

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, January 6, 2021
3 p.m. Virtual Zoom Session

CALL TO ORDER: The meeting was called to order at 3:04 p.m.

ROLL CALL

PRESENT: Britney Orth, Chair; Jake Hansen, Vice Chair; Ingrid Lindy, Past Chair; Brandi Hess, Secretary/Treasurer; Jada Hogg; Maggie Carnahan; Nick Bebout; Elizabeth Schmitt; Steven Stump; Megan Doyle; Angel Nelson; Carissa Prince; Taylor Gogel; William Pool.

ABSENT: Liaisons Kat Draughon, VP Steve Bridges.

APPROVAL OF MINUTES:

Motion made by Carnahan to approve December 2, 2020 minutes. Lindy 2nd. Motion passed.

REPORTS FROM OFFICERS

Chair: Britney Orth

Since the last Administrative Senate meeting on December 2, 2020, Orth has attended the following meetings as Chair of Administrative Senate:

President's Council Meetings

- New Graduate School Items to line up with undergraduate policies and procedures and will help with retention of students and to persist to graduation.
 - Course Repeat/Grade Replacement
 - Graduate Fresh Start Program Proposal
 - Graduate Admissions Criterion Modification
- 2020 Virtual Commencement became available on 12/12/20 at 11:00 a.m. and is still available online by going to the Commencement website – <https://www.usi.edu/commencement/>. The 2020 Virtual Commencement program will remain on this website until end of February 2021. 2,440 students could participate in this virtual commencement by sharing a picture and quote. 1 in 5 eligible graduates participated by sharing a photo and quote; everyone else eligible did have their name included. 720 are Fall 2020 Graduates. This virtual commencement is through a vendor named “Marching Order” – Indiana State University used them for their virtual commencement. President Rochon was the key speaker and his presentation also included 25-30 pictures of students while he speaks for approximately 6 minutes. Each college was able to select a reflection speaker who is a graduate of that college as has happened at every commencement since all of the commencements occurred on USI's campus. There is also a message from the Alumni Association President. There is the ability to interact on commencement through social media. Orth encourages everyone to watch the virtual commencement program and share positive comments. 35 employees volunteered to send out notes to graduates, assembling gifts, and mailed them out to the graduates as well. The goal for the Spring 2021 Commencement is to hold it in-person as long as the science and medicine tells us that it is safe to do so.
- Members of the Presidential Task Force and the Executive Team have been meeting with Dr. Porter from Deaconess regarding vaccine procedures. Our area is doing really well as far as individuals getting the vaccines compared to the rest of the state of Indiana. We have both the Pfizer and Moderna vaccines in our area. Dean Ann White of the College of Nursing and Health Professions asked that if you get a vaccine to make sure that you get both doses and that whatever vaccine you start out with to finish with that same type of vaccine. If you only get the first dose, then it will not truly protect you. President Rochon will be getting the vaccine when it is his turn to do so.
- The Spring 2021 Professional Development Day is on January 13. Orth encourages everyone to attend as many of the sessions that are able and interested in – there will be 30 sessions ranging in self-care/healthy sessions, technology, and a session on the Strategic Plan at 9:00 a.m., etc. Our liaison, Kat Draughon and Senator Megan Doyle are leading this program.

Administrative Senate's December Supplemental Meeting

This meeting was to help the Employee Relations and Benefits Committee determine some items to research and work on. It was determined that there are some ideas to work on now and possibly some for the future. One item is to clearly list out all of

the employee benefits that USI does have, so that everyone knows what benefits our employees do already have access to. Orth spoke about this during President's Council and it was well-received. We do have a lot to be proud of – we are excelling during a pandemic!

Those lovely Screagle signs that incoming students receive – there are 1,000 signs marked for employees! We will be receiving those yard signs soon!

