 to discuss two items for consideration. Under new business today, I will report on these items for consideration, which were advanced to the Employee Benefits committee for review.

The Executive Committee will meet on May 7. We will be discussing the following item for consideration received on April 13: Extend tuition discount for employees' children from a cut off at age 24 to 26.

Additionally, we will discuss a possible candidate for the upcoming Administrative Senate election. The candidate was nominated prior to the nomination deadline, but declined the nomination at first. After the nomination deadline the candidate was approached again and ultimately decided to run. Section 4g in the bylaws states certification by the Nominating Committee shall be completed during the third week of April. I think it's important to have more candidates in the election in an effort to produce the strongest representation among administrators; however, the entire Executive Committee will discuss how to proceed.

Vice Chair: Ingrid Lindy

Ingrid thanked Jake Hansen for his work to restore the names of senators on the Admin Senate website. This information will help in many ways, including the determination of past service in preparation for Executive Committee service.

Ingrid also reported that she has completed the Items for Consideration log, using EOY reports from each committee since the inception of Admin Senate.

Past Chair: Larry Back (absent) no report.

Secretary/Treasurer: Jaclyn Dumond (absent) report made by Ingrid Lindy

Ingrid reports that the balance of the admin senate account is \$1,173.25, and also notes we have an outstanding payment due to Kathleen Lapekas for \$150.00.

REPORTS FROM STANDING COMMITTEES

Employee Benefits – Jeanne McAlister, Chair

The Employee Benefits Committee did not meet this month.

Jeanne will respond to the administrators who submitted the Items for Consideration that the Committee voted to not proceed with to let them know of the decision:

- Recreation, Fitness and Wellness Center - Offer Employee Spouse Memberships
- Recreation, Fitness and Wellness Center – Reduce the restriction for guests to be accompanied by employee at all time.

Jeanne will send a copy of that correspondence to Executive Committee for inclusion in the Items for Consideration Log.

Sick Time conversion to PTO: will be discussed later in this meeting

Family Sick Time: Jeanne and Ingrid met with Andrew Lenhardt and Jayne Tang on Thursday, April 5th. Jayne explained the history of the family sick time charge to Andrew. HR will work on expanding the data to be provided to the committee.

NEW ITEMS FOR CONSIDERATION:

1. Sick and/or Vacation Leave Person-to-Person Donation
2. Creation of a Sick Leave Bank

Next meeting is scheduled for Wednesday, May 9, 2018 at 10:30 a.m. in FA 170.

Employee Events – Ashley Watson, Chair

The events committee met on Thursday, April 19 and 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.

1. Honorees were sent a separate email invitation and RSVPs have been requested.
2. Sandi continues to collect the fun facts about honorees from their supervisors. The committee has helped to "nudge" colleagues responsible for providing information about the honoree.
3. Theresa will run another list as late as the Monday of the event, to determine if any changes have been made to the list.

4. As an update regarding retiree/sabbatical honorees, we have decided with input from the Executive Committee to work with those special honorees in a case by case scenario. The committee will reach out to those who have retired or are on sabbatical and let the honoree determine whether they would like to be included. This will go into effect for the 2019 Milestones event.

5. The committee would like to invite Senators to join us an hour before the event (2 p.m.) to help set up and greet attendees.

Ashley also shared a list of events with the Senate.

Employee Outreach – Caylin Blockley, Chair

Caylin and his committee continue to work on volunteer hours.

Nominations and Elections – Teresa Grisham, Vice Chair

Teresa reported that they have candidates for each position and all have been certified. Ballots will be sent May 9.

Professional Development – Tricia Tieken, Vice Chair

Tricia has continued to receive positive comments regarding Kathleen Lapekas' presentation

Liaisons – Kat Draughon

The deadline to submit questions for the fall staff survey is June 20.

