

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, November 1, 2017
3 p.m.
UC 2206

CALL TO ORDER: The meeting was called to order at 2:59 p.m.

ROLL CALL

PRESENT: Ingrid Lindy, Vice Chair; Jaclyn Dumond, Secretary/Treasurer; Caylin Blockley; Teresa Grisham; Jacob Hansen; Maggie Hurm; Jeanne McAlister; Angel Nelson; Britney Orth; Tricia Tieken; Ashley Watson; Katherine Draughon;

ABSENT: Andrea Gentry, Chair; Larry Back, Past Chair; Erica Hooker; Steve Bridges

GUESTS: Peter Whiting

APPROVAL OF MINUTES: October 4, 2017 minutes approved as amended.

GUEST SPEAKER

Peter Whiting is the Scholarly Communications Librarian and the current Chair of Faculty Senate. One of the Chair's duties is to schedule the breakout sessions for the spring faculty/administrators' meeting in early January. Peter shared the schedule he created and also his hopes for improved attendance at those sessions. In the spring, Peter hopes all three representative bodies can collaborate for the budget hearing process.

REPORTS FROM OFFICERS

Chair: Andrea Gentry's report was read by Vice Chair Ingrid Lindy

Happy November 1 and please forgive my absence today as I am attending a mandatory meeting.

The Executive Committee of Administrative Senate met on October 16. One item for consideration received and reviewed involved spouses of USI employees no longer having to be accompanied by an employee at all times in the Recreation and Fitness Center. This new item for consideration was the result of the Employee Benefits Committee's review of the item for consideration submitted on August 17, 2017 regarding spouse memberships at the USI Recreation and Fitness Center. The Executive Committee determined the new item for consideration should be advanced to the Employee Benefits Committee for further review.

Another item for consideration received and reviewed involved allowing USI employees one work day per year for volunteering at a USI sponsored event. This would not count against vacation or any other form of benefit time. The Executive Committee determined this item for consideration should be advanced to the Employee Outreach Committee for further review.

A third item for consideration received and reviewed involved offering employees the benefit of bringing one guest to USI sporting events for free or offering a family pass. The Executive Committee wanted feedback directly from the Senate before further discussion of this item. It is under new business for today's meeting.

I attended the President's Council meetings on October 10 and October 31. President's Council did not meet October 17 or 24. On October 10, Dr. Bennett reported there will be a focus on student retention efforts. On October 31, Andy Wright reported admits for the fall 2018 semester are up 95.

On October 24, I attended a meeting regarding University closures due to inclement weather. I encourage all administrators to speak with their supervisors regarding any attendance requirements associated with inclement weather. If inclement weather occurs, it will be clear if you are expected to report in or not due to your prior conversation with your supervisor.

I attended the Indiana Supreme Court hearing on Monday, October 30. It was fascinating and I think the employees, students, and community members in attendance found it to be a beneficial experience. One of the judges stated he had not been to campus in over 30 years and was impressed with the current campus.

I will attend the Board of Trustees meeting on Thursday, November 2.

Career Services and Internships is in need of gently used professional attire for USI students. This program allows USI students to obtain professional attire for employment and internship interviews, etc. Would you please check your closets to see if you can help this effort? The professional attire can be dropped off at the Career Services and Internships office in the lower level of the Orr Center, or they'll come directly to you.

Last, I would like to thank Peter Whiting, chair of Faculty Senate, for his proactive approach in communicating with Administrative Senate. There aren't any silos when it comes to Peter and his efforts are certainly of great assistance to Administrative Senate's efforts and the entire campus. Thank you, Peter.

Vice Chair: Ingrid Lindy

- I attended the benefits committee meeting on October 11. I am happy to attend other committee meetings, as my schedule permits...or call if your committee needs help!
- I attended Faculty Senate on October 6. Items discussed with potential relevance to admin senate are:
 - Counseling Center Response Time – It was reported that the Counseling Center is understaffed, and students/faculty/staff who want to be seen may have a 3 week wait time for an appointment with a counselor. Discussion ensued regarding how they could help. As part of their budget request, Faculty Senate will make a statement of support to add more counselors to the counseling center. I would like to discuss that, we Admin Senate, also support that statement.
 - Long Term Health Care- There has been talk in previous years regarding LTC. A member of Faculty Senate will reach out to HR to ask the status of their research on LTC.
 - Family Leave – Discussion surrounding family leave and how it is applied for faculty members who may not have vacation. FS will ask Exec Dir of HR to attend a separate meeting to explain how sick time, family sick, STD and FMLA all work together when an employee is out.

