

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, May 10, 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; Jacob Hansen; Erica Hooker; Jeanne McAlister; Danielle Norris; Beth Thompson; Tricia Tieken; Katherine Draughon

ABSENT: Alex Eaton; Don McGrath (no longer with USI); Steve Bridges

GUESTS: Nancy Lumley, Associate Director of Human Resources; Ingrid Lindy, HRIS Manager; Travis Dickison, Vice Chair, Staff Council;

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

ROLL CALL

APPROVAL OF MINUTES: April 12 minutes approved as written.

GUEST SPEAKER:

Nancy Lumley and Ingrid Lindy shared that a payroll change is coming by October 1 for individuals receiving paper checks. While direct deposit continues to be the preferred option, USI is partnering with Old National Bank to provide Visa-branded pay cards. The cards will have an account and routing numbers assigned and will have the employee's name on it. The benefits of this transition for USI are that it will save the time and expense of maintaining printers, printing checks, and working over holidays to process payroll. The benefit to employees will be that they can use the pay card anywhere they would use a Visa product, including online bill payments; e-checks do have a \$.50 fee but otherwise there is no fee to use the card. There are small fees to request a companion card and for ATM withdrawals, depending on network. HR is creating FAQs, but any employees with immediate questions can speak with Nancy or Ingrid.

REPORTS FROM OFFICERS

Chair: Larry Back

Attended President's Council 4-25

Provost recommended moving Bachelor of Professional Studies to College of Liberal Arts; program should be online with a sensitivity to market trends.

Cindy Brinker gave a review of the budget passed by the legislature. Detail is on the government relations website. The PAC phase II project was funded at 41 million.

Attended Campus Master Plan meeting 4-25

They are still in the data collection/planning phase. They are looking at ways to refresh spaces and make more efficient use of existing spaces along with possible new infrastructure. You can see updates at <https://www.usi-masterplan.com>

Attended Commencement Luncheon 4-28

Attended USI Board meeting 4-28

Attended President's Council 5-9

Dr. Bennett reviewed initiatives from the five vice presidents:

Government and University relations – Enhance USI websites

Academic Affairs – summer bridge program

Development – student foundation

Finance and Administration – financial care team

Enrollment Management – registration before orientation

Vice Chair: Andrea Gentry

While unable to attend Milestones of Service, Andrea is helping collect the narrative pieces to be read for each honoree.

Past Chair: Stephanie Walden-Schwake

No report at this time.

Secretary/Treasurer: Jaclyn Dumond

- Current operating balance remains at \$475.40.

REPORTS FROM STANDING COMMITTEES

Administrative Affairs – Danielle Norris

Nothing to report at this time.

Constitution & Bylaws – Jacob Hansen

The committee did not meet because proposed changes are being voted on at this time.

Employee Relations and Benefits – Beth Thompson

The committee met on Monday, May 1.

Family Sick Time utilization since increasing from 5 – 10 days

Andrew will check with the HR staff about getting utilization numbers for presentation at our July committee meeting.

Sick Time Conversion to PTO

The committee approved 5 questions to forward to OPRA for inclusion in the Fall Survey regarding interest and possible utilization. We will do this prior to the June 28 deadline.

Email notification about vacation accruals

Monday, May 1st, a sub group of the ERB committee, HR Department and IT Department began to make plans for implementation. A campus-wide notification will be sent for information before the first rollout of email notices expected before the end of May.

Next meeting will be Monday, June 5.

Events & Outreach – Caylin Blockley

The committee is busy preparing for the Milestones of Service event later this month; Caylin encouraged all senators to attend.

Nominations and Elections – Stephanie Walden-Schwake

Nominations closed at 5 p.m. on Monday, April 17. There were six nominees for District 1, one for District 2, two for District 3, four for District 4, and one for Vice-chair. Stephanie contacted all nominees to verify their interest and to determine if there was a preference between District vs. At-large. One nominee for District 4 declined and one nominee for District 3 originally accepted, but had to withdraw due to circumstances beyond his control.

Stephanie emailed all nominees on Thursday, May 4 requesting their biographies for the ballot. The nominations and elections committee met on Thursday, May 4 to discuss the ballot format and timeline.

Stephanie emailed all senators on Friday, May 5 the proposed change to Article III - Membership, Section 1- Eligibility b. The Senate approved the proposed change.

Ballot information was emailed to Jeanne on Tuesday, May 9.

Stephanie also shared that she had received questions regarding the proposed by-law changes. She learned of at least one instance in which a person is being funded by a district in which they do not work; the reports HR runs slot employees into districts based on FOAPs. The general consensus is there's not a way to avoid some of those situations; for the future, this committee will have to know there are folks whose districts don't align with what is on the report. Future by-law changes might be better received or understood if shared in advance of the ballot.

Professional Development – Joe Binkley

Nothing to report at this time; see unfinished business.

Liaisons

Kat mentioned further details of the President's Council meeting:

Mary Hupfer presented on credit hours and income. Even though enrollments are up in graduate courses, for the ones promoted by AP, USI receives half the normal tuition. Cindy Brinker's budget presentation mentioned that while the net increase to the University's budget is \$400,000, the result is flat. The state is going to evaluate the performance funding formula. The funding for the PAC is considered capital improvements, which is a different category than what raises can be provided from, for example. Summer enrollment is low; deans have been tasked with developing a plan to make summer courses more attractive to both faculty and students.

Unfinished Business

1. Joe Binkley reminded the Senate of the upcoming June 6 presentation by Nicole Vernon on the #YouAreWelcomeHere campaign and why it's needed.
2. Leadership Evansville event topic will focus on servant leadership. The date is not yet set and may depend on procurement deadlines. No limit to the number of attendees. The Senate made and seconded a motion to spend the \$400 for this training; the vote passed.

3. The Senate took an electronic vote May 5-8 on proposed modifications to Article III, Section 1 – Eligibility b of the Constitution and By-Laws. 13 senators voted in the affirmative; 1 individual did not vote. The vote passed.

New Business

1. Don McGrath has left the University. Since only one meeting is left this year, the group agreed there was no need to fill his position.
2. The Senate received an item for consideration to revise travel policies. After discussion about whether this is something this body can or should work on, a motion was made not to take the item up as a charge. After further discussion, the motion was tabled. The item for consideration was assigned to the Employee Relations & Benefits committee for further investigation.
3. Fall survey question deadline of June 28

ANNOUNCEMENTS:

Next meeting is Wednesday, June 14 from 3-4:30 p.m.

ADJOURNMENT:

Meeting was adjourned at 4:31 p.m.