

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, October 3, 2018
3 p.m. UC 2205

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

ROLL CALL

PRESENT: Caylin Blockley, Vice Chair; Andrea Gentry, Past Chair; Britney Orth; Jennifer Garrison; Teresa Grisham; Nick Bebout; Ashley Watson; Rustin Howard; Angel Nelson; Sarah Adams; Maggie Carnahan; Stacy Draper; Kat Draughon, Liaison.

ABSENT: Ingrid Lindy, Chair; Brandi Hess, Secretary/Treasurer.
Steve Bridges, Liaison.

SPECIAL GUEST:

Vice President Andy Wright shared the overall enrollment picture for Fall 2018. On official census count we had 11,021 students, 12 fewer than last year. Of those, 2,059 of were dual credit (students in high school taking courses through USI) and 1,449 graduate students. Graduate enrollment is an all-time record and for the past six straight semesters fall/spring we've been breaking our record graduate enrollment. In comparison, we had 800 graduate students 4 years ago.

The remaining 7,513 students (readmit, freshmen, continuing, transfers) make up the part that was down. There are three factors for the decline:

1. Smaller returning class and we graduated more students.
2. Significant drop in re-admits. This is a group that is hard to "recruit".
3. Freshmen count was down 66 students. While we were down 4%; Ball State was down almost 8%; Indiana State 10.6%. IU and Purdue were up.

Freshmen – we had 1,656 freshmen this fall – average GPA of high school entering class 3.39 (2.99 10 years ago); we've been on a projection of getting better. Our freshmen had a 22.1 average ACT score; 1081 SAT. Of the incoming freshmen, 60.7% brought in college credit. The average number of hours they brought in were 17.49 hours with 161 sophomores in the freshman class and 17 juniors in the freshman class. We make sure the students we work with take the appropriate dual credit courses. Some come in with a lot of dual credit earned, but it doesn't apply toward a degree. We help them understand so they don't take a lot of unnecessary dual credit.

Undecided has traditionally been the top major until this year. The largest major is pre-nursing, making up 16.5% of class. The problem with 274 students coming in that want to go into nursing is that only 130 are admitted in nursing. Some of those students will change majors or transfer away if they don't get in the program—but most colleges have this same problem with program capacity. Students outside Vanderburg, Posey, Warrick, Gibson make up 63.7%; 15% from outside Indiana (Illinois highest, Kentucky next). We are expanding our reach.

The four-year graduation rate average nearly 20 years ago was 16.2% in freshman class. In 2015, it was 20.8%; today it's 35.9%. We're making significant strides as a university to improve. Every person on campus contributes to that graduation rate. We provide an environment to that student that is conducive to learning. We want it to keep going up.

Admissions is switching to a new CRM to improve the communication process to students. We start their sophomore year of high school. Deans are looking for program specific areas to highlight and promote. More with digital marketing to broaden USI awareness. We participated in College GoWeek Live – waiving application fee.

We're currently up 1200 applications vs same time last year. The University also utilizes a Student Retention Predictor that can tell us who are students at risk, who are students we will not retain, and who will stay. We can then reach out to those students and provide resources to those that need it.

It is important for all of us to tell our story better. Pay attention to the information USI puts out so you're better informed. We are all ambassadors for the University.

APPROVAL OF MINUTES:

September 5, 2018 minutes approved (Carnahan motion, Bebout 2nd).

REPORTS FROM OFFICERS

Chair: Ingrid Lindy (read by Vice Chair Blockley)

The Executive Committee of Administrative Senate met on September 10, 2018. We discussed the new Benefits Statement, the IFC for increasing the Employee Fee Waiver from 15 to 18 hours in an Academic Year and the Total Rewards Survey.

Lindy met with Dr. Rochon on September 5, and he attended our Admin Senate meeting that afternoon. He will meet with the chairs of the governance groups on a monthly basis, beginning this month.

Lindy attended the Board of Trustees meeting on September 6. Retirement for Lori Saxby, Reading Specialist, was approved effective January 1, 2020. Retirement was also approved for Linda Tribble, Associate Registrar, effective January 1, 2020. Both of these employees were approved to receive Emeritus titles.

Lindy attended the Presidents council meeting on September 11. VP Andy Wright gave a brief update on Enrollment for Fall 2018. VP Wright will be joining us as a guest at the October meeting to discuss the Enrollment statistics and trends. VP Steve Bridges announced that Cindy Brinker's replacement search continuing. VP David Bower reminded us that the ribbon cutting for the Fuquay Welcome Center will be November 1.

Lindy attended a meeting on September 18 regarding campus closures. Winter weather will be here soon, make sure you are signed up to receive RAVE alerts. Email alerts are sent to everyone with a usi.edu email address. You must register your phone to receive text and voice alerts on your phone. Information is available at www.usi.edu/security/campus-warnings-rave-alerts. The decision to delay/cancel classes and/or close campus is made as quickly and using as much data/information as is available. Please watch for RAVE alerts and visit the university's website at www.usi.edu. A banner across the top of the page will provide campus information. It was stressed that these 2 methods are the quickest and most reliable way to receive information for classes, work and campus activities.

