

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, January 8, 2020
3 p.m. UC 2205

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; Jennifer Garrison; Nick Bebout; Juzar Ahmed; Rustin Howard; Steven Stump; Stacy Draper; Taylor Gogel.

ABSENT:

Kat Draughon, Liaison; Steve Bridges, Liaison.

APPROVAL OF MINUTES:

December 4, 2019 minutes approved with amended changes. (Stump motioned, Lindy 2nd). Motion passed.

REPORTS FROM OFFICERS

Chair: Britney Orth

Orth attended the Board of Trustees meeting November 7, 2019. There were updates on the Cube Stat and how it is the only satellite designed by undergraduate students that is still in outer space. It has lasted longer than anyone suspected and there's still information being received from it. There were conversations about how different academic programs are asked to incorporate the Cube Stat into their courses (i.e. the poem written by an English professor). There should be continued updates throughout the year to the University community. The alumni group has been working on their own strategic plan, so there's been some good work, communication, and engagement done there. Reports of student interactions with the Counseling Center and the Dean of Students Office were discussed.

Orth will not attend the Board of Trustees meeting January 9, 2020 in Indianapolis. Attendees are expected to attend the legislator event (today) and that would've prevented her from participating in the professional development day and our Administrative Senate meeting. She will talk with colleagues and share additional information with everyone at our next Administrative Senate meeting. There are agendas and minutes on the Board of Trustees meetings at the following website – if you are ever curious – <https://www.usi.edu/trustee/>

Orth attended the Strategic Planning Coordinating Committee meetings on December 10, 2019 and January 7, 2020. Information about the Strategic Plan went out to the USI community on 12/20/19. She recommends everyone to visit the Strategic Plan portal - you can see our coordinating committee's process so far. The Strategic Planning Coordinating Committee has been developing working groups within the committee to ensure that we have our foundations completed so we know what our goals are and how to move forward. For instance, she reported previously that there was a small group that worked on looking the feedback from surveys related to the Mission, Vision, and Values. That working group consisted of VP Kindra Strupp and all four of the college deans. The working group brought forth their ideas of changes to the Mission, Vision, and Values based on the survey feedback and the larger coordinating committee made some tweaks and suggestions. The survey was also sent to the Board of Trustees who had requested to be in the loop from the beginning and Mission, Vision, and Values were also shared with the Board. The Board also had some thoughts, suggestions, and certain words that they suggested to be included or taken out. There was a larger conversation about combining various suggestions. Progress will be reported to the Board of Trustees. There's going to be additional working groups to take on each

component of the SWOT (strengths, weaknesses, opportunities, and threats) analysis from the survey, reports with similar information, the environmental scan and then based on that information determining what our goals are going to be. Orth plans on serving on at least one of these working groups.

Orth attended President's Council on Dec 3, 10, 20 and Jan. 7. During December 10 meeting, President's Council took a tour of the Screaming Eagles Arena and new Kinesiology labs, which were very impressive. The professors and students are doing some amazing things in the labs and many community members and future students have been utilizing some of their new machines and the Screaming Eagles Arena for a variety of purposes – you may have noticed multiple basketball games and tournaments taking place there at the high school and college level. In fact, another institution of higher learner has asked if they could use our arena for their Commencement ceremonies. These are definitely spaces that are attracting community members and a recruitment space for future USI students.

During the December 20 meeting, President Rochon and Vice President Steve Bridges asked us to be on the lookout and inquisitive with folks on campus who may be requesting items out of the offices. This is regarding some recent thefts that have happened on campus where an individual was seen where scrubs and asked to borrow a stapler and then ended up stealing credit cards from an employee's purse. These individuals are organized and have been going through various states and then returning to our campus. There is going to be a video coming out about the Equity Diversity and Inclusion Council's Campus Climate Survey. We have been told that it takes 15 minutes to complete. The survey is not mandatory; I did send a letter of support to the EDIC Chair, Pam Hopson that stated Administrative Senate agreed to support it and encourage our constituents to complete it. It will give our University information about what could be some things that we are doing really well and what we can work on to improve our experience for students and employees, especially through the lenses of diversity and inclusion.

During the January 7 meeting, the group learned there is going to be a Risk Management Committee that is going to be led by Brad Will and his team looking at Compliance and Risk Management type concerns. President Rochon asked that all of the governance groups chairs to be a part of this committee – she will keep you updated.

Administrative Senate Executive Council met on December 11 and 19. The Council discussed the Town Halls and the Bylaws committee's recommendations for bylaws changing and the process moving forward, which Vice Chair Jake Hansen will be bringing up during his Vice Chair report.

Upcoming Town Halls will be January 15, 2020 and January 29, 2020 at 3pm. We will have two Town Halls for January. On Wednesday, January 15 at 3pm in Forum 1 will be a Town Hall with VP of Marketing and Communications, Kindra Strupp. On Wednesday, January 29 at 3pm in Mitchell Auditorium will be a Town Hall on the USI Strategic Plan with VP Steve Bridges and Provost Khayum. Both of these town halls will be recorded for employees who are unable to attend.

Today, instead of a Spring Meeting, the University hosted the first Professional Development Day. If you have any feedback on the day, please share with our liaison, Kat Draughon. In the words of one of the presenters, she thought that it was "a transformational experience."