Steve Bridges

- All 5 commencement ceremonies went well.
- The BOT approved the sale of 2 of the 3 buildings (on Barker) that were previously used as USI Theatre. The Iglehart building remains vacant, yet unsold.
- Steve attended Byron Wright's funeral this morning and commented on Byron's contributions and commitment to the University.
- The budget for 18-19 is still being processed; no report of salary increases is available.
- Steve talked about the report of a person on campus with a gun. No RAVE message was sent.
- There was a report of a man on campus with a machete on his hip. An officer checked this out and discovered there was a sheath, but no machete.
- See something, say something.
- Security has presented active shooter training to over 400 on campus.
- PAC Phase II (completing the bowl) is behind schedule due to the winter freezes and spring rains.
- Spring theatre production – *Into the Woods* – was a sold-out crowd for all three performances.
- As approved in the budget, the Vanderburgh County Sherriff's Office has hired additional deputies that will be based on the USI campus in the fall.
- Sam Preston will be the new Assistant Director of Security. Sam recently retired from the VCISO and will be a great asset to the University.

Unfinished Business

Resolution Honoring Senior Vice President Brinker – Andrea presented the template for a resolution that will be used to honor retiring administrators (with at least 10 years of service to the University) who are excluded from eligibility to be members of the Administrative Senate, as outlined in Article III of the by-

laws. The first resolution will be presented to Cindy Brinker at the June 2, 2018 Administrative Senate meeting.

Resolution of Pending Items for Consideration (IFC):

Item for Consideration, presented to Admin Senate in October 2017, regarding the elimination of the requirement that an employee must accompany his/her guest at the fitness center. The benefits committee researched this request and invited Stephanie Walden-Schwake (Assistant Director of Recreation & Fitness) to their meeting. Ms. Walden-Schwake told the committee that if the requirement was changed for employees, it would have to be waived for students. RCFW is not in a position to allow this since all guest visits are tracked manually. The committee voted to not proceed with this IFC.

Item for Consideration, presented to Admin Senate in August 2017, allowing an employee to purchase a membership guest pass for a certain time period versus paying for each visit. This was discussed with Stephanie Walden-Schwake, and she indicated this recommendation could produce unintended income. Since the building was paid for with tax-exempt bonds and continues to be supported by student activity fees, we do not want to risk our building bonds. The committee voted to not proceed with this IFC.

Item for Consideration, presented to Admin Senate in September 2016, allowing an employee to convert unused sick days to PTO days. The ERB committee presented its findings to Executive Committee, without a recommendation. Executive Committee chose NOT to bring this charge to a full senate vote. Andrea asked for any feedback or questions before it was closed. There was much discussion and finally a recommendation came forward to table this IFC to try to address some of the issues that were brought up during the committee research: sick time abuse, and administrators not being able to take their accrued vacation. Jeanne will talk to HR about how to address these concerns.

New Business

The senate voted to spend \$75-150 on snacks for the June 2018 Senate meeting, pending available funds after the posting of Milestones expenses. (Tieken motion, Hansen 2nd)

Item for Considerations (2), presented to Admin Senate in January 2018, allowing the creation of a sick pool and person to person sick leave donations. The Executive Committee discussed these IFCs and are forwarding to the ERB, with specific components to be researched and reported. The Executive Committee realizes this is a big project that will take time and effort. Since this IFC has been raised before, we would like to do a well-documented review and involve others, including HR, Faculty Senate and Staff Council (at the committee's discretion).

Proposed changes to the by-laws were discussed, and after a few minor changes, the senate voted to place the changes on the 2018 ballot. (Blockley motion, McAlister 2nd). Discussion ensued. It was decided to email the by-law changes to all eligible administrators prior to the ballot being sent, and that can also serve as a reminder to watch for the ballot, and VOTE!

ANNOUNCEMENTS:

The next meeting is Wednesday, June 6 from 2:30-4:30 p.m. UC 2220. NOTE TIME CHANGE!

ADJOURNMENT:

Meeting was adjourned at 4:28 p.m.