

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, November 7, 2018
3 p.m. UC 2205

CALL TO ORDER: The meeting was called to order at 3:01 p.m.

ROLL CALL

PRESENT: Ingrid Lindy, Chair; Andrea Gentry, Past Chair; Brandi Hess, Secretary/Treasurer; Britney Orth; Jennifer Garrison; Teresa Grisham; Angel Nelson; Sarah Adams; Stacy Draper; Kat Draughon, Liaison.

ABSENT: Caylin Blockley, Vice Chair; Nick Bebout; Rustin Howard; Maggie Carnahan. Steve Bridges, Liaison.

NOTE: Ashley Watson, Senator from District III, resigned from the University November 2, 2018.

SPECIAL GUEST:

Marna Hostetler, Director of David L. Rice Library, shared the many resources available at the library for not only students – but employees too. Rice Library owns more than 200,000 print volumes and more than 250,000 ebooks that staff can check out. There are also more than 2,500 DVDs and nearly 550 audiobooks on CD.

Through a recent collaboration with Evansville Vanderburgh Public Library (EVPL), Rice Library houses a collection of nearly 800 recently released fiction titles on loan from EVPL that are available to the USI community. The collection is refreshed on a yearly basis. Although the library focuses on supporting the University's curriculum, there is a large collection of print fiction on the library's 4th floor.

Other services staff can use:

- 100+ databases and indexes
- Interlibrary Loan (free of charge)
- Article and book delivery (delivered to your desk and campus mailbox)
- Zoom rooms for Zoom or Skype interviews, meetings with virtual group or record a video voiceover.
- Online access to current news, historic newspapers, Indiana Memory digital collection and genealogy research with Indiana Legacy.

For employees with children, there is a children's literature collection on the first floor and access to INSPIRE databases through the Indiana State Library. It has 50 online databases with age appropriate K-12 research and projects.

APPROVAL OF MINUTES:

No quorum to review October 3, 2018 minutes.

REPORTS FROM OFFICERS

Chair: Ingrid Lindy

Chair Lindy reported the Executive Committee of Admin Senate met on October 8, 2018. She attended the Presidents council meeting on October 9. Discussion included enrollment targets for fall 2019 and facts about the new freshmen in fall 2018. Lindy attended the Faculty Convocation on October 12, in which the Chamber Choir performed the new USI Alma Mater. She also attended an encore performance of a 1 woman show by Kate Tombaugh on October 17.

Lindy reported that she and Vice Chair Blockley attended a Benefits listening session on October 19. She relayed benefits “wishes” to the benefits team. These wishes included:

- Dental Implant Coverage
- Gym Memberships
- Silver Sneakers
- Increased vacation earnings rates and caps
- Including cousins in the bereavement policy
- Legal Insurance
- Pet Insurance
- Long term care

Vice Chair: Caylin Blockley (read by Sec/Treasurer Hess)

Vice Chair Blockley reports an update with the Provost Search Committee. The committee has met several times to review applications and there are many qualified candidates that see many positive aspects of USI and want to serve our University. He will be meeting several times with the committee over the next two weeks as they begin to move forward with the selection process.

Blockley hopes everyone was able to see the announcement that Aaron Trump was selected to serve in the chief government and legal affairs officer. After meeting with the candidates, Aaron was the most qualified and he’s excited to see him take the USI message to Indianapolis. Trump starts December 3.

Blockley reported that he’s been unable to attend committee meetings but is looking forward to several initiatives that will be moving forward soon.

Past Chair: Andrea Gentry

Gentry reported the Performance Evaluation Committee is continuing its work and Admin Senate might be tapped for a focus group session or one-on-one interviews. All three governing bodies were brought up as groups for consultation.

Secretary/Treasurer: Brandi Hess

There are no new expenses since October. The account balance is: \$1,419.95

REPORTS FROM STANDING COMMITTEES

Employee Benefits – Teresa Grisham, Chair / Sarah Adams, Vice Chair

Grisham reported the ERB committee met Wednesday, October 10 at 10:30 a.m. in FA 137.

She provided the following updates to their Items for Consideration:

The ERB committee continued to discuss the draft of the proposal with a recommendation to remove the cap on family sick time utilization. After more discussion, the committee agrees we should recommend an increase for the cap instead of asking for it to be eliminated. Grisham will update the draft for review at the next ERB meeting.

