

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday, August 7, 2019  
3 p.m. UC 2207

**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; Juzar Ahmed; Steven Stump; Sarah Adams; Angel Nelson; Stacy Draper; Taylor Gogel.

**ABSENT:** Nick Bebout; Rustin Howard  
Steve Bridges, Kat Draughon Liaisons.

**GUESTS:** Michelle Herrmann, Staff Council; Kenny Purcell, Faculty Senate.

**APPROVAL OF MINUTES:**

July 3, 2019 minutes approved (Nelson motion, Ewearitt 2<sup>nd</sup>).

**REPORTS FROM OFFICERS**

**Chair:** Britney Orth

Welcome to our guests – Michelle Hermann, the Vice Chair of Staff Council who is filling in for the Chair, Terri Alvey, and Dr. Kenny Purcell, Associate Professor of Physics the Chair of Faculty Senate! Our three governing bodies at the chair level have been meeting a lot together so far and we hope to continue to work together on shared concerns and programs this year! We all have committed to attend at least the first meeting for each of our governance groups and continue to meet as shared items and concerns come up.

Thank you to Rustin, Steven, Angel, and the Employee Events Committee for a wonderful Ice Cream Social today. Good ice cream, turn-out, and tours for employees interested in seeing the new Screaming Eagles Arena! My understanding is that Provost Khayum has asked the Employee Events Committee if they would also be willing to give tours of the arena before the University Meeting on Tuesday, August 13, 2019 from 8:30 a.m. to 9:30 a.m. Please see the Employee Events Committee if you would like to assist.

Rustin Howard's twins were born since we last met. The twins were born early and are doing really well! We wish Rustin well during her leave and look forward to having her back!

Goals for the 2019-2020 year as Chair:

- Develop ways to assist with student and employee recruitment and retention at USI by utilizing USI's strengths.
- Encourage the development of plans to celebrate Administrative Senate's 10<sup>th</sup> year anniversary coming up in 2020-2021.

President's Council July 9 Meeting

- Our former Chair Caylin Blockley and I attended the President's Council Meeting on July 9.
- Dr. Cathy Carey, the new Dean of the Romaine College of Business was introduced along with the new chairs of Staff Council, Terri Alvey from Rice Library and Faculty Senate Chair, Kenny Purcell from Geology and Physics. Dr. Carey spoke for a few minutes about how welcoming Evansville

has been to her and her family and she's excited to be here and increase the University's presence with community area businesses.

- President Rochon spoke about no raises and the reasons for it. Our enrollment numbers and number of credit hours are both down. President Rochon is looking for collaborative ways for everyone to find ways to increase credit hours. President Rochon stated that the University will not spend money that we don't have and the priority is to keep all of our jobs. Those who work hard here, deserve a raise. We need to work together and stay together. President Rochon is asking that everyone to bring your best effort and not to have the mentality of Us vs. Them. We all have a lot of work to do. So as a University, every hire, every retirement, etc is being assessed. President Rochon asked that we all be together. We still have time to make changes, which is a good thing.
- There was conversation about ways to increase student enrollment and credit hours. Faculty to reach out and help recruit students to their programs so students get the information sooner. They expect walk-ins during the upcoming Orientation session in August before classes start. Staff are following up with those students who have signed up for an Orientation session and did not attend to try to get them to upcoming Orientation sessions. There's been outreach emails sent to those admitted and still considering USI. Our quality of students has gone up compared to last year. These initiatives and others will help with recruiting Fall 2020 and 2021 numbers.

#### Board of Trustee's July 11 Meeting

- There was a Board of Trustees meeting on July 11, 2019. They went through a Campus Crisis Plan session similar to the one that the Extended President's Council had.

#### Campus Crisis Plan Working Session/Extended President's Council Meeting

- This training session was facilitated by an outside presenter who has done a lot of important work with the NASPA – a national student affairs organization. It was well done.
- President Rochon also mentioned that we need to be a leader in turning a tragedy into something positive and to be a leader in protecting children and taking care of our employees.

During the President's Council Meeting on August 6, 2019, the University Meeting was discussed.

#### University Employee Meeting on August 13

- This meeting is meant to be informative, meaningful, enjoyable, and discuss budget challenges, appreciation of the USI community especially in adversity, and the level of responsibility that we all for our campus.
- Anonymous questions have been sent to the chairs from Administrative Senate, Faculty Senate, and Staff Council and we can attest that they are anonymous. We have been working together to categorize the questions and send to the University Leadership by Thursday, August 8, 2019. There were approximately 250 questions and comments submitted by faculty, staff, and administrators. Some questions/comments may be topics that our governance groups will be working on internally as items for consideration or through town hall venues.
- Some questions will be asked and answered during the University Meeting on August 13. There will be drinks in the morning at 8:30a.m., 8:30 a.m. to 9:30a.m. will be time for colleagues to mingle. The meeting will start at 9:30 a.m. There are multiple speakers for this meeting – A couple of Board of Trustee members, President Rochon, Provost Khayum, and VP Steve Bridges. Dr. Glen Kissel from the Engineering department will speak about an awesome student project, UNITE CubeSAT, that some of our students are involved in where a small research satellite designed and built entirely by USI undergraduate students was launched into space on Wednesday, December 5 aboard a SpaceX Dragon cargo ship bound for the International Space Station. When it is launched from the ISS in 2019, it will be the first deployed satellite created by an Indiana higher education institution. Jon Mark Hall, Coach Rodney Watson, and a player from the USI Men's basketball team will also speak at the University Meeting.

