

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, April 1, 2020
3 p.m. Virtual Zoom Session

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 Ewearitt; Nick Bebout; Juzar Ahmed; Rustin Howard; Steven Stump; Sarah Adams; Angel Nelson; Stacy Draper; Taylor Gogel.

Kat Draughon, Liaison

ABSENT:

Steve Bridges, Liaison.

APPROVAL OF MINUTES:

March 4, 2020 minutes approved. (Bebout motioned, Nelson 2nd). Motion passed.

REPORTS FROM OFFICERS

Chair: Britney Orth

Due to the COVID-19 and the importance of social distancing, most University employees are working remotely and therefore Administrative Senate asked all members to share how they were individually doing and also any updates from their areas of changes that might be important for everyone to know.

Most of the meetings that Orth has attended since the last Administrative Senate meeting has been about COVID-19 and the University's response and decisions that have been made along the way. President Rochon and our University leadership have done a really good job of talking with a variety of people before making decisions. In fact, the night before the first large decision was made about all classes going online for 3 weeks, President Rochon called Orth directly to let her know that decision was going to be made. He called the other two Governance Groups chairs as well that evening. Orth reported that she appreciated that we have leadership who are communicating about these importance decisions.

Since working remotely, we have had two President's Council Zoom meetings. The main topics for those meetings are updates and inputs on decisions as we are moving forward. Many of those decisions you are seeing them as they are being shared with the University community. Two decisions that are being worked on right now include:

Pass/No Pass on Classes – there's discussion occurring if there's going to be an academic policy made during this semester of Spring 2020 only. It is Provost Khayum's hope that a decision will be made and communicated with the University community and specifically with students by the end of this week. If this academic policy occurs, then there will be a lot of information on it. Please know that students may reach out to many of us to determine if this is right decision for them. It will not make sense for all students or for all classes. Faculty Senate is having a special meeting over the next day or two to discuss and vote on this.

Summer Classes and therefore Summer Housing - The other current item that's being discussed is what are we going to do with Summer classes and therefore Summer housing and Camps and Conferences. It will be announced in the near future.

Orth reported in her meetings with President Rochon that he wants to be in line with what Governor Holcomb, the Federal Government, and science and medical experts are doing or advising. At the same time, President Rochon also would like to be ahead of the curve. For instance, if you have been listening to science and medical professionals have been saying - they suggest that if you feel as though your decision is a good one and it is where you should be at that point in time, you are already 2 weeks behind. This tells us that it is important to make a big decision to stay ahead of the curve, a decision that may seem extreme on the front-end.

While we are definitely working remotely until at least April 30, 2020 based on the decree by Governor Holcomb, we need to all be prepared that we will be working remotely longer than April 30. From what Orth has seen, the University is making decision as we go.

Chair Orth has been impressed by the communication from University leadership. There has been a lot of communication with all of the constituent groups, including prospective students and parents. From what other colleagues are reporting from their professional groups, no other University President is communicating as much as our president is. Most University presidents are sending out memos and our president is holding Zoom meetings with various groups.

What was shared during President's Council by Executive Director of Enrollment Management, Rashad Smith, is that prospective students are sharing that they want to hear from Admissions staff first and then next they want to hear from administrators – administrators who are making the decisions and definitely University leadership and the president. They want to hear from University leadership to bring about the calm for them.

It was mentioned that will all need to be positive, focus on family first, ensure that people get paid, and then there's a focus on the critical things getting done for each area.

If anyone has any ideas on how USI can stand out amongst other universities and colleges, please share them with Rashad Smith, the Administrative Senate Executive Committee, especially if they are recruitment and retention ideas.

Orth will be attending an Enrollment Management Update Zoom meeting tomorrow, along with President's Council and other invited areas.

Some of you may or may not know that Orth is one of the SGA advisors as well. She typically does not report on items that SGA is working on, because they are usually in the beginning stages and they have very lofty things that they are working on. Due COVID-19, they are delaying items and events until the future – late summer or into the Fall 2020 semester. They are moving their elections, travel grants, parking appeals, programs, outreach, and items for consideration on hold and delaying them into the fall semester. The advisors told them they need to focus on their classes and that there's not going to be anything in anyone's bylaws and constitution about what to do in a Pandemic. A Pandemic trumps their bylaws. Some items that SGA is currently working on include designing SGA commencement stoles. They are working on a survey for students to gauge their interest and concerns related to a Pass/No Pass

policy. They are also sharing resources and information to students via social media and also bringing student concerns to University leadership.

Orth suggests that while we give reports, especially Committee Reports that if your group has an item that they have a question on as far as how should we deal with it as we work remotely to let us know. We will then add that as an item to discuss during Unfinished or New Business.

