

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, April 4, 2018
3 p.m.
HR Conference Room

CALL TO ORDER: The meeting was called to order at 3:03 p.m.

ROLL CALL

PRESENT: Andrea Gentry, Chair; Ingrid Lindy, Vice Chair; Larry Back, Past Chair; Maggie Carnahan; Caylin Blockley; Jeanne McAlister; Britney Orth; Katherine Draughon; Teresa Grisham; Jacob Hansen; Erica Hooker; Angel Nelson; Ashley Watson

ABSENT: Jaclyn Dumond, Secretary/Treasurer; Tricia Tieken; Steve Bridges

GUEST: none

APPROVAL OF MINUTES:

March 7, 2018 minutes approved (Nelson motion, Grisham 2nd).

REPORTS FROM OFFICERS

Chair: Andrea Gentry

Jon Mark Hall shared information regarding USI student athletes at the President's Council meeting on Tuesday, March 27. There are 310 NCAA Division II institutions in the country. You will find the USI information below.

USI Student Athletes are:

71st percentile in country on college entrance exams

65th percentile in country on high school GPA: 3.31

85th percentile in country on current collegiate GPA

75th percentile in country on single year retention rates

92nd percentile in country on federal graduation rate

When comparing the federal graduation rate between the student body and student athletes, student athletes are in the 99th percentile. This translates to participation in a NCAA Division II sport means the student athlete is very likely to remain at USI and graduate from USI.

Enrollment Update:

Fall 2018

Applications are down 5 percent

Admits are even with last year

Housing is down 16 students

Summer 2018
Up 11 percent

7.5 percent increase in on-time degrees – this looks good going into the budget session due to the funding formula

Vice Chair: Ingrid Lindy

Ingrid is still working through past End-of-Year reports to create the database of Items for Consideration.

Past Chair: Larry Back – Nothing to report.

Secretary/Treasurer: Jaclyn Dumond (absent)

REPORTS FROM STANDING COMMITTEES

Employee Benefits – Jeanne McAlister, Chair

The Employee Benefits Committee met on Wednesday, March 14, 2018.

The Committee voted to not proceed with the following Items for Consideration:

- Recreation, Fitness and Wellness Center - Offer Employee Spouse Memberships
- Recreation, Fitness and Wellness Center – Reduce the restriction for guests to be accompanied by employee at all time.

Sick Time conversion to PTO: the Committee Recommendation has been submitted to the Executive Committee for review and further instruction.

Family Sick Time: the committee has requested usage data from Human Resources and will be meeting with Andrew Lenhardt and Jayne Tang on Thursday, April 5th.

Next meeting is scheduled for Wednesday, April 11, 2018 at 10:30 a.m. in FA 170.

Employee Events – Ashley Watson, Chair

The Events Committee continues to work with Special Events in the planning of the Milestones of Service Reception to be held on Wednesday, May 16, 2018 at 3 p.m. in Josephine K. Carter Hall in the University Center West. Teresa has been updating the list of honorees. University Communications sent the Save the Date to campus administrators on behalf of Admin Senate on March 27. The event has been added to the USI calendar. The Save the Date included a link to add the event to your calendar. Sandi Davis has been emailing supervisors to obtain content about the honorees. Jake Hansen will develop the script once we have all pieces of content. Memos have been sent to honorees in need of a headshot or updated headshot.

Ashley shared the list of events occurring in April which Senators might wish to promote within their districts.

Employee Outreach – Caylin Blockley, Chair

No report.

Nominations and Elections – Larry Back, Chair

Nominations email was sent on Monday, April 2. The committee has received 7 nominations. The nomination period ends 4/13. The committee will meet next week to determine if they need to recruit more employees to be on the ballot.

Professional Development – Angel Nelson, Vice Chair

“How to Have Difficult Conversations”, was presented today by Kathleen Lapekas. There were approximately 13 in attendance. Those who attended thought it was a great session that should be repeated.

