

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, September 6, 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; Caylin Blockley; Jacob Hansen; Erica Hooker; Maggie Hurm; Jeanne McAlister; Britney Orth; Tricia Tieken; Katherine Draughon; Steve Bridges

ABSENT: Teresa Grisham; Angel Nelson; Ashley Watson

GUESTS: Cindy Brinker; Nancy Lumley

APPROVAL OF MINUTES: August 2, 2017 minutes approved as corrected.

GUEST SPEAKERS

Vice President Cindy Brinker provided an overview of the state budget process from start to finish. The process begins in legislative sessions that start in even years and can take a year or more to complete. For the past three biennia, public institutions of higher education have received state funding toward the operating budget based on certain performance metrics, including the following: overall degree completion, on-time degree completion, at-risk degree completion in addition to a student persistence incentive. In addition to the operating budget, USI also receives appropriations for certain line items (Historic Southern Indiana, dual credit); special one-time projects (campus security enhancements, STEM initiatives); and capital appropriations (Phase II of the PAC renovation and repair/rehabilitation of facilities). It's important to note that the dollars in the operating budget cannot be used toward capital projects (like new buildings), nor can capital appropriations be used toward operating expenses (like raises). The metrics used to calculate the operating budget are currently being reviewed by the Indiana Commission for Higher Education (ICHE), which plans to make recommended changes to the legislature by July 1, 2018. Many may not know that ICHE establishes tuition targets for institutions, but only the institutions' Boards of Trustees can set the tuition rates. [Vice President Brinker provided two handouts, located after the minutes in this document.]

Nancy Lumley, associate director of human resources, provided an update on HR's project to eliminate paper checks. Thus far, biweekly and monthly employees have been completely moved to direct deposit or the payment card. The next groups to transition to paperless payroll are adjunct faculty, then students. Nancy also shared that starting in September, administrators who also serve as adjunct faculty will receive one combined paycheck rather than two separate checks. The benefit to the employee is that they will not be able to exceed the limits in certain contribution categories; this was possible when two checks were processed and then had to be manually corrected by payroll employees.

REPORTS FROM OFFICERS

Chair: Andrea Gentry

The Executive Committee of Administrative Senate met on August 8. I presented an item for consideration to the Executive Committee for discussion. The item for consideration was communicated to me by a senator, who received the request verbally from an administrator in her district. The Executive Committee briefly discussed if items for consideration should only be reviewed if they are submitted through the online form or the printed form. We will address this in our meeting next week.

It was determined maintenance of the Administrative Senate website should be assigned to the Employee Outreach Committee.

I asked University Communications about sending information through campus-wide email blasts. I was informed University Communications is trying to eliminate campus-wide email communications by streamlining information to USI Today. This is not a University policy, but it is strongly encouraged.

The President's Council met on August 22 and September 5, and I attended both meetings.

Members were given a quiz about USI freshmen from 2016-2017.

- 25 percent stated they selected USI because of its academic reputation
 - o This figure was 13 percent only a few years ago
- 40 percent of freshmen work off campus to pay for essentials (food, fuel, etc.)
- 15 percent of freshmen play a musical instrument

Members of President's Council had the opportunity to review a draft of the IT security policy. As a result of the feedback, Stacy Draper stated there would be explanation/definition of the technical IT terminology throughout the policy.

Enrollment figures were discussed at these meetings and on September 5 Andy Wright reported overall we are down 3 students. This does not include the CAP figures. Of course, this figure can change, and likely will, by the end of census on September 15. Graduate students are at 1,305 (up 12 percent), which sets a new record. The largest growth has been in the online MBA program. The area in need of improvement is undergraduate continuing.

President Bennett stated the graduation rate is now over 30 percent, which is a positive for many reasons. The graduation rate is a component of the performance funding formula used by the State of Indiana. USI's graduation rate doubled over the last decade.

President Bennett stated the presidential search process is underway and a search consultant will be utilized. More information about the presidential search will be shared at the Board of Trustees meeting on September 7.

Melanie Kendrick, Title IX Coordinator, reported USI is now a part of the Indiana Coalition to End Sexual Assault. This will give the University enhanced access to best practices, trainings, lectures, etc. Melanie communicated this will place USI on a national level for being at the forefront of this issue.

