

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, December 5, 2018
3 p.m. UC 2205

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

ROLL CALL

PRESENT: Ingrid Lindy, Chair; Caylin Blockley, Vice Chair; Andrea Gentry, Past Chair; Brandi Hess, Sec/Treasurer; Britney Orth; Jennifer Garrison; Teresa Grisham; Nick Bebout; Steven Stump; Rustin Howard; Maggie Carnahan; Stacy Draper; Steve Bridges, Liaison.

ABSENT: Angel Nelson, Sarah Adams.
Kat Draughon, Liaison.

Steven Stump has replaced Ashley Watson as Senator from District 3

APPROVAL OF MINUTES:

November 7, 2018 minutes approved (Carnahan motion, Bebout 2nd).
Minutes from October 3, 2018 were voted on and passed via email.

REPORTS FROM OFFICERS

Chair: Ingrid Lindy

Chair Lindy reported the Executive Committee of Admin Senate met on November 15, 2018. Discussion points included Ashley Watson's replacement and budget request for 2019-20. Lindy attended the Presidents Council meeting on November 6. Discussion included a change in the Spring Meeting for January 2, 2019; ICHE events on November 7 & 8; admissions updates; a review of the marketing plan for USI; enrollment targets for fall 2019; HLC substantive change notification criteria; and a review of the winter recess calendars for 2020-2027.

Lindy also attended the Board of Trustees meeting on November 1 and reports 670 students are eligible to walk at Fall Commencement, with 449 participating in two ceremonies on 12/8/18.

Vice Chair: Caylin Blockley

Vice Chair Blockley reported everyone should've receive the employee outreach welcome flyer from Britney Gentry. He attended the employee events committee with a report from that committee coming later in the meeting. The Provost Search Committee is hosting four candidates this week with the campus community invited to presentations at 1:30 p.m. Three candidates have presented so far with the final candidate tomorrow. Be sure to fill out the online evaluation form if you attend the presentation.

Past Chair: Andrea Gentry

Chair Gentry reported that efforts for Admin Senate elections will be gearing up in January. If anyone has recommendations or nominations, please reach out to them and encourage them to run.

Secretary/Treasurer: Brandi Hess

Secretary/Treasurer reported she is working on sending the calendar invite to all administrators for the Events Committee's Festivus for the Rest of Us event.

REPORTS FROM STANDING COMMITTEES

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

Grisham reported the committee met Wednesday, November 14 at 10:30 a.m. in FA 164.

Updates on Items for Consideration:

Family Sick Time Utilization

The ERB committee reviewed the draft of the proposal to increase the amount of family sick time allowed. Teresa made the recommended changes and emailed the updated version to the committee for approval. The proposed policy recommending an increase from 10 days (75 hours) to 20 days (150 hours) was forwarded to Ingrid Lindy 11/19/18.

Sick Leave Bank/Pool

The subcommittee met Thursday, November 8 to continue drafting a policy. Debra Clark volunteered to contact Murray State to learn more about their policy and implementation.

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

The subcommittee is waiting on data from Registrar's office to determine how many people could be affected by a policy change.

Rule of 85 Retirement Policy (receive retirement service payment & contribution to TIAA for add'l 5 yrs.)

The subcommittee met with Wendy Seitz November 5, 2018 to obtain additional details about the various retirement options and explain why the subcommittee is reviewing the retirement policies.

Employee Events – Ruston Howard, Chair / Steven Stump, Vice Chair

Howard reported events committee met on Thursday, November 29. Below are updates for the committee:

- Festivus for the Rest of Us is in full swing of planning.
 - Set will be reception style with holiday decorations.
 - In order to stay consistent with the theme, we will have a station set up for “Air Your Grievances” and “Feats of Strengths” for guests to fill out.
 - “Air Your Grievances” will be in a lock box to never be read by anyone.
 - “Feats of Strengths” will be read throughout the social.
 - We are in the works of getting a Festivus pole for decoration.
 - To correlate Seinfeld with this theme, we will develop a slideshow that includes memes and quotes from the “The Strike” episode to tie everything together for our attendees.
- The catering contract has been signed for a hot chocolate bar, assorted dessert bars, and water.
- The committee is looking for ideas for door prizes
- The event has been added to the USI Events calendar.
- An invitation has been created and will be sent to all of Administrators.

