

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday, November 6, 2019  
3 p.m. UC 2206

**CALL TO ORDER:** The meeting was called to order at 3:04 p.m.

**GUESTS:** President Ronald S. Rochon

Dr. Rochon thanked Britney Orth for her work to enhance communication across campus with the senate and university leadership. Dr. Rochon stressed the important of collaboration and everyone working together. There is divisiveness across the country, and this is something Dr. Rochon will work against. Dr. Rochon's goal is to enhance USI through collaboration and working toward the betterment of USI. Work, serve, collaborate to improve USI. We are working to improve enrollment and to identify students who are college-ready. We are all recruitment and retention officers. The way we treat students impacts their experience here.

Dr. Rochon shared the early plans of the Strategic Plan. Dr. Khayum and Steve Bridges are co-chairing the project. The University will be seeking everyone's input and to be engaged in this process.

Mrs. Pamela Hopson, Executive Director of the Multicultural Center and Chair of the Equity, Diversity and Inclusion Council.

Mrs. Hopson shared with the Senate the Equity, Diversity and Inclusion Council has existed since around 2010. The committee has developed a strategic plan and one of the outcomes from that process was to develop a campus climate survey to get a strong assessment of student and employee perspective on what is happening on campus. The survey will be launched the beginning of the Spring Semester. A consultant was selected to work with our campus. Mrs. Hopson encourages the Senate to promote and share your voice through this survey. Be supportive of this process and participate. The survey will be completely anonymous. That's one of the reasons an outside consultant will administer the survey.

**ROLL CALL**

**PRESENT:** Britney Orth, Chair; Jake Hansen, Vice Chair; Ingrid Lindy, Past Chair; Brandi Hess, Secretary/Treasurer; Jennifer Garrison; Ashley Ewearitt; Juzar Ahmed; Rustin Howard; Steven Stump; Sarah Adams; Angel Nelson.  
Kat Draughon, Liaison

**ABSENT:** Nick Bebout; Rustin Howard; Taylor Gogel; Stacy Draper  
Steve Bridges, Liaison

**APPROVAL OF MINUTES:**

October 23, 2019 minutes approved (Stump motioned, Nelson 2<sup>nd</sup>).

**REPORTS FROM OFFICERS**

**Chair:** Britney Orth

Chair Orth gave the Senate an update on Administrative Senate's proposal for December 23, 2019. She and Past Chair Lindy met with Vice President Steve Bridges on a variety of topics – one being

Administrative Senate's proposal for having December 23, 2019 off as a holiday this year off due to the timing of that day.

Orth and Lindy met with Vice President Bridges and explained our process for bringing this proposal up through Administrative Senate: it was brought up by a constituent as an Item for Consideration, the Executive Committee reviewed it, brought it up during the Administrative Senate General meeting for discussion, then it went to the Employee Economics and Benefits Committee, the Committee reviewed it and had a Sub-committee develop a proposal, the proposal was discussed at length during the Administrative Senate General meeting and it was tweaked from its original proposal, and voted on for approval, and then it was brought to Vice President Bridges to review and move it forward. Vice President Bridges appreciated the process that Administrative Senate follows for bringing forth proposals. Vice President Bridges commented that it is good to know that it was this well vetted and not only one person who thought it should move forward; i.e. there's more than one person who thinks that it is good idea before moving something forward that could impact everyone.

Vice President Bridges is moving the proposal to President Rochon for review. Orth and Lindy will keep everyone updated when we learn more information.

The next Board of Trustees' Meeting is on November 7, 2019.

The next Town Hall from the three Governance Groups is Wednesday, November 13, 2019 at 3pm in Mitchell Auditorium with Vice President for Student Affairs, Dr. Khalilah Doss. This will be recorded so that folks who can be present will be able to review the video.

The three Governance Groups Executive Committees have been meeting on a regular basis and have come up with a tentative schedule for town halls – dates and topics. Those have not been confirmed yet, we will share that information as they have been confirmed.

During our December Administrative Senate Meeting, our liaison Vice President Steve Bridges, will be our guest speaker. Vice President Bridges will answer any additional questions that folks have for him that may not have been answered during the October Town Hall.