Sick Leave Bank/Pool

The subcommittee met Thursday, October 18. Allison Grabert prepared a draft of a policy suggestion. Grisham reviewed the first draft and sent suggestions and questions back to Grabert. The subcommittee will meet to review and discuss further.

Extend tuition discount for employees’ children from age 24 to 26

The subcommittee is still pursuing data from Registrar’s office on how many people the new policy would affect.

Rule of 85 Retirement Policy – receive retirement service payment and contribution to TIAA for additional 5 years.

The subcommittee met October 9 to review the retirement options. They will meet with Benefits to obtain additional information and ask for additional data to determine how many employees qualify for Rule of 85 and what the monetary risk of changes to the policy would be to the University. So far, there have only been two employees retire under this option.

Employee Events – Rustin Howard, Chair (read by Chair Lindy)

The Events Committee met on Thursday, October 18. Below are updates for the committee:

- We have chosen a theme for the Winter Social. It will be “Festivus for the Rest of Us.”
- We received the catering contract for 120 people for a hot chocolate bar, assorted dessert bars, and water. The estimated total is \$363.00. We will need to have the catering contract signed by the fiscal agent.
- In addition to the hot chocolate bar and dessert bars, we will be playing holiday music, giving door prizes away (still to be determined), and will encourage guests to wear UGLY holiday sweaters.

Lindy suggested in an effort to be more inclusive and culturally aware we could have holiday cultural traditions FAQs posted around the fireside. Gentry suggested this could be included in nametags. Hess suggested in table tents in the UC with the information so students can read them. Draughon suggested working with Marcia Kiessling and the Diversity Committee to expand efforts to make the campus more inclusive.

Employee Outreach – Britney Orth, Chair / Maggie Carnahan, Vice Chair

Orth reported new administrator hires have received the Employee Welcome flyer. Orth will share that document with Admin Senate.

Nominations and Elections – Andrea Gentry, Chair

No report.

Professional Development – Angel Nelson, Chair / Jennifer Garrison

Nelson reported the upcoming event with Dr. Nicholas LaRowe titled SPEECH, CIVILITY AND SOUTHERN INDIANA. The presentation is set for November 14 from 11 – noon in UC 226-227.

- Posters have been placed on campus
- Event has been added to the University Calendar
- Will appear in the next USI Today
- Spread the word and post fliers in your area if possible
- Please plan on attending

Liaisons –Kat Draughon / Steve Bridges (absent)

Draughon reported the Indiana Commission on Higher Education is on campus today and tomorrow for their meeting. This group hasn't met on campus for a couple of years so it's nice to have them here to see campus.

In reference to the recent flyers that were found on cars in the parking lot, Draughon wanted to remind the campus if you see something, say something. It is believed this happened from 10am – noon timeframe so if you see something going on, please report it to USI Public Safety.

Draughon reported that there is a committee getting together among President's Council to plan the process for the budget presentation. With limited to no funds available, the campus community experiences budget fatigue with our current process.

The University hosted COGNOS training for departments which was very successful and prompted critical thinking about our data practices.

Unfinished Business

None.

New Business

Lindy said we will host one of the breakout sessions at the Spring Faculty and Administrators meeting on January 2, 2019 at 10 a.m. Dr. Rochon is open to be our speaker for that session, but would need guidance from Admin Senate as to talking points or format for the session. Nelson reminded us in the past, Dr. Bennett hosted a session on USI 101 that covered the history of USI and that perhaps Dr. Rochon session can look to the future of USI. He could share his vision and the direction he'd like to take the University. Another option would be a Question/Answer session with questions submitted prior-to. Talking points could include the unity of campus, how we can work better together. Another idea is his first 100 days and what that has been like.

Other sessions include Data Governance, Dealing with Stressed Students, ADA and Service Animals, New Program Development, Reporting Academic Integrity Violations, Evaluations, USI Fact Book, and something on the Library. Sessions are one hour long.

Nelson is looking for ideas for February's professional development activity. There was discussion around working with the Diversity Committee as they've been meeting frequently and would welcome an activity to work toward.

ANNOUNCEMENTS:

Gentry reminded everyone to be mindful of RSVPs for incoming invitations to luncheons or receptions so that people working on those events have a headcount.

The Executive Committee meets next week to discuss Gentry's vacant seat.

Lindy sent everyone the results of the Fall Survey. Please review the results.

ADJOURNMENT:

Motion made by Adams to adjourn at 3:59 p.m., seconded by Nelson. Motion passed.

Next meeting Wednesday, December 5, 2018.