Lindy reported that Kat Draughon provided Admin Senate with data from the Fall Staff Survey on September 20. She has distributed that data to the Professional Development Committee and the Employee Outreach Committee.

Vice Chair: Caylin Blockley

Blockley reported he attended the first meeting for the Provost Search Committee. They've discussed questions that will be asked during the interview process. The position has been posted and it is expected to have a lot of interest from candidates. The intent is to finish the process by December.

Blockley met with the candidates for the chief legal affairs position and a decision will be made in the coming weeks.

Past Chair: Andrea Gentry

Gentry attended the Board of Trustees meeting on September 6. The information from that meeting has been reported in Chair Lindy's report.

Secretary/Treasurer: Brandi Hess (read by Vice Chair Blockley)

Hess reported that we've had another small expense from the Ice Cream Social hit our account since last time. It is for \$28.21 for Water, Spoons, Napkins, and tickets for ice cream social. That brings the total for that event to \$80.05 (which is the total expense we've incurred so far, this fiscal year). According to Ashley Watson, there should still be one more expense from Physical Plant for setup/tear down.

The account balance is: \$1,419.95

REPORTS FROM STANDING COMMITTEES

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

The ERB committee met Wednesday, September 19 at 10:30 a.m. in FA 164. Updates on Items for Consideration:

- Family Sick Time Utilization
 - Teresa is working on proposal to send to Exec Committee.
- Sick Leave Bank/Pool
 - Allison Grabert prepared a draft of a policy suggestion. Teresa reviewed the first draft and sent suggestions and questions back to Allison. The subcommittee will meet to review and discuss further.
- Extend tuition discount for employees' children from age 24 to 26
 - Stacy Draper sent a draft of a policy to the subcommittee members. They will continue to communicate via email.
- Rule of 85 Retirement Policy – receive retirement service payment and contribution to TIAA for additional 5 years.
 - The subcommittee reached out to HR to get additional information regarding retirement benefit options. They plan to meet soon.
- Shortened Work Week in Summer
 - On Wednesday, September 19, 2018, the Employee Relations and Benefits Committee decided not to move forward with this item for consideration. We also agreed not to propose an alternate day (or days) off.
 - Previously at the August 8, 2018 meeting, the ERB committee voted to reject this item for consideration. However, there was discussion about proposing an alternate day (or days) off – potentially the day before Thanksgiving, MLK Day, or days during fall/spring breaks.

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

The Events Committee met on Tuesday, October 2. Below are updates for the committee:

- \$28.21 was charged back to Admin Senate from Special Events for water, spoons, napkins, tickets. Up to \$80.05 for Ice Cream Social expenditures. Still expecting charge back from Physical Plant for tables and trash can delivery (WO #272630)
- Suggestion for Winter Social moved to new business.
 - Suggesting a winter networking event after finals are over, but when employees are still on campus (literally A Festivus for the Rest of Us).
 - 2 p.m., Thursday, December 13 in the Fireside Lounge
 - Hot chocolate, water, some sort of cookie or dessert
 - Had 175 at Ice Cream Social, planning for 120-150 due to time of year
 - Requesting budget of \$400 for the event

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

Stacy Draper reported that they are working to revise the Welcome New Administrators flyer, which contains information about USI hot spots, USI signature events, and information about Administrative Senate. There were around 5 new administrators recently who received a copy of the current Welcome flyer.

Since there are a lot of similar and creative ideas being discussed in many of the Administrative Senate Committees, the chairs of the committees met on Friday, September 28, 2018 with Vice Chair Blockley to discuss how all of the committees can work together on these ideas and create plan and divide out tasks. More discussion during New Business.

Carnahan and her subcommittee will be reviewing and discussing the Fall survey results to determine how they want to proceed on the Volunteer Campaign. It seems many people are not requesting to volunteer at USI events, despite approval given by supervisors. Carnahan and Watson have a meeting with Brandi Hess next week to discuss the USI Calendar and how events might be flagged for volunteer opportunities.

Nominations and Elections – Andrea Gentry, Chair

No report.

Professional Development – Angel Nelson, Chair / Jennifer Garrison

Nothing new to report besides what has already been discussed in the other committee reports.

Liaisons –Kat Draughon / Steve Bridges (absent)

Draughon reported that there are three candidates that will be on campus for the chief legal affairs position. We have three really strong candidates and this position will serve the University well. The location (Evansville/Indianapolis) of the position will be optional based on the person selected. It is a split 50/50 with legal counsel and government relations.

Unfinished Business

No unfinished business.

New Business

Watson requested a budget of \$400 to be used on a Winter Social to host in Fireside Lounge for 120-150 employees for hot chocolate, toppings, water and cookies/dessert bar. She has a quote for this event from Sodexo. Last year we spent \$700 on the ice cream social, this year the same event ran way under that amount at \$80.00. The question was brought up if Professional Development would have enough money for presenters.

Motion was made to vote on this budget request by Carnahan, seconded by Adams. Motion passed.

ANNOUNCEMENTS:

No announcements.

ADJOURNMENT:

Vice Chair Blockley adjourned at 3:50 p.m.

Next meeting Wednesday, November 7, 2018.