**Vice Chair:** Jake Hansen  
No Report.

**Past Chair:** Ingrid Lindy  
No Report.

**Secretary/Treasurer:** Brandi Hess  
Hess reported no changes since last month. Our current balance is \$1,294.80.

## **REPORTS FROM STANDING COMMITTEES**

**Employee Benefits** – Sarah Adams, Chair / Juzar Ahmed, Vice Chair  
Adams reported the committee has not met since the last meeting. The next meeting is November 14.

**Employee Events** – Ruston Howard, Chair / Steven Stump, Vice Chair  
Stump reported the committee has not met since the last meeting, therefore nothing new to report.

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

Hansen read Drapers report.

The Employee Outreach Committee met on October 24, 2019. During the meeting the committee finalized edits for the 2019 – 2020 welcome attachment. Targeting using the revised version in November.

We reported the volunteer pilot program August numbers which consisted of 15 team members volunteering for a total of 35.5 hours. The committee continues 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.

The Committee finalized the suggested university handbook changes and agreed to submit it to the Administrative Senate Executive Committee for review.

In November the committee will add a handwritten welcome note that will include a 25% Sodexo discount coupon as an additional outreach engagement for new administrative employees.

During open discussion the team continued to discuss ways to engage new team members and plan to have an additional recommendation for review in November. Items that we are reviewing include lunch dates, campus tours, additional check-ins, and onboarding buddy opportunities.

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

No report.

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

Garrison reported the committee hasn't met since the last meeting however they've hosted their first presentation for the fall. The next session is tomorrow with two more dates later in the month.

**Liaisons** – Kat Draughon / Steve Bridges

Draughon reported the Strategic Plan work that has been ongoing. The survey that was sent to Faculty/Staff in August was also sent to Alumni and students, retirees and friends of the University. It asked questions about our Mission/Vision and SWOT analysis. The response was great with very thoughtful responses. VP Kindra Strupp is leading a group, that includes the Deans, to review that data. There will be another survey with the original and revised version of the mission/vision and core values to ask for a vote. There will be a SharePoint site created so everyone would have access to the data.

Steve Bridges will be at our next Administrative Senate meeting to follow-up with any questions people did not feel were answered or addressed from his Town Hall session.

**Unfinished Business**

Item for Consideration – Flex time throughout the year

The Senate discussed the pros and cons of a year-round flex schedule. There was concern that some departments can't participate currently in the summertime flex, so they wouldn't be able to participate in this program any time of the year. This might cause hard feelings among those who can't do flex. The

ERB committee worked on a similar request in the past and decided not to pursue the idea. There might be other issues that should be explored that could be the core of this request. Are there vacation days that are not being used that could be? Are there reasons an employee feels they cannot use their vacation time. Could individual arrangements be made with a supervisor to have an alternate work schedule? Conversations should be made within their departments to discuss why employees are losing vacation time, why do you feel like you can't leave, what can be addressed to help that situation so employees can take time off without regret.

Nelson made a motion to table this item for consideration to have a subcommittee investigate the usage (or lack of usage) of vacation time. 2<sup>nd</sup> by Ewearitt. Motion passed.

### **New Business**

Stump brought forth the discussion from the Employee Events committee on ways to get more employees involved in campus or employee events. Whether it's a brownbag lunch gathering to discuss a favorite television show, or employee lunchtime physical activity (volleyball and pickleball). The Senate agreed this idea is worth pursuing and is encouraged to proceed with their work.

Hansen read Bebout's report from the University Safety Committee report. Fire code compliance inspection happened recently and as a reminder, space heaters are almost ALWAYS a fire code violation. If anyone in your area has one, please ask them to remove it.

The university is currently looking at the height of the barrier on the upper level of the arena. It is one inch higher than the code requires, but some people say it is still shorter than they think it should be for safety. It would be VERY expensive to replace it with a higher railing, since they would have to remove all of the glass that is already there to be able to add taller glass. We are currently in compliance with what the code requires (in fact it is one inch higher), and ours is at a similar height to the Ford Center and other arenas.

We are looking at developing a hazardous waste accumulation area somewhere at the University.

### **Announcements:**

Reminder of the Town Hall next Wednesday with Dr. Doss.

Open Enrollment for HR Benefits ends tomorrow. Remember to get your changes in if you need them.

### **Adjournment**

Motion made to adjourn meeting at 4:34 (Adams motioned, Nelson 2<sup>nd</sup>).