

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

The meeting was called to order at 3:05 p.m.

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.

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

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

November 6, 2019 minutes approved (Howard motioned, Stump 2nd).

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.

- < 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.

Jake Hansen

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

Ingrid Lindy

No Report.

Brandi Hess

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

– 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

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.

– Stacy Draper, Chair / Taylor Gogel, Vice Chair

Draper reported t

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 2nd) 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 2nd) 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 2nd) Motion passed.

No announcements.

Motion made to adjourn meeting at 4:32.