

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, August 1, 2018

Ice Cream Social (2017)	\$326.75
Milestone of Service event	\$419.35
Presentation folders	\$60.00
Milestones of Service event	\$18.51
Administrative Senate meeting	\$32.10

Hess also reported all Senators have been given access to the Administrative Senate SharePoint drive and may access documents easily through Office 365. Committee chairs should consider whether their members all need access or not.

– Teresa Grisham, Chair / Sarah Adams, Vice Chair

The ERB committee met on Wednesday, July 18 and 25 at 10:30 a.m. in FA 164.

Since this was the first meeting for the new committee, we discussed duties of the committee and the five Items for Consideration the committee has to work on.

1. Family Sick Time Utilization – waiting on more data from Andrew Lenhardt
2. Sick Leave Bank/Pool
3. Extend tuition discount for employees' children from age 24 to 26
4. Rule of 85 Retirement Policy – receive retirement service payment and contribute to TIAA for additional 5 years
5. Shortened Work Week in Summer

Updates:

1. ERB will meet more frequently than monthly.
2. We received approval from Executive Committee and created subcommittees to work on the various Items for Consideration. The subcommittees are forming and are in the process of planning their first meetings.
 - a. Sick Leave Bank/Pool
 - b. Tuition Fee Waiver for dependent children
 - c. Rule of 85 Retirement
3. We prepared a few ideas for each of the subcommittees to help get them started.
4. We discussed the Shortened Work Week in Summer item. We didn't have quorum and couldn't vote but felt it was not a good idea to pursue it. We will vote next month when we have quorum.

– Ashley Watson, Chair / Rustin Howard, Vice Chair

Senator Howard read a list of upcoming events in employees may be interested in.

Milestone's gift delivery is happening Thursday, August 2 from 11 a.m. to 2 p.m. in Alumni's office.

The committee held the 2018 Ice Cream Social on Thursday, July 19 in the BEC Lakeside Lounge and Balcony. Details for event include:

- < Served 175 people. Extras to be had at August meeting and some sent over to Children's Learning Center.
- < Individual ice cream cups donated by Prairie Farms and purchased additional options. Please sign the thank you card and we'll send it on to them.

2. Propose to Admin Senate to send a summary of minutes each month to University Communications to keep administrators in the loop on events, tasks, etc through USI Today. This opportunity could also be offered to Faculty Senate, Staff Council, and even Student Government Association to keep University constituents in the loop.

On Wednesday, August 1, 2018, Maggie and Britney met with Vice President Steve Bridges to discuss a memo being sent out by Mr. Bridges encouraging USI volunteerism amongst employees.

Several members are moving forward on having conversations with other individuals and tasks.

1. Ben Luttrull discussed some ideas with Brandi Hess on listing volunteer opportunities on the University calendar and talked with Vice President Kendra Strupp about a message from Vice President Steve Bridges on employee volunteerism. Both are supportive and feel as though there are ways to accomplish these tasks and need to more context. Britney Orth, Maggie Carnahan, and the committee will continue to work on this planning.
2. Angie O’Nan is onboard to write short “picture” stories with employees actively volunteering at the University – she would like to have names of individuals, volunteer opportunities, and pictures (i.e. employee volunteers helping out with Housing Move-in and Welcome Week.
3. Britney Orth and Maggie Carnahan continue work with Vice President Steve Bridges on the “volunteerism campaign plan.”
4. All committee members are working on developing ideas to engage employees and on-boarding new employees through programming, outreach, lunch and learns, mentorship, etc and will work with the Professional Development committee on topics and outreach.
5. Britney Orth and Maggie Carnahan will work to setup the two subcommittees, chairs, etc.

– Andrea Gentry, Chair

No report.

– Angel Nelson, Chair / Jennifer Garrison

No report.

– Steve Bridges

Vice President Bridges reported the University closed on the Stone Family Center on Monday. Master of Nursing and Occupational TF2 11 W* 2ional TF2 11 W* 2ional TF2 11 W have .m(s)-9(i)19(o)-6(n.85 Tm-8(uppppp70 612

- ◁ Professional Development opportunities – Lindy asked that this remain on the survey even though we have asked it each year. People’s needs and wants change. It is recommended we look very closely at the responses to this question and try to categorize the requests. Draughon has provided me with that last 4 years of responses to this question, they will be sent to Senator Nelson for her committee to review while we wait on the responses to this year’s question.
- ◁ Helping with student recruitment and retention – Draughon indicated she needed more specifics on what we were really trying to ask.
- ◁ The volunteer questions from Senators Orth and Carnahan will be in the survey.

Discussion followed surrounding the topics of student retention, sophomore through senior “experience”, and employee retention. Andrea also mentioned how important data is and will be for budget requests.

Chair Lindy shared a list of possible guest speakers for the upcoming year. Guests may speak to a range of topics from Financial CARE Team, University Communications, RFW Center, to Construction updates.

Chair Lindy reported a typo that was discovered when the By-Laws were updated from the May election. The ballot stated the changes were to Article III, but really it was Article IV. Prior to the May elections, an email was sent to all administrators with the current By-Law wording and then the proposed By-Law wording. In an effort to be transparent this discrepancy is being reported to the Senators, however since the intent of the changes was listed in an email and on the ballot, it is the Executive Committee’s opinion that another campus vote does not need to be done. The Senate agreed to include a clarification of what happened to the University community.

On August 14 is the Fall Faculty & Administrators Meeting. Lindy will be addressing the group to introduce the Senators, encourage people to submit items for consideration, and how to access the latest meeting information and minutes by visiting our website.

Chair Lindy announced several upcoming dates:

- ◁ Support Fall Meeting – August 2
- ◁ Support Recognition Luncheon – August 7
- ◁ Presidents Council – August 7
- ◁ Board of Trustees – September 6

Chair Lindy asked for a motion to adjourn; Bebout made a motion to adjourn; Orth seconded and it was unanimously approved; adjourned at 4:00 p.m.