

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, October 12, 2016
3 p.m.
UC 2206

PRESENT: Larry Back, Chair; Stephanie Walden-Schwake, Past Chair; Andrea Gentry, Vice Chair; Jaclyn Dumond, Secretary/Treasurer; Joseph Binkley; Caylin Blockley; Alex Eaton; Jacob Hansen; Erica Hooker; Jeanne McAlister; Danielle Norris; Beth Thompson; Kat Draughon

ABSENT: Don McGrath; Tricia Tieken; Steve Bridges

GUESTS: Travis Dickison, Vice Chair, Staff Council; Andrew Lenhardt, Executive Director, HR

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

APPROVAL OF MINUTES: September 14 minutes approved as written.

GUEST SPEAKER:

Andrew Lenhardt shared the following:

1. 2017 benefits plan will be announced later today. Medical rates remain unchanged. Vision rates remain unchanged, although USI is using a new provider. The only increase employees will experience is to dental coverage, and that will be less than \$1.
2. The Fair Labor Standards Act (FLSA) goes into effect December 1, 2016. Human Resources has been working with deans, department chairs and directors to compile data on exempt individuals whose salary did not meet the minimum test of \$47,476, and this week, notifications will be sent to affected employees. Approximately half of the affected individuals will move to a new payroll category, deemed non-exempt administrators, and be paid on a biweekly basis. Annual salary amounts remain unchanged. USI's work week will remain at 37.5 hours; retirement contributions and vacation accrual rates also remain unchanged for those moving from exempt to non-exempt administrative status. The other half of the affected individuals will receive an increase in pay to exceed the minimum test and will be considered exempt employees.

FLSA changes will be communicated to the entire campus on October 14 via email. Employees transitioning to non-exempt will have the opportunity to meet with an HR representative to have questions answered. HR has created FAQs for supervisors and a step-by-step guide for affected individuals to plan for the transition from monthly to biweekly payroll. USI is providing those employees with a \$250 (pre-tax) stipend to assist with the potential gap created by the timing of payroll.

3. On November 1, USI will host a speaker from Wittenberg University who will provide training on Title IX.

REPORTS FROM OFFICERS

Chair: Larry Back

- September 19: President's Council – heard a presentation by two representatives from the National Association of College and University attorneys (NACUA)
- September 26: all members of the Executive Committee met to plan for October 12 meeting
- October 11: President's Council – volunteers needed to drive shuttles for the holiday reception at the University home; future graduate program offerings through Academic Partnerships will include accounting, engineering and health administration; a group visited Ohio State to assess new housing and will be making visits to other campuses in the future; a memo listing religious and cultural observances has been compiled to encourage professors to provide accommodations for students are affected.
- October 12: all members of the Executive Committee met with Andrew Lenhardt to understand USI's progress toward compliance with FLSA

Vice Chair: Andrea Gentry

- Nothing to report. Reminded committee chairs to invite her to attend their monthly meetings.

Past Chair: Stephanie Walden-Schwake

- Nothing to report.

Secretary/Treasurer: Jaclyn Dumond

- September 22: attended two bid presentations from firms interested in creating USI's next master plan
- Senators now have access to the Administrative Senate drive. Each committee's folder has a sub-folder for storing monthly committee reports and a template to follow.
- The Administrative Senate budget has been increased from \$1,000 to \$1,500
 - Current operating balance is \$475.40
 - Only committed expense at this time is the printing of brochures for Milestones of Service. Other aspects of that event have their own budget.
 - Committee chairs can present budget requests to entire Senate during monthly meetings.

REPORTS FROM STANDING COMMITTEES

Administrative Affairs: Vice Chair – Danielle Norris

First meeting will be scheduled for next week. The committee has two new members and several ideas to discuss.

Constitution and Bylaws: Chair – Jake Hansen

Committee has not yet met as several members from the Admission Office are still in travel season. One possible project is the policy manual for the Senate.

Employee Relations and Benefits: Chair – Beth Thompson

The committee met on Oct. 3 and established the date and time for monthly meetings.

We submit for consideration the Outside Employment Policy that was emailed to members by Larry Back on 9/26/16.

We are following up on 2 unfinished charges that were carried forward from previous years.

We have begun discussion on a new submitted charge concerning the conversion of sick leave to vacation and have invited Mary Hupfer or Steve Bridges to our next committee meeting to discuss financial impact.

Events and Outreach: Chair – Alex Eaton

Nothing to report.

Nominations and Elections: Chair – Stephanie Walden-Schwake

Nothing to report.

Professional Development: Chair – Joe Binkley

The professional development group determined three sessions they would like to include in the spring meeting.

1. Supporting Our Students of Color: how do we work more effectively with underrepresented populations
2. Technology: tips for getting your Outlook inbox under control
3. USI 101: session focused on educating staff about USI's history, future, resources, and FYI on general information about opportunities and departments here on campus

REPORTS FROM LIAISONS:

- Kat Draughon shared that the Higher Learning Commission site visit went very well; thus far, no feedback has been provided to USI for comment.

UNFINISHED BUSINESS:

- Stephanie Walden-Schwake shared the history of the Outside Employment Policy proposal. In December 2015, the Senate voted to recommend the policy's removal from the Employee Handbook. Larry Back will take this recommendation to Faculty Senate and allow them to determine whether they also wish to recommend removal.

- Danielle Norris demonstrated the new online Item for Consideration form on the Administrative Senate web site.

NEW BUSINESS:

- General discussion regarding Senators providing updates to their constituents. District senators should work together to promote the new consideration form and to remind administrators that meeting minutes are posted online. The idea was raised to conduct a town hall meeting for administrators as another way to hear concerns; Administrative Affairs/Constitution and By-Laws will conduct benchmarking and report to Andrea Gentry.

ANNOUNCEMENTS:

- Next meeting is Wednesday, November 9 from 3-4:30 p.m.

ADJOURNMENT:

Meeting was adjourned at 4:20 p.m.