On August 16, I attended a meeting with Peter Whiting, chair of Faculty Senate, and Travis Dickison, chair of Staff Council, to see if there were ways the three entities could partner together. I will share details of this meeting with the Executive Committee next week and more information will be shared with you at the October meeting.

I will be attending a Master Planning Committee meeting on August 30. Three main plans were presented and next steps include thoroughly vetting them.

Other University events I attended:

August 17 – Move-in-Day

August 29 – Volunteer USI dinner

Vice Chair: Ingrid Lindy

Ingrid will be stepping in for Ingrid as vice chair of Employee Benefits during her absence.

Past Chair: Larry Back

No report at this time.

Secretary/Treasurer: Jaclyn Dumond

Current balance for Administrative Senate is \$1,173.25.

REPORTS FROM STANDING COMMITTEES

Employee Benefits – Jeanne McAlister

CURRENT CHARGES:

Email notification about vacation and sick time accruals: Phase I completed and will discuss with HR potential changes to the supervisor notifications.

Family Sick Time utilization since increasing from 5 – 10 days: ERB has not received utilization numbers from HR at this time.

Sick Time Conversion to PTO: ERB is waiting for Fall Faculty and Staff survey results.

FOLLOW-UP ITEMS:

Dental Implant Coverage: ERB will make a suggestion to HR regarding possibility of expanded dental coverage for 2019.

Travel Policies Review: ERB will follow-up with Accounts Payable and Travel Services on the status of software purchase and form updates.

Next meeting is scheduled for Wednesday, September 13 at 10:30 a.m. in UC 2206.

Employee Events – Caylin Blockley, vice chair

The committee vice chair shared that the last few gifts from the spring Milestones of Service ceremony still need to be delivered.

Employee Outreach – Caylin Blockley

The chair shared that some employees have expressed appreciation for the reminder to keep an eye on vacation balances. Also, using a report on the Senate share drive, since June 1 the committee has contacted 11 new administrators to welcome them to USI and encourage them to become involved in Senate committees. (The text of the email is provided below the minutes in this same document.)

Nominations and Elections – Larry Back

Nothing to report at this time.

Professional Development – Tricia Tieken

The chair shared that the group is awaiting the results of the fall survey, which soon will be available.

Liaisons

Kat Draughon shared that she is in the preliminary stages of evaluating the results of the fall faculty/staff survey; 202 administrators completed the survey, and answers to the Senate's questions will soon be shared with us. Of the two topics Senate asked about, Kat provided an overview of the results. Approximately 65% of respondents would be eligible for sick-time conversion (using the definition in the survey); of those, 88% were either very likely or somewhat likely to participate. Those not interested in participating wanted to keep sick time for future illness or already aren't using all their vacation days. Of the responding administrators, approximately 66% attend professional development in webinar and conference formats; 57% are members of professional organizations paid for by USI, and 55% have attended workshops at USI. Administrators provided a lengthy list of ideas for future professional development opportunities, and this list can be utilized by the committee.

Steve Bridges provided further information about the upcoming security upgrades. USI is currently in negotiations with the Vanderburgh County Sheriff's Department regarding the role of deputies on campus. Public Safety officers will continue to patrol as well and perform vital functions like EMT services, jumping cars and providing gasoline to stranded motorists.

Unfinished Business

Under officer and committee reports.

New Business

Under officer and committee reports.

ANNOUNCEMENTS:

