

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday, June 5, 2019  
3 p.m. UC 2205

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

**ROLL CALL**

**PRESENT:** Ingrid Lindy, Chair; Caylin Blockley, Vice Chair; Brandi Hess, Secretary/Treasurer; Britney Orth; Jennifer Garrison; Nick Bebout; Steven Stump; Angel Nelson; Stacy Draper. Liaisons Kat Draughon and Steve Bridges.

**GUESTS:** Juzar Ahmed; Ashley Ewearitt and Taylor Gogel

**ABSENT:** Andrea Gentry, Teresa Grisham, Rustin Howard, Sarah Adams, Maggie Carnahan. Kat Draughon, Liaison.

***We do not have quorum.***

**APPROVAL OF MINUTES:**

A vote for accepting May 1, 2019 minutes will occur over email since we do not have quorum.

**REPORTS FROM OFFICERS**

**Chair:** Ingrid Lindy

Lindy reported that she attended the following meetings and events:

- Executive Committee of Admin Senate met on May 13 and discussed a couple new items that will be given to the appropriate committee.
- Milestones Event on May 15 – There were 61 employees and 975 years represented. The event was a great success.
- Discuss fall and spring meeting agendas on May 17 and May 20. There is discussion of having one large meeting with all employee groups in the Arena in early August.
- Student retention and success working group met on May 17. They are planning events and communications for Fall.
- University 5-year calendar meeting met on May 21 to discuss the calendar that will start Fall 2020. Consideration is given to timing of summer classes with other universities.
- Employee picnic on May 23 was a fun event.
- VPSA Candidate Presentations June 3, 4, 5

Lindy reported that she attended President's council on June 4. They discussed handbook changes-employment conditions for faculty, and update with Admission and enrollment numbers. The council also heard from the financial care team and received a budget process update. A tuition hearing and special Board of Trustees meeting was on June 4 to approve tuition rates.

**Vice Chair:** Caylin Blockley

Blockley reported that he attended Presidents Council in place of Ingrid on Tuesday, May 7 where President Rochon invited Elijah Laine, a USI student representing disability student organizations to make a presentation.

The council endorsed a formation of an Animal Care Committee, which will be responsible for the oversight of the use of animals in research, testing, etc. in accordance with the Animal Welfare Act.

Provost Khayum gave an update on Global Online Graduate Initiatives and the partnerships in India and requests from China. He stressed that USI would not lower standards throughout the process and was excited about some prospects in Latin America. There were some Handbook changes for employment conditions for Faculty, which clarified faculty work during summer hours. There was an enrollment updated from Vice President Wright.

Lamar Patterson went over Food Service Policies and some changes with Sodexo. Lamar stressed that many of these policies are already in place they will just be following more closely. There will be a bigger announcement of these changes' forthcoming.

Vice President Marcia Kiessling and Director of Housing and Residence Life Amy Price presented and gained the endorsement of the Council on a policy that dealt with visitation for students of the opposite sex. USI is the only school in Indiana that has a visitation policy based on gender and this was brought forward from student groups that if a brother or sister visited, they could not stay in their dorm overnight if they were the opposite sex. This change will roll out in the Fall with some limitations such as a max limit of two nights and a bigger announcement is also forthcoming.

Government relations gave an update on the end of the legislative session which led to a bigger discussion of how we all need to be accountable of every dollar we spend. More info will come at the Fall meeting.

Dr. Rochon asked that all administrators come to work business casual until August 2 and support staff casual Friday. He continued to stress the importance of picking up the phone and talking and not always emailing each other because we all know how sometimes emails can be misinterpreted. Other discussions were around building a culture of attendance especially with athletics and the new arena.

Blockley attended Milestones event which I think we can all agree went great! I attended President's Council on June 4 with Ingrid to present very quickly the volunteerism at USI proposal. I'm glad to say many VPs spoke up in approval of this policy and I think we all should congratulate Brittany, Maggie and their committee on a proposal that was started on by Admin Senate in 2017.

Blockley said that overall he thinks this past year of Admin Senate was a success and knowing that change takes time and a lot of effort and realizing that serving as a senator is a volunteer role, he is very pleased with this group and the past year.

Blockley continued "With all of that being said I would like to announce that on Monday, June 3 I handed in my resignation to USI and my last day with the university will be July 12. I have accepted an offer to serve as the Director of Alumni Relations for the Naveen Jindal School of Management at the University of Texas at Dallas. After much careful consideration and with the help of family, friends and mentors (including some people around this table) I am confident it's the right time to start a new chapter and best for me to continue to explore our career field of higher education.

This University has been my home for the past 10 years both as a student and administrator and I care and will continue to care very deeply about it. I believe there are turbulent times ahead but nothing USI will not be able to weather if as a collective group we (myself as an active alumni included) recognize

the importance of moving forward together and continue to have a seat at the table where we can all share our ideas and talents.”

Blockley plans to preside over one meeting as Chair of Admin Senate in July and will help the Executive Committee formulate a plan going forward. He’s confident Ingrid, Brandi and Brittany will be a great team going forward.

