

**Minutes**  
**University of Southern Indiana**  
**Administrative Senate**  
**Wednesday, August 4, 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; Nathan Payne, Nick Bebout, Robert Threet, Megan Doyle, Ray Simmons, Carissa Prince, Betsy Mullins, William Pool, Taylor Gogel.  
Liaison VP Steve Bridges, Kat Draughon.

**ABSENT:** Brandi Hess, Maggie Carnahan.

**APPROVAL OF MINUTES:**

Motion made by Bebout to approve July 7, 2021 minutes. Pool 2<sup>nd</sup>. Motion passed.

**REPORTS FROM OFFICERS**

**Chair:** Jake Hansen

Hansen reported that he attended the Covid-19 Task Force meeting on July 14. Employees are to return to campus full time on August 2. The new student convocation event will require those in attendance to wear their masks. USI mail operations will remain the same for the fall semester with central location delivery and pick up. The steering committee is watching how the COVID19 Delta variant is changing how we might have to react going forward. It has been identified that USI employees are not filling out the self-report form when experiencing symptoms that could be related to COVID19. It is imperative that employees and student return to filling out the COVID19 self-report form so that contact tracing can be completed.

The executive committee met on July 14 to look through the current voting policy. The process of counting the votes and certifying the election has changed since this section was written. The committee also began the process of evaluating the districts and vote eligibility. USI has had a few new positions created that leave administrators out. The committee also met on July 28 to plan the agenda for the August meeting and to discuss the questions submitted to the Fall Survey.

Hansen attended President's Council meeting on July 20, 2021. Rashad Smith provided the most current enrollment report. There are currently 1,278 new first time freshman students enrolled and ready for the fall semester. With the current potential admissions needs 182 additional students to reach their fall goal. Admissions has seen growth in Early Applications, our primary market, overall yield and transfer enrollment. Graduate enrollment for the fall is up 4% over last year.

Hansen also reported meeting with Beth Devonshire, the Interim Title IX Coordinator, about how AdminSenate can collaborate with her and the updates to Title IX this Fall. She is tentatively scheduled to come speak with the Senate during the September 15 Supplemental Meeting. She emphasized that we could really help by getting the word out on the DOE guideline changes. This will be discussed at the meeting she attends.

Hansen reported the invitation has been sent out for the upcoming University Meeting. USI is currently encouraging all employees to attend this in person event. Hansen will be speaking at this event, but the most important speakers will be USI leadership. Lunch will follow the event in the form of a box pick-up.

**Vice Chair:** Steven Stump

Stump reported he has been working on committee placements among the Senators. If you've not heard from him yet, he will be connecting with you soon to find a good fit for a committee you'd like to serve on.

**Past Chair:** Britney Orth

Orth reported attending the President's Council meeting on behalf of the Chair. There has been some pushback on the recent mask mandate from students and parents. Keeping our USI community safe is very important. It is important to prepare for students to come back and to be civil and promote civility and compassion. Please encourage vaccines and safety and health protocols, such as wearing masks, staying 6ft or more, and not to gather in groups, especially with unvaccinated people.

There have been several questions from administrators regarding procedures or guidelines going forward for quarantines, close-contacts, dependent child school closures, remote work during quarantine. HR has been hearing similar questions and concerns. Those questions have been forwarded to President's Council.

Orth reported President's Council is also following local Covid spread and recommendations for large gatherings to determine if changes need to be made to the Fall Meeting. As of now, there will be a recording of the meeting that will be shared with campus after the meeting. Provost Khayum and Dr. Blunt are working with faculty on providing flexibility and working with students along with some changes to the syllabi. Contact tracing is not going away and we will have students who contract Covid or become a close contact so there could be students who are sick and need to isolate or quarantine.

It was reported that Housing and Residence Life is at 70% occupancy.

Be prepared that data from the CDC and health and science experts could augment the Fall semester plans to shift. The university will follow the data in making decisions. It is a goal to not cause confusion and delay. We all need to continue to work hard and do what's best for our students and colleagues.

**Secretary/Treasurer:** Brandi Hess

The budget balance is \$1,500. There will be expenses posted from July for printing costs of the Nurturing Our Nest project, however those will be reimbursed by USI Foundation.

## **REPORTS FROM STANDING COMMITTEES**

**Employee Benefits** - Brandi Hess, Chair

Hess has been working with Kat Draughon to develop a survey for employees regarding remote work and flexible hours. There are questions geared for all employee types, then segment to Administrators and Support Staff, and then segment for those with supervisory roles. The goal is to learn the level of interest for remote work and flexible hours, what are some of the positives/negatives, and impacts on performance. The survey will be sent to campus the day of the Fall Meeting.

