

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, July 7, 2021
3 p.m. Virtual Zoom Session

CALL TO ORDER: The meeting was called to order at 3:04 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, Megan Doyle, Ray Simmons, Carissa Prince, Taylor Gogel.
Liaison VP Steve Bridges.

ABSENT: Betsy Mullins, William Pool; Liaison Kat Draughon

SEAT VACATED: Elizabeth Schmitt has resigned from the University. Following established protocol, a replacement was selected from the most recent election from the district the senator represents. A motion was made by Gogel to approve Nick Bebout to fulfill the rest of Elizabeth Schmitt's district II term, seconded by Simmons. Motion passed.

APPROVAL OF MINUTES:

Motion made by Carnahan to approve June 2, 2021 minutes. Doyle 2nd. Motion passed.

REPORTS FROM OFFICERS

Chair: Jake Hansen

Hansen reported in the last month he attended several meetings as both chair and past vice chair for Senate. The Employee Outreach Committee discussed the outcome of the Obituary Policy Meeting and possible steps moving forward. The Events committee met about the upcoming Employee Recognition Event on 6/28.

The Executive Committee met with Trista Lutgring about an upcoming story in USI Today. She gathered our thoughts about Admin Senates role at USI. Since this meeting the story has been published in USI Today featuring our Vice Chair Steven Stump. He did a fantastic job talking about his role as Vice Chair and Admin Senate at USI. The Executive Committee also met to discuss training for today, the Nurturing our Nest initiative and the upcoming print items for the larger USI community. Wrap up of 2020-2021 Senate year and transitioning Jake into Chair Role. The committee also looked at ideas for questions to be included in the 2021 Fall Faculty and Staff Survey due on July 28th

The COVID-19 Task Force met a couple times. USI is beginning to loosen their COVID-19 restrictions to match the CDC. Masks are no longer required for those that are fully vaccinated. It is the responsibility of those that are not vaccinated to wear masks. It is not up to USI to police mask wearing. Dr. Rochon spoke about civility and honesty when at USI. It is important to always be considerate of those you are meeting with and ask if they are comfortable with you not wearing a mask.

USI will be ready to pivot if the virus dictates a change to our policy again. Julie St. Clair from CNHP stressed that the Pandemic is not over and if you are experiencing symptoms and are not vaccinated that you quarantine and use the self-report form. Dr. Rochon stressed that this fall is our transition time back to full operation. Masks are not required in RFWC when you are fully vaccinated. Students must wear a mask on the bus even when vaccinated. Classroom distancing is now at 3ft. The University Health Center is now a public vaccine site for the area with the Pfizer vaccine.

Hansen was part of the University Fall Meeting Planning Meeting. The goal is to have the 2021 University Fall Meeting in-person like it was done two years ago in the Screaming Eagles Arena. A lunch will follow the meeting and everyone from the university is invited to attend. This plan is still tentative as details are being worked out, but there is a lot of excitement around being able to gather in-person again.

Hansen reported from the Presidents Council meeting that USI is going to be featured on a future episode of The College Tour on Amazon Prime and Roku. Our episode will be 30 minutes and will feature USI students.

Vice Chair: Steven Stump

Stump has been working on the Senate committee and working on establishing the chairs and vice chairs. More information to come.

Past Chair: Britney Orth

Orth reported an end of term/year with Dr. Rochon. She discussed the last year with Administrative Senate and some of the

projects we've worked on in the last year. She shared the varied options of IFCs we received around remote work and hours flexibility. Dr. Rochon appreciates the work we're doing and what we've been able to accomplish.

Secretary/Treasurer: Brandi Hess

Hess reported we're in a new fiscal year, so the balance is back at \$1500. If committees need funds for projects or events they're planning, they may request an allocation of funds through the Senate. Hess has been busy updating the website to reflect the new Senate, meeting dates, and reports.

REPORTS FROM STANDING COMMITTEES

Employee Benefits

Hess reported the committee has not met, but she's been working with Kat Draughon to create survey questions around the topic of remote work and flexibility. This way the committee will have data going into their work on the many IFCs we received.

Employee Events –Megan Doyle, Chair

Doyle reported the Employee Recognition event went well and had high engagement on all the videos. She is looking for new committee members for the coming year.

Employee Outreach – Carissa Prince, Chair

Prince reported the committee will be meeting to discuss Fall Survey questions. The Obituary Policy is an ongoing project to monitor.

Nominations and Elections – Britney Orth, Chair

Orth reported the Executive Committee noticed some things in our By-Laws that are now outdated from when they were first created 10 years ago that we no longer do (example, hand counting ballots). Also, definitions of job roles and who is a constituent or not has changed over time. If anyone is interested in serving on this committee, let Orth know. The committee will review and offer recommendations for changes.

Professional Development

Carnahan reported that she asked William Pool to serve as chair. She will be out through November for medical leave but will serve on the committee. The initiatives the committee will be working on are community building, professional and employee enrichment, using your personal strengths, utilizing technology, and providing information about the Employee Assistance Program.

Liaisons – Kat Draughon / Steve Bridges

VP Bridges reported salaries letters were sent. It's near the fiscal year end, so expect several emails to be sent out regarding procedures for that. There will be some changes in our Title IX area with the Coordinator for Title IX leaving. For now, we're using an outside group to help in the interim.

Unfinished Business

Obituary and Sympathy Policy – No updates.

Ongoing Projects

Remote Work and Flexibility – Hess reported earlier about the survey questions.

Customer service, civility, and professionalism – Nothing new to report.

Nurturing Our Nest – Hess reported several items are with Creative and Print Services in the design phase with plans to have everything ready for students' return in the Fall.

Floating Holidays – No updates.

Tabled Projects

Tuition Benefit – (Dependents increase in credit hours. December 2019) Faculty Senate charge that we support. Provost Khayum and VP Bridges are investigating.

Sick Bank Policy – Tabled until Pandemic is resolved.

Parental Leave – Tabled until Pandemic is resolved.

Volunteer Pilot Project – Tabled until July 2021.

New Business

Meeting Mode – The Executive Committee asks the Senate if they prefer to keep the meetings in Zoom format or should we schedule the next one in-person? The Senate discussed the flexibility and merits of continuing to have meetings in a virtual format. The group decided to determine on a month-by-month basis which format to use.

Training – The Executive Committee led a training session with the Senate. It is recorded and can be shared with Senators who did not attend the meeting.

Questions for Fall Survey – Deadline is July 28. Send to Executive Committee if you have questions you'd like to add.

Announcements

Supplemental Meeting – July 21 is canceled

Don't forget – Spirit Fridays and Tip of the Week! Share with your constituents!

Adjournment

Motion was made by Gogel to adjourn the meeting, seconded by Bebout. Motion passed. Meeting adjourned at 4:29 p.m.

Next meeting on September 1, 2021, on Zoom.