- Each of the chairs from Administrative Senate, Faculty Senate, and Staff Council will speak about our governance group and introduce members to stand and discuss some future initiatives. Lunch will be served around 11:30a.m.

The Fall survey will be sent out to employees after the University Meeting.

Administrative Senate's Executive Committee met on July 24, 2019 and we discussed many matters that day.

- Based on the suggested survey questions that have come to the Executive Committee by way of our standing committees, we have submitted two (2) approved questions to Kat Draughton's OPRA team to appear in the Fall Survey:

1. The purpose of the Administrative Senate of the University of Southern Indiana is:
  - To serve as a formal communications link with the President to effectively present administrative staff views, positions, and interests
  - To serve as a consultative body for the President on matters of policy affecting the operation of the campus
  - To serve as a formal means of communication among administrators of the University of Southern Indiana

For information about Administrative Senate, please visit our website at <https://www.usi.edu/adminsenate/>.

Prior to today, did you know about the purpose of Administrative Senate? Yes or No

2. As an University employee what would have been helpful for you to know as you began your position at USI?

- Thank you to everyone for working with your committees to determine questions to be asked and to those who submitted questions. Hopefully, we will gain some interesting information.

Additionally, during the August 6's President's Council Meeting, President Rochon asked employees to attend at least one men's basketball, women's basketball, and/or women's volleyball game this year. We should encourage our friends and co-workers to attend games, especially this year as the first year for this facility. I wonder if Administrative Senate may come up with ideas on how to encourage administrators and all employees to attend? Maybe we can discuss some ideas during our standing committees and then bring forth those ideas to Administrative Senate for discussion.

Assistant Provost Heidi Gregori-Gahan spoke about our 22% increase in international students at USI. We have a large amount of Panamanian students here this year. The Panama government is also giving financial scholarships for their students to only attend to United States universities – the University of Arkansas and the University of Southern Indiana. Assistant Provost Gregori-Gahan has been working really hard on bringing this program of students to our campus. She is going to be sending out a message the President's Council asking to be shared with our groups about a program called Friendship Families where folks can volunteer to connect with an international student throughout the year. It could be once a month coffee, etc. It's a way for international students to be connected to employees, etc outside of the International Program's office. I will forward this message to Admin Senate when I receive it.

President Rochon also spoke about the passing of one of our administrators, Tim Risley from IT. As a student and employee, I remember always seeing Tim with a huge smile on his face. The staff of IT showed a lot of love and support for Tim and his family. There is a program for Tim being put on by the IT department and we know that some folks are leaving early for that and we want to make sure that Administrative Senate is over by 4pm so that members are able to attend as well and share positive words about Tim with his family. There is a Memorial Service for Tim in Bicknell, IN tomorrow, Thursday, August 8.

President Rochon and several Deans met with Lt. Governor Crouch when she came to campus. Lt. Governor Crouch remarked that USI is the most beautiful campus in Indiana.

Governor Holcomb will be coming to Evansville for a meeting and President Rochon will be in attendance – hopefully sharing how beautiful our campus is.

#### Vice President for Student Affairs Announced

- On 7/26/19, the President's Office announced that Dr. Khalilah Doss will be the new Vice President for Student Affairs effective August 13, 2019 and Dr. Doss will be at the University Meeting. I know that the Division of Student Affairs is very excited about Dr. Doss' arrival!
  
- Items for Considerations and Plans for moving forward
  - There was an Item for Consideration that came up from a constituent that is specific to individual employees and not in the purview of the Administrative Senate. Our Executive Committee reviewed the Item for Consideration, sent it to the appropriate office, that office sent a very thorough explanation and then that response was sent to the constituent. Since this falls outside of the purview of the Administrative Senate, it has been moved forward by sending the response to the constituent.
  - An additional Item for Consideration has been sent to the Executive Committee to review. This Item for Consideration from a constituent states, "I would like for Administrative Senate to consider requesting three additional days off and closing the University. I would propose the Wednesday before Thanksgiving, December 23, and one day in the Spring semester (President's Day or the Friday of Spring Break). This constituent is proposing these days off in light of a difficult budget year and no salary increases. The Executive Committee has asked that the Employee Relations and Benefits Committee take a look at this Item for Consideration and they have accepted this charge. Sarah Adams as the chair would like to have a sub-committee look at this Item for Consideration and the Executive Committee will discuss the possibility for adding this sub-committee to the ERB Committee at our next Executive Committee meeting and will get back with the chair of the Committee, Sarah Adams on whether or not this sub-committee will be approved. It was brought up that there is an Academic Calendar committee who has discussed this request for the near future. Senator Angel Nelson advised that the ERB Committee should reach out to Melissa Miller in the Registrar's office as she has researched this topic for that committee. Melissa may have some helpful information.

