

Minutes Past Chair; Ingrid Lindy, Vice Chair; Jaclyn Dumond, Secretary/Treasurer; Caylin Blockley; Jacob Hansen; Erica Hooker; Maggie Hurm; Jeanne McAlister; Angel Nelson; Britney Orth; Ashley Watson; Katherine Draughon; Steve Bridges

**ABSENT:** Teresa Grisham; Tricia Tieken

**GUESTS:** Andy Wright

**APPROVAL OF MINUTES:** September 6, 2017 minutes approved as written.

### **GUEST SPEAKERS**

Vice President for Enrollment Management, Andy Wright, joined USI in January 2015. Andy provided a detailed look at fall 2017 enrollment numbers. In graduate, transfer and CAP student types, enrollment is up; continuing undergraduate student enrollments are slightly decreased due to higher graduation rates and smaller enrollments in institutions who would normally see students transferring to USI. The members of the Senate then walked through an informal quiz and learned: the average GPA of the freshman class (3.36); 59.3% of the freshmen brought in some kind of credit (AP, IB or dual credit); the largest major of freshmen is undecided; under-represented students constitute 14% of the freshmen class; and 63.5% of the freshmen are from counties other than Vanderburgh or the counties contiguous to it. Finally, USI is seeing increased marketing efforts in Illinois, Saint Louis, Dayton/Cincinnati and Indianapolis.

### **REPORTS FROM OFFICERS**

**Chair:** Andrea Gentry

The Executive Committee of Administrative Senate met on September 11. One item for consideration received and reviewed involved USI's hiring process. Members of the Executive Committee determined it was best for the question about the process to be answered by a representative in Human Resources. The administrator who submitted the item for consideration was asked to direct her question to Human Resources and if she was still concerned after that discussion, to please contact me. The second item for consideration received and reviewed involved the use of the Recreation and Fitness Center for spouses of University employees. Members of the Executive Committee directed this item to the Employee Benefits Committee.

The President's Council met on September 19 and September 26, and I attended both meetings.

Enrollment updates were reported on September 19 and there also was a brief presentation of NCAA extra benefits given by Jon Mark Hall, Director of Athletics, and Alex Eaton, Assistant Director of Athletics. The meeting on September 26 consisted of a summary of the master planning process. I didn't

obtain any new information since the last master plan meeting I attended on August 30. Jim Wolfe presented details about the master plan to Administrative Senate on August 2.

I attended the Board of Trustees meeting on September 7 and a special meeting of the Board of Trustees today. I'm pleased to share Administrative Senate will be represented on the Presidential Search Committee. I have been asked to serve and Steve Bridges, Administrative Senate liaison, also will serve. I take my service on this committee very seriously. Faculty Senate and Staff Council also have representation on the Presidential Search Committee.

On September 13 I attended the Founders' Day Luncheon and on September 25 I attended the Romain College of Business Executive-in-Residence presentation by Kevin Hammett, class of 1990.

On September 28 I met with Peter Whiting, Chair of Faculty Senate, to discuss breakout sessions for the spring faculty/admin. meeting, which takes place in January. Faculty Senate's ideas for breakout sessions were forwarded to Tricia Tieken, chair of the Professional Development Committee.

**Vice Chair:** Ingrid Lindy

Ingrid is still serving as vice chair of the Employee Benefits Committee. She is also creating a flowchart to clarify the processes surrounding the submission and review of Items for Consideration.

**Past Chair:** Larry Back

No report at this time.

**Secretary/Treasurer:** Jaclyn Dumond

Current balance for Administrative Senate is \$1,173.25.

## **REPORTS FROM STANDING COMMITTEES**

**Employee Benefits** – Jeanne McAlister, Chair

### **CURRENT CHARGES:**

Family Sick Time utilization since increasing from 5 – 10 days: Employee Benefits has received utilization numbers from HR and will review at the next committee meeting.

Sick Time Conversion to PTO: A recommendation is being drafted by the committee for presentation to Admin Senate.

Employee Spouse Membership at the Recreation and Fitness Center: Spouses of employees could purchase a membership by semester/year. Employee Benefits will research the feasibility and cost to implement this benefit.

### **FOLLOW-UP ITEMS:**

Dental Implant Coverage: Employee Benefits has submitted a request for HR to research the possibility of offering expanded dental coverage for 2019. Employees would pay a higher premium for this additional coverage.

Email notifications for vacation and sick time accruals: Employee Benefits has submitted a request to Human Resources about creating a summary email instead of individual emails for supervisors.

Travel Policies Review: On hold until Spring 2018.

**Employee Events** – Ashley Watson, Chair

All Milestones gifts have been picked up by or delivered to the honorees.

**Employee Outreach** – Caylin Blockley, Chair

The committee had been providing welcome messages to new employees, but the reports have not been working lately. The chair has taken steps to resolve this situation.

**Nominations and Elections** – Larry Back, Chair

Nothing to report at this time.

**Professional Development** – Angel Nelson, Vice Chair

Meeting Date/Time: September 26, 2017

- Discussion of survey FY 17-18 results
  - o Committee agreed on the following breakout sessions to have at the Faculty/Admin Spring 2018 meeting:
    - USI 101 – USI's History
    - Managing Your Inbox
    - \*\*\*Session on Soft Skills Employers Want Employees to Have
- Other business:
  - o Ashley Evaritt proposed a session on mental mindfulness and the importance of taking time off of work to mentally relax and refocus. This will be further discussed at the November meeting.
  - o \*\*\*Heard from Bill Groves on Monday, October 2, that there is already discussion of an Outreach & Engagement session after the Spring Faculty/Admin meeting. Our group will continue to discuss a third session option and let Admin Senate know our decision when we have agreed on another presentation we could offer instead.

**Liaisons**

Steve Bridges encouraged administrators to visit the master plan web site, pay attention to the options and leave comments. The PAC renovation is moving along nicely; there will be possible closures of the Boulevard in the future. USI has a call with Standard & Poor's in the near future; Steve wanted us to know that our everyday activities to help with retention make a positive impact on USI's rating. Steve said that because the Recreation, Fitness and Wellness Center was built with a non-taxable bond, the Employee Benefits committee should proceed carefully with the investigation of opening up access to spouses/partners for a fee. Finally, Steve is participating in the west side development conversations, representing USI.

**Unfinished Business**

None

**New Business**

The Senate engaged in a robust discussion regarding the format of the Items for Consideration form. The Senate wants to be sure administrators feel heard and know their options for voicing concerns. Simultaneously the Senate needs to be able to gather all the details of the individual's concern. If an administrator is not comfortable or willing to complete the form online, the Senator could offer to complete it with them or direct them to the completely anonymous version of the form.

**ANNOUNCEMENTS:**