

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, June 6, 2018
2:30 p.m. UC 2220

CALL TO ORDER: The meeting was called to order at 2:34 p.m.

ROLL CALL

PRESENT: Andrea Gentry, Chair; Ingrid Lindy, Vice Chair; Larry Back, Past Chair; Jaclyn Dumond, Secretary/Treasurer; Caylin Blockley; Katherine Draughon; Teresa Grisham; Jacob Hansen; Jeanne McAlister; Britney Orth; Tricia Tieken; Ashley Watson

ABSENT: Erica Hooker; Steve Bridges

GUESTS: Dr. Linda L.M. Bennett; Richard Toeniskoetter; Newly Elected 2018-19 Senators: Sarah Adams, Nick Bebout, Brandi Hess, Rustin Howard

PRESENTATION OF RESOLUTION HONORING DR. LINDA L.M. BENNETT

Read by Andrea Gentry, Chair

See Appendix A.

Dr. Bennett remarked how critical service on Administrative Senate is for the University. Administrators touch every corner of campus, and the chair's inclusion on President's Council allowed vital two-way communication to occur.

GUEST

Mr. Richard Toeniskoetter, chief information officer, shared basic information about the shift to OneDrive, which was implemented a year ago. Employees and students can access their information from anywhere, even without a VPN connection. Richard clarified that Microsoft has two different models of OneDrive, one for business managed by USI and one for personal use. IT is in the process of moving everyone's operating system to Windows 10 as it works more seamlessly with OneDrive than older versions. USI has been exploring two-factor authentication with a small group of individuals. When logging into a work computer, a code might be texted to a cellular phone and then provided to complete the login process. Richard recommended that we review our own personal accounts to activate two- or multi-factor authentication (MFA) as many places as possible. He showed some of the features of OneDrive which includes being able to roll back files to past versions. Microsoft has also rolled out ways to mark the privacy levels for certain files; certain levels of privacy result in restricting who can open the file, send it in an email or even screen-capture it.

Richard also discussed SharePoint which is a feature found within OneDrive. A handful of groups have been early adopters of this feature, and eventually all network drives will move to SharePoint. In other updates related to security, newer versions of Windows ask whether the sender wants to send the actual file or a link to the cloud. Finally, Richard demonstrated how to send a message with manual encryption but also cautioned us to be wary if we received an encrypted email unexpectedly, as it could be a phishing or hacking attempt.

READING OF RESOLUTION HONORING MS. CINDY BRINKER

Read by Andrea Gentry, Chair

See Appendix B.

HONORING SENATORS COMPLETING SERVICE ON ADMINISTRATIVE SENATE

Andrea thanked the following individuals who have completed service to Administrative Senate: Larry Back, Caylin Blockley (ending role as District II Senator), Jaclyn Dumond, Jake Hansen, Erica Hooker, Jeanne McAlister and Tricia Tieken.

INTRODUCTIONS OF NEWLY ELECTED SENATORS

Andrea welcomed and introduced the following newly elected senators: Sarah Adams, Nick Bebout, Caylin Blockley, Stacy Draper, Jenny Garrison, Brandi Hess and Rustin Howard.

APPROVAL OF MINUTES:

May 2, 2018 minutes approved (Tieken motion, Carnahan 2nd).

REPORTS FROM OFFICERS

Chair: Andrea Gentry

I began writing the following summary of my service as chair this past year, but unfortunately it turned into a Hallmark moment so please forgive me.

Serving on the Presidential Search Committee was not something I thought I'd be doing this year, but it was an unforgettable experience and, again, I'm glad Administrative Senate was represented. This, however, was not what I considered the best part of my service as chair. The opportunity to interact with all of you and to be able to know you better is what I consider the highlight. Recently, I had a full circle moment when reflecting on Administrative Senate. When I first came to campus, many years ago, I had no idea how much the people of USI would transform my life. Many of you hold the very same positions that played a huge part in shaping me personally and professionally. From the admission counselor who made me feel like I belonged, to the colleague who ensured travel for my first business trip, and really first time ever leaving this area alone, was in place, all of you are making a difference every single day and we must never lose sight of this.

Our work matters, we matter.

While listening to a recent NPR broadcast I learned Western Kentucky University announced its second phase of employment reduction. This past year, WKU eliminated 10 percent of its employees. The challenges facing higher education are very real. We must work together to ensure USI remains a vibrant institution and place of employment. This requires us to be collaborative and creative. Certainly, we should be rewarded when the University is positioned to do so, and we must be willing to seek alternative solutions or compromise during times it isn't.

I encourage all of you to stay informed on factors affecting higher education and our University. Please make it a priority to attend all of the campus-wide budget meetings and encourage those in your districts to do the same. Let's use the fall survey to ask direct questions related to compensation priorities and any matter we view as important. There will be times when the numbers must speak for us.

