

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday, March 4, 2020  
3 p.m. UC 2205

**CALL TO ORDER:** The meeting was called to order at 3:01 p.m.

**ROLL CALL**

**PRESENT:** Britney Orth, Chair; Jake Hansen, Vice Chair; Ingrid Lindy, Past Chair; Brandi Hess, Secretary/Treasurer; Jennifer Garrison; Ashley Evaritt; Nick Bebout; Juzar Ahmed; Rustin Howard; Steven Stump; Sarah Adams; Stacy Draper; Taylor Gogel.

**ABSENT:**

Angel Nelson.  
Kat Draughon, Liaison; Steve Bridges, Liaison.

**APPROVAL OF MINUTES:**

February 5, 2020 minutes approved. (Bebout motioned, Adams 2<sup>nd</sup>). Motion passed.

**REPORTS FROM OFFICERS**

**Chair:** Britney Orth

**Striking a Balance with Chair Report**

By sharing a written Chair report in advance and giving some verbal updates during our Administrative Senate general meetings, I hope that I can strike a balance of sharing information that our constituents and you as senators would like to be updated on, while keeping my chair report short during the meeting so that we can thoroughly discuss items during new and unfinished business. I do attend many different meetings on behalf of Administrative Senate and our constituents, and I hope that I am doing well with that balance.

**Safety Meetings/University Travel**

I have attended several safety related meetings this week regarding overall campus safety as well as infectious diseases and the coronavirus and University travel. It was made very clear to me that the University will be looking at employee travel very seriously, especially international travel to determine if it is safe for employees to travel. It is also important that employees know that if they do not feel safe travelling for professional reasons domestically, that it is fine to cancel that travel– our safety and health is more important. In fact, several conferences in the U.S. have recently been cancelled by the conference organizers, including one in Atlanta for Banner. I too, have a conference planned at the end of this month, that I may cancel – and I have been that is fine. Health and safety come first.

**Update on Future Milestones Events**

I had a meeting recently with President Rochon, VP Steve Bridges, VP Kindra Strupp, VP David Bower, individuals from Special Events, Executive Director of Human Resources - Andrew Lenhardt, and the other two Governance Groups Chairs – Dr. Kenny Purcell from Faculty Senate and Terri Alvey from Staff Council. This meeting was about combining all Milestones, Retirement, and other recognition events into to one event. This will be in effect for next fiscal year – sometime during the Spring semester – April/May. It will be a way for every (benefit eligible) employee to be recognized in the Screaming Eagles Arena. The length of the event will be for about one hour with a reception to follow to include food and beverages. Employees can invite family and friends and there's not a current limit at this point, although this first program will help the University to determine if any limits are necessary. It is the hope that it would take place starting at 3pm one afternoon and that offices could be closed so that everyone can be recognized at once. The Milestones event

that Admin Senate usually plans each May will take place as normal this May 2020. The combined recognition event will take place during next year's fiscal year. Per the conversation that we had, Admin Senate will keep the \$900 that we typically spend on Milestones in our budget. The proposal is that the combined recognition event will come out of the President's Entertainment budget – this combined event should save the University a lot of money. Special Event's Megan Doyle will work on the budget with VP Bridges and VP Bower as they pay for certain items, such as the years of service gifts and the food. I advise that Admin Senate Executive Committee develop a budget proposal for what we will use the \$900 on to ensure that our budget is not reduced.

#### **Strategic Plan Coordinating Committee - 2/18/2020**

- The Strategic Plan Coordinating Committee is currently working on some Interactive sessions where members of the committee along with some other interested employees will work together in teams to interview different on and off-campus individuals/groups. It is basically setup as mini focus groups and the questions are geared towards the University's SWOT (Strengths-Weaknesses-Opportunities-Threats).
- The committee has been working on the Mission, Core, Vision, and SWOT (Strengths-Weaknesses-Opportunities-Threats).
- There has been some beginning talk about the Goals – that's going to be the next step after committee members go through and report on their review of the SWOT based on the survey from the Fall 2019.
- We are strategically focused and looking at data and folding in other information as we work through this process.
- The Strategic Plan Coordinating Committee will continue to work and meet together regularly. There will be updates to the Strategic Plan website in order to share information with the University community.