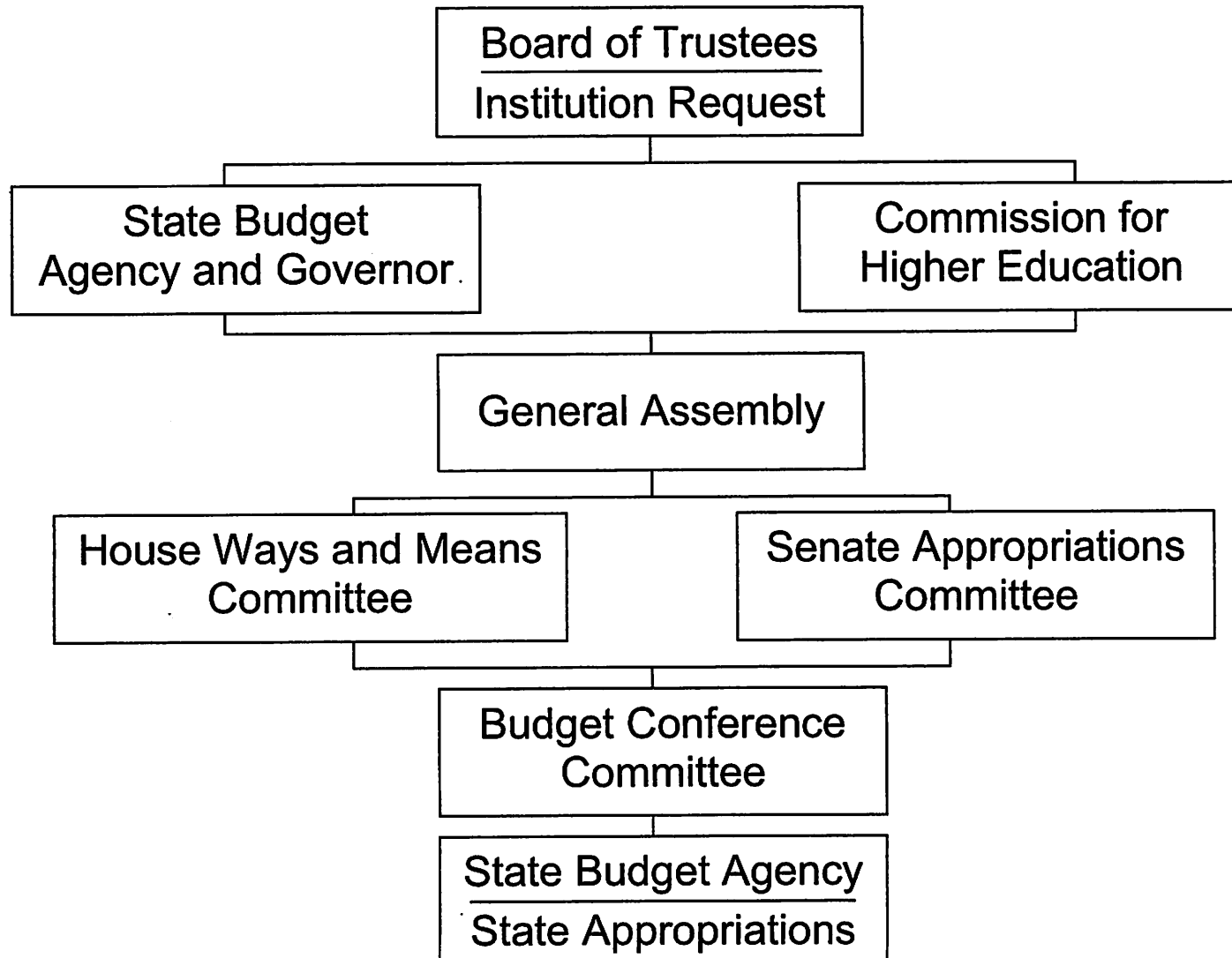
The next meeting is Wednesday, October 4 from 3-4:30 p.m. in UCE 2206.

ADJOURNMENT:

Meeting was adjourned at 4:10 p.m.

State of Indiana

Legislative Budget Review and Appropriations Process



University of Southern Indiana

Performance Funding

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Reallocation %	2.20%	2.20%	2.37%	3.23%	4.07%	4.16%
Reallocation Amount	\$ 882,409	\$ 882,409	\$ 1,045,398	\$ 1,424,840	\$1,823,770	\$1,867,238
PFF Total	\$ 2,919,770	\$ 2,919,770	\$ 1,292,025	\$ 2,136,545	\$1,825,164	\$2,287,687
New Funding	\$ 2,037,361	\$ 2,037,361	\$ 246,627	\$ 711,705	\$1,394	\$420,449
Overall Degree	\$ 1,078,958	\$ 1,078,958	\$ 533,513	\$ 882,234	\$802,458	\$1,005,826
At-Risk	\$ 469,612	\$ 469,612	\$ 268,358	\$ 443,848	\$102,843	\$128,898
High Impact	\$ -	\$ -	\$ -	\$ -	\$0	\$0
Student Persistence	\$ 157,335	\$ 157,335	\$ 79,336	\$ 131,192	\$0	\$0
Remediation	\$ -	\$ -	\$ -	\$ -	\$0	\$0
On-Time	\$ 1,153,700	\$ 1,153,700	\$ 349,243	\$ 577,496	\$919,863	\$1,152,963
Institution Defined	\$ 60,164	\$ 60,164	\$ 61,575	\$ 101,775	0	0
Total PFF	\$ 2,919,770	\$ 2,919,770	\$ 1,292,025	\$ 2,136,545	\$1,825,164	\$2,287,687