- Catalogue of FS Charges – FS plans to restart a previous catalogue of Faculty Senate charges. This will help future senates in determining which charges to move forward and which ones to table. I have asked Shelly Blunt to share their format with me, so that we can do similar tracking.
- I had the pleasure to attend TEDx Evansville last Friday. It was a very enjoyable afternoon, and featured 4 speakers from the University family. The talks were taped and will be available at <https://tedxevansville.com/talks> in the near future. I would encourage any of you who have never seen/heard a TED talk to explore them!

Past Chair: Larry Back (absent)

Secretary/Treasurer: Jaclyn Dumond

Current balance for Administrative Senate is \$1,173.25. On Monday, October 16, I attended the Presidential Search Listening Session with Andrea Gentry, Ingrid Lindy, representatives from Staff Council, the chair of the Presidential search committee and representatives from the search firm.

REPORTS FROM STANDING COMMITTEES

Employee Benefits – Jeanne McAlister, Chair

CURRENT CHARGES:

Family Sick Time utilization since increasing from 5 – 10 days: More information has been requested from Human Resources.

Sick Time Conversion to PTO: A recommendation has been submitted to Admin Senate Executive Committee.

Employee Spouse Membership at the Recreation and Fitness Center: committee reviewed the item and will begin researching the feasibility of this benefit.

NEW CHARGES:

Reduce the restriction for guests to be accompanied by the employee at all times while in the Recreation and Fitness Center:

Employees would like to be able to purchase a guest pass for a family member/spouse to use at their convenience instead of having to be accompanied by the employee. It would be a benefit if the spouse and employee could use the facilities at different times.

Approved by Executive Committee for consideration and research by the Employee Benefits Committee.

Next meeting is scheduled for Wednesday, November 8 at 10:30 a.m. in FA 170.

Employee Events – Ashley Watson, Chair

The committee met today; see new business.

Employee Outreach – Caylin Blockley, Chair

The new employee reports are working again so the committee can continue its outreach to new hires. Additionally, the committee has received a charge on an employee volunteer day.

Nominations and Elections – Larry Back, Chair (Absent)

Professional Development – Tricia Tieken, Chair

The committee met today. They have decided to sponsor two sessions at the spring meeting: USI 101 with Dr. Bennett and a session focused on using Outlook/OneDrive with Richard Toeniskoetter. In the spring, the committee is looking at some standalone sessions on topics such as mindfulness, massage and soft skills.

Liaisons

Nothing to report.

Unfinished Business

None

New Business

1. Recommendation from Employee Benefits Committee – Sick Time Conversion (J. McAlister)
Jeanne summarized the recommendation and shared a handout of the committee's research benchmarking comparable policies at peer and Indiana public institutions. After discussion, it was determined that the benchmarking research should focus in on this one topic. The committee will continue to work on this supporting document and bring it back to the Senate in the future.
2. Item for Consideration – Discussion regarding interest in free or reduced fees for family or guest to accompany an employee to USI athletic events (I. Lindy)
This item for consideration previously had been received by the Executive Committee, but Senate input is desired on whether this is a benefit employees would appreciate. Discussion indicated that Senators felt they and their peers would appreciate the opportunity to bring family to athletic events at lower cost; this item will be assigned to a committee by the Executive Committee.
3. Discussion regarding employee networking events (A. Watson)
The Events committee feels that any networking event needs to bring value to the participants in order to generate attendance. Ideas include piggybacking on or publicly promoting existing networking events (Eagle Hour), an internal Day on the Bus to help employees get to know the rest of campus, food trucks, farmer's market, and musicians. Senators provided feedback on how they defined networking and that a variety of times (during and after work) would be appreciated.

ANNOUNCEMENTS:

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

ADJOURNMENT:

Meeting was adjourned at 4:24 p.m.