In closing, I want to convey special thanks to Ingrid, Jaclyn, and Larry. You provided an environment where we could respectfully disagree, share all viewpoints, and most importantly, know we always had the best interests of administrators and our University as the priority.

From an early age I knew that if I surrounded myself with individuals who I held in the highest regard that maybe I would be lucky enough some of their attributes would rub off on me. My service on Administrative Senate proves I'm still using this same method today. Thank you.

Vice Chair: Ingrid Lindy

Ingrid's primary project this year was to compile a log of all Items for Consideration (IFCs) received by Administrative Senate in its entire history. She has this completed and saved to the SharePoint site, along with a document overviewing the process by which IFCs are received and further action taken.

Past Chair: Larry Back

Nothing to report.

Secretary/Treasurer: Jaclyn Dumond

Of the \$2000 allotted for the Milestones of Service reception, chargebacks totaling \$497.86 have been received. More specifics typically are not available until year-end closing in September.

Of the \$1500 allotted for Administrative Senate expenses, chargebacks totaling \$358.85 have been received. The payment due to Kathleen Lapekas in the amount of \$150 has not appeared yet in Senate's chargebacks, but it is anticipated that the remaining balance in the Senate's account will equal \$991.15.

REPORTS FROM STANDING COMMITTEES

Employee Benefits – Jeanne McAlister, Chair

The Employee Benefits committee had an extremely busy year with several items for consideration assigned and researched. The committee is still waiting for numbers on use of family sick time and soon will begin research on a sick bank.

Employee Events – Ashley Watson, Chair

1. Thanks to everyone who attended the annual Milestones of Service event on May 16, 2018 and special thanks to those who helped us set up before the event!
2. Special Events estimated 150 guests attended.
3. Honorees have until June 10 to order their gift. The week after, we will create one direct pay form on behalf of those donating their gift allocation to Foundation.
4. The committee has the following suggested changes for 2019:
 - i. Adding a call to the script: "Would the VP and Provost please come to the stage..."
 - ii. Bringing a camera (Special Events has one). Having an Admin Senate member take photos of each honoree and a group shot at the end.
 - iii. Admin Senate sending a follow up email with the comments made for each honoree and copies of the gift sheets.
 - iv. Updating the Years of Service Calculation to the start of the fiscal year (July 1, instead of May 1). Thoughts?
5. Admin Senate is partnering with Staff Council for the Blood Drive from 10 a.m. to 4 p.m., Tuesday, June 26 in Carter Hall. We are in need of about 10 more volunteers.
 - i. Please reach out to your districts.

ii. Sign-up sheet is available in Staff Council's folder on the O-Drive.

June 2018 Events

New Harmony Gallery of Contemporary Art new exhibition featuring St. Louis artists

Open now through July 13

Coffee with the President

Tuesday, June 12

9 to 10:30 a.m.

Carter Hall

Southwest Indiana Tableau User Group

Tuesday, June 12

2 to 5 p.m.

Central Library

New Harmony Theatre: Born Yesterday

June 22 through July 1

HR Workshop: What you need to know about Health Savings Accounts

June 27

UC Room 226/227

Fall Faculty/Staff Survey

Deadline to submit questions for USI employee population is June 29

Employee Outreach – Caylin Blockley, Chair

The Outreach committee initiated welcome emails to new administrative employees of the University. One IFC is still being reviewed, which is to encourage more volunteerism within the University.

Nominations and Elections – Larry Back, Chair

Larry overviewed the year's nominations and elections process.

Professional Development – Tricia Tieken, Vice Chair

Nothing to report.

Liaisons – Kat Draughon/Steve Bridges

Nothing to report.

Unfinished Business

- I. Milestones of Service – Ashley shared that some administrators had concerns regarding the service date and wondered why it wasn't June 30. Discussion ensued regarding the timing of the event and the wisdom of honoring those who have not technically reached their years of service. A senator suggested including the names of those being honored in the administrator-wide invitation as it helps individuals know when their colleagues are being honored.

New Business

- I. An Item for Consideration (IFC) to increase the age for dependent tuition benefits was received on April 13, 2018 and discussed by the Executive Committee on May 7. The IFC was assigned to Employee Benefits.

OVERVIEW OF PROCESS TO REVIEW ITEMS FOR CONSIDERATION (IFC)

For the benefit of the newly elected senators, Andrea overviewed the process by which IFCs are received and reviewed by the Executive Committee before potential assignment to a committee.

ANNOUNCEMENTS:

The next meeting is Wednesday, July 11 from 3-4:30 p.m. UC 2205.

ADJOURNMENT:

Meeting was adjourned at 4:12 p.m. to allow committees to meet.

