

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, June 3, 2020
3 p.m. Virtual Zoom Session

CALL TO ORDER: The meeting was called to order at 3:03 p.m.

ROLL CALL

PRESENT: Britney Orth, Chair; Jake Hansen, Vice Chair; Ingrid Lindy, Past Chair; Brandi Hess, Secretary/Treasurer; Jennifer Garrison; Ashley Ewearitt; Nick Bebout; Juzar Ahmed; Angel Nelson; Rustin Howard; Steven Stump; Sarah Adams; Stacy Draper; Taylor Gogel.

Kat Draughon, Liaison

ABSENT:

Steve Bridges, Liaison.

APPROVAL OF MINUTES:

May 6, 2020 minutes approved. (Bebout motioned, Gogel 2nd). Motion passed.

REPORTS FROM OFFICERS

Chair: Britney Orth

Orth reported that President Rochon held a Budget Update Zoom Meeting on May 29, 2020 where it was announced that the Board of Trustees had approved a temporary budget to last through December 31, 2020 and will be based on our 2019-2020 budget. This was huge news to help keep our employees whole. Several other announcements were discussed as far as on-campus Housing being open to up to 85% occupancy; academic classes to be in-person, online, or a hybrid; the Academic Calendar being shifted to in-person classes up to Thanksgiving with a week of online and then final exams and Fall Break and Assessment day moving to instructional days; and employees starting to roll back on campus for a July 6, 2020 start date. A lot was discussed during that Budget Update Zoom Meeting. If you were not able to attend the meeting and haven't watched the video, you may go to the COVID-19 for all of the details at <https://www.usi.edu/covid-19/>

5/28/20 - Board of Trustee Special Zoom meeting – during this meeting as already mentioned, the Board approved of a temporary budget for the University to last through December 31, 2020 and base it on our 2019-2020 budget. With so many colleagues in higher education losing their jobs or going furlough, President Rochon and our University leadership are trying to make sure that our University staff, faculty, and administrators to stay whole during this Pandemic. We have leadership who are more than willing to communicate with us on what's going on – that's not happening everywhere. VP Steve Bridges mentioned that we will be keeping Hoosiers employed and monitor our spending. The next scheduled Board of Trustees meeting is July 9, 2020 and the Board hopes to be meeting in-person on campus at that time.

COVID-19 Task Force and Student Affairs Committee – Orth mentioned during the May Administrative Senate meeting that she serves on the SAC as a part of the COVID-19 Task Force. That committee is looking at the employees and students return to campus along with other aspects of student life – Dining, Housing move-in, Welcome Week, Programming/Events, etc. She is serving on the Dining sub-committee and several other Admin Senators are also serving on one of the sub-committees based on the topics above – Sarah Adams, Jenny Garrison, and Ashley Ewearitt. The Dining sub-committee met yesterday and it is being led by Rebecca Diamond in Sodexo and they had a really good conversation with several ideas.

President's Council Meetings -- President's Council has met three (3) times this month and most of the updates surrounded the COVID-19 Task Force – reports from each committee chair, etc. One of the meetings was a special meeting at 7:00 a.m. that included speaking with President of Deaconess Hospital – Dr. James Porter. Dr. Porter has been a regular guest on Channel 14 where he answers questions about COVID-19. Orth said she appreciated hearing him speak and couple of takeaways from that meeting included: unfortunately in August nothing will change with COVID-19 virus except that testing should be a lot better so we need to continue to practice social distancing, wearing facial coverings, washing hands diligently, and continue all other

precautions. He also gave great advice on air ventilations being shifted so that air inside goes outside and fresh air rotates back inside and that sneeze guards can help when someone sneezes – facial coverings are still recommended.

The Strategic Plan Coordinating Committee met remotely on May 19, 2020. The group reviewed where they left off from our last meeting on campus. The group was excited to get back together. They discussed USI's SWOT based on recent surveys of staff, faculty, administrators, students, alumni, community members, and Board of Trustees along with past Strategic Plans. The committee were given two assignments by Provost Khayum – submit one 1 strength and 1 opportunity that would help us to be a competitive University and 1 weakness and 1 threat that would prevent us from being a competitive University and 3 overarching goals to help us achieve our mission and vision. This information is being compiled by Provost Khayum and we will discuss these documents at our next Strategic Plan Coordinating Committee meeting – we had been meeting, prior to COVID-19, every three (3) weeks and the committee may meet anywhere to weekly and monthly to try to get back on track to meet our original deadlines. The above assignments were worked on in lieu of a meeting at this time.

5/29/20 -- Enrollment Management Updates – There have been yard signs created to be distributed and placed in the yards of first-year students in our surrounding area who have committed to USI. We are down in enrollment numbers for first-year students - as of last week prior to some of the Orientation and Academic Advising sessions, we were down by 429 new students. However, we have to keep in mind that we are currently in a pandemic and some families are holding off to see if they can afford college and where might be the best place for their student to attend based on the plan for the Fall 2020 semester. Orth suspects we may get a decent influx the closer to when the Fall 2020 semester begins. We have a lot of great people in this room and outside of it who are working hard to communicate with students and families and getting students in Orientation sessions and academically advised and enrolled in classes. We have people working really hard to provide services and resources to our current students. For instance, the Dean of Students Office is sending out individualized emails to students who expressed a “big worry” in the Student COVID 19 survey and sharing with them resources, information about USI's plan for the Fall and what's happening now, and getting them connected to resources. Orth said she knows that all of us are making an impact in our areas too. We are all connected with students and potential students and their families and we are doing it well and while we are working remotely.

