

Minutes
University of Southern Indiana - Administrative Senate
Wednesday, June 1, 2022
3 p.m. UC 2205

CALL TO ORDER: The meeting was called to order at 3:08 p.m.

ROLL CALL

PRESENT: Jake Hansen, Chair; Steven Stump, Vice Chair; Britney Orth, Past Chair; Brandi Hess, Secretary/Treasurer; Maggie Carnahan, Nathan Payne, Nick Bebout, Robert Threet, Ray Simmons, Taylor Gogel, and Trista Lutgring.

ABSENT: Betsy Mullins, Will Pool.

VP Steve Bridges

VACANCY:

Senator Ray Simmons of District 3 resigned from his term effective June 1. Doyle made a motion to discuss the vacancy, seconded by Payne. Motion passed.

Bebout made a motion to replace Simmons with Trista Lutgring, Internal Communications Specialist for University Communications, to fill the remaining year of the term, Prince seconded. Motion passed.

APPROVAL OF MINUTES:

Motion made by Payne to approve the May 2022 minutes. Bebout 2nd. Motion passed.

REPORTS FROM OFFICERS

Chair: Jake Hansen

Hansen reported attending the following meetings:

Board of Trustees Meeting (5/5/2022)

Admin Senate Exec Committee Meeting (5/5/2022) - Working lunch to prepare for our lunch with President Rochon. We discussed current issues facing USI employees and how we might influence USI morale. Part of our discussion was organizing our thoughts so everything would be presented.

Presidents Council (5/10/2022) - Commencement went very well with few difficulties. President Rochon shared two stories with the group about student success stories. Kudos to all those that were involved in the weekend events. Discussion was started regarding negativity on campus. It was framed as those that are negative approach it without cause or solution. Dr. Rochon does not want to let those influence campus and change USI. The NCAA Division 1 application will be submitted June 1. This will start our 4-year start up and a decision on acceptance will be made in the coming weeks/months. Conference homes swimming & Diving and Soccer have been announced. Salary worksheets were due on May 16. Reminder that President Rochon was able to offer USI employees a 3% pool.

COVID-19 Presidential Taskforce Meeting (5/11/2022) - COVID-19 taskforce will meet for the final time until deemed necessary (summer). The steering committee will be looking at changes to contact tracing and self-reporting. Cases have dropped to an all-time low. Conversations were had about boosters, vaccination reporting and masking with sick.

President's Lunch with Admin Senate Exec Team (5/12/2022) - Admin Senate Executive team had lunch with President Rochon. We talked about many topics including admin senate accomplishments, our concerns, moving forward and how we can help make USI even better.

Presidents Council (5/17/2022) - Presidents council started with a discussion on how USI can remain being a safe place for our student and staff. We discussed how we can better engage our students to change their hearts as well as their heads. Stephanie Hawes presented on current marketing campaign efforts. Much of this presentation was what Admin Senate saw in the last year. The big addition was the College Tour and it is now live through all streaming networks. Dr. Rochon also highlighted the efforts with a \$450k budget. Admin Senate was given a shout out from our lunch the day prior. President Rochon asked me to talk about morale and how small things can go a long way. Things like business casual this summer, giving employees paid time to go see softball and events on campus.

Admin Senate Exec Committee Meeting re: Election Results (5/20/2022) - Executive Committee met to discuss election results and moving forward. Congrats to our new senators and thank you to those that have served.

Ice Cream Social (5/26/2022) - Hansen attended the Ice Cream Social. Thanks to our senators and committees that made this happen.

Vice Chair: Steven Stump

No Report.

Past Chair: Britney Orth

Orth reported through her roles on Administrative Senate, this organization has been a very important part of her experience at USI over the last few years. She's met wonderful colleagues and friends, through this experience. It has been especially special to have worked closely with Ingrid Lindy, Jake Hansen, and Brandi Hess for the last 3 years and Steven Stump for the last year. They are wonderful colleagues and friends. She thanked everyone for making this rewarding and sometimes stressful and pivotal period of time so special. She said she knows that we will continue our work, in a different way, even as she and Hess roll off at the end of this month.

