

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, September 4, 2019
3 p.m. UC 2205

CALL TO ORDER: The meeting was called to order at 3:03 p.m.

ROLL CALL

PRESENT: Britney Orth, Chair; Jake Hansen, Vice Chair; Ingrid Lindy, Past Chair; Brandi Hess, Secretary/Treasurer; Jennifer Garrison; Ashley Ewearitt; Nick Bebout; Juzar Ahmed; Steven Stump; Sarah Adams; Angel Nelson; Stacy Draper; Taylor Gogel.
Kat Draughon, Liaison

ABSENT: Rustin Howard
Steve Bridges, Liaison

APPROVAL OF MINUTES:

August 7, 2019 minutes approved (Draper motioned, Nelson 2nd).

REPORTS FROM OFFICERS

Chair: Britney Orth

Orth reported the following from President's Council August 20, 2019 Meeting

- There were some discussions about changes to the Academic Calendar moving forward. Most universities have 81 instructional days and USI has 78. There's been discussion of bringing our academic calendar closer to the amount of instructional dates that other universities have. It may be possible that some of the dates off will change.
- President Rochon mentioned having a Strategic Planning group that will be small, but mighty. This group will look at retention, outreach, and the bottlenecks preventing folks from being successful. This committee will be reaching out to the campus community about updates. This will be a collaborative group. Additional conversations will take place during future President's Council meetings.
- It was brought up that in the College of Nursing and Health Professions that there have been 700 students vying for 180 spots. There are more intentional conversations happening with students about what they could major in outside of Radiology Technology, Nursing, and Dental Hygiene. 60% of the students who do not get into these selective programs are really good academically minded students. The College is trying to find ways to increase the numbers of students being admitted as well as how to retain more of the good students who are not admitted. There are ways to utilize the Health Professions building better so that more students can be placed. The College also hosted a program where all of their students were encouraged to attend to discuss more academic program options. It was reported at the September 23 President's Council meeting that around 50 students attended this program – they deem that as a success!
- VP Andy Wright reported on some numbers. Our quality of students is up – 3.39 GPA to a 3.44. Transfer is down by 6, Undergrad students are down by 39 students, Continuing Grad students up by 65 and new down by 3 students, we have a new graduation record of 1510 students, and we are down total number of students at 319 and 4,300 credits. Our overall retention rates are 60-70s%. We are losing many freshmen after the Fall semester due to finances. That's a reason why the Financial Care Team that has started up is so very important – to keep good students and have them continue vs. leaving due to not being able to pay for college. VP Wright also mentioned some of the programs that are being done by

Admissions and other offices – High School Counselor luncheon – the time was shifted and that resulted in double of the amount of school counselors who usually attend. There are four Open Houses and there are High School Business Day and Nursing and Health Professions programs day.

Orth reported from the President's Council September 3, 2019 Meeting

- Assistant Provost, Heidi Gregori-Gahan mentioned that there are several individuals from our sister university in Germany who are coming to USI the first week in October to learn more about what we do at USI along with roles across the U.S. They originally wanted to bring 30 of their professionals and USI said that we could accommodate 15 individuals. It looks like AP Gregori-Gahan's staff will be setting up meetings with a variety of offices and individuals to speak with these individuals (i.e. Enrollment Management, Business and Finance, faculty, Risk Management). It looks like they are bringing a Staff Council representative – so the Governance groups Chairs will have an opportunity to meet with this individual.

Orth reported a Board of Trustees meeting tomorrow, September 5. She will be in attendance and will share additional information during our next Administrative Senate Meeting.

Wellness Fair Volunteer request on September 25, 2019

The 2019 Wellness Fair will be Wednesday, September 25th from 8:30 a.m. – 3:00 p.m. in Carter Hall.

They need volunteers to help between the hours of 7 a.m. and 3:30 p.m. There are two spreadsheets for volunteers. One is for the set-up period before the fair begins and the other is for help needed during the fair. Orth will email links to everyone after the meeting to the signup spreadsheets. If you are able to volunteer, please add your name to one of the yellow highlighted spots on one of the spreadsheets.

Governance Groups' Listening Sessions - will be brought up during New Business for open discussion.

Per an email that Orth, along with the Faculty Senate Chair and Staff Council Chair sent out to our administrators, faculty, and staff constituents, and as a follow-up to the questions and comments submitted for the University Meeting, the three (3) governance groups are hosting three (3) "Listening Sessions."

The three (3) listening sessions are at the following dates and times to be inclusive to all of our constituents, in particular faculty and 2nd/3rd shift staff members:

- September 9, 2019 2:00 PM to 3:30 PM in Rice Library, Room 017
- September 9, 2019 10:00 PM to 11:00 PM in Rice Library, Room 017
- September 10, 2019 10:00AM to 11:30AM in Mitchell Auditorium in the Health Professions Center

The intent of the listening sessions is to give faculty and staff an additional opportunity to ask questions and submit suggestions.

Rich Bennett, secretary for Faculty Senate, will be transcribing the questions and suggestions (no employee names will be included). His notes will be merged with the questions submitted electronically in early August.

We will be discussing more about these Listening Sessions and the questions/comments submitted during New Business.

