

**Minutes**  
**University of Southern Indiana**  
**Administrative Senate**  
**Wednesday, September 1, 2021**  
**3 p.m. Virtual Zoom Session**

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

**SPECIAL GUEST:** Stephanie Hawes, Marketing Manager, University Marketing and Communications.  
Stephanie shared the latest marketing campaign updates.

**ROLL CALL - NO QUORUM.**

**PRESENT:** Jake Hansen, Chair; Steven Stump, Vice Chair; Britney Orth, Past Chair; Nick Bebout, Robert Threet, Carissa Prince, Betsy Mullins.  
Liaison Kat Draughon.

**ABSENT:** Maggie Carnahan, Nathan Payne, Megan Doyle, Ray Simmons, Will Pool, Taylor Gogel.  
Liaison VP Steve Bridges.

**APPROVAL OF MINUTES:**

Since we do not have quorum, minutes will be voted on next month.

**REPORTS FROM OFFICERS**

**Chair:** Jake Hansen

Hansen reported that he represented Administrative Senate during the Fall University Meeting recording on August 17.

He also attended the following meetings:

COVID-19 Task Force (8/18/2021 & 8/25/2021) - Remarks from the meeting include the need to start of this year with a strong footing. It is important for those that can get vaccinated and mask up on campus. We need to be aware of our choices on campus and off campus. Dr. Rochon highlighted that some individuals that are calling for things on campus must have the same attitude off campus. The University Health Center is providing rapid testing and PCR testing for all that need to be tested. The Evansville community has been using the new vaccination clinic on campus.

Nurturing Our Nest Meeting (8/20/2021 & 8/24/2021) - The Executive Committee have been working on the accounting and guidelines for distributing the vouchers. More on this later in the meeting.

Presidents Council (8/24/2021) - There is a new buzz on campus. Students and Staff are really excited to be back. Masking up will be so important for keeping our cases low. In other news, Staff Council is doing a virtual Fall Decorating Contest, Lend a Helping Wing.

Exec Committee Meeting (8/25/2021) - Discussed the voluntary vaccine reporting form roll out coming soon. The committee is working on building the rest of our committee vice chairs.

Elevating Spirit Meeting with Stephanie Hawes (8/30/2021) - Worked with Steph to learn how we can best serve the Elevating our Spirit Committee.

**Vice Chair:** Steven Stump

Stump reported the standing committees are organized and hosting meetings. Make sure every committee has a chair and a vice chair. Vice chairs will then step-up next year as a chair. Ray did a great job sending an email to his and Megan's district. Stump recommends other Senators following that model to introduce yourself to your constituents.

**Past Chair:** Britney Orth

Orth reported if anyone would like the listing of their constituents, let her know and she can get that for you.

Orth also reported Student Affairs is looking at more outdoor spaces for students to gather and host events for COVID-19 safety reasons. Remember to be excited for the Fall semester and to have patience with people. The students we have are motivated and want to do well.

**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.

Hess reported working with the Business Office and Rebecca Diamond of Sodexo to coordinate invoices and chargebacks for the Nurturing Our Nest drink vouchers. The program will launch today, with more details later in this meeting.

## **REPORTS FROM STANDING COMMITTEES**

**Employee Benefits** - Brandi Hess, Chair

Hess reported the Fall Survey ends today at midnight. The committee will be meeting soon with several of the new senators joining and then a few from previous years.

**Employee Events** –Megan Doyle, Chair

No report.

**Employee Outreach** – Carissa Prince, Chair

Prince reported the committee is meeting next week to discuss the buddy system and new hire outreach.

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

Orth reported she's putting the committee together for the work that needs to be done with the bylaw changes. She hopes to meet soon.

**Professional Development** - Will Pool, Chair

Hess reported for Pool that the committee will meet soon, if anyone would like to join, contact Will Pool.

**Liaisons** – Kat Draughon / Steve Bridges

Draughon reported the Fall Survey will conclude at midnight tonight. There have been 546 responses so far. There is a lot of good information coming in for remote work and flex time. She hopes to have a turnaround of results in about 2 weeks.

Draughon also reported a new form coming out soon to voluntarily submit vaccination records among the student and employee community. Information will be used to help with contact tracing to help speed the process. There are some higher levels of transmission and COVID positive cases increasing on the Dashboard.

Draughon reported Assessment Day is coming up soon. There will be no classes on that day. There is just a segment of Business students doing a field test that day. The future of Assessment Day is under consideration.

## **Unfinished Business**

### **Ongoing Projects**

**Remote Work and Flexibility** – ERB will be taking that on as survey results are back.

**Customer service, civility, and professionalism** – Working to get Mr. Dameion Doss to give us a presentation on Civility.

**Nurturing Our Nest** – The Executive Committee put together instructions for using the drink vouchers. We also have stickers, and a selfie frame if anyone would like to use. If you interact with students and employees that you'd like to reward for Nurturing Our Nest, showing Screegle Pride above and beyond, you can request the drink voucher cards. Please let Brandi know when you pass them out/how many and what the deed they were doing so we may report back.

**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**

No new business.

**Announcements**

Supplemental Meeting – September 15. Beth Devonshire, Interim Title IX Coordinator will be the guest speaker.

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

Spirit Friday!

Share information with your constituents

**Adjournment**

4:04 p.m. Meeting concluded.

*Next meeting on October 6, 2021, on Zoom.*