

Minutes
University of Southern Indiana - Administrative Senate
Wednesday, April 6, 2022
3 p.m. UC 2205 and Zoom

CALL TO ORDER: The meeting was called to order at 3:07 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, Taylor Gogel.

ABSENT: Betsy Mullins, Nathan Payne, Will Pool, VP Steve Bridges

APPROVAL OF MINUTES:

Motion made by Gogel to approve the March 2022 minutes. Carnahan 2nd. Motion passed.

REPORTS FROM OFFICERS

Chair: Jake Hansen

Hansen attended the following meetings:

Senate Exec Meeting with Sarah Will about FlexWork Proposal (3/3/2022) - Admin Senate Executive team met with HR and Interim Executive Director Sarah Will to discuss the FlexWork Proposal moved forward by ERB late last year. The document was provided upfront to Sarah Will so she had an opportunity to provide feedback and information. There seems to be momentum with the proposal as it was suggested that we meet with Sarah to discuss our next options. Admin Senate was praised for our hard work putting it together and considering the many different avenues that USI could pursue. Several suggestions were made about the proposal. Specifically making sure that we are maintaining our student support focus, ADA compliance, employee supervision and staffing.

Priority Meeting - COVID Taskforce (3/7/2022) - A priority meeting was called for the COVID Taskforce. Vanderburgh and Posey counties have moved into the Yellow. Since USI follows the CDC guidelines it is now time for USI to move to mask optional. Possible language that could be used to encourage masking at specific times is Masks Welcome. Certain places and classrooms will be able to maintain their mask wearing.

Executive Meetings (3/10/2022, 3/14/2022, 3/29/2022, 4/1/2022) - Senate Executive Team met several times this month regarding our current proposals and topics. We discussed the changing in mask mandates, FlexWork Proposal, EDIC Reporting Form and the supplemental meeting.

Admin Senate Supplemental Meeting (3/16/2022) - Senate met to discuss the upcoming development campaign and development council where Chair Hansen has been appointed as a member.

Unsung Eagle Event Planning Meeting (3/29/2022) - USI will be having the Unsung Eagles Event again this year. The event will take place on April 28 from 11 a.m.-1 p.m. All Administrators are encouraged to write a card supporting those that have supported us this past year. Hotdogs and sides will be served near the UC green space. If there is rain the event will take place in Carter Hall.

Presidents Council (4/5/2022) - USI will be moving a bit more toward normal operations this year with Commencement. More seats than in the previous two years will be open. Commencement will need help with this event. Please reach out to the registrar if you are interested in helping make this event a success. On April 19th there will be a Town Hall that will include updates from Dr. Rochon and questions solicited from administrators will be answered. This will take place in Mitchell Auditorium from 2-3:30 p.m. Hansen will be sending an email today regarding questions to all administrators. Please submit your questions to Admin Senate. The President also thanked the contact tracers at USI for all their hard work these past two years. Dr. Rochon, his leadership team and HR are looking into the Admin Senate FlexWork Proposal, and possibly University Holidays and potential modifications for the future. Finally, USI Admitted Student Day will be this upcoming Saturday April 8.

Vice Chair: Steven Stump

Stump reported he serves as a representative to the Equity, Diversity and Inclusion Committee for Administrative Senate. He passed along our proposal for the Floating Holiday recommendations. Several members of the committee are interested in

working on the proposal. Movement has already begun at the University Leadership level as Hansen reported from President's Council.

Past Chair: Britney Orth

Orth reminded the Senate this is the first time the Senate met in person since March 2020.

Secretary/Treasurer: Brandi Hess

Hess reported the balance is at \$1,500. Hess reported her attendance at a President's Council meeting Jake was unable to attend. Information reported at the meeting was the announcement of the Town Hall meeting later this month, Summer Orientation invitations have been sent to new students, and other admission information related to applications and deposited student data was presented. President Rochon encouraged the governance groups, and any other committees or groups to begin meeting in person when possible.

REPORTS FROM STANDING COMMITTEES

Employee Benefits - Brandi Hess, Chair

Hess reported the ERB committee currently does not have any IFC charges presently, and therefore did not meet in March.

Employee Events –Megan Doyle, Chair

Doyle reported the committee met on March 18 to determine the date to host an Ice Cream Social on May 26, 2022. She is seeking quotes for ice cream and popsicles. Expected charges will be presented to the Executive Committee.

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

No report.

Nominations and Elections – Britney Orth, Chair

Orth reported receiving several nominations for the Admin Senate elections. At least one senator for our four districts, plus one at-large senator is open, along with Secretary/Treasurer and Vice Chair. Once the nomination period is over, the committee will reach out to the nominees to see if they accept the nomination and to work to fill any gaps.

Professional Development - Will Pool, Chair

No report.

Liaison – Steve Bridges

No Report

Unfinished Business

Ongoing Projects

FlexWork Proposal – Hanson reported HR has taken the proposal up under the direction of President Rochon.

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 (*with VP Bridges, tabled until Pandemic resolves*)

New Business

IFC- FlexWork Proposal - comparison to current gas prices

Information was presented to serve as possible supplemental information for the FlexWork proposal that demonstrates the cost savings in gas/commuting costs, and childcare savings. No action needed on this item.

IFC- Mask Mandate

An individual requested Administrative Senate to work on a proposal to *not* return to masking once the mask mandate is removed on campus. Hansen reported the Senate previously wrote a letter of support to the COVID Task Force supporting their efforts to keep campus safe and to follow CDC guidance. Since this IFC does not fit within our authority, the request will be forwarded to the COVID Task Force chair with no further action needed on this item.

Town Hall

Dr. Rochon asked the governance groups to work together to plan the Town Hall later this month. There is to be a Q & A portion of the Town Hall. Questions need to be submitted ahead of time and moderated by the governance chairs. Hess has created an online form for administrators to submit questions. An email will be sent to constituents with the link to the form. Hansen will be meeting with the governance chairs to organize and submit the questions to the President's Office.

Unsung Eagles

AdminSenate will be represented at the Unsung Eagles event later this month. We will be passing out our Nurturing Our Nest stickers, photo frame, and drink vouchers. This event is hosted by Staff Council, but celebrated university-wide.

Meetings with Virtual/In-Person

The Senate discussed the option of continuing with a Zoom option in addition to the in-person going forward. The Senate agreed to keep both formats for the remainder of the current term. The next Senate group can revisit this topic next term.

Announcements

Nurturing Our Nest - Recruitment and Retention Initiative

There are many jobs open and posted on the HR website, please help share these opportunities with friends and family.

Voluntary vaccination and booster reporting, please get vaccinated and boosted.

Adjournment

4:05 p.m. Meeting adjourned.

Next meeting on May 4, 2022.