

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday, March 8, 2017  
3 p.m.  
UC 2206

**PRESENT:** Larry Back, Chair; Stephanie Walden-Schwake, Past Chair; Andrea Gentry, Vice Chair; Jaclyn Dumond, Secretary/Treasurer; Joseph Binkley; Caylin Blockley; Alex Eaton; Jacob Hansen; Erica Hooker; Jeanne McAlister; Danielle Norris; Beth Thompson; Tricia Tieken; Katherine Draughon

**ABSENT:** Don McGrath; Steve Bridges

**GUESTS:** Travis Dickison, Vice Chair, Staff Council

**CALL TO ORDER:** The meeting was called to order at 3:02 p.m.

**ROLL CALL**

**APPROVAL OF MINUTES:** February 8 minutes approved as written.

**REPORTS FROM OFFICERS**

**Chair:** Larry Back

Attended President's Council 2-14-2017.

Dr. Wright provided an admission and enrollment update; he also reported that starting with the spring diplomas, the major will be listed on the diploma.

Steve Bridges had general updates. Dates for the budget hearings will be 3-15, 3-17, 3-24, and 3-31. A detailed schedule will be sent out soon. Focus of the presentations should be on growth. Andrew Lenhardt said HR has begun reviewing five firms to conduct a review of salary and benefits. Richard Toeniskoetter reported on recent successful hacking attempts on campus; as a result, IT will plan to offer security training starting in April. USI is planning to sell some off-campus properties. There is a project to implement a buzzer system to access the Administrative offices in WA. USI also is looking into other locks that require Eagle access cards to gain access to selected areas; these locks may also be controlled by smart phones. Steve will be meeting with UE and IU to finalize our working relationships with the new IU School of Medicine downtown. Renovation of HP third floor has begun. IU classes will be moved around to permit working on half the floor at a time. Bids have gone out for the new arena. Master planning meetings will continue. Looking for input on the master plan.

**Vice Chair:** Andrea Gentry

Attended the Professional Development Committee meeting 2-16-2017.

**Past Chair:** Stephanie Walden-Schwake

Attended Dr. Bennett's speaker on working with transfer students. Asked for and received volunteers to serve on the Nominations and Elections Committee.

**Secretary/Treasurer:** Jaclyn Dumond

- Current operating balance remains at \$475.40.

## **REPORTS FROM STANDING COMMITTEES**

**Administrative Affairs:** Chair – Danielle Norris

The committee did not meet in person since the last Senate meeting; they discussed via email gathering information for the travel grant proposal.

**Constitution and Bylaws:** Chair – Jake Hansen

Committee has completed work on proposed changes to the by-laws.

**Employee Relations and Benefits:** Chair – Beth Thompson

The committee met 3/6/2017; Andrew Lenhardt spoke about the employee orientation committee. Three graduate students in the MHA program could provide assistance to this group. The group talked about sick time conversion and is working on questions for the fall employee survey. The group also is finalizing wording for the email notification to be sent to those in danger of running out of vacation time; the next step will be to get the project in IT's queue. The message will state it's a courtesy notice and encourage employees to check their live balances through myUSI. HR is exploring web time entry, but it's very costly. For the handful of employees who still receive paper checks, USI has been working with Old National to develop an alternative plan that involves a special, no-fee debit card. This means the paycheck printers will no longer have to be maintained, which is a cost-savings. Starting in July, employees who use the Children's Learning Center (CLC) will be able to pay monthly tuition with a payroll deduction.

**Events and Outreach:** Chair – Alex Eaton

Committee will meet next month. The official "Save the Date" for the Milestones of Service event is going out next week via Special Events.

**Nominations and Elections:** Chair – Stephanie Walden-Schwake

Senators volunteered to serve on the committee; the work will start soon.

**Professional Development:** Chair – Joe Binkley

Since we were unable to acquire Leadership Evansville for spring break we determined there were two possible alternatives that we could attempt to coordinate

- Title IX – how process differ between NCAA issues vs. general student issues, things to look for with student in distress, reporting
  - Spoke with Melanie Kendrick, she indicated most would get covered in the two sessions already coordinated for March 14/15

- #YouAreWelcomeHere campaign – what exactly is the campaign, who and how many are affected by the executive order, how are we supporting those impacted, viewing of the video
  - Spoke with Heidi Gregori-Gahan, she is out of town until about March 15, but is willing to assist with creating a development after she returns
  - Video was completed and posted at the end of last week
  - Looking to schedule an opportunity to cover this before the end of the semester
- Still looking to receive the information from Leadership Evansville to bring them to campus in early summer

#### **REPORTS FROM LIAISONS:**

Kat Draughon - Dr. Bennett presented USI's biennial budget request to the Indiana legislature; she shared details with this body regarding how the funding formula operates and affects USI. The operating budget has been posted on the Governmental Affairs web site.

#### **GUEST SPEAKER:**

Melanie Kendrick encouraged administrators to attend upcoming trainings sponsored by the Indiana Coalition to End Sexual Assault. Melanie went on to share the history of Title IX, which originated in 1972 and was revised in 2011 under the Obama administration. Generally, Americans think of athletics when they hear Title IX, but the legislation encompasses sexual violence as a form of discrimination. Melanie reviewed with the Senate the process that occurs when a complaint is filed. Currently, on campus USI has 23 trained investigators. Title IX investigations require a lower threshold for proof ("preponderance" or 51%) than in a criminal investigation.

#### **UNFINISHED BUSINESS:**

1. The language in the Employee Handbook addresses the concern of the tuition waiver continuing for a spouse or dependent in the case of an employee's death.
2. Andrea Gentry and Stephanie Walden-Schwake are co-chairing the ad-hoc Employee Orientation Committee. Andrea shared the history of the idea behind this committee. The work of this group may fold in with what HR is doing and should also involve support staff and faculty as well.
3. Larry Back spoke to Dr. LaRowe to share our revised wording on their proposal.

#### **NEW BUSINESS:**

1. Larry Back summarized the potential asks at the upcoming budget hearings: 3% salary increase, an increase in per diem rates, and \$10,000 for the administrators' professional development grant. Danielle Norris shared that in the research conducted by Administrative Affairs, they saw that most institutions award \$400-\$800 per employee, but \$1400 was the most. Discussion followed regarding who would administer the grant fund. Jake Hansen shared that in the work Constitution and By-Laws had just completed, they had reviewed the structure of approximately 20 comparable bodies, and many have a sub-committee responsible for administering grants or special funds. Kat reviewed how a comparable fund works for faculty and students and indicated that Administrative Senate could mirror this process, if the fund is awarded.

2. Jaclyn Dumond shared a new template for committees or Senators to use when bringing proposals forward to this body. It is available on the AdminSenate network drive.
3. Jake Hansen and Erica Hooker overviewed the proposed changes to the Constitution and By-Laws. The Senate will vote in April whether to include these proposals in the spring ballot, once Senators have had time to read and review the materials presented in March. Discussion followed regarding the process by which the Constitution and By-Laws is able to be changed. Article VII (AMENDMENTS) reads: The Constitution and By-Laws of the Administrative Senate may be amended by a two-thirds majority of all votes cast by the voting membership of all eligible administrators (see Article III, Section 1).

**ANNOUNCEMENTS:**

- Next meeting is Wednesday, April 12 from 3-4:30 p.m.

**ADJOURNMENT:**

Meeting was adjourned at 4:25 p.m.