

FACULTY SENATE

AGENDA

Friday, December 6, 2002

3:00 P.M.

UC 206

Announcements and Introductions

Report From Dr. Hoops (Budget Presentation)

Report from Vice President Ruble

Report from Provost and Vice President Robert L. Reid

Report from Darlene Fisher, Director of Human Resources

Approval of minutes from meeting #4 (November 1, 2002)

Old Business

- **Report on Request to Investigate the Option of the USI Senate Chair becoming a voting member of the Board of Trustees (Sullivan/Baker)**

New Business

Adjournment

University of Southern Indiana
Faculty Senate Minutes
Session # 5 fall
Room: UC 206
Date: 12/6/02

Approved

Members Present: C. Baker, J. Davis-Brezette), S. Hall (for M. Graham), R. Hartl, R. Jeffers, S. Blunt, G. May, R. Reid, K. Rodgers, R. Ruble, M. Sparks, S. Sullivan, C. Tripp

1. Call to Order at 3:00

- 2. Report from President H. Ray Hoops** – After detailing the State of Indiana's overall fiscal problems, including descriptions of state tax underpayments and other declining state revenue sources, Dr. Hoops said, "The state's budget situation isn't good news, but it's better than it could have been." Dr. Hoops also reviewed the fiscal expectations for the 2003-2004 academic year.

Dr. Hoops' assessment of the job search for a Provost and Vice President of Academic Affairs was that the search continues to be "the best and most professional job we can do."

- 3. Report from Vice President Robert Ruble** – Dr. Ruble reported that "this is an exciting time in the search for Provost and Vice President of Academic Affairs." The Committee meets all day tomorrow (Saturday December 6) to whittle down the 75 candidates to ten. This is a very good Committee with lots of expertise and it has a very good list of applicants. As soon as ten semi-finalists are chosen, we'll reference call them. In two weeks the list of ten finalists will be pared to a list of five candidates. In the month of January we hope to have all five candidates on campus for interviews. All the candidates will meet a variety of audiences and we hope to make most of those meetings with the candidates as open and as accessible as possible."

A motion to invite all Provost/VP candidates to meet with the Faculty Senate was passed unanimously. (Hartl/Sullivan)

In response to a question from Gary May about the university's attempt to attract minority applicants for the Provost and Vice President of Academic Affairs position, Dr. Ruble indicated that in addition to traditional search vehicles such as The Chronicle of Higher Education, the USI website, mailings to 30-35 universities and perhaps a thousand personal contacts, USI also placed job search ads in outlets specifically targeted to African-American and Hispanic audiences.

4. **Report from Vice President Robert Reid** – Dr. Reid reported that for the first time, USI faculty participated in the Higher Education Research Institute survey of faculty attitudes. “Sixty four percent of USI faculty voluntarily participated in the survey, well above the national faculty rate of 44%.” Citing the survey itself, Dr. Reid described the purpose of the survey “was to collect basic data on college faculty, including background and demographic information, attitudes and values, pedagogy and professional activities.”

5. **Report from Darlene Fisher, Director of Human Resources --**

Darlene Fisher Presentation to Faculty Senate December 6, 2002

I. Introduction

Darlene Fisher, Director of Human Resources provided the following report and update on changes in HR procedures.

Direct Deposit Stubs

In February of 2002, the Human Resources Department introduced Web for Employees as a means of employee self-service. Web for employees offered employees access to a variety of forms, employment data, and payroll data online and at times then the Human Resources Staff is not available. In August of 2002, the Student Payroll went to paperless direct deposit. Students have access to their pay information through Campus Pipeline and Web for Employees. The transition has been remarkably successful!

As you are aware, the University is going to paperless direct deposit for employees beginning with the January 2, 2003, paycheck. The direct deposit information is available through Campus Pipeline and Web for Employees.

The Human Resources Department and the Computer Center have held numerous Web for Employees/Pay Stub Access Training sessions since February, 2002.

