

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, August 2, 2017
3 p.m.
UC 2206

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

ROLL CALL

PRESENT: Andrea Gentry, Chair; Larry Back, Past Chair; Ingrid Lindy, Vice Chair; Jaclyn Dumond, Secretary/Treasurer; Teresa Grisham; Erica Hooker; Jeanne McAlister; Angel Nelson; Britney Orth; Tricia Tieken; Ashley Watson; Katherine Draughon

ABSENT: Caylin Blockley; Jacob Hansen; Maggie Hurm; Steve Bridges

GUESTS: Jim Wolfe; Peter Whiting

APPROVAL OF MINUTES: July 5, 2017 minutes approved as written.

GUEST SPEAKER

Jim Wolfe, director of facility operations and planning, shared updates on the campus' Master Plan as well as various projects around campus.

- A. Development of a ten-year Master Plan began in January 2017 with selection of Smith Group JJR and will conclude in December 2017. Jim outlined the process of visits, focus groups, surveys and data analysis that has occurred so far. Smith Group will bring three possible options to campus for feedback in late August and then compress those into a single realistic scenario by the end of the year. Further information and updates can be found at <https://usi-masterplan.com>
- B. Summer updates around campus included the following:
 1. PAC Renovation is in its first phase. The pool has been removed but will return in the second phase, along with additional renovations to offices and other areas in the existing PAC.
 2. Renovation of the third floor of the Health Professions Building; renovation of Registrar Office on first floor of the Orr Center; Medical School completion date projected to be July 2018; Fuquay Welcome Center is back underway; improvements were made around campus to the Children's Learning Center (CLC), housing, lights, HVAC, LEDs in parking lots A-C, thumb locks on classrooms and office suites, an online work request system being implemented in the fall, and continued efforts at energy reduction.

REPORTS FROM OFFICERS

Chair: Andrea Gentry

The Executive Committee of Administrative Senate met on July 10. I presented an item to the Executive Committee for discussion. Early in July a USI administrator approached me about the lack of insurance coverage for dental implants. The Executive Committee assigned the item to the Employee Benefits Committee for consideration.

It was determined archiving of Administrative Senate members from the web site would be assigned to the Nominations and Elections Committee.

Ideas for engagement associated with the Employee Outreach Committee were discussed and communicated to the Employee Outreach Committee chair Caylin Blockley.

It was determined future events sponsored by Administrative Senate would be sent through Outlook as Outlook invitation. However, a recent situation involving communication of the Ice Cream Social will require me to investigate a potential University policy regarding communications to the USI community using Outlook.

Also, a member of the Executive Committee will try to attend every Faculty Senate and Staff Council meeting.

The President's Council met on July 25, and I attended.

President Bennett discussed components from her recent meeting with representatives of the Indiana Commission for Higher Education. Her meeting was focused on the funding formula used to issue state funding to public institutions of higher education.

USI has accomplished the following over the past 9 years:

- 110 percent increase in on-time degree completion (207 to 435)
- 36 percent increase in number of degrees awarded
- 101 percent increase in at risk on-time degree completion
- Over the past 9 years, USI has only earned \$879,000 through performance funding.

Stacy Draper, who presented IT security information at an Administrative Senate meeting in the 2016-2017 fiscal year, presented a draft of the IT Security Policy.

The plan is to have all USI employees complete a training in regards to the IT security policy. This training will be similar to the Title IX training USI employees completed in the spring of 2017. September is the tentative date for the training. I will submit the draft of the IT security policy to the Executive Committee of Administrative Senate for their review and feedback. All feedback will be shared at the next President's Council meeting scheduled for August 22.

Vice Chair: Ingrid Lindy

No report at this time.

Past Chair: Larry Back

No report at this time.

Secretary/Treasurer: Jaclyn Dumond

Current balance for Administrative Senate is \$1173.25.

The ice cream social on July 27 came to a total cost of \$326.75.

