

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, October 7, 2020
3 p.m. Virtual Zoom Session

CALL TO ORDER: The meeting was called to order at 3:05 p.m.

ROLL CALL

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

Liaison Kat Draughon

ABSENT:

Elizabeth Damm, VP Steve Bridges.

VACANT SENATE SEAT: Ashley Evearitt resigned from the Senate and left the University. Her District I seat is vacant. Past Chair Lindy reported the Executive Board discussed possible administrators and selected Jada Hogg as a candidate for District I Senator. Jada is Outreach Coordinator and Student Mentor in the Multicultural Center. Motion was made to approve Hogg as District I Senator. Motion passed. *(Hogg joined the meeting after the motion passed and is included in the Roll Call above.)*

GUEST: Anna Ardelean, Student Government Association

Ardelean shared the Get out the Vote efforts she has been spearheading. They've been working on voter registration, voting education, and encouraging students to make a voting plan. They've been working on posters to educate Indiana, Kentucky and Illinois voting information to be posted around campus. Ardelean has also been working on making USI a voting location in the future. Election Day is November 3, 2020.

APPROVAL OF MINUTES:

Motion made to approve September 2, 2020 minutes. Motion passed.

REPORTS FROM OFFICERS

Chair: Britney Orth

Orth reported attending the Board of Trustees meeting, three President Council meetings, three AdminSenate Exec meetings, prep meeting for President Rochon Q&A session and those live meetings. To summarize, the Board of Trustees voted on the Housing fees approved and \$50 munch money will be added to each contract. Retirements approved and construction updates were reviewed. At the next Trustee meeting President Rochon and VP Bridges will be presenting the budget for approval.

President Council: IT has been making improvements to security and introduction of new services like Jabber. Jon Mark Hall updated the council on COVID-19 testing with athletes and teams. GLVC schedules and announcements coming soon. The University has been awarded a Lilly Foundation Grant for \$2.5M and is now being considered for a \$10M grant. The University will offer a master's degree in Criminal Justice to start Fall 2021, and a higher education track in the doctoral degree program to be offered Fall 2021.

Vice Chair: Jake Hansen

Hansen attended the Events Committee last week. Any committees planning to meet, let Hansen know. The University's Safety Committee is looking for an appointment from Administrative Senate. Megan Doyle volunteered to serve.

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 has added Hogg to the Admin Senate website and will be sending the meeting invites to her.

REPORTS FROM STANDING COMMITTEES

Employee Benefits – Juzar Ahmed, Chair / Elizabeth Damm, Vice Chair

No Report.

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

Stump reported a meeting on Oct 1. The committee is exploring events that can be conducted virtually in lieu of face-to-face activities like we have traditionally offered:

- Book Club – there is a draft submission/request form that has been created: https://usisurvey.az1.qualtrics.com/jfe/form/SV_bgEdGmiy66zpiHb. This is in need of a few edits, but we will be sharing the updated version with Executive Committee to solicit their feedback and suggestions.
- Social Media – we would like to work with the Employee Outreach committee to leverage Facebook and other channels to encourage more positive communication throughout the campus community
- Trivia Events – we have identified a platform for hosting trivia events (Kahoot!) which is available for \$5/month. Pending Senate approval, we would like to test this with our audience with a Halloween-themed trivia game. Based on how it is received, we would use an event like this to replace our traditional holiday get-together in December.

Employee Recognition Event – Megan is directly involved with all of our recognition events. Some discussion was had about Administration's proposition of combining Milestones of Service with the events held by Staff Council and Faculty Senate. She has a plan on how to engage the other governance groups and coordinate the planning of such an event if/when it gets explored further.

Items for Consideration – Bicycle Lockers

We reviewed the request to move the bicycle lockers from behind Lot K to the lot between the softball fields and Broadway Ave. We determined that, based on the current budget situation of the University and the inability for Facilities to give us an accurate quote on the cost to move the lockers, this IFC should be declined. We would like to put it to a vote for the Senators at this week's meeting. If it is agreed that this item should be given no further action, I will notify the original requestor of the status.

The next committee meeting is scheduled for Thursday, November 5th

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

The Employee Outreach Committee met on August 26, 2020. During the meeting the committee discussed and schedule the next Zoom social event to keep administrators connected during this new flexible remote work module. The event has been shortened to a 30-minute program, to better accommodate everyone's schedules. It is currently scheduled for Thursday, September 10 at 2 p.m.

The proposed fall survey questions developed in the July meeting we removed from the survey altogether. The committee realized this year was unique and the data collected would not provide much evidence for further committee projects and initiatives.

The committee additionally discussed the new EOC group on Microsoft Teams. This will serve as repository of all documents, specifically the tracking on outreach and welcome messages to new administrative hires. In addition, we will begin to draft sample questions to do informal research/conversations about onboarding experiences with

those that have been hired within the last year. Information collected will be used to craft initiatives for the EOC's role in onboarding going forward.

Next month the committee will work on the newsletter, and do a walking trail feature of someone's favorite walking route on campus.

Nominations and Elections – Ingrid Lindy, Chair

Lindy reported meeting with Executive Council to discuss the Senate vacancy and the recruitment of Jada Hogg to fill the position. She brought the recommendation to the Senate today and the Senate approved.

Professional Development –Maggie Carnahan and Will Pool, Chairs

Carnahan reported committee met September 4 to discuss possible professional development topics. The committee will meet again in October to make topic selections and to make a plan.

Liaisons – Kat Draughon / Steve Bridges

Draughon reported that contact tracing continues for COVID-19 and kudos to all those employees involved in that process. They're doing a great job with tracing, it's very intensive work. The Dashboard will be updated on Friday.

Unfinished Business

- Change retirement Rule of 85 to 75 – Table until January, no updates.
- Bicycle Locker – The committee decided there is no further action they can take. This item will be removed from this list.
- Tuition Benefit – With Faculty Senate, they submitted to Provost office. Steve will follow up. No updates at this time.
- Sick Bank Policy – Tabled until Pandemic resolved.
- Parental Leave – Tabled until January.
- Volunteer Pilot Project – Tabled until July 2021.

New Business

Item for Consideration – Flex Scheduling

Item submitted to look at flex scheduling during the pandemic and/or afterwards. The Executive Committee determined to research this topic further since this seems to be a common theme that is submitted frequently. The committee will report back their findings.

Letter of Support – For continued safety precautions during the Pandemic

Orth reported Faculty Senate has authored a letter of support for the continued safety precautions during the pandemic. After further discussion by leadership, Dr. Rochon asked for similar support from the other governing bodies. A statement will be released from the President's Council next week with this letter.

Orth entertained a motion to support and co-sign the University's Task Force and President Rochon's statement of support for continued campus safety precautions throughout the duration of the pandemic. Carnahan so moved, Stump 2nd. Motion passed.

Announcements:

The Admin Senate Supplemental meeting will be Oct 21 at 3pm on Zoom.

Adjournment

Meeting adjourned at 4:17 pm.

Next meeting on November 4, 2020 on Zoom.