Secretary/Treasurer: Brandi Hess

Our balance is \$1,500. There are charges on our account for the Nurturing Our Nest (NoN) initiative with the drink voucher. Sodexo covered part of the cost, and USI Foundation is picking up the rest. Once those final costs hit our account, Hess will be submitting appropriate forms to Foundation for the reimbursement of those costs. The NoN initiative with the drink vouchers ended May 31. Hess also reminded committee chairs to send their annual reports of their committees to her. The report is meant to summarize the work of the committee, any outstanding/pending projects for the next term to pick up.

REPORTS FROM STANDING COMMITTEES

Employee Benefits - Brandi Hess, Chair

Hess reported the committee met to discuss the IFC regarding extending the tuition waiver benefit to dependents upon death of an active employee. They looked at the current policy and compared it with other nearby universities. They are working out some of the eligibility frameworks and will report back with a proposal soon.

Employee Events – Megan Doyle, Chair / Nathan Payne Vice Chair

Doyle reported the partnership with Employee Outreach committee worked out really well for the Ice Cream Social. The event did not cost us anything – ice cream was donated, and the work order was not needed. The event was held indoors due to the weather.

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

The committee met to discuss the IFC about tracking steps and posting signs. They came up with “Archie’s Flight Map” and the committee is continuing its work on this project.

Nominations and Elections – Britney Orth, Chair

Orth shared the Elections results, thanked everyone for participating in the elections. Orth is working on her Committee’s, End of year report. She created a Teams group for the committee this year and has added soon to be Past Chair, Jake Hansen, as an owner of the Teams group so he can utilize the documents and information when he rolls into that position. Orth shared the announcement made to the University Communications Team that will be put into USI Today sometime during the month of June (a version of that information is below).

Report Prepared by: Britney Orth, Chair of the Nominations & Elections Committee

Due to the efforts of committee members Nathan Payne and Robert Threet, the 2022 nomination and election process was a success. I would like to thank Heath Simpson who administered the ballot to all eligible administrators through his University position in the Office of Planning, Research and Assessment (OPRA). I would also like to thank Ingrid Lindy through her University position in Human Resources (HR) for ensuring that all of our eligible administrator data was current and based on our approved by-laws.

Thank you to everyone who voted in the recent Administrative Senate elections. We had 57.75%, or 144 of the 273 eligible voting membership participate in the election.

Election results along with information on how eligible administrators can be a part of Administrative Senate's Standing Committees will be communicated to the campus community through USI Today during this month of June 2022.

The Administrative Senate elections have been certified by the Executive Committee and we are pleased to announce that the following individuals have been elected to serve on Administrative Senate for the term of 2022-2024.

Executive Committee

Vice Chair - Taylor Gogel (will serve for the term of 2022-2025 as Vice Chair the first year, then Chair the second year, and ending as Past Chair during the last year)

Secretary/Treasurer - Tricia Tieken

Senators

At-Large Senator - Laurie Wilson

District 1 Senator - Aaron Pryor

District 2 Senator - Lee Keitel

District 3 Senator - Jennifer Hertel

District 4 Senator - Erin Altman

Revision to the Administrative Senate Bylaws: N/A

Those continuing in Administrative Senate for 2022-2023:

Executive Committee

Chair – Steven Stump (will serve as Past Chair 2023-2024)

Past Chair – Jake Hansen

Senators

District 1 Senator – Nathan Payne

District 2 Senator – Robert Threet

District 3 Senator –

District 4 Senator – Betsy Mullins

For the senators and Executive Committee whose service is ending, Maggie Carnahan, Nick Bebout, Megan Doyle, Ray Simmons, Carissa Prince, Will Pool, and Brandi Hess, thank you for your service.

Nominations and Election Committee

Britney Orth, Chair

Nathan Payne

Robert Threet

Professional Development - Will Pool, Chair

No report.

Liaison – Steve Bridges

Unfinished Business

Ongoing Projects

Sick Bank Policy (*with VP Bridges*) - No update. Return this item to ERB with plans to revisit at a later date.

Nurturing Our Nest – AdminSenate will reach out to the University Elevating Spirit committee to partner with the existing committee to continue planning initiatives and projects. Doyle serves on the committee and can help bridge the connection.

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 does not have an update on this topic as the focus has shifted to FlexWork discussion.

New Business

No new business.

Announcements

Supplemental Meeting June 15 – Training / Orientation / Committees

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

4:20 p.m. Meeting adjourned.

Next meeting is on July 6, 2022.