The Administrative Senate has been updated to reflect the start of the new year; access to the Senate share driving is an ongoing project, as the reorganization of committees has caused some wrinkles.

REPORTS FROM STANDING COMMITTEES

Employee Benefits – Jeanne McAlister

CURRENT CHARGES:

Email notification about vacation and sick time accruals

Feedback was received with a majority of support for this initiative; however, some suggestions for improvement were shared by the Chair with Andrew Lenhardt. Human Resources changed the wording as requested beginning with the July payroll.

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 next committee meeting.

Sick Time Conversion to PTO

The Fall Survey questions were approved and submitted to OPRA.

REVIEW ITEMS:

Dental Implant Coverage

Jeanne spoke with Wendy Summers, manager of Benefits, regarding the lack of coverage for dental implants. The cost increase would be considerable and passed on to employees. A recommendation will be given to HR to consider the feasibility of adding a dental option with more robust coverage if an employee would be willing to pay a higher premium.

Travel Policies and Procedures

Jeanne met with Angela Torres, manager of Accounts Payable, and Susanne Stanley, Travel manager, regarding the current USI travel policies. Travel guidelines and procedures are undergoing major transitions which should alleviate the problems detailed in the item for consideration. No further action is necessary.

Next meeting will be scheduled in August.

In discussion during the meeting, Jeanne shared that March-April and October-November are the times when travel is heaviest and reimbursement takes the longest. Travel Services encourages requesting travel advances to cut down on reimbursement time.

Employee Events – Ashley Watson

The first event occurred on Thursday, July 27 with the campus-wide ice cream social. The committee struggled with obtaining an accurate headcount in advance of the event. The RSVP form on the Senate web site resulted in 40 confirmations, but ultimately 100 attended the event. Approximately 25 donations were received for the Career Clothes Closet. This partnership will likely continue.

Employee Outreach – Ashley Watson, vice chair

Ashley reported that the committee is still looking for members.

Nominations and Elections – Larry Back

Nothing to report at this time.

Professional Development – Tricia Tieken

The committee met August 1.

- Welcomed everyone and did introductions.
- Reviewed what PDC does
- Reviewed FY 16-17 events:

- USI 101 (Spring 2017 Meeting)
 - Controlling Your Inbox – Outlook (Spring 2017 Meeting)
 - Sensitivity in the Workplace (Spring 2017 Meeting)
 - You are Welcome Here Campaign (June 6, 2017)
 - Servant Leadership (June 19, 2017)
- Discussed ideas for FY 17-18 events:
- Bill Groves brought up an idea that we all liked. He is part of O&E and he suggested he could do a session, during a lunch hour, about the soft skills courses and other offerings they offer that could help with employees' professional development. He is open to doing two. We thought one in October and one in November would be ideal, and another one in the Spring semester.
 - We also agreed it would be beneficial to have the USI 101 again in the Spring 2018 Faculty/Admin meeting.
 - We discussed/reviewed the FY16 Fall survey. Until the FY17 Fall survey comes out, we will wait to discuss other classes we may want to hold. Some ideas for us to keep in mind though are: OneDrive and Business Skype – how to's on those to subjects.
 - Next meeting: September/October – depending on scheduling, the fall survey, and if we can schedule the O&E Soft Skills event in October/November.

Liaisons

Kat has included the Administrative Senate questions on the fall employee survey. USI is planning to purchase a campus-wide license for Qualtrics which will ultimately replace Form Assembly, Survey Monkey and help with course evaluations, among other things.

Unfinished Business

The Senate retroactively approved the expense for the July 27 ice cream social.

New Business

1. Ingrid provided an update on committee members for 2017-18.

ANNOUNCEMENTS:

The next meeting is Wednesday, September 6 from 3-4:30 p.m. in UCE 2206.

ADJOURNMENT:

Meeting was adjourned at 4:30 p.m.