

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday, December 4, 2019  
3 p.m. UC 2206

**CALL TO ORDER:** The meeting was called to order at 3:05 p.m.

**GUEST:** Steve Bridges, Vice President for Finance and Administration

VP Bridges wanted to address any further questions Administrative Senate might have as a follow up from his Town Hall session in October. VP Bridges confirmed there is a bidding process for Food Service vendors. There are a few big vendors out there, but this is something you wouldn't want to change frequently. These are usually multi-year deals. Of every \$1.00 spent on food services, \$.55 goes to USI, \$.45 goes to Sodexo. They also pay rent for our space. Consultants reviewed our contract and said it was good. Most universities are going the same direction as us with the contract.

Students do lose an unused money on meal plans. They are sent notices warning of what they're about to lose. It's also a good time to make adjustments to the next meal plan. They worked with SGA so people could plan their meals and costs. Merchandise was added to the C-Store so people could use up their leftover money.

We sell 200 sushi rolls a day, it's been a popular addition. Another area of improvement is with the Arena concession. We need to gage crowd size and food options. They're experimenting with different offerings. Another area of improvement needed is to learn when to say no to events when it impacts service for other events going on at the same time.

VP Bridges addressed the driver approval process and why SSN# must be entered. The company we're working with for the approval process is vetted with the highest standards. This whole process was prompted by pressure from USI's insurance. We've been noncompliant for a long time and this can impact overall budget.

Guy Brown is the vendor for office supplies. They are one of our minority vendors. USI gets rebates back around \$50,000. Guy Brown will match prices.

Senators are hearing there is a lack of communication of what is happening at USI. Some suggested improvements could be monthly updates on a separate channel than USI Today. We need to cultivate a better culture to get rid of rumors.

**ROLL CALL**

**PRESENT:** Britney Orth, Chair; Jake Hansen, Vice Chair; Ingrid Lindy, Past Chair; Brandi Hess, Secretary/Treasurer; Jennifer Garrison; Nick Bebout; Juzar Ahmed; Rustin Howard; Steven Stump; Stacy Draper; Taylor Gogel.  
Steve Bridges, Liaison

**ABSENT:** Ashley Ewearitt; Sarah Adams, Angel Nelson.  
Kat Draughon, Liaison

## **APPROVAL OF MINUTES:**

November 6, 2019 minutes approved (Howard motioned, Stump 2<sup>nd</sup>).

## **REPORTS FROM OFFICERS**

### **Chair: Britney Orth**

Strategic Planning Coordinating Committee – November 19, 2019 – The Strategic Planning Coordinating Committee on November 19, 2019. VP Steve Bridges is the co-chair and he may have some additional information to add in his report. It was discussed that the Board of Trustees would like to be more involved from the very beginning stages of the Strategic Plan development and not only the “rubber stamp” on the final proposal. The Board of Trustees will take the same survey that employees, students, retirees, and alumni took regarding USI’s mission, vision, goals, and values. Increasing the Board of Trustees’ involvement from the beginning will add a couple of weeks to committee’s original timeline. The committee has a smaller subset group working on looking at the survey feedback; the mission, vision, goals, and values; making edits; better defining the values; and using more “exciting” words as Dean Beeby suggested. This group consists of VP Kindra Strupp and the academic Deans. This information will go out to the University Committee for some additional feedback. Provost Khayum also asked our committee to look at how define our work and end product. This was an activity that was done by the Alumni group when they were looking at their strategic plan. For example, Nike doesn’t sell shoes, they are the in the “job of innovation.” Candle makers do not make candles, they are in the business of “giving light in darkness.” The group was asked that they all think about what business are we in? This committee will meet every 3 weeks. Richard Toeniskoetter from IT sits on the committee as well and he and his time are working on a Shared Point website for the USI community where information will be stored and opportunities for feedback about the Strategic Plan will be housed. There will also be a sister site for the committee members.

Administrative Senate Executive Council – November 13, 2019 – Administrative Senate Executive Committee met on November 13 and discussed several topics including the upcoming Town Halls and some other topics that will be brought up during Unfinished/New Business.

Three (3) Governance Groups Executive Committees Meeting – November 22, 2019 – The three (3) Governance Groups Executive Committees met on November 22, 2019 to debrief VP Khalilah Doss’ Town Hall and plan for upcoming Town Halls. We also discussed some upcoming Town Halls – VP Andy Wright’s Town Hall on Wednesday, December 11, 2019 at 3pm in Forum 1 and there’s going to be a Town Hall on January 15 and one on January 29, 2020. The group plans to have these Town Halls each month and will follow a similar format to the Dr. Doss’ Town Hall in November 2019. More information about the Town Hall topics will follow.