APPENDIX A

In Recognition Dr. Linda L. M. Bennett

WHEREAS, Dr. Bennett joined the University of Southern Indiana in 2003 and admirably served the University for 15 years; and

WHEREAS, Dr. Bennett served as provost and vice president for Academic Affairs from 2003 through 2009; and

WHEREAS, Dr. Bennett became USI's third president in July 2009; and

WHEREAS, Dr. Bennett led the effort to establish the University's first strategic plan which included intentional effort to raise the University's academic standards; and

WHEREAS, Dr. Bennett was instrumental in the approval of USI's first doctoral program by the Higher Learning Commission; and

WHEREAS, Dr. Bennett continued the physical growth of campus with the addition of numerous facilities; and

WHEREAS, Dr. Bennett was key in the success of Campaign USI: Elevating Excellence which surpassed its \$50 million goal and raised \$57.1 million in support of the University; and

WHEREAS, Dr. Bennett ensured academic achievement remained a priority within USI Athletics and celebrated three NCAA Division II National Championship teams during her tenure; and

WHEREAS, Dr. Bennett approved the formation of USI Administrative Senate less than one year into her presidency and welcomed it, along with Faculty Senate and Staff Council, to the table of President's Council; and

WHEREAS, Dr. Bennett is a professor of political science and made time to remain in the classroom to keep a pulse on the student and faculty experience; and

WHEREAS, Dr. Bennett led initiatives focused on enrollment and retention management, outreach and engagement, faculty development, retention of intellectual capital, accreditation renewal, and long-range planning; and

WHEREAS, Dr. Bennett remains a civic leader by sharing her time and expertise with several community and regional organizations and was recognized as the 2015 Rotary Civic Award Winner, the 2016 Indiana Commission for Women Torchbearer Award and Trailblazer Award, and the 2017 Boy Scouts of America Buffalo Trace Council Distinguished Citizen Award; and

WHEREAS, Dr. Bennett served as a role model for colleagues and students at the University where her strategic approach, sense of humor, and open door were greatly valued; and

WHEREAS, Dr. Bennett will leave a legacy of excellence at the University of Southern Indiana, in the community, region, and entire state for her exemplary leadership of the University and dedication to higher education;

THEREFORE, BE IT RESOLVED, that the members of the University of Southern Indiana Administrative Senate express their sincerest appreciation and best wishes to her upon her retirement from the University of Southern Indiana, and FURTHER RESOLVED that the members of the USI Administrative Senate formally recognize the many achievements of Dr. Linda Bennett by spreading this resolution upon the minutes of the USI Administrative Senate and by distributing copies of the resolution to her.

Witness our hands this the
6th Day of June, 2018

Andrea Gentry '05, Chair
USI Administrative Senate

Ingrid Lindy '90, Vice Chair
USI Administrative Senate

Larry Back '99, Past Chair
USI Administrative Senate

Jaclyn Dumond M'08, Secretary/Treasurer
USI Administrative Senate

APPENDIX B

In Recognition
Cindy Brinker

WHEREAS, Cindy Brinker joined the University of Southern Indiana in 1979 and admirably served the University for more than 39 years; and

WHEREAS, Ms. Brinker served as the director of Human Resources for 12 years; and

WHEREAS, Ms. Brinker was promoted to assistant vice president for Business Affairs and became the University's primary legislative liaison; and

WHEREAS, Ms. Brinker was promoted to vice president for Government Relations in 2004; and

WHEREAS, Ms. Brinker became the vice president for Government and University Relations in 2008; and

WHEREAS, Ms. Brinker was promoted to senior vice president for Government Relations in 2018; and

WHEREAS, Ms. Brinker worked diligently with members of the Indiana General Assembly concerning legislation impacting higher education and in advancing the University's biennial operating and capital budget request; and

WHEREAS, Ms. Brinker served as the University's primary liaison with the Indiana Commission for Higher Education and the State Budget Committee; and

WHEREAS, Ms. Brinker chaired the University's 50th Anniversary Celebration making 2015 a memorable year for the University and entire community; and

WHEREAS, Ms. Brinker supported the University and its students for decades through generous charitable gifts; and

WHEREAS, Ms. Brinker served as a role model for colleagues and students at the University; and

WHEREAS, Ms. Brinker will continue to be well-respected at the University of Southern Indiana, in the community, region, and entire state for her tireless advocacy for the University;

THEREFORE, BE IT RESOLVED, that the members of the University of Southern Indiana Administrative Senate express their sincerest appreciation and best wishes to her upon her retirement from the University of Southern Indiana, and FURTHER RESOLVED that the members of the USI Administrative Senate formally recognize the many achievements of Ms. Cindy Brinker by spreading this resolution upon the minutes of the USI Administrative Senate and by distributing copies of the resolution to her.

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