Orth reported she was called to a meeting by President Rochon on December 6 to discuss Student Safety. Also, in attendance were Vanderburgh County Sheriff, Dave Wedding and one of his senior deputies. In light of some recent events that occurred on our campus and within various communities across the country, President Rochon has asked that Vice Presidents Steve Bridges and Dr. Khalilah Doss lead an enhanced version of our current Safety Committee. This enhanced Safety Committee and some possible working groups will discuss who should be "ambassadors of safety" for each University building, how to get important information out quickly to the University community, train folks on specific definitions and what they mean as far as next steps – for example, "shelter in place," and determine appropriate safety plans for our University community, go beyond "active shooter mode," and empower University community members to "See Something, Say Something." Sheriff Wedding shared that many times those individuals who have reported or "stopped" something from happening

have been those who have seen what could be perceived as small, one-offs or unusual activity. President Rochon is revamping the Safety Committee's objectives and goals and who sits on that committee. Senator Nick Bebout currently sits on that committee as Administrative Senate's representative, however, President Rochon has asked that the governance bodies' chairs sit on this newly enhanced Safety Committee since its objectives and goals are changing. Orth will be serving as the Administrative Senate's representative on the Safety Committee effective immediately and will update Administrative Senate as we move through this process. There has not been an enhanced Safety Committee meeting yet.

Vice Chair: Jake Hansen

Hansen reported the Constitution and By Laws committee met to discuss changes needed either with the Bylaws, Appendix or a manual to better explain what happens with a resignation among the Executive Committee. The committee is looking at other universities and is looking to add more committee members.

Past Chair: Ingrid Lindy

No Report.

Secretary/Treasurer: Brandi Hess

Hess reported the winter social expenses totaled \$378.00. Our account balance is at \$916.80. Total expenses for the year are \$583.20. Hess also reported the Milestones event fluctuates in expense from year to year depending on number of participants. For the past three years, expenses totaled: \$821.53 in 2019; \$497.86 in 2018; \$693.93 in 2017. Expenses include things like the food, folders, color printing of award options and certificates.

REPORTS FROM STANDING COMMITTEES

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

Adams reported the Employee Relations and Benefits Committee met on December 12, 2019 from 1-2 pm in UC 2205. The committee discussed the Sick Leave Pool proposal. The subcommittee has met with Human Resources for feedback and is working on a new draft of a proposal. The committee is also planning to meet with Human Resources about management training and the benefits survey. The ERB Committee will meet next on Tuesday, January 21 at 1 pm.

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

The committee met on December 10 for the Winter Social planning. The event was successful.

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

No report.

Nominations and Elections – Ingrid Lindy, Chair

Lindy reported she will be submitting names of committee members to the Executive Council. She is also reviewing the distribution representation of districts and does not anticipate any changes for the districts.

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

The committee will meet January 17 at 2 p.m.

Liaisons – Kat Draughon / Steve Bridges

No Report.

Unfinished Business

Nelson made a motion to open unfinished business. Adams 2nd. Motion passed.

No unfinished business.

Nelson made a motion to close unfinished business. Bebout 2nd. Motion passed.

New Business

Bebout made a motion to open new business. Howard 2nd. Motion passed.

The Senate discussed the Professional Development day that took place today. Overall the event was a success with a record number of people (550) signed up for sessions. Senators did mention that some session descriptions did not match what the presentation was actually about, which was disappointing. There were a couple of sessions that landed in the same time slot that Senators wished could've been separated. The mixer tables went well and thought it would be nice to do these other times throughout the year – and use grazing stations for food to encourage people to move around and mingle.

The Senate discussed adding an additional meeting every month since our regular Senate meetings are taking longer to get through with guest speakers and more business. The 'supplemental meetings' will not include voting items but could be the first read of an item for consideration or a longer discussion on a new business item that will be voted on at the next meeting. The Senate discussed alternative ideas such as posting reports ahead of time, so they're not recited during the meeting or trying to reschedule the meeting to a longer time slot. The Senate agreed to try this through the end of the term, with meetings the third Wednesday of the month. If nothing on the agenda, the meeting will be canceled. Hess will send calendar invites to the Senate.

The Senate discussed Town Halls and continuing the sessions after this year. Right now, we've invited all the Vice Presidents, then Dr. Rochon in April. Ideas include other University leaders like Kat Draughon or Jon Mark Hall to share what their areas are working on. Another idea is to have panel discussions with several people on a certain topic. One of the issues that has been revealed from this entire process is that information is not being passed down to employees from upper leadership. Employees may not be aware of Administrative Senate, so better communication from the governance groups could be explored. The Senate could take this topic of communication and discuss at one of the supplemental meetings.

Lindy made a motion to close new business. Howard 2nd. Motion passed.

Announcements:

Howard announced that the University now has pricing for facility rental/use for Screaming Eagles Arena. She's worked very hard on evaluating our space in comparison to other spaces in the area and universities and commercial venues. We now have a package for outside people to review.

January 15 – Town Hall with VP Marketing and Communications, Kindra Strupp

January 29 – Town Hall about Strategic Plan, Provost Khayum and Steve Bridges.

Homecoming is the week of Valentines Day. Office decorating contest. "Make Your Mark".

Adjournment

Motion made to adjourn meeting at 4:11 pm.