Vice Chair: Jake Hansen
Will discuss during New Business.

Past Chair: Ingrid Lindy
No Report.

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 committee met today at 10AM. They reviewed the draft of the Sick Leave Pool and voted to move forward to Administrative Senate. They would like to get the other governance groups involved. Next meeting is Thursday, April 9 at 10AM.

Employee Events – Ruston Howard, Chair / Steven Stump, Vice Chair
Howard reported creating a Facebook page. She is sending requests to people to join, but you can search and find it. She is working with the committee to put together a social media timeline with updates on COVID-19, other employee updates, good news, podcasts and other things to do at home. She is working with Kat Draughon on a 'spread the good news' Qualtrics form. Howard also created an Instagram account. She wants to share the login information with Executive committee.

The committee will be discussing Milestones in New Business.

Employee Outreach – Stacy Draper, Chair / Taylor Gogel, Vice Chair
The Employee Outreach Committee met on March 12, 2020. During the meeting the committee reviewed the Admin Senate feedback on the monthly admin senate publication. The Outreach committee planned to draft the document during a working lunch that was canceled due to social distancing/remote working. Given where we are now with remote working, should the committee pick this topic back up and work to draft the April publication?

During the meeting Draper reported the volunteer pilot program January numbers which consisted of 1 team member volunteering for a total of 1 hours. The rest of the meeting was spent discussing this program and we outlined the following action items:

- Work to draft the 1-year review of the volunteer pilot program
- Follow-up with major volunteer effort coordinator for a list of participants
- Compare to submitted volunteer hours
- Lean why others are not completing the volunteer form

- Explore implementing a data feed to Alumni or link to form for completion with each coordinator
- Look for upcoming volunteer items and reach out to educate about the need for the form

Nominations and Elections – Ingrid Lindy, Chair

Lindy would like to propose delaying Nominations and Elections by a month because of the abrupt COVID situation and working remotely. Administrators may be struggling to do their daily work and could result in less nominations and ultimately a weaker Senate. She would like to continue with a strong commitment to the Senate, therefore making the Senate stronger.

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

Garrison reported the event for Caretaker Stress that was scheduled for March 18 was canceled. The presenter is willing to present this summer or fall. The committee will look to reschedule. The Foundation has granted the committee funding for the presentation on sleep, however since we're not on campus, they will look to reschedule this. The committee will meet soon.

Liaisons – Kat Draughon / Steve Bridges

Draughon suggested looking at what Staff Council is doing with their elections. They might be an example of what Administrative Senate might do.

Unfinished Business

Outreach Committee – Should they continue their work in drafting a newsletter or wait until we're all back on campus. The Senate discussed and thought this would be helpful to administrators during this time. The committee will move forward toward an April issue.

New Business

University Communication – The Senate is satisfied with the level of communication employees are receiving from the University. The Dr. Rochon Zoom sessions are very beneficial. The Screagles Fly Together should be shared more broadly because it has great information, but they didn't know it was there. The email communications could come more frequently, perhaps twice a week, or USI Today, rather than on once-weekly update.

Milestones – Originally scheduled on May 13, which is cutting it close to when we return to campus. Howard suggests moving it to August or in the fall when we're all back on campus, perhaps part of Commencement week. The Senate agreed the event should be postponed but will need to notify the honorees what our plans are. Howard will hold a couple of dates in the scheduling system for the event. We will need to discuss with Mary Hupfer about moving funding forward for this event.

Adding Appendix B (Vacancy of Officers) – Hansen presented two documents. One is the text for the appendix, the other is the flowchart to help demonstrate how to handle the situation. By adding this to the appendix, it would go into effect right away. Next year we could add to the Constitution, which would require a vote by administrators via elections. The Senate is to review these documents further, then a vote will be taken over email in a couple days.

Motion was made by Adams to vote on the appendix. Motion withdrawn.

Orth made a motion to table the vote to next week over email. So moved by Garrison, Howard 2nd.

Motion passed.

UPDATE: The Bylaws Committee's proposal to add Appendix B Vacancies or Resignation of Officers to the end of the Constitution. Vote was due by April 8, Motion passed.

Elections (postponing them by a month) – There isn't a provision in the By-Laws that says we cannot delay. We would like to have the best Senate, and delaying will help people settle into this new pandemic situation.

Adams made a motion to move the nominations and elections process back by one month. Howard 2nd. Motion passed.

Announcements:

Howard needs photos for our Facebook and Instagram. Please send pictures to her.

Hess shared a link on the Screagles Fly Together page for any good news or short brief to share with the University community. You can submit items through a form.

Adjournment

Meeting adjourned at 4:22 pm.

Next meeting on May 6 on Zoom.