**Employee Events** –Megan Doyle, Chair

Doyle reported events committee hasn't met for several weeks since the Employee Recognition event. The committee will meet later this month, anyone interested in serving on the committee can contact Megan.

**Employee Outreach** – Carissa Prince, Chair

Prince reported the committee met on July 20. They reviewed the Volunteer Program and decided to put it off until Spring or Fall 2022 since Covid is still a factor in volunteerism for campus activities. The committee is returning to the onboarding "buddy" process. It's similar to the mentoring program for employees. They are reviewing the structure for the programs.

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

Orth reported once all of the other Administrative Senate Committees are solidified with Chairs and Vice Chairs, she will get a group together to determine Bylaws changes to the Elections and Nominations section. As a first step, the Executive Committee and our previous Past Chair, Ingrid Lindy, met on July 14, 2021 and determined some recommended changes to the Bylaws that should help clarify which administrators are our constituents. There are some discrepancies with how the Bylaws define our constituents and what has practiced due to the newly added job titles, changes to some job titles, and how some administrators are reporting through in the University flowchart. This will help ensure that our definition and practices match as our constituents and therefore vote in our Elections and possibly run for senator positions. Those suggested changes will accompany any other changes that our Nominations and Elections Committees determines appropriate. They will all be brought up to the entire Administrative Senate for discussion and a vote and then will also need to be sent out to our all of constituents to vote on prior to the Spring 2022 Nominations and Elections process.

Proposed changes at this time:

- Strike "and B.5" from the first sentence (describes temporary administrators and 50-75% - most of these administrators are grant-funded and tend to be active members of our university committee for several years).
- Add "Senior Executive Assistant to the President" as exceptions
- Add "members of President's Council (except Chair of Administrative Senate)" to the list of those excluded from eligibility
- [https://handbook.usi.edu/sites/default/files/pdf/pdf\\_generator/employee-handbook.pdf?159528001](https://handbook.usi.edu/sites/default/files/pdf/pdf_generator/employee-handbook.pdf?159528001)

**Professional Development** - Will Pool, Chair

Pool reported the committee has not met and he is looking for committee members.

### **Liaisons** – Kat Draughon / Steve Bridges

Draughon reported she's been working on the questions AdminSenate submitted for the Fall Survey. This is the 13<sup>th</sup> annual survey. This is a good time to get a great response rate on one big survey instead of having a lot of smaller surveys throughout the year. Please look for the email on Aug 17 and be sure to complete the survey.

VP Bridges reported the Board of Trustees held their annual meeting in the last month. The chair of the board will be Mr. Ron Romain, with Ms. Christine H. Keck as first vice chair, Ms. Christina M. Ryan as second vice chair, and Mr. Daniel M. Fuquay as secretary.

Bridges also reported the University is continuously looking at facts and data around COVID. They are listening to our concerns.

### **Unfinished Business**

**Obituary and Sympathy Policy** – Hansen reported the proposal was not adopted by the administration. It could be revisited at a later date, but as of now, it will not be implemented.

### **Ongoing Projects**

**Remote Work and Flexibility** – Hess reported an update in ERB report.

**Customer service, civility, and professionalism** – Committees should look at these three areas and how we can promote those within the programming or work we do.

**Nurturing Our Nest** – Our items with Printing Services are complete. We will need to develop a plan for distribution since the voucher cards have to be strictly counted as they're passed out. Items include: PDF Pennant for print at home, 2 stickers, social media photo frame, and drink vouchers.

**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, Bridges will have a report for the next meeting.

**Sick Bank Policy** – Tabled until Pandemic is resolved.

**Parental Leave** – Tabled until Pandemic is resolved.

**Volunteer Pilot Project** – Tabled until Spring/Fall 2022 depending on Covid.

### **New Business**

**Committee Selection** – As Stump reported during his Vice Chair report, please let him know which committee you're interested in serving on.

### **Announcements**

**Supplemental Meeting** – August 18

**Tip of the Week** – Send us your ideas to Nurture Our Nest

**Mask up! Stay Safe!**

### **Adjournment**

Motion was made by Doyle to adjourn the meeting, seconded by Prince. Motion passed. Meeting adjourned at 3:50 p.m.

*Next meeting on September 1, 2021, on Zoom.*