

Minutes
University of Southern Indiana - Administrative Senate
Wednesday, February 2
3 p.m. Virtual Zoom Session

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

ROLL CALL

PRESENT: Jake Hansen, Chair; Steven Stump, Vice Chair; Britney Orth, Past Chair; Brandi Hess, Secretary/Treasurer; Maggie Carnahan, Nick Bebout, Robert Threet, Megan Doyle, Ray Simmons, Carissa Prince, Betsy Mullins, Will Pool, Taylor Gogel.
Liaison VP Steve Bridges

ABSENT: Nathan Payne.

APPROVAL OF MINUTES:

Motion made by Bebout to approve the January 2022 minutes. Carnahan 2nd. Motion passed.

REPORTS FROM OFFICERS

Chair: Jake Hansen

Hansen reported attending the following meetings:

Presidents Council (1/25/2022) - Rashad Smith and Michael Dixon presented on current enrollment outlook for fall 2022. New student Orientations will begin in June 2022 and registration to RSVP will open March 15 for students that have deposited. The USI premier of the College Tour is on February 16, Admin Senate Supplemental meeting is being replaced by this event. Premier will take place in the Arena. Test kits for COVID-19 are available to order online, USI Administration is working to get students COVID tests due to one address being an issue. Students do not want to miss class but cannot risk exposing others to the virus. It is important faculty and staff provide patience and flexibility when working with students. Mask wearing at Basketball games has improved. Congratulations to the USI Cheer Team for placing 5th at Nationals.

Executive Team Meeting (1/7/2022) - The Executive Team met to discuss how we move forward with our FlexWork Proposal. Hansen will meet with VP Bridges to discuss how we move forward and not lose momentum.

Vice Chair: Steven Stump

Stump reported he has shared the details of last month's Floating Holiday proposal to Pamela Hopson of the Equity, Diversity, Inclusion Committee. He will be meeting with her soon to discuss further.

Past Chair: Britney Orth

No Report.

Secretary/Treasurer: Brandi Hess

No report.

REPORTS FROM STANDING COMMITTEES

Employee Benefits - Brandi Hess, Chair

No report.

Employee Events –Megan Doyle, Chair

Doyle reported the committee does have an IFC to discuss and will be meeting soon.

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

Prince reported the committee finalized the details for the Volunteer Pilot Program.

Nominations and Elections – Britney Orth, Chair

Orth reported the results of the recent by-laws change vote with 105 administrators participating. The changes passed with majority support.

Professional Development - Will Pool, Chair

No report.

Liaisons – Steve Bridges

VP Bridges reported a special board meeting on Monday, February 7 at 11 a.m. to discuss Division I. He also reported a new Administrative Assistant, Juli Huss, in his office. She will assist with Administrative Senate financial reporting. VP Bridges reported members in IT recently changed the “hold music” on USI phones to the USI Alma Mater song.

Unfinished Business**Ongoing Projects**

FlexWork Proposal – Nothing new to report. Will meet with HR Interim Director, Sarah Will, to go over the proposal.

Nurturing Our Nest – If you would like more stickers and drink vouchers to reward people actively Nurturing Our Nest, contact Brandi Hess.

Volunteer Pilot Project – Prince reported working with Lauren Smith in Alumni and Volunteer Services. Smith is on the committee and has updated the website to make information more defined and accessible. Volunteerism is a goal with the USI Strategic Plan. It is the committee’s goal this becomes a permanent initiative but aligned with Alumni and Volunteer Services department.

Motion made by Carnahan to move proposal forward to USI leadership. Seconded by Bebout. Motion carried.

Tabled Projects

Tuition Benefit – (Dependents increase in credit hours. December 2019) Faculty Senate charge that we support. Provost Khayum and VP Bridges are investigating, Bridges will have a report soon.

Sick Bank Policy – Tabled until Pandemic is resolved. The Senate will move this back to ERB committee as the pandemic persists. The committee will determine when to bring this back to Senate for action.

Parental Leave – Sent back to ERB committee for discussion.

New Business

No new business.

Announcements

Remember Nurturing Our Nest and sharing vouchers with people to recognize their efforts to recruit and retain.

Please share USI open job postings with friends and family. There are many open positions.

Report your vaccination status and boosters with the self-report system. This helps streamline the process for contact tracing.

Adjournment

3:42 p.m. Meeting adjourned.

Next meeting on March 2, 2022 on Zoom.