Strategic Plan Update Meeting

Provost Khayum and VP Bridges have presented the vision, mission, core values, goals, and objectives to the Board of Trustees. We are getting to the point where the USI community will have the opportunity to determine the areas of the strategic plan that they would like to work on, to streamline the process, and have deadlines for groups of our community members to join our existing subcommittees who have been working on our 4 goals and the working group with our senator, Steven Stump along with Amy Chan Hilton, and Darrin Sorrells. There's also going to be more updates on the Strategic Plan website to keep us all updated on the progress, please review the Strategic Plan website – <https://www.usi.edu/strategicplan/>

Administrative Senate Virtual Open House/Sessions

Orth thought the Virtual Open House went really well. Thanks to our Employee Outreach and Employee Events committees who worked together to put on this program! Thank you to everyone who attended and participated. We have some places in our agenda today where we can discuss this program further.

Vice Chair: Jake Hansen

Hansen reported attending several committee meetings in the last month. Those committee will be providing a report later in the agenda.

Past Chair: Ingrid Lindy

No report.

Secretary/Treasurer: Brandi Hess

Hess reported no changes to the budget, and we have a balance of \$1,297.06. She also announced Becky Ball, who assists with the Administrative Senate budget, is retiring and Jessica Adler will be assuming that role for us. Adler is the Senior Administrative Associate in Business Affairs.

REPORTS FROM STANDING COMMITTEES

Employee Benefits – Jake Hansen / Elizabeth Schmitt / Nick Bebout

Schmitt reported that she presented the ideas that were generated during the last supplemental meeting to her committee. They plan to work with HR to make a list of all the benefits USI has to offer. The committee will be meeting soon to discuss next steps.

Employee Events –Steven Stump and Angel Nelson, Chair / Megan Doyle, Vice Chair

Stump reported the committee will meet tomorrow to discuss the employee recognition event. Doyle is heading up the planning and coordination of the event. Doyle reported that the Holiday Open House event was successful with many people providing positive feedback.

Employee Outreach –Taylor Gogel, Chair / Carissa Prince, Vice Chair

Gogel reported the committee met on December 11 to discuss the mural. There may be opportunity with the new wellness center since it's still under construction. Other options include a movable mural, outdoor locations, or even temporary with adhesive decals. The committee is seeking more members to the committee with the departure of a couple employees in the last year.

Nominations and Elections – Ingrid Lindy, Chair

Lindy reported the work for this committee will be starting soon, with nothing new to report at this time.

Professional Development –Maggie Carnahan and Will Pool, Chairs / Jada Hogg Vice Chair

No report.

Liaisons – Kat Draughon / Steve Bridges

No report.

Unfinished Business

- Obituary and Sympathy Policy – Lindy reported that Senator Gogel contacted her after the meeting and talked through some ideas with the policy. The Senate discussed some of the recent missed sympathy situations, but also celebrations (marriage, births, adoptions). Since there is support to look into this policy further, Lindy will submit an Item for Consideration so it will go through our official process.
- Selfie-Spots around Campus – Prince reported earlier about this in the committee report.
- December Open House Event – The committees were happy with the participation level and pleased with how the event went.
- Tuition Benefit – With Faculty Senate, they submitted to Provost office in December 2019. VP Bridges reported no updates.
- Sick Bank Policy – Tabled until Pandemic resolved.
- Parental Leave – Lindy made a motion to table until Pandemic is resolved, Bebout 2nd. Motion passed.
- Volunteer Pilot Project – Tabled until July 2021.

New Business

Blood drive – Admin Senate was approached to sponsor a blood drive in January. Orth reported that she had to give them an answer before our meeting and she turned down the invitation. She felt there could be a number of reasons people may not feel comfortable volunteering for the event due to the pandemic, and with the lighter footprint the university is trying to maintain in January, having an on-campus event might not be great timing. We will consider sponsoring a blood drive at another time.

Retention Session – Orth reported the Executive Committee has been discussing an idea to host a session/brown bag on retention and recruitment. The idea is to share with the campus committee ways to help retention and recruitment efforts that are easy and not a job. Examples could be wearing USI apparel to your kid's soccer game, or when you recognize a student off campus, strike up a conversation with them. Help answer questions about USI, or if you don't know the answer, jot down their contact info and connect them with the appropriate department to help. This could be an ongoing effort throughout the semester and year. We will discuss this in further detail during our Supplemental Meeting in two weeks.

Announcements:

The Admin Senate Supplemental meeting will be January 20 at 3pm on Zoom.

Adjournment

Meeting adjourned at 4:30 p.m.

Next meeting on February 3, 2021 on Zoom.