Operating

Fiscal Year	Operating \$
2007	\$ 35,213,023
2008	\$ 37,675,499
2009	\$ 40,387,429
2010	\$ 39,044,222
2011	\$ 39,172,365
2012	\$ 40,109,493
2013	\$ 40,109,493
2014	\$ 42,146,854
2015	\$ 42,146,854
2016	\$ 44,393,481
2017	\$ 44,858,559
2018	\$ 44,859,953
2019	\$ 45,279,008
Cumulative Growth (10 yr)	12%

Appropriation per FTE & Avg Tuition and Fees

Institution	Appropriation per FTE (2016)	Avg Tuition and Fees (2017-19)
IU Bloomington	\$ 8,756	\$ 10,607
IUPUI	\$ 4,686	\$ 9,400
IU Regionals	\$ 5,148	\$ 7,275
PU West Lafayette	\$ 8,966	\$ 9,992
PU Regionals	\$ 5,784	\$ 8,012
Ball State University	\$ 8,141	\$ 9,835
Indiana State University	\$ 7,148	\$ 9,003
University of So. Indiana	\$ 6,504	\$ 7,645
Vincennes University	\$ 7,189	\$ 5,819
Ivy Tech Community College	\$ 4,863	\$ 4,312
Statewide	\$ 6,429	\$ 7,934

Appropriation Per FTE Trend

	Resident FTE	Funding Per FTE
2013	7,946	\$ 5,048
2014	7,286	\$ 5,785
2015	6,969	\$ 6,048
2016 (Preliminary)	6,826	\$ 6,504
2017 (Projected)	6,969	\$ 6,436.87
Cumulative Growth	-12%	28%

Tuition & Mandatory Fee Increases

	Avg 1 Yr Inc.	ICHE Recom.
2013-2015	4.39%	2.00%
2015-2017	3.00%	1.65%
2017-2019	5.00%	1.40%

Number of 21st Century Scholars

2014-15 Award Yr	729
2015-16 Award Yr	776
2016-17 Award Yr	796
Cumulative Growth	9%

Capital

	2013-2015	2015-2017	2017-2019
Authorized Capital Projects	\$ 21,802,722	\$ 14,000,000	\$ 41,000,000

Completion

Cohort Yr	On-Time (Within 4 Years)			Extended Time (Within Six Years)		
	Students who Complete On-Time (same campus, same degree level)	Students who Complete On-Time (different campus or degree level)	Total On-Time Completion Rate	Students who Complete Within Six Years (same campus, same degree level)	Students who Complete Within Six Years (different campus or degree level)	Total Six-Year Completion Rate
2005	15.3%	7.1%	22.5%	33.5%	15.4%	48.9%
2006	16.2%	6.3%	22.5%	35.5%	15.4%	50.9%
2007	14.8%	6.1%	20.9%	37.3%	14.8%	52.0%
2008	16.7%	6.0%	22.7%	39.0%	14.2%	53.2%
2009	20.6%	5.2%	25.8%	41.0%	14.0%	55.0%
2010	18.7%	6.3%	25.0%	37.6%	14.8%	52.4%
2011	20.7%	7.6%	28.3%	--	--	--
2012	26.7%	9.0%	35.7%	--	--	--
5 year change	+11.9	+2.9	+14.8	+4.1	-0.7	+3.4

Hello!

On behalf of the University of Southern Indiana Administrative Senate welcome to USI and congratulations on your new position!

If you are not aware Administrative Senate is an elected group of individuals who represent the administrative staff at USI. I have attached a flyer explaining more about the Senate and a few of our signature events.

As you begin to settle into your new position please do not hesitate to reach out with any questions. If you are completely new to campus and would like to schedule a tour with a student ambassador please let us know.

Please visit our website [here](#) for more information.

We hope to talk soon!

Sincerely,

Caylin Blockley and Ashley Watson
District 3 Senators