During our October Administrative Senate Meeting we will have three (3) guests – Marna Hostetler to discuss the Rice Library and Emily Henson and another colleague who will be discussing the Financial Care Team.

Vice Chair: Jake Hansen

Hansen attended the Employee Outreach committee meeting and is excited for the work they're doing. Continue to send meeting invites to him as needed and he will attend if possible.

Past Chair: Ingrid Lindy

Secretary/Treasurer: Brandi Hess

Hess reported the Ice Cream Social totaled \$205.20. Our current balance is \$1,294.80.

REPORTS FROM STANDING COMMITTEES

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

The Employee Relations and Benefits Committee did not meet in August due to scheduling difficulties. The committee still plans to discuss the draft of the Sick Leave Pool policy at their next meeting. The ERB Committee will meet next on Thursday, September 12 at 1:00 pm in UC 2205.

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

No Report.

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

The Employee Outreach Committee met on August 15, 2019. During the meeting the committee reviewed edits for the 2019 – 2020 welcome attachment. Final approval planned for the September meeting. They also plan to add updated student/college stats after the census numbers are published.

Regarding the volunteer pilot program, the committee discussed plans for a USIToday FAQ focused article. They also reviewed the July volunteer pilot program numbers which consisted of 3 team member volunteering for a total of 6 hours. The committee requests that anyone on campus promoting a USI volunteer opportunity also provide a reminder of the volunteer pilot program and completing the requested form.

During open discussion the team continued to discuss additional ways to engage new team members and plan to have a formal recommendation for review in September/October timeframe. Items that we are reviewing include handwritten notes, reduced or free Sodexo food opportunities, lunch dates, campus tours, and onboarding buddy opportunities.

Nominations and Elections – Ingrid Lindy, Chair

No report.

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

Garrison reported the professional development committee met on Wednesday, September 4 at 12

p.m. in UC 0257A. Discussion focused on the plans for professional development programs for the fall semester, which plan to be centered around the theme of Work/Life Balance.

The following was discussed:

1. The vice chair will work closely with representatives from Staff Council and Faculty Senate to make sure all employees are being included in this initiative.
2. A large part of the efforts will be centered around a "Brown Bag" lunch series being planned for October -December.
3. Topics and presenters are currently to be decided, but a list of each is already being developed.
4. The committee hopes to solidify plans by the end of September and begin promoting programs.

Liaisons – Kat Draughon / Steve Bridges

Draughon reported the planning work for a new University Strategic Plan is forming and is fast moving. The plan is led by Dr. Khayum and Steve Bridges. Most of the development will be done in the fall.

Draughon provided feedback about the new Employee Volunteer program based on what happened with Assessment Day. She had a very hard time finding volunteers this year, even among those who regularly volunteer. The feedback she received was that employees 'did not want to use their volunteer hours on that'. People thought the hours were a limit, so they were trying to use them conservatively. She recommended more communication to the campus on how the hours can be used. The Senate discussed the original intent for the program and Employee Outreach chair Stacy Draper said USI Today interview could help clarify the program.

Unfinished Business

No unfinished business.

New Business

Hansen reported a new University Committee, Safety Committee, is forming and a representative from Administrative Senate has been asked to serve. This committee, appointed by the president, shall identify safety problems on campus and recommend solutions to minimize the University's exposure to risks, losses, and liabilities. The committee consists of the manager of Environmental Health and Safety (chair), the vice president for Student Affairs, the director for Risk Management and Safety, the director of Public Safety, a representative of Facility Operations and Planning, a representative of Housing and Residence Life, a representative of Human Resources, a representative of Staff Council, a representative of Administrative Senate, a faculty member, and a student. Additional University staff may be asked to serve upon the recommendation of the chair. Let Hansen know if you are interested in serving.

Orth reported the Executive Committee has been working with the other governing groups leadership on hosting "listening sessions" to collect questions that can be organized into themes that can help determine who we should have at the Town Halls and what questions they need to address. Comments need to be presented in the form of a question. We're trying to keep this professional and constructive. There will be a note-taker of the session, but everything will be anonymous. Constituents of our governing groups received an email invitation and is not open to upper administration. Also at the listening sessions is the opportunity to anonymously submit with a comment box. The sessions were spread out to try to reach the various employee groups and shifts. With all the comments and questions

collected through this process, there may be items we (and the other governing groups) take on as charges.

Stump discussed the idea of creating a Master Calendar for Administrative Senate that could be for standing yearly events so that committees, especially the Events Committee, have guidance year over year on the events we host and timing. Especially with timing of the Nominations Committee in preparing for Administrative Senate Elections. Hansen recommended keeping historical calendars in there as well -- listing all our speakers, activities and events for each year since it can fluctuate from year to year. The Senators agreed it was a good idea to start one. Hess will create a Master Calendar folder in SharePoint so items could be stored.

Announcements:

The Registrar office is seeking volunteers for Commencement. Activities may include helping line up graduates, doing line checks, being a commencement marshal. For many roles, you don't have to stay for the entire ceremony. December 10 is Fall Commencement, and Spring is last Saturday in April. Email Angel Nelson if interested.

Adjournment

Motion made to adjourn meeting at 4:01 (Adams motioned, Ewearitt 2nd).