Minutes
University of Southern Indiana
Administrative Senate
Wednesday, March 6, 2019
3 p.m. UC 2205

Nelson made a motion to allocate $500 spending budget to the Employee Events committee for the Milestones Reception, Adams seconded. Motion passed.

Employee Outreach – Britney Orth, Chair / Maggie Carnahan, Vice Chair / Stacy Draper, Vice Chair
Orth reported the Volunteer Campaign – As mentioned during the Employee Outreach Committee's report during the last Administrative Senate meeting, Maggie Carnahan pulled together a group of folks on 2/15/19 to discuss and create a formal proposal for employee volunteerism at USI. The group consisting of many folks from the Employee Outreach Committee (Britney Orth, Maggie Carnahan, Stacy Draper, and Jaclyn Dumond) and including VP Kindra Strupp, Janet Johnson, Caylin Blockley, and Sally Smith discussed the goals and content for the proposal. The Employee Outreach Committee additionally met with representatives from Staff Council and Faculty Senate to obtain their feedback and approval on the drafted proposal to move it forward as it has implications for all USI employees and the group felt as though all parties should be involved.

The Employee Outreach Committee had a second meeting including Janet Johnson, Caylin Blockley, Will Pool –

Liaisons – Kat Draughon (absent) / Steve Bridges
Bridges reported that the University recently hosted the State of the University presentation and budget presentations. He wanted to clarify that the 1% raise is an analogy, it is not decided at this time. This is to demonstrate costs. President Rochon presented to the State Senate Appropriations in terms of the USI Budget request. This started with a presentation with the Indiana Commission for higher education, then State Budget Committee and then House Ways and Means. The session ends on April 29.

IT security continues to be a diligent effort to safeguard ourselves against hackers. They're mimicking our emails to use our own language against us. Be sure to look for the disclaimer to determine off-campus emails.

RAVE Alerts that have been sent recently - sometimes those messages do not contain enough information, and sometimes we are limited by law on what can be shared with the public. Even though we cannot share all the details, at the bare minimum we would like to get the message out to be more mindful of your surroundings or taking precautions to be safe.

Unfinished Business
Lindy reported she will be meeting soon with VP Bridges to discuss the Family Sick Proposal and the Fee Waiver Proposal. Lindy received the revised employee benefit survey. Hopefully it will be sent soon after consulting with Kat Draughon.

Lindy suggested Stacy Draper submit an Item of Consideration to look into more transparency of changes to Handbook Policy changes. That item was received today. Howard mentioned that the Student Handbook and the Employee Handbook should be consistent and policies aligned. Lindy suggested Howard email examples of the inconsistent information. A separate Item for Consideration may need to be submitted at a later date. Discussion was shared around the idea of those involved departments meet about the revisions to the Student handbook meet and discuss ways to make

NEW BUSINESS

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Employee Volunteerism at USI
Proposal Draft 2
March 6, 2019
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Overview

To promote a culture of volunteerism for benefit eligible employees of the University of Southern Indiana (USI), Administrative Senate, Staff Council, and Faculty Senate propose the following pilot program, which will encourage and empower employees to use time during the work day to volunteer. During the pilot year (2019/2020) we suggest USI-centered events are the focus of these volunteer hours; this will not only benefit the USI community but also engage USI employees with various areas of campus. Long-term, allocating work time for volunteerism has positive outcomes, including employee retention and job satisfaction.

Background

The original motivation to research employee volunteerism in the workplace was the result of an item for consideration submitted to Administrative Senate in fall 2017. The submitter noted that their department was in need of volunteers at various events that take place during the work day and thought USI employees might be able to help.

Since that charge, the Employee Outreach Committee of Administrative Senate has been working to investigate employee volunteerism at USI. Questions were added to the 2018 fall survey for administrators pertaining to employee volunteerism; a small fraction of responses indicated employees wanted to volunteer but were not able to do so due to lack of support from their supervisor or uncomfortable feelings about asking for time to do so (See Attachment A). From this survey and discussions amongst Administrative Senate after, it was determined there is likely inconsistency amongst departments related to encouragement of employee volunteerism.

Meetings with University leadership and Human Resources have been held. The overall consensus at this time is the best way to increase employee volunteerism is clear communication from University leadership and supervisors, encouraging employees to volunteer at causes they care about and providing opportunities to volunteer.

Specifications

1. The pilot program will take place during the next fiscal year - July 1, 2019 through June 30, 2020.
2. Benefit eligible employees will be encouraged to volunteer 7.5 hours within each fiscal year.
3. Volunteer hours may be taken during the normal USI workday, with prior supervisor approval.
4. Volunteer hours may be taken one at a time or all at once.
5. Employees will be required to log volunteer hours with Volunteer USI but otherwise not on biweekly or monthly time reports.

6. Human Resources will receive a monthly automated Banner report from the Database manager of the USI Foundation, which will include employees who have volunteered and the number of hours affiliated with each person from the Volunteer USI system.
7. For the pilot year, employees also will be encouraged to volunteer at USI-sponsored events, including but not limited to the following:
    a. Welcome Week
    b. Housing Move-In
    c. Assessment Day (Fall and Spring)
    d. USI booths at Fall Festival
    e. Varsity Club events
    f. Alumni Association Events
    g. Heritage Artisan Days
    h. Reading to children at the Children's Learning Center
    i. United Day of Caring
8. An overall call will be made for volunteer needs on USI's campus by Volunteer USI, which will allow for a more comprehensive list of volunteer opportunities at USI. This list will be available on the Volunteer USI website.
9. University leadership will produce a bi-annual reminder of USI's view on employee volunteerism; in this reminder, they will also include a link to USI volunteer opportunities on the Volunteer USI website.
10. Upper administration will promote and encourage the volunteerism pilot to their division heads and directors.
11. Third shift employees should consult with their supervisor; committee suggestion is for supervisor to allow an early release for daytime volunteering.

Goals

1. Establish a communications plan to promote employee volunteerism at USI.
2. 100% participation for those who would like to volunteer at USI events during work hours, which can be measured by adding questions to the annual fall survey as well as Volunteer USI reporting.
3. Overall increased culture of volunteerism at USI, which can be measured by adding questions to the annual fall survey and through the Volunteer USI reporting.
4. Creating job satisfaction at USI, which is fostered by the sense of community that is created by volunteering. This can be measured by questions on the fall survey.

How often do you have employees under your supervision ask to volunteer for USI related or supported activities during regular working hours and not be required to take vacation to do so?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 At least once a month	11	1.5	9.6	9.6
	2 At least once a semester	38	5.4	33.3	43.0
	3 At least once a year	28	3.9	24.6	67.5
	4 Never	37	5.2	32.5	100.0
	Total	114	16.1	100.0	
Missing	System	596	83.9		
Total		710	100.0		