President’s Council – November 26, 2019 – Orth attended a President’s Council Meeting on November 26. Several presentations occurred during this meeting. They learned about the new Archie the Eagle Mascot program where there are lead Archies and Archies’ friends or handlers. These students, for the most part, are unknown to many people and this program has a stipend set up with it and students will be trained and can move up to the lead positions. Associate Provost for International Programs and Services, Heidi Gregori-Gahan, spoke about the wonderful relationships that her office has with international countries and students and the services provided to USI international students. An interesting piece of information is the amount of money that USI spends on recruiting international students – approximately \$45,000 a year and USI sees a return investment at approximately \$200,000. USI’s budget for international student recruitment/marketing and the services provided to USI international students is extremely low compared to larger in-state schools. There is a small group of individuals who are looking to determine if USI can be considered a registered voter location. More on that as additional information is learned. Lastly, Aaron Trump, chief governmental and legal affairs officer has been sharing some helpful information with President’s Council and other University offices about how to communicate with legislators. For instance, he and President Rochon asked that members of President’s Council share with our constituents that if employees have an opinion on a legislative matter to feel free to share that on our person letterhead. However, do not share your opinions on official University letterhead with your department’s name attached to it, etc., because then it looks like you are representing the entire University and making a statement about the position that the University has on a particular topic. That has recently happened and Mr. Trump and

President Rochon found out about the letter from a legislator calling them up and stating that they didn't realize that USI had a stance on this particular topic and Mr. Trump and President Rochon stated that the University doesn't have a particular stance.

EDIC Campus Climate Survey Support – During the November Administrative Senate meeting, we had guest speaker – Ms. Pam Hopson as the Chair of the Equity, Diversity, and Inclusion Council (EDIC) speak with us about the Campus Climate Survey that the EDIC is planning to send out to the campus community in Spring 2020. Ms. Hopson has asked Orth to send her a letter of support for the Campus Climate Survey from Administrative Senate. We will be discussing this during New Business.

Professional Development Day – January 9, 2020 – As many of you already know, there will be a Professional Development Day in lieu of a Spring Meeting. Kat Draughon and Provost Khayum have been working on this schedule. Kat met with Orth as Administrative Senate Chair along with the Faculty Senate Chair (Dr. Kenny Purcell), and Staff Council Chair (Terri Alvey) to get our feedback on the schedule and the session.

Below is a list of sessions that employees can choose to attend that day. It is the hope that many employees will participate in these sessions as President Rochon and others have heard that this is something needed and many are interested in:

#### Proposed Format/Schedule

Session 1: 9:00am – 10:00am (see below for topics options)

Session 2: 10:15am – 11:15am (see below for topics options)

Session 3: 9:00am – 11:15am – These are a 2-hour with a 10+ minute break

- Qualtrics 101 – Kat Draughon in a computer lab
- Using Office 365 – Outside Trainer in a computer lab
- Management 101 – Outside Trainer (target audience – Administrative staff who are new to managing others)

11:30am – 1:00pm – Lunch

Individuals can choose 2 seating options for lunch.

- Sit anywhere in the Loft with your friends, etc.
- Sign up to sit at a “mixer” table – Rooms with table rounds set for 6 will be set up in Carter Hall or UC 2017-18, and those who signed up for a mixer table will be assigned to a table that includes others from different offices/areas of campus. There will be no formal programming, rather just an opportunity to meet others. This will require Sodexo to provide trays for people to carry their food to their rooms, and some water and tea pitchers or dispensers in the rooms.

Session 4: 1:15pm to 2:15pm (see below for topics options)

Session 1, 2 & 4 proposed topics

- Course Perception Survey – Results Dashboard Tutorial – Heith Simpson OPRA
- Work Life Balance – Dr. Ashely Evaritt and Laurie Berry
- Strategies for supporting an inclusive environment – Outside Trainer & Steve Bequette
- Everyone is a Recruitment & Retention Officer -- There is demand for Rashad Smith to do the presentation he did for the BOT retreat in July. Word is that was very positive and inspiring. The presentation should also include some very specific examples of what individuals/ offices can be doing who are not part of the Admissions office.
- Tenure & Promotion – A panel discussion led by Shelly Blunt and Amy Chan Hilton for an overview of changes, then have a panel of 4 faculty members (one from each college) who have recently been through T&P.

- Soar and Other Cool Stuff at the Rice Library – Rice Library staff presentation
- Buy USI – Procurement training session in a computer lab
- Chrome River – Travel staff training session in a computer lab
- USI Website – Website plans for 2020

Kat will be sending out more information about this day and the possible sessions (this is not an exhaustive list or descriptions of the sessions that will be available). Employees will be able to choose the sessions that they would like to attend. Information will be sent out prior to Winter Break.

**Vice Chair:** Jake Hansen

Hansen reported the Constitution/By-Laws Committee will be meeting next week. If you're interested in joining this committee, contact him.

**Past Chair:** Ingrid Lindy

No Report.

**Secretary/Treasurer:** Brandi Hess

Hess reported no changes since last month. Our current balance is \$1,294.80.

## **REPORTS FROM STANDING COMMITTEES**

**Employee Benefits** – Sarah Adams, Chair / Juzar Ahmed, Vice Chair

Ahmed reported the Employee Relations and Benefits Committee met on November 14, 2019 at 1:00pm in UC 2205.