**Past Chair:** Andrea Gentry

Hess read Gentry’s report aloud. I don’t have any information to report but would like to state that it has been a pleasure serving with all of you. I especially want to note it has been an honor serving under the leadership of someone who has served our institution for 40 years. Ingrid, your wisdom, class, institutional knowledge and sense of humor are invaluable. Thank you.

**Secretary/Treasurer:** Brandi Hess

Hess reported the Senate had an expense last month for Milestones totaling \$399.80, that brings our total expenses for the year at \$857.85. Our balance is currently \$642.15.

## **REPORTS FROM STANDING COMMITTEES**

**Employee Benefits** – Teresa Grisham, Chair / Sarah Adams, Vice Chair  
No Report.

**Employee Events** – Ruston Howard, Chair / Steven Stump, Vice Chair  
Stump reported that the committee has not met since Milestones. The Event was a success.

**Employee Outreach** – Britney Orth, Chair / Maggie Carnahan, Vice Chair / Stacy Draper, Vice Chair  
Orth reported the Employee Outreach Committee met for the last time during the 2018-2019 academic year on May 16, 2019. The Committee discussed updates on the Volunteer Campaign Proposal, the Employee Handbook Change Notification item for consideration, and items and updates from 2018-2019 that will be carried forward to the 2019-2020 committee, along with any additional goals or ideas. VPs Kindra Strupp and Steve Bridges have brought the Volunteer Campaign Proposal to the Vice Presidents and that group made a couple of edits.

The committee has identified five goals for the 2019-2020 committee:

- Goal 1: Establish employee driven tour for new administrators
- Goal 2: Determine ways for USI employees to participate in existing or new activities on campus
- Goal 3: Contact new administrators and invite them to one-on-one lunch with current Employee Outreach committee members
- Goal 4: Minutes Section and Stories on Admin Senate and other governing groups in USI Today
- Goal 5: Employee Handbook Change Notification

Additionally, while the Committee reviewed its purpose, they have found that one responsibility does not seem to fit with the purpose of the Employee Outreach Committee and wondered if the 2019-2020 Administrative Senate may want to review the Bylaws and Constitution, in particular, the standing committees’ responsibilities section.

Lastly, Orth reported the committee discussed who on the current committee would like to stay on next year and also came up with names of folks who may be interested in serving on the committee next year.

**Nominations and Elections** – Andrea Gentry, Chair

Hess read aloud Gentry's report. Due to the efforts of committee members Sarah Adams, Stacy Draper, and Rustin Howard, the 2019 nomination and election process was a success. Gentry would like to thank Jeanne McAlister who administered the ballot to all eligible administrators through her University position.

Election results were communicated to the campus community through USI Today the week of May 20.

The following administrators will represent USI Administrative Senate for 2019-2020.

Chair: Caylin Blockley '13 M16

Vice Chair: Britney Gentry-Orth '03

Past Chair: Ingrid Lindy '90

Secretary/Treasurer: Brandi Hess '00

District 1

Ashley Evearitt

Jennifer Garrison

District 2

Juzar Ahmed M'92

Nick Bebout '10

District 3

Steven Stump '99 M'09

Rustin Howard

District 4

Angel Nelson '05 M'18

Sarah Adams

At-Large

Taylor Gogel '13 M'19

Stacy Draper '97

For those of you who might be wondering how many USI alumni are serving on Admin. Senate, 10 out of the 14 representatives are alumni.

For the senators whose service is ending, Teresa Grisham and Maggie Carnahan, thank you for your service.

**Professional Development** – Angel Nelson, Chair / Jennifer Garrison

No Report.

**Liaisons** – Kat Draughon / Steve Bridges

Draughon reported that the benefits total rewards survey for administrators is ready to go, but due to timing with the University's announcement on salary and compensation for the new fiscal year, it will be delayed so the messages aren't confused.

Draughon also promoted her Qualtrics training for 101 and 201 for people wanting to learn more about creating forms with Qualtrics. More training opportunities will be offered throughout the year.

Bridges reported no public comments at the Board of Trustees tuition hearing. Tuition will go up 2% for Fall 2019 and then will go up another 2% for 2020-21 academic year.

**Unfinished Business**

Bridges reported that the family sick recommendation (20 days per fiscal) has been endorsed and can go in effect July 1; the tuition hour increase was not endorsed.

Garrison asked if there has been conversation within the Senate about inviting spouse/family to the Milestones event. Discussion followed that this is a newer event and is still evolving. When the event first started, there were so many people to recognize that catering costs and audience size was a concern. The committee can investigate this for next year.

**New Business**

Administrative Senate will continue meeting the first Wednesday of the month in the new term.

**Announcements:**

Fall faculty/staff survey is due to Kat by July 17. This is a good way to gather information for our projects for the next year. Talk with your committee on what you'd like to ask.

**Adjournment:**

Bebout made motion to adjourn at 3:43 p.m., seconded by Orth. Motion passed.

*Next meeting Wednesday, July 3, 2019 in UC2205 and will be the start of the new session.*