Liaisons – Kat Draughon

No report.

Unfinished Business

A. Employee Volunteer Time – Caylin Blockley

- 1 The Chair of the Employee Outreach committee met last month with Andrew Lenhardt and Natalie Rascher to discuss previous charge brought before Admin. Senate
- 2 Discussion focused on a recent charge below:
- 3 Allow one normal work day, per year, for USI employees to volunteer at a USI sponsored event, where volunteers are needed. Instead of reporting to the normal desk or workstation, USI employees could utilize that day to volunteer at the USI sponsored event. (It may even just be a few hours out of someone's workday).
- 4 Andrew brought up several good points but stated that this was something that human resources could not get involved with and he thought that this was a budget request.
- 5 Andrew suggested that the committee get the approval of Vice President Steve Bridges to move forward to this charge.
- 6 The committee sees that there are two ways to move forward with this charge:
 - a. To spend the next year gather data of employees who volunteer and how much time volunteering interferes with a regular workday. Also, gather data of volunteer opportunities available throughout the year and formulate a cost to the University. Further, prepare a presentation at the next budget hearing in 2019 or 2020.
 - b. To request an out of season request from Steve Bridges to send an email to all benefit eligible employees once a year explaining the benefits of volunteering and that USI supports Volunteerism as it is at the root of our mission. Also, explaining that employees are encouraged to volunteer at USI sponsored events and programs if/when the events happen.
- 7 The committee suggests that the Admin. Senate vote immediately to move forward with option b. Language of the email and what account will be discussed at next meeting.
- 8 There was great conversation surrounding this topic. Conversation included what events would be eligible (only on campus, or include off campus, like Athletics Golf Scramble), hearsay that some departments never allow their employees to volunteer, and employees who agree to volunteer but do not inform their supervisor until just before leaving.
- 9 This committee will move forward with writing a pilot program to present to Steve Bridges for his approval. They will also work with OPRA to use Qualtrix to create a volunteer request form that is routed to supervisors and department heads for

approvals. If the pilot is approved, they hope to start at the beginning of the fiscal year and have some meaningful data at the end of fiscal year 18/19 to decide whether to continue.

New Business

Resolution thanking Vice President Brinker for her service – Andrea Gentry

Andrea proposed the idea of creating a resolution to thank VP Brinker for her years of service to USI. After an explanation of its purpose and content, discussion ensued. The senate thought it would be a good idea, but some guidelines should be established regarding what group of employees could/should receive a resolution. Andrea will prepare a template to send to senators for their comments. Resolutions will be issued for retiring Administrators (with at least 10 years of service to the University) who are excluded from eligibility (as outlined in Article III of the by-laws).

How to keep momentum going between fiscal years – Andrea Gentry

There was a 'slowdown' in Senate activity at the beginning of FY 2018. Committee Chairs and vice Chairs and committee makeup was not completed timely. There was confusion regarding the standing committee changes (as outlined in Article IV, section 7 of the bylaws). There was discussion surrounding how to keep committees active as leadership changes. Retreat? Formalize the 'promotion' of Vice Chair of standing committees to chair? Asking past chair to remain on committee? These ideas should help maintain energy within the standing committees. The executive committee will review the bylaws to possibly formalize these guidelines, and also confirm that committee members who miss multiple meetings can be removed from the committee (meant to mirror Article IV, section 5-c of the bylaws pertaining to senators).

There was discussion around charges and how they work within Executive committee and the senate.

ANNOUNCEMENTS:

Caylin announced the week of April 15 is National Volunteer Week. Their department will be hosting a Celebration Brunch on April 19, from 9:00am to 11:00 am to celebrate USI's commitment to volunteerism. The event will be held in Carter Hall. All USI students, employees and volunteers are invited!

The next meeting is Wednesday, May 2 from 3-4:30 p.m. in the UC 2206.

ADJOURNMENT:

Meeting was adjourned at 4:06 p.m.