

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, April 12, 2017
3 p.m.
UC 2206

PRESENT: Larry Back, Chair; Stephanie Walden-Schwake, Past Chair; Andrea Gentry, Vice Chair; Joseph Binkley; Caylin Blockley; Alex Eaton; Jacob Hansen; Erica Hooker; Danielle Norris; Beth Thompson; Tricia Ticken

ABSENT: Jaclyn Dumond, Secretary/Treasurer; Jeanne McAlister; Don McGrath; Steve Bridges; Katherine Draughon

GUESTS: None

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

ROLL CALL

APPROVAL OF MINUTES: March 8 minutes approved as written.

GUEST SPEAKER:

Stacy Draper from USI IT Department presented "Information Security Do's and Don'ts" and provided a handout.

Stacy was hired to lead USI's IT and network security. She came from the financial sector and was the 45th employee of Card Management Corporation (CMC). She lead the IT security team there for 17 years. During her tenure at CMC, she was focused on the payment card industry and the data security standards (DSS) associated with it. She also ensured the corporation was PCI-compliant, which is a federal regulation that is rigorous to pass. After leaving CMC, she was with One Main for 5 years and Old National Bank for one year. She prefers a servant leadership style in the work environment.

AT USI, Stacy will be scanning data and highlighting vulnerabilities that must be addressed. Stacy wants to make USI's IT security PCI-compliant, which involves 12 requirements. Some of the requirements include having a published policy on information security and providing annual training for employees. The National Institute on Standards in Technology (NIST) provides a structure to work toward best practices at whatever pace your organization desires. HIPAA and FERPA are separate from PCI and NIST, but if you meet PCI and NIST, you'll also meet HIPAA and FERPA in the process.

The following individuals comprise the Information Security Committee: Tim Lockridge, Brad Will and Richard Toeniskoetter. Stacy is working with the committee to draft a policy on information technology security that will eventually be incorporated into the USI Handbook. The first step is to publish the policy. Stacy wants to establish a training program for employees.

What does this mean to USI employees? It just takes one weak link to expose the data, and we need to balance the freedom that comes in an educational environment with meeting data security requirements.

REPORTS FROM OFFICERS

Chair: Larry Back

Full report follows minutes in Appendix A.

Vice Chair: Andrea Gentry

Provided an update under Old Business.

Past Chair: Stephanie Walden-Schwake

No report at this time.

Secretary/Treasurer: Jaclyn Dumond (absent but report provided in advance of meeting)

- Current operating balance remains at \$475.40.

REPORTS FROM STANDING COMMITTEES

Administrative Affairs – Danielle Norris

Supports decision to dissolve Administrative Affairs Committee.

Constitution & Bylaws – Jacob Hansen

Will report later in the meeting.

Employee Relations and Benefits – Beth Thompson

The committee met on Monday, April 3.

Family Sick Time utilization since increasing from 5 – 10 days

Andrew will check with the HR staff about getting utilization numbers

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. Do these need Administrative Senate approval or discussion?

Email notification about vacation accruals

A courtesy email is needed for those about to reach accrual limit and for those as a warning who could potentially overuse. Andrew and the HR staff have written the 2 emails but we need to confer with IT about language to make sure that the correct information is pulled from Banner.

Next meeting will be Monday, May 1.

Events & Outreach – Alex Eaton

The events and outreach committee met on Wednesday, March 29. Discussion focused on the Milestones of Service Reception to be held on Wednesday, May 17, 2017 at 3 p.m. in Josephine K. Carter Hall in the University Center West.

The following was decided:

1. Finalized the list of honorees.
2. Honoree Invitation – emailed out on April 6.
3. Save the Date Invitation – to all administrators, to be sent out shortly.
4. Finalizing gifts for each year.
5. Supervisors will be contacted for “fun facts”
6. Honorees for updated photos.

A list of honorees for Milestones will be sent to Angie O’Nan.

Nominations and Elections – Stephanie Walden-Schwake

The committee met on March 20. Jeanne McAlister, Caylin Blockley, Teresa Grisham, and Stephanie Walden-Schwake were present.

We discussed the timeline of the nominations and election.

- Administrators will be notified of notifications on Monday April 13.
- Nominations will close on Monday April 17 at 5 p.m.
- The committee will certify each applicant during the week of April 17 – 21.
- Ballots will be emailed on Wednesday May 10.
- Voting will close at 5 p.m. on Tuesday May 16.
- New senators will be announced by May 23.

We looked at the districts to determine if any changes needed to be made. Since the districts were re-aligned last year, we felt the districts were fine as is.

We discussed Article III- Membership b.

- Each year there has been some confusion about who is and is not eligible to vote in administrative senate elections.
- Committee will do more research and make a recommendation to change this by-law.

Professional Development – Joe Binkley

- Continued to try and push forward with already planned development opportunities
 - o #YouAreWelcomeHere campaign – what exactly is the campaign, who and how many are affected by the executive order, how are we supporting those impacted, viewing of the video
 - Nicole Vernon was very interested and willing to present. Working with her to determine a date/time for the presentation.
 - o Still looking to receive the information from Leadership Evansville to bring them to campus in early summer; followed up this week; still looking to obtain the cost for adding additional participants and date/time of the event.

Liaisons

No liaisons were in attendance.