#### **President's Council - 2/11/2020**

- Graduation Stoles Policy -- Dr. Shelly Blunt, Associate Provost for Academic Affairs, presented to President's Council about a policy that she wrote that will allow graduating USI students to wear involvement stoles during commencement. These graduate stoles will represent the graduate's student organization, athletic sport, or home country. Each graduating student will have the opportunity to fill out an application for approval to wear one stole of their choosing. Student organizations, international students, and student athletics teams can design their stole. Dr. Blunt and Dr. Khalilah Doss, Vice President for Student Affairs, will approve the stoles' designs/colors. The stoles cannot have the primary color of red, blue, and/or gold as those are for academic achievement cords and stoles and the only medal worn during commencement will for the student who earns the President's medal. Students are very excited about this – they have been asking for this for over 20 years! The USI Campus Store is also working on a stole of appreciation for students to purchase. The graduating student can give the stole of appreciation to a faculty, staff, or administrator who was influential or important to that student during their time at USI. The hope is that the stoles will be ready for the May 2020 Commencement.
- Multiple Degrees/Commencements Policy -- Dr. Blunt also worked on a policy that allows students who are graduating with 2 or more degrees (not to be confused with 2 or more majors) to be able to either walk during multiple commencement ceremonies (if they choose to) OR have their name be recognized during a commencement ceremony that they have earned 2 or more degrees. This was also a student request and it may only pertain to a handful students – however, it will be a big deal for these students who want to celebrate these unique achievements with their family and friends.

#### **President's Council - 2/18/2020**

During the Extended President's Council Meeting on February 18, 2020, several presenters gave updates to those in attendance.

#### IT Security - Richard Toeniskoetter, Chief Information Officer

- Prior to the meeting, Richard Toeniskoetter asked if he could work with the Governance Groups on the annual IT Town Hall to increase the number of attendees. I shared with him that we could work with him on that.
- It was reported that Windows 7 is going away along with Web Explorer. If you are not already, please use Chrome or FireFox as your website search engine.
- In the near future, there will be a two-step login/password process to ensure that we are all keeping our data safe. This means that folks will be using their cell phone and computer devices to login.
- Be mindful of the skill-level of these hackers – there was a recent email that was sent to employees and students that looked like it came from Human Resources. Please make sure not to click on the link and share any of your information/password on these types of communications – that puts us all at risk. Some students and employees did just that.
- There was also a recent text message going around where 5/3 bank was being impersonated.

#### Webservices - Brandi Hess, Director of Web Services (Administrative Senate Secretary/Treasurer) and Jason Provence, Senior Web Programmer

- Brandi and Jason did a shorter version of the presentation that they did for Professional Development Day.
- I still learned a new piece of information from this presentation – USI was the first university/college with a responsive website in the state of Indiana.

#### Enrollment Management Overview - President Rochon

- We need to discuss Who We Are. What We are Facing. What are We Going to Do About It?
- We need to look beyond Enrollment as the first-time freshman – we need to look at graduate, transfer, and adult learners.
- We need to be experts in our “own backyard” -- within 100 miles of campus. Most students are attending colleges and universities that are within 100 miles of their hometown.
- The Indiana Commission of Higher Education has just finished their Strategic Plan and they are looking to increase post-secondary credentials/degrees (degrees and certificates) to increase in the state of Indiana by 60%. They want to help counties in Indiana become more educated.
- For example, we have data that Crawford County currently has 22.5% of its population who have earned some form of a post-secondary credential. USI has admitted 19 of students from Crawford County. While that number may not be a lot, USI is helping with the state of Indiana’s Strategic Plan and while we are also helping USI’s enrollment by increase the number of students who attend USI.
- There are a lot of students who attend USI, because they have an interest in one of the programs in the College of Nursing and Health Professions and only so many students can be admitted. It is important that we do not recruit a ton of these students and then lose them when they are not able to get into highly competitive programs. For example, there was a recent recruitment event/effort where information was not advertised to CNHP students and 43 students from that college still applied to USI.

#### Graduate Studies - Dr. Michael Dixon, Interim Director of Graduate Studies

- Dr. Dixon shared information about a SWOT assessment that Graduate Studies has recently done.
- USI has 15 Masters programs – 8 Masters programs are completely online and 7 programs that are hybrid – online and in-person.
- 1,566 graduate students and 9,446 credit hours in SP 2020 as compared to SP 2019 with 1,505 student and 9,124 credit hours.

- Graduate Studies has been working on removing barriers for students.
- The program application can be difficult to complete, different requirements for graduate school and requirements for the program, the timing of completing the requirements can be challenging, turnaround of accepting a student into the program can take too long (i.e. other universities can have a turnaround time of 24 hours).
- Graduate Studies is looking for a new CRM that is more user friendly, collects data, and is more engaging, especially for those students who have never stepped foot on USI's campus before. They are re-thinking requirements, simplifying the program applications, speed and urgency is vital, online delivery of classes, and bi-term flexibility. Also, they are looking at better recruitment strategies, for example, digital ads. These digital ads were ready to go after this meeting.