5/20/20 -- Administrative Senate Supplemental Meeting

During the Supplemental meeting, we had a good conversation about the Employee Benefit's Sick Leave Pool Policy Proposal. Based on that conversation and feedback, the committee has updated the proposal and it will be up for discussion in Unfinished Business today.

Administrative Senate Updates and Congratulations - Thank you to all of our Senators and especially to those who have served their 2-year term and will be rolling off Administrative Senate after this meeting. We thank you for your service! Thank you, Jenny Garrison (District 1), Nick Bebout (District 2), Rustin Howard (District 3), Sarah Adams (District 4), and Stacy Draper (at-large – representing all constituents)! We appreciate all of you and thank you for your leadership in Admin Senate and through chairing and serving on committees! We are sad to see many of you go and look forward to what you will do in your respective areas in the following years at USI! Everyone else who will be returning next year (and beyond), we are excited that we get to have all of them back and will be welcoming new Senators to our July meeting!

Vice Chair: Jake Hansen

Hansen will discuss Bylaw changes in Unfinished Business.

Past Chair: Ingrid Lindy

No Report.

Secretary/Treasurer: Brandi Hess

No changes to the budget since last month. Balance at \$916.80. Milestones certificates are going through Creative and Print Services and that expense will be posted later for June.

REPORTS FROM STANDING COMMITTEES

Employee Benefits – Sarah Adams, Chair / Juzar Ahmed, Vice Chair

The Employee Relations and Benefits Committee met on May 26 at 3:00pm via Zoom. Discussion focused revising

the Sick Leave Pool Policy proposal to address the comments from Administrative Senate. The committee voted to pass the revised sick leave pool draft and forms along to Administrative Senate. The ERB Committee will next meet sometime in June.

Employee Events – Ruston Howard, Chair / Steven Stump, Vice Chair

Milestones virtual ceremony is one week away. The committee met today to go over final details. The committee requests adding a page on the Admin Senate website to add honorees, information, and link to the videos. President Rochon will also be on the Zoom with well-wishes.

Employee Outreach – Stacy Draper, Chair / Taylor Gogel, Vice Chair

The Employee Outreach Committee met on May 19, 2020. During the meeting the committee reviewed the draft pilot volunteer program recap. We plan to share the draft version with the Admin Senate Exec team for additional support and explore timing of communication with Presidents Council. Additionally, the team discussed ways to keep the administrators engaged during this remote working window. We plan to hold an Admin Senate social hour on June 4th to support ongoing co-worker connection. The Outreach committee is scheduled to meet again on 6/25/20.

Nominations and Elections – Ingrid Lindy, Chair

The information for the ballot was sent to OPRA today. The ballot will be sent to Administrators on Friday, with election ending June 11. She will document this virtual process in case we have to do this again next year.

Professional Development – Jennifer Garrison, Chair / Ashley Ewearitt, Vice Chair

No Report.

Liaisons – Kat Draughon / Steve Bridges

Draughon reported the work accommodations for will be going out soon. July 6 looks like the firm date for campus to reopen.

Unfinished Business

Sick Pool Policy – The committee met and discussed the changes from the last meeting. There was discussion around running this with fiscal year, or with calendar year (same as other benefits). Fiscal year might be easier on the HR staff since Open Enrollment is a busy time with other forms and benefits actions happen. Fiscal year also lines up with other leave balances. There is inconsistency in the document for continuous absences vs. intermittent draw. The Committee wishes the Pool could be used for both (if qualified for FMLA). Lindy encouraged the language for that to be further clarified.

Ewearitt made a motion to move the Sick Pool Policy charge forward to the Executive Committee pending changes discussed. Howard 2nd. Motion passed.

Bylaws Change – Hess discovered that several years ago, when Appendix A was added to the Bylaws, the departments within districts were added as a list. It is preferable to remove the list from the appendix to the website because of the frequency the districts change and instead give a referral link to the website for the most up-to-date list. Districts are reviewed on a regular basis and change based on employment and changes in department names and structures. It would be helpful to see the changes to the districts for transparency purposes. Hansen will formalize the change and send the old and proposed changes to Appendix A for a vote via email.

New Business

Thank you to Senators rolling off of Administrative Senate – Jenny Garrison, Nick Bebout, Rustin Howard, Sarah Adams, Stacy Draper and Brandi Hess.

Garrison recommended setting up a training on how to use Bookings to coordinate meetings with co-workers and students so you may create blocks of time to set up appointments.

Announcements:

Upcoming events – Quarantined Together June 4 at 2 p.m. and Milestones event June 10 at 3 p.m.

Annual reports by the Committee Chairs are due by the end of the month.

Adjournment

Meeting adjourned at 4:04 pm.

Next meeting on July 1 on Zoom.