



Employee Relations and Benefit Committee Meeting of the Administrative Senate
End of the Year Report; 2015-2016 Administrative Year

The ERB Committee has been rigorously completing tasks based on the fall faculty and administrator survey completed by OPRA. The ERB Committee is comprised of Dave Alexander, Tracy Adams, Arlene Fortune, Brandi Hess (Vice Chair), Paula Nurrenbern, & Patricia Tieken. The committee has presented the following recommendations to the Administrative Senate, after much research and discussion.

November 4, 2015

A charge was received from the Administrative Senate regarding the Advancement path at USI. After reviewing the document and discussing it, there is no clear path available for administrators to have an advancement ladder description. Job descriptions are too varied by department and position; therefore, it is up to each individual college and subdivision to determine the advancement path.

December 2, 2015

A recommendation was made regarding the Fall and Spring Faculty and Administrator meetings and submitted to re-format the programming and equally represent both groups. The information was presented to the Provost by Senate Chair Stephanie Walden-Schwake for further review.

February 1, 2016

A recommendation was submitted jointly with Staff Council supporting an increase in the fee waiver for university employees from 15 semester credit hours per academic year to a maximum of 21 semester credit hours per academic year. The justification for the recommendation is that many employees may need or want to continue their education, but are delayed due to sequencing of courses or required pre-requisites. Through an increase in the number of credit hours per academic year, it allows individuals to complete all sequences and pre-requisites to remain on track for degree completion. Additionally, it increases the number of eligible hours during summer session(s) where time may be more available in the benefit-eligible faculty/administrative employee's schedule. Senate Chair Stephanie Walden-Schwake presented the information to the Provost for further review.

January 1, 2017

A recommendation was submitted to omit the current outside employment policy in USI Handbook B.11 regarding outside employment. Four revisions have been submitted to the Senate and Senate Chair Stephanie Walden-Schwake presented the information to the Faculty Senate Chair for further review. It is our hope that a consensus between the two organizations will be reached and the recommendation will be submitted to Steve Bridges.

This committee has performed beyond expectations, and should be recognized by the Senators and Executive Committee for their commitment to this University. I am extremely honored and humbled to work with such an amazing team and want to thank the Executive Committee for allowing me to do so.

Respectfully Submitted,
Michelle L. Woodburn, MPSA
Chair, ERB Committee
2015-2016