#### Enrollment Dashboards – Dr. Kat Draughon, Chief Data Officer

- Dr. Draughon and Richard Toeniskoetter have been working on this program for over a year.
- The Enrollment Dashboards include information on applications, admissions, enrollment funnel, retention, and graduation. It is not publicly available yet. There's work being done to develop a Shared Pointe site with a firewall to protect the data. Then who has access to these dashboards and which ones needs to be determined.
- We are seeing big jumps in enrollment numbers whenever we have had an Orientation session. Based on this information, do we want to add more orientations? This is one of the questions that is being pondered.
- The dashboards are showing that if we can get a student through their first-year that our graduation rates is at 50%
- One of the most and important and exciting dashboards for especially faculty and what they can do to help is to determine which students are struggling and how can we help this student individually. We all can play a major role in retention.
- It is designed to start conversations and keep pushing data out. Lots of data can be added to these dashboards to help determine what's happening.
- This was the most exciting part of the meeting! What can we as Administrative Senate and administrators in our own offices do with this information to help students?!?!?

#### Undergraduate Admissions/Recruitment - Rashad Smith, Executive Director of Enrollment Management

- College of Nursing and Health Professions and the Pott College has the largest numbers so far.
- The New Student Orientation coming up is peaking earlier.
- Transfer students are peaking later.
- Housing and Residence Life, Student Development, and Academic Affairs are working together with Admissions to deliver the same message and determining how we can have a competitive advantage and be true to ourselves as a University.
- The individuals who have the largest impact on students that impacts recruitment are faculty. They are working on finding ways to connect students directly with faculty after Orientation. That makes a huge impact on persistence!
- There have been some recent receptions for students who have been admitted to USI.
- Poaching is already occurring. For example, IU had a Fall 2019 waitlist and IU has been contacting and offering students admittance to IU for Spring 2020.
- There's work being done with our transfer scholarships – currently they are only eligible for community college student transfers.
- For example, we have Jill from Evansville who is awarded with a Rice scholarship and admittance to USI. Jill decides to go to IU for the Fall and then discovers that IU is too big, too far away, and she comes

back to USI for Spring and she does not have access to any of those scholarships anymore. Costs need to be evaluated and Enrollment is looking into this to make proactive changes so that we can get students like Jill from Evansville back.

Strategic Plan – VP Steve Bridges and Provost Khayum (a summary of what was shared is mainly under the Strategic Plan Coordinating Committee section; below are a few additional points made during this meeting):

- Provost Khayum and VP Bridges discussed needing to return to our roots and do what we know and do well.
- The Board of Trustees have been involved from the beginning of the Strategic Plan process. The Strategic Plan will be submitted to the Board for their approval by July 1, 2020.
- There's supposed to be another Extended President's Council meeting in the near future.

#### **Administrative Senate Executive Committee Meeting - 2/12/2020**

- We discussed multiple topics, including the following:
  - The Executive Committee will be doing some research on an Item of Consideration that has come up to determine the next steps.
  - I discussed the Stoles policy and the Multiple Degrees/Commencements policy that was brought up during President's Council.
  - We would like to plan a retreat for June/July 2020 that would include incoming, continuing, and outgoing Administrative Senate. We are working on a budget proposal and agenda for that and plan to send to VP Steve Bridges for review and approval. We would like to discuss the Strategic Plan and how Admin Senate can incorporate the Strategic Plan in what we do.

#### **Administrative Senate Executive Committee Meeting - 2/20/2020**

- We discussed multiple topics, including the following:
  - Vice Chair, Jake Hansen, gave an update on what the Bylaws committee has been working on.
  - Secretary/Treasurer, Brandi Hess, and I discussed the information shared during the Extended President's Council meeting since we were both there and we feel as though there's some good information for Administrative Senate to discuss during New Business or possibly at an upcoming meeting.
  - I shared a draft of an In Memoriam Resolution for Dr. David L. Rice's family. I plan to bring it up for discussion during Unfinished Business.

#### **Governance Groups Executive Committee Meeting - 2/14/20**

- Dr. Kenny Purcell, Terri Alvey, and I met with VP Bower to discuss his upcoming town hall on Wednesday, March 11, 2020 at 3pm in Forum 1.
- VP Bower plans to attend the Faculty Senate meeting on March 6, 2020 to answer specific questions that faculty have about the changes to the scholarship program, deadlines, and process.
- Provost Khayum proposed this question during his Academic Town Hall and suggested that employees share their thoughts with their governance group chairs:
  - What do you want to know about enrollment? (I.e. what do you care about – fixing communication and data work).
  - I have already received one thoughtful suggestion/question related to Enrollment Management. I plan to discuss with Dr. Khayum how he sees us gathering this information from our constituents - - should a form be created?