Unfinished Business

1. Larry Back reported on the final budget requests made by Administrative Senate in cooperation with Staff Council and Faculty Senate:
 - a. 3% increase in salary
 - b. Increase in per diem
 - c. Creation of professional development grant fund
 - d. Increasing dependent and spouse fee waiver from 75% to 100%
 - e. Staff Council requested sick time payment upon retirement to increase.
2. Andrea Gentry reported on the Ad-Hoc Employee Orientation Committee; she spoke with Andrew Lenhardt in Human Resources and learned that an HR employee recently attended two conferences on employee orientation. A new position in HR will be given the responsibility to revamp employee orientation. HR does not have an employee orientation committee at this time, but one could be developed after the position is filled. Administrative Senate was asked to have representation on the hiring committee for the position. At this time, Andrea recommended the Senate not form an ad-hoc committee for employee orientation because it would be duplicating efforts with HR.
3. Vote on Faculty Senate's proposal to increase from 75% to 100% the tuition benefit for dependents and spouses. A motion to support the proposal was made and seconded. The members of the Administrative Senate voted to support Faculty Senate's proposal.

New Business

1. Stephanie Walden-Schwake led a discussion on the definition of an "eligible administrator" in terms of Administrative Senate representation and participation. Article III, Section 1b. states:

"The following positions are excluded from eligibility even if the primary assignment is administrative: the president, all members of the President's Council, academic deans, academic associate/assistant deans, academic program chairs/directors and professional librarians; "academic" in this context refers to the colleges. Individuals serving in an interim capacity in positions that are excluded remain eligible if the interim position is one year or less."

Five individuals with a director-level position, including a current member of the Senate, are technically excluded from serving on Administrative Senate due to the current criteria. (This individual offered to recuse herself from the conversation since she was directly impacted, but no one requested that she do so.) Stephanie will send proposed changes to Senators for an electronic vote.

2. Proposed by-law changes:
 - a. Article 3 Section 1A – No discussion
 - b. Article 3 Section 2 – No discussion
 - c. Article 4 Section 6E – No discussion
 - d. Article 4, 7 A & D – Discussion concerned whether there would be overlap between Employee Outreach and Events, but it was decided that there would not be.
 - e. Article 4, 7 B, E, F – No discussion

Larry called for a motion to put all by-law changes forward to administrators for a vote. The motion was seconded. The Administrative Senate voted to include these five by-law changes on the ballot.

ANNOUNCEMENTS:

Next meeting is Wednesday, May 10 from 3-4:30 p.m.

ADJOURNMENT:

Meeting was adjourned at 4:31 p.m.

Larry Back, Chair

Attended President's Council 3-14

This was an expanded council with a presentation by Dr. Mahri Irvine from the Indiana Coalition to End Sexual Assault. Her presentation was titled Student Disclosures of Violence: How to Respond Compassionately & Appropriately.

Attended second presentation by Dr. Mahri Irvine, Communication: Gender & Violence: Stereotypes & Realities.

Attended budget hearings 3-17

Dr. Bennett gave a review of last's requests outlining how money was allocated last year. She listed her priorities for this year. 1. Maintain progress on salaries. 2. In house legal counsel. 3. Focus on growth. She also shared what we know so far about budget talks in the legislature for USI funding. She predicts that our state funding may be down a little from previous levels.

Richard Toeniskoetter presented the IT budget request. He reviewed last year's requests and then listed priorities for next year.

Andy Wright presented the Recruitment and Retention budget request. He reviewed how programs were funded last year and what they proposed for next year.

Attended President's Council 3-21

Dr. Rochon introduced a new group on campus, women of color in higher learning. Two representatives from the group gave an overview.

Andy Wright gave an update on enrollment numbers. Still optimistic.

Kat Draughon reported that you can now do phone surveys, SNAP. Fact book now available through phone app. TABLEAU group may come to campus.

Attended budget hearings 3-24

Dr. Kiessling gave presentation on Campus as Home. One ongoing emphasis is changing out hard seating areas with soft seating surfaces for more inviting areas for students. She also showed possible napping cubicles for students to use during long breaks between classes.

Dr. Rochon gave presentation for Academic Affairs/Regional Partnerships.

Dr. LaRowe, Nita Mushich, and I gave the budget requests for our groups. As in the past, our presentation was a shared presentation.

Administrative Senate executive committee met 3-27

Planned the agenda for the 4-12 meeting.

Met with Steve Bridges 3-27

We reviewed the budget requests from last year and this year. He will take another look at them. He asked that we submit all requests to him including policy changes prior to the budget hearings. If the request is time-sensitive go ahead and submit it to him.

Attended President's Council 3-28

Dr. Bennett gave a presentation updating the strategic plan.

3-29

Attended breakfast with the President. Very good questions from the students.

Met with the Milestones Event planning committee.

Attended President's Council 4-11

Dr. Bennett re-emphasized the signature initiative, the three community clinics. There are ongoing meetings with the colleges on how they can contribute to this initiative.

Andy Wright gave us an enrollment update still looking good overall.

Steve Bridges gave an update on our bond status. An outside review of our financials was positive. Steve attended a special financial committee meeting of the board to get approval for refinancing bonds. He negotiated a very favorable rate and is awaiting final approval to proceed. The contract for the PAC has been awarded. Hope to have phase I completed late fall 2018.

Lamar Patterson gave a presentation on Sodexo. Surveys show high approval ratings. They have made several changes to decrease wait times. He also described the success of the TAPINGO program. They are looking into starting more delivery options beyond the pizza delivery.