

**Minutes**  
**University of Southern Indiana - Administrative Senate**  
**Wednesday, May 4, 2022**  
**3 p.m. UC 2205 and Zoom**

**CALL TO ORDER:** The meeting was called to order at 3:09 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.

VP Steve Bridges

**ABSENT:** Betsy Mullins, Megan Doyle, Will Pool, Carissa Prince.

**APPROVAL OF MINUTES:**

Motion made by Gogel to approve the April 2022 minutes. Bebout 2<sup>nd</sup>. Motion passed.

**REPORTS FROM OFFICERS**

**Chair:** Jake Hansen

Hansen reported attending the following meetings:

Admin Senate Exec Committee Meeting

4/8/2022-Exec committee met to discuss IFCs submitted and follow up on emails received.

4/11/2022- Exec met to review questions submitted for the town hall to prepare to turn into Governance groups and Dr Rochon.

4/29/2022- Exec met to discuss this month's agenda

Governance Group Townhall Planning Meeting (4/12/2022) and (4/18/2022) - The three chairs of the governance groups met to plan out the town hall and review questions received. The group also met with Dr. Rochon to review the overall plans.

Presidents Council (4/19/2022) - USI is seeing a drop in international student enrollment. This is not uncommon with US schools over the past two years. USI is looking at ways to reach out and educate those students in new ways. As USI begins to travel again, all employees will need to be aware of travel costs. In certain markets there could be as much as a 30% increase in costs.

Governance Group Townhall with Dr. Rochon (4/19/2022) - Townhall was a great opportunity to provide the wider USI community with information on the FlexWork Proposal. Dr Rochon indicated that implementation of the proposal would start in January 2023. Many of the questions asked through the Admin Senate Survey were answered.

Admin Senate Exec Committee Meeting- Development Council Proposal (4/21/2022) Admin Exec met to finish the development council proposal. We believe that we have been responsive to employees' needs and focused on what will benefit USI in the future.

Unsung Eagles Picnic (4/28/2022)

Admin Senate was present during the event to promote USI positivity through Nurturing Our Nest. Pictures with the NON Photo Frame were taken, and stickers handed out.

**Vice Chair:** Steven Stump

Stump reported as an Administrative Senate representative on the EDIC Committee, he forwarded our IFC on Floating Holiday to them and work is being done on that topic with Sarah Will in HR.

**Past Chair:** Britney Orth

Orth reported working with SGA (she is advisor through her USI role) to finish sending out Unsung Eagles appreciation notes. As their advisor, if there's anything from the Senate we would like to share with SGA, we can let her know. Orth also reported some information she would like to share with the Senate from CAPS (Counseling and Psychological Services) that would be helpful for anyone working with students.

**Secretary/Treasurer:** Brandi Hess

Hess reported balance is at \$1,500. Nurturing our Nest initiative will end at the end of May. Once those receipts have been posted, she will submit the necessary paperwork to Foundation for final reimbursement.

**REPORTS FROM STANDING COMMITTEES**

**Employee Benefits** - Brandi Hess, Chair

Hess reported the committee met April 18. She reported to the committee President Rochon had made an announcement in President's Council of moving forward with the FlexWork proposal at the university leadership level. She also reminded them of the upcoming Town Hall where we hoped to learn more about that proposal and the timing.

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

Payne reported event chair Doyle submitted a proposal for request for budget of \$55 for the Ice Cream Social on May 26.

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

No report.

**Nominations and Elections** – Britney Orth, Chair

Orth reported the committee is wrapping up the nomination process. The election process begins May 11 and concludes May 18. The committee is working to make sure there are candidates for every open role.

**Professional Development** - Will Pool, Chair

No report.

**Liaison** – Steve Bridges

VP Bridges reminded everyone of the upcoming Board of Trustees meeting on Thursday and upcoming Commencement ceremonies this weekend. The search for IT's CIO role will begin soon with Brad Will as search committee chair. The salary worksheets will be distributed soon with a 3% pool. The university leadership has been looking at the FlexWork Policy and will be pursuing that at their upcoming meetings. VP Bridges also shared some feedback about the Unsung Eagles event and considerations for future programming.

**Unfinished Business**

**Ongoing Projects**

**FlexWork Proposal** – Hansen reported he will continue to be available to Dr. Rochon as the leadership team discusses FlexWork.

**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 focus has shifted to FlexWork discussion.

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

**New Business**

Events, Professional Development and Employee Outreach committees worked together on the Ice Cream Social event. They're seeking approval for \$55 to cover work order expenses. Prairie Farms is generously donating ice cream. Bebout made a motion to approve the budget request of \$55. Payne 2<sup>nd</sup>. Motion passed.

**IFC** – Including employees in campus events and activities

Find a way to involve employees in the larger student/school spirited events on-campus. For example, is there a way for the University to help fund - for example - Spring Fest, Homecoming, or Athletics events so that employees can also engage in these events and participate in the giveaway events during these programs on-campus. I understand that these events are paid for by student fees and that they need to be spent carefully. Is there a way to use dollars that are available to enhance employee morale, school spirit, etc to help fund these events too? Can there be campus-wide events for all community members? These are fun and creative events that can bring faculty, staff, administrators, and students all together as one spirited community.

*The Senate discussed this IFC and decided to send it to the Employee Events committee.*

IFC - Promoting health and wellness by adding markers on-campus inside buildings and outside that show how many miles or steps a community member walks.

Promoting health and wellness by adding markers on-campus inside buildings and outside that show how many miles or steps a community member walks. For example... "If you walk from the University Center to the Health Professions, you will walk X-miles or X- number of steps." "Keep walking to the Business and Engineering Center and you will walk X-miles or X-number of steps." "Did you know that if you walk to the Dean of Students Office that would be X-number of steps and that they can provide students with X resources." "The Academic Advising Centers can help students with X resources, scan this QR code to schedule an appointment with your academic advisor."

*The Senate discussed this IFC and decided to send it to the Employee Outreach Committee.*

IFC - Dependent Tuition and Fee Waiver eligibility should be changed to include spouses and children of eligible employees, who die as an active employee, for an appropriate amount of time.

There are many university employees who have worked at the university for ten years or more who plan to have their dependents take advantage of the fee waiver benefit that is available to them. Under the current policy, the dependents of an eligible employee who has worked for years at the university in hopes of their children using that benefit one day will be ineligible if they are too young to be enrolled in classes at the time of their parent's death.

*The Senate discussed this IFC and decided to send it to Employee Relations and Benefits Committee.*

IFC – 6 credit hour summer course fee waiver

An employee is enrolled to take USI's TESOL course during the Summer I term (May 16 - June 16), it's just one graduate-level certificate course, but it's six credit hours. According to the Handbook, for employees, ensure that no more than six credit hours per semester (Fall and Spring); and/or no more than four credit hours per summer term or a maximum of 12 summer credit hours have been attempted. The employee received notice that the employee tuition fee waiver will only cover four of the six credit hours for this course, meaning they must pay approximately \$820 out of pocket to move forward.

*VP Bridges said he will look into this with the employee.*

### **Announcements**

Nurturing Our Nest - Recruitment and Retention Initiative

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.

There is a Blood Drive on campus on May 21.

The next meeting in June will be the last for this term. We will have light refreshments to congratulate the new Senators and to express appreciation for the outgoing Senators.

### **Adjournment**

4:11 p.m. Meeting adjourned.

*Next meeting is on June 1, 2022.*