#### **Board of Trustees Meeting - 3/5/2020**

There will be a Board of Trustees meeting on March 5, 2020 that I will attend. I will report back at the next Administrative Senate Meeting.

### **Campus Safety Committee Meeting - 3/2/20**

We will have our first Campus Safety Committee Meeting on March 2, 2020.

### **Risk Management/Compliance Committee Meeting**

We have not had our first meeting yet.

### **Equity, Diversity, and Inclusion Council**

Please encourage your constituents to complete the campus climate survey – 2020 Vision. This is something that we wrote a letter of support for – that our members will complete the survey and will encourage other administrators to do so as well. It takes approximately 15 minutes to complete. Make sure to print out/take a picture of the code at the end of the completed survey and take it to the Eagle Access Office, so that you can have \$3 of munch money put on your card.

### **Breakfast with the President**

- I will be attending the annual Breakfast with the President event at 8 a.m. Wednesday, March 25, 2020 in Carter Hall.
- USI students, faculty, staff and alumni are invited to attend Breakfast with the President.
- Reservations are required for this annual event, during which President Rochon and other members of University leadership will answer student questions.
- Tickets for faculty, staff and alumni are \$10 and must be purchased online. There is no cost for students to attend; however, students must visit the Alumni Relations and Volunteer USI office to reserve their seats.
- The Breakfast with the President menu includes: French toast, bacon, sausage and fresh fruit buffet, orange juice and coffee.
- If you have questions about the event, please call 812-464-1924 or email [Student.Alumni@usi.edu](mailto:Student.Alumni@usi.edu).

### **Donate Old, Used, New Shoes**

I recently met a student who is a part of the Latinos Unidos: Hispanic Student Union student organization and they are leading up a program to collect old, used, and new shoes. These shoes are going to a non-profit that repairs and sells the shoes. One story shared from the student was about a family who has been able to send their son to law school with the money raised during this type of program. There are donation boxes all over campus. For example, there's one in front of the Multicultural Office in UC East 1<sup>st</sup> floor. Contact Jessica Carapia-Cortez, Latinos Unidos, Hispanic Student Union at [jcarapiaco@eagles.usi.edu](mailto:jcarapiaco@eagles.usi.edu)

### **USI Volunteer Income Tax Assistance Program (VITA)**

Vice Chair, Jake Hansen, and I recently received an email from Professor Brett Buelteel in the Romain College of Business about a program to have taxes be prepared by USI students. USI Volunteer Income Tax Assistance Program (VITA). Through the USI VITA Program, USI accounting students will provide free federal and state income tax preparation on Monday evenings, February 3<sup>rd</sup> through March 16<sup>th</sup>.

The sessions will be held by appointment only in Room 1004 in the Business and Engineering Center on the following Mondays: February 3, 10, 17 and 24; and March 2 and 16. Appointments will be available at 5 p.m. and 6:45 p.m. The USI VITA site is closed March 9 for Spring Recess. Students will interview and prepare the taxes of those taxpayers who make an appointment for the service. VITA sites do not prepare Schedule C business forms or Schedule E rental forms. For more information, or to schedule an appointment, clients can call the USI Romain College of Business office at 812-464-1718.

### **Vice Chair: Jake Hansen**

Constitution and By-Laws met twice in the past two weeks. The core of the language is ready, but still organizing the words and structure to the changes.

**Past Chair:** Ingrid Lindy

Lindy is continuing to attend to the Retention Working Group that was started by Amy Chan-Hilton. The group will be taking a closer look at Sophomore retention. There is a lot of emphasis on getting those Freshman back after they complete their first year. She'll report back as more information is available.

**Secretary/Treasurer:** Brandi Hess

No changes to the budget since last month. Balance at \$916.80.

## **REPORTS FROM STANDING COMMITTEES**

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

The Employee Relations and Benefits Committee met on February 13 from 2-3 p.m. in UC 2218.

Discussion focused on the charge about flex time and charge about the sick leave pool.

The following was decided:

- The committee voted to support the Summer Flex Time survey that is being discussed in Staff Council. Sarah met with David Huebner to go over questions for the survey before the February 13 meeting. The survey would ask employees if the summer flex schedule is working for them, if there would be different times of the year that would work better for their offices, and if they do not participate in it for other reasons. The survey does not address flex time year around.
- Additionally, the Sick Leave Pool subcommittee has a revised draft of the proposed Sick Leave Pool policy and noted that other governing bodies are currently looking at similar charges. The Tuition Waiver subcommittee reached out again to Faculty Senate to see the progress of their charge on a tuition waiver.
- The ERB Committee will meet next on Thursday, March 12 at 1:00 p.m. in UC 2217.