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

Orth reported that she updated the Employee Welcome flyer with suggestions from Admin Senate. The University is hiring several administrators because she receives email notifications to send the Welcome Flyer. She has received several ideas of other ways to welcome people and will be discussing those with the committee soon.

Nominations and Elections – Andrea Gentry, Chair

No report.

Professional Development – Angel Nelson, Chair / Jennifer Garrison

Garrison reported the professional development committee did not meet during November. However, Dr. Nicholas LaRowe's presentation titled SPEECH, CIVILITY AND SOUTHERN INDIANA took place on November 14 from 11 – noon in UC 226-227. The presentation was a success. There were 34 people in attendance with a mixture of

administrative and hourly staff. Very good discussion period at the end; all comments that she has received have been positive.

Liaisons –Kat Draughon (absent) / Steve Bridges

Bridges reported there is ongoing discussion of what the budget presentation/request process will be. There will most likely be an update to campus of what we spent last year delivered by the President. Bridges will be involved in developing a State of the University presentation. Instead of budget presentation, a possible “listening tour” among the cluster groups. We need to find a way to keep the strategic momentum going.

State budget process: Dr. Rochon presented in October to the Commission for Higher Education, again to the State Budget Committee (made up of members of Senate and House). End of January, President Rochon will speak to the House Ways and Means, and then February Senate Appropriations.

Bridges would like to remind everyone if you “see something, say something”. If you see something, no matter the insignificance, it could be important piece of information that adds with other things people have seen.

Unfinished Business

No unfinished business.

New Business

Lindy reported the ERB committee chair, Grisham, has brought forth a proposal for an increase of family sick days from 75 hours (10 days) to 150 hours (20 days). This is not asking for additional sick time, but just the ability to use existing sick time as family sick time. This is a policy was last reviewed in 2011, with going from 5 to 10 days. At that time Human Resources was to monitor possible abuse or misuse. That data has been reviewed this year and it was determined no abuse or misuse was found. The committee originally wanted to remove the cap altogether, however this compromise of 20 days was discussed and ultimately approved to move forward to Administrative Senate. Since this policy also impacts Faculty and Support Staff, Lindy will visit those two groups for approval before voting in Admin Senate and ultimately advancing to Vice President Bridges. The recommended start time for this would be July 1, 2019.

ANNOUNCEMENTS:

Spring Meeting is 10 am – 11 am on January 2 with a breakout session afterwards. An email will be sent soon so people may register for the session they plan to attend. Dr. Rochon will not be presenting at the Spring Faculty/Admin meeting on behalf of Admin Senate, but will present at another time for us in the coming months.

Reminder that the next meeting is actually the 2nd Wednesday instead the first Wednesday to give everyone a chance to settle back in after the winter break.

USI is changing the prescription management company to CVS Caremark. By the end of the week letters will be sent home to 972 people from either Anthem or Caremark that contains information about prescription coverages. Everyone will receive a new Anthem card with the CVS Caremark information on it. There are savings options for mail order multi-month prescriptions. Everyone is encouraged to try to get prescriptions filled before end of the year just to help keep things simple in the transition. Even though this is through CVS Caremark, you are not required to go to CVS. You may still use your regular pharmacy.

Everyone please continue to be careful and diligent with hackers and emails people phishing for information, especially in regards to payroll. HR has seen three attempts in the last three months of accessing employee payroll direct deposit.

ADJOURNMENT:

Motion was made to adjourn at 4:12 p.m. by Grisham, seconded by Gentry.

Next meeting Wednesday, January 9, 2019.