#### Guest Speakers

- I am working on a list of possible guest speakers to attend our Administrative Senate Meetings. I have extended some invites to some folks and have received a request from Marna Hostetler, Director of Rice Library to attend our October 2, 2019 meeting as Marna would like to give Administrative Senate an update on the Rice Library as they are making a lot of exciting changes. We will let all of you know when and who our guests are for each meeting.

#### Bylaws Committee

- As we mentioned during our July Administrative Senate Meeting, I have formally asked Vice Chair Jake Hansen to lead the newly reinstated Bylaws Committee. Jake has a lot of interest, experience, and passion for Bylaws and will do a great job with this committee to make some much needed changes to our Bylaws, which will help guide us as our organization continues.

#### Two Big Initiatives from Administrative Senate were Announced in July

- On July 8, 2019, University Communications announced that the New Volunteer Program, The Eagle Hours volunteer program, that came from the Employee Outreach Committee will be in affect starting July 1, 2019. Thank you to everyone who have and continues to work with this program – Stacy and Taylor.
- On July 15, 2019, University Communications announced that the Increase to Family Sick Time that came from the Employee Relations and Benefits Committee will be in affect July 1, 2019. Thank you to the ERB committee who worked on this huge change and to those who continue to take on charges – Sarah and Juzar.

- These are both very huge accomplishments coming from Administrative Senate – please share with your peers!

**Vice Chair:** Jake Hansen

Hansen reported that he is working with the subcommittees to get meeting schedules set and added to his calendar. He attended the Employee Benefits committee and will be working on putting together a committee for the By-Laws. There is interest from several Senate members to serve on this committee. If anyone else is interested, let him know.

**Past Chair:** Ingrid Lindy

Lindy reminded everyone who is volunteering for Welcome Week / Move-In activities to go to Volunteer USI Website and log the volunteer hours. They will be running a report at the end of each month to monitor how well employees are utilizing that time and whether the program should continue.

**Secretary/Treasurer:** Brandi Hess

Hess reported no changes to our budget in the last month. The Ice Cream Social today will be on next months expenses. She has been making updates to the website for committee appointments, if there are any further changes, let her know.

## **REPORTS FROM STANDING COMMITTEES**

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

The Employee Relations and Benefits Committee met on Monday, July 22, 2019 at 3:00pm in UC 2205. Discussion focused on the draft of the Extended Tuition Discount fee waiver policy and questions to be added for the Fall Faculty/Staff/Admin survey.

The following was decided:

- 1) The committee submitted a question on flex time year around to be considered for the Fall Faculty/Staff/Admin survey.
- 2) The committee voted to table the draft of the Extended Tuition Discount fee waiver policy for a while due to concerns about budget and the similarity to extending employee credits per year to 18 hours (which was denied). The committee will revisit the issue in a few months if necessary, and the Extended Tuition Discount subcommittee will not meet.

Additionally, the Sick Leave Pool subcommittee has a draft of their proposal that they will bring to the ERB committee at its next meeting. The ERB Committee will meet next on Friday, August 23, 2019 at 10:30am (location TBA).

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

Stump reported that the Ice Cream Social today was a great success. There was a steady flow of traffic throughout the event and they ran out of ice cream with 10 minutes left on the event. Dr. Khayum enjoyed the tours at the event and has asked the committee to offer the same for the University-wide faculty/staff meeting on August 13. Stump reported the committee will have a meeting in the coming weeks to debrief the event and discuss plans going forward.

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

The Employee Outreach Committee met on July 11, 2019. During the meeting the committee reviewed the 2018 – 2019 recap and suggested items for 2019- 2020. Additional discussion occurred regarding the

fall survey question, potential hand-written notes to admin new hires, a USIToday highlights section, and the concept of work friendships vs mentors.

The Employee Outreach Committee continues to work on the launch of the employee volunteerism pilot project. Campus announcement was sent on July 8th and two clarification/comments were received and addressed. Additionally, ongoing monthly reporting is in place and ready for committee chair review.

**Nominations and Elections** – Ingrid Lindy, Chair

No report.

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

Ewearitt reported working with the chairs of Staff Council and Faculty Senate on putting together presentations on Work/Life Balance for all of our constituency groups. More work to come on the specifics of this professional development opportunity.

**Liaisons** – Kat Draughon / Steve Bridges

No Report.

**Unfinished Business**

No unfinished business.

**New Business**

No new business.

**Announcements:**

Adams is seeking volunteers for Move-in and Welcome Week. There is a registration form online that shows the locations, tasks, and time slots.

**Adjournment**

Motion made to adjourn meeting at 3:39 p.m. (Garrison motion, Stump 2<sup>nd</sup>)

*Next meeting Wednesday, September 4, 2019 in UC2205.*