Advantages:

- The information is typically available a day or so prior to the actual pay date.....**money is not deposited** but the information is there for review.
- The information is available from anywhere with Internet Access and is easy to access. Especially nice for traveling faculty and faculty on sabbaticals and Harlaxton assignments.
- Historical Pay information is available for an extended period of time.
- Cost savings to the University in both materials and time with the elimination of duplication of efforts.

- Includes added benefit breakdown information that is not included on the current pay stub.
- There is no name or social security associated with the information transfer for security purposes.
- We are offering the same information, it is just in a different format but it can be printed and available for personal records.

Disadvantages:

- A few occasional employees may not have Internet Access at work or at home.
- Shifts the responsibility of obtaining the information to the employee and working through the perils of change.
- Some third shift employees will have a limited window of time to review the information.
- Mac users have some difficulty with Campus Pipeline although it has been tested on very old versions of Netscape and an old Mac and there were no problems getting access to the information.
- Added information to the Frequently Asked Questions page on campus pipeline.

Accommodations:

- Although it is an inconvenience, any Library computer with Internet Access can be used. Employee can call the bank to verify the direct deposit.
- If an official pay stub is required, Payroll can print off a Human Resource Information System copy of the stub that will include the name and social security number and an Human Resource signature.
- A few Mac users may have to use an alternative browser to gain Campus Pipeline Access. (Netscape 7.0 and Chimera 0.6)
- A lot of training sessions and any one-on-one that is needed.
- Added a Web for Employees web page with log on and navigational information.
- Created a wallet card for reference.

Outstanding Enhancements:

- Looking at putting an icon on the system that will lead someone through the steps to the pay stub.
- Looking at adding some additional information to be viewed such as state tax withholding and office and phone campus locators.
- Looking at having some kiosks located throughout campus.

We are addressing any individual or personal issues or concerns one-on-one with employees and are committed to resolving them in the best possible way. We recognize

that any change that occurs here at the University creates some unique situations that have to be worked through. As we become more and more technology driven, the Human Resources Department is committed to implementing the changes that enhance our customer service to the employees and those that also make good business sense so that we can contribute to being financially responsible to the University as a whole.

Automated Time Entry – The next step that is currently being reviewed and tested is SCT's Web Entry of Time module. The emphasis is to go to a paperless time entry system also automatically enters the time into the Human Resource Information System, eliminating the manual entry of time. During the Peak times, USI pays almost 2000 employees and student employees a month. We are unsure of what the timeline will be for this process but I will keep Faculty Senate informed as we move along the stages of implementation.

6. **Approval of minutes from meeting #4** – The minutes for Senate meeting #4 were accepted as submitted. (Tripp/Graham)
7. **Old Business** – Regarding the voting status of Faculty Senate Chairpersons on the Board of Trustees at peer institutions, Steve Sullivan reported that he had contacted nine institutions and found that no Indiana colleges or universities accorded the Faculty Senate Chair voting power on the Board of Trustees. However, Sullivan said, "At Western Kentucky University and Morehead State the Faculty Senate Chair has voting rights on the Board of Trustees, and Indiana University-Southeast is currently taking steps to implement a policy that will make a designated faculty member a voting member of the Board of Advisors."

Christy Baker said, "At present it would take a change in Indiana state law to enable the Faculty senate Chair to become a voting member of the Board of Trustees." Baker also noted, "The present composition of the Board of Trustees is one alumnus, one student, one county member, and six United States citizens. There is no restriction of a faculty member being appointed by the Governor to the Board of Trustees." Baker offered to copy the Indiana Code describing the appointment rules to any Senator or faculty member who would like a copy. Baker and Sullivan will report to the Senate in January with suggestions on how to proceed on this issue.

9. **New Business** – Meeting dates for spring 2003 Semester are the following Fridays: January 17; February 14; February 28; March 28; April 11; and April 25. If it's necessary to meet for emergency business or overflow, the designated date for that meeting is May 2.
10. **The Meeting was adjourned at 4:40.** (Davis-Brezette/Sparks)

Respectfully Submitted by Robert Jeffers, Senate Secretary