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

Bike Lockers – Public Safety does not have an issue with bike lockers being moved to the Broadway Complex. Jim Wolfe, Facilities, said there would need to be a concrete pad for them to be moved at a cost of \$3,500. There is also a risk of theft at that location. More discussion during unfinished business.

Social Media – Facebook and Instagram accounts have been created but not published. Howard is looking for photos to populate the account. She would also like to create a steady schedule for pushing content.

Leagues – Work on creating a kickball league on the Quad, every other week with reservations and setting up fellowships afterwards.

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

The committee met on February 20, 2020. During the meeting the committee reviewed the Admin Senate new business monthly admin senate publication item. The outreach committee would like to cover the following feedback during the March unfinished business agenda item:

Outreach Committee Feedback

- Suggestion to contain an ongoing highlight of the volunteer pilot program in the planned communication.

- When creating content for the communication, consider if items should be shared more broadly. Always consider, does this help or hurt the universities current communication break points.
- Outreach committee suggests considering if this could this be an admin minute in USI Today? If not, suggestion to also share in USI Today.
- Consider adding a little-known fact with meet your senators' section.
- Suggestion to keep it to two pages. Also need to consider, how well would we perform on providing current content in a monthly timeframe.

The committee approved the revised welcome attachment except for one additional information link. We reported the volunteer pilot program January numbers which consisted of 1 team member volunteering for a total of 1 hours. Team suggested to request that the form be completed while at the event. Also, Alumni updated that they are looking to create job descriptions for the different volunteer items. The committee plans to continue to explore ways to promote the pilot program. We continue to request that anyone on campus promoting a USI volunteer opportunity also provide a reminder of the volunteer pilot program and completing the requested form.

During the meeting the committee completed the handwritten welcome notes (including a Sodexo discount coupon and theater voucher) for all new administrators that started in the last month.

Finally, we continued to discuss ways to engage new team members including additional discussions regarding a potential pilot program request focused on the concept of admin senate ambassadors. We shared the draft version of the ambassador program with Janet Johnson from Alumni. Janet attended the meeting and outlined the current Alumni program, including providing feedback on our drafted pilot program feedback. We plan to finalize the draft version to share with Executive Committee in March or April.

**Nominations and Elections** – Ingrid Lindy, Chair  
No report.

**Professional Development** – Jennifer Garrison, Chair / Ashley Ewearitt, Vice Chair  
Committee met Feb 26 and recapped Fall activities and how the committee can be more involved in the Spring Professional Development event. Upcoming event – how to integrate work and life series – Stress and Caregiving March 18 at lunch, brown bag lunch. The presenter, Amy Lloyd, is life coach and USI Alumnus.

Work is also progressing on identifying and seeking feedback to barriers to self-care. Ewearitt is looking for feedback for the flyer to attract people to attend. The session will be information gathering and hosted during lunch hour.

**Liaisons** – Kat Draughon / Steve Bridges  
No report.

**Unfinished Business**

Orth presented the Resolution for the late Dr. David L. Rice. The document expresses our appreciation for his dedication to USI through the years.

Motion was made to accept the Resolution without changes by Bebout, Gogel 2<sup>nd</sup>. Motion passed. Copy attached to these minutes.



### Email Template (Draper)

The Outreach Committee brought up the following points for the Administrative Senate email/newsletter:

- The group should continue to highlight the volunteer pilot program.
- Should the item be shared more broadly? Does it help?
- Can the item be an 'Admin Minute' in USI Today
- Add an unknown fact about Senators to get to know better
- Keep it brief
- Frequency – Monthly too much, but quarterly enough?

The committee will draft the first issue to be ready for the April Meeting.

### Bike Lockers (Howard)

How much are they used? It's hard to monitor or access how often they're used. The location is out of the way, and many may not know they're there or even that's what they are. Is it worth the cost of moving? Is it a communication issue? Do people need to know about them in order to use it? 24 bikes can be stored in the unit. There's an estimation of losing several parking spots if moved to an already paved area. Could the bike lockers be moved to the new project being built near the RFW? More information (facilities, security, etc.) is needed to move forward.

### **New Business**

No new business.

### **Announcements:**

Town Hall with Mr. David Bower, Vice President for Development, March 11 at 3 p.m., Forum 1

### **Adjournment**

Meeting adjourn at 4:02 pm.

*Next meeting is April 1.*