Discussion focused on the new charge about flex time and employees not using their vacation.

The following was decided:

1. The committee voted to table the charge about additional days off for morale due to the new 5 year calendar including two of the days off mentioned (December 23 and the Wednesday before Thanksgiving) as days that the university is closed.
2. The committee decided to explore the new charge further with some questions for Human Resources about how flex time works for administrative employees and how it would work with salaried employees and Fair Labor Laws. The committee also wishes to ask HR about what training managers receive on how to manage employees well. Finally, the committee plans to ask about the Benefits Survey, since having data on whether a large number of employees would want a more flexible schedule will be helpful to move forward.

Additionally, the Sick Leave Pool subcommittee has a revised draft of the proposed Sick Leave Pool policy and will be meeting with Andrew Lenhardt to talk about it.

The ERB Committee will meet next on Thursday, December 12 at 1:00pm in UC 2205.

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

Howard reported the winter social is coming up on December 12 in Fireside Lounge. The theme is Elf on the Shelf. There will be hot chocolate and desserts. There will be giveaways courtesy of the Campus Store.

The committee is moving forward with the Administrative Senate master calendar.

The committee has been coming up with ideas to encourage employee group attendance with no cost to the Senate. Small group discussions over lunch or getting a block area of seats at a basketball game. Lending library is another idea the committee is pursuing.

**Employee Outreach** – Stacy Draper, Chair / Taylor Gogel, Vice Chair

Draper reported the Employee Outreach Committee met on November 21, 2019.

During the meeting the committee discussed additional edits for the 2019 – 2020 welcome attachment. We plan to move to a standard welcome template in the body of the email and use the updated template in December.

We reported the volunteer pilot program August numbers which consisted of 9 team members volunteering for a total of 39 hours. The committee continues to request that anyone on campus promoting a USI volunteer opportunity also provide a reminder of the volunteer pilot program and completing the requested form.

During the meeting the committee completed the handwritten welcome notes (including a 25% Sodexo discount coupon) for all new administrators that started post July 2019. This welcome note is intended to provide additional outreach engagement for new administrative employees.

During open discussion the team continued to discuss ways to engage new team members and plan to have an additional focused mentor related discussion during our December meeting.

**Nominations and Elections** – Ingrid Lindy, Chair

No report.

**Professional Development** – Jennifer Garrison, Chair / Ashley Ewearitt, Vice Chair

Garrison reported the professional development fall series is complete. One of the presentations was asked to be presented again at the January Professional Development Day. Their next meeting is January 6.

**Liaisons** – Kat Draughon / Steve Bridges

VP Bridges reminded everyone of their Elevating Spirit \$15 credit on their cards that will expire soon (Dec 13). This credit was only for active employees. It was not eligible to retirees. The intent is to elevate spirit among campus departments with Friday USI apparel days.

**Unfinished Business**

None.

**New Business**

Garrison reported the Professional Development committee would like to present a session on Sleep in the Spring. The presenter is a half-hour away, there are costs \$150 to present: \$75 travel, \$225 total. Another spring idea is a session on Caretakers (children, parents, elders, etc.)

Their committee is asking for budget of \$225 to bring this speaker to campus.

A motion was made to table the Professional Development budget request until we have a better idea of Milestone's impact on our overall budget. (Bebout, Stump 2<sup>nd</sup>) Motion passed.

In response to Ms. Pam Hopson's presentation to the Senate in November about the Equity, Diversity and Inclusion Committee's work to host a Campus Climate Survey, she has requested a formal letter be sent from Administrative Senate expressing our support and endorsement.

A motion was made to write a letter of support for the Campus Climate Survey. (Howard, Lindy 2<sup>nd</sup>) Motion passed.

Hanson read a recently submitted Item for Consideration to the Senate:

Action Requested: USI Per Diem rates should be increased to align with GSA rates and to better align with those of our peer institutions. A per diem of \$26 a day for instate travel is not sufficient for actual meal expenses and promotes a very unhealthy eating habit for those who need to stay within their per diem allowances for budget purposes. Our current per diem rates take advantage of our current employees and negatively impacts employee morale.

Current USI Policy: Per Diem Rates\* vary depending on your destination (in-state, out-of-state, and international): In-State Rate (travel within Indiana): \$26 per day Out-of-Sate Rate (for the contiguous 48 states): \$32 per day <https://www.usi.edu/media/5620531/travel-policies-and-procedures-draft-03-16-2019-alt.pdf> Page 24

Background or Explanation: When was the last time the USI per diem rates were increased to match the rising cost of our economy? It is impossible to eat all three meals in a day for under \$26 without eating fast food for every single meal... and that is still a challenge if employees are trying to be healthy.

Hanson said this could be a joint effort between professional development and employee benefits to work collaboratively on.

Motion was made to send this item to a subcommittee. (Bebout, Stump 2<sup>nd</sup>) Motion passed.

**Announcements:**

No announcements.

**Adjournment**

Motion made to adjourn meeting at 4:32.