

Minutes
University of Southern Indiana - Administrative Senate
Wednesday, October 6, 2021
3 p.m. Virtual Zoom Session

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

SPECIAL GUEST: Dr. Ronald Rochon, USI President.

President Rochon discussed what the Senate can do to foster a campus of caring for our students and the importance of the work we all do to keep the campus thriving.

ROLL CALL

PRESENT: Jake Hansen, Chair; Steven Stump, Vice Chair; Britney Orth, Past Chair; Brandi Hess, Secretary/Treasurer; Nathan Payne, Nick Bebout, Robert Threet, Megan Doyle, Ray Simmons, William Pool, Taylor Gogel.

ABSENT: Maggie Carnahan, Carissa Prince, Betsy Mullins.
Liaison VP Steve Bridges, Kat Draughon.

APPROVAL OF MINUTES:

Motion made by Payne to approve the August and September, 2021 minutes. Doyle 2nd. Motion passed.

REPORTS FROM OFFICERS

Chair: Jake Hansen

Hansen reported attending the following meetings:

Board of Trustees Meeting (9/2/2021) - Enrollment numbers were given during this meeting as well as the progress of the Financial Aid Optimization plan. The Romain College of Business will be offering an Ag Sciences Course, Electrical and Civil Engineering are not ABET accredited. In the Strategic plan update, the university is working on Goal 3 which is visibility and Reputation with Carnegie Dartlett. They helped us to identify our Colors and how we will use them going forward. USI will be featured on a College Tour Show with a potential of over 200 million views.

Exec Committee Meeting (9/17/2021) - Executive committee met to do discuss this month's meeting.

Dr. Rochon Priority Meeting (9/27/2021) - Division 1 Feasibility. Dr. Rochon has requested Hansen's participation as Chair of Admin Senate to represent the Administrators of USI.

Presidents Council (9/28/2021) - Provost Khayum presented to the council the enrollment reports. Dr. Rochon spoke about the importance Division 1 feasibility committee. He has invited 20 people to be members of the committee from across campus in many different departments. This is a serious study of whether USI could make the transition to Division 1 or not.

Vice Chair: Steven Stump

Stump reported having updated member lists for all the committees. The goal is to have an experienced senator as chair, and then a new senator as vice chair.

Past Chair: Britney Orth

Orth reported attending the COVID-19 Task Force meeting on September 22. The health center will be hosting several flu clinics on campus. USI campus is following similar trends to Vanderburgh County numbers. Please be safe during the Fall Festival. The university is voluntarily collecting vaccination records.

Secretary/Treasurer: Brandi Hess

Hess reported the account balance is at \$1500.

REPORTS FROM STANDING COMMITTEES

Employee Benefits - Brandi Hess, Chair

Hess reported the committee met on September 21 to review the outstanding IFCs such as Parental Leave, Tuition Benefit, Sick Leave Bank and Floating Holiday. Some of these items are tabled until the Pandemic subsidies as indicated in the Unfinished Business list. The committee discussed the Floating Holiday IFC and decided to reach out to the EDIC committee to see if this is a topic they plan to address. The ERB committee created a Remote Work and Flexibility subcommittee that will meet soon to start researching that topic. The results from the Fall Survey have been received and shared with the committee.

Employee Events –Megan Doyle, Chair

Doyle reported the committee met on September 9 and discussed plans for a virtual fall event to focus on wellness. A follow-up to the Employee Recognition event, for employees opting to not receive their service gift and divert the money to USI Foundation instead, nearly \$1,300 will be donated to the Here and Now Fund.

Employee Outreach – Carissa Prince, Chair / Taylor Gogel, Vice Chair

Gogel reported the committee met on September 7 to discuss the employee ambassador program. They created questions that can be made into a Qualtrics survey to learn of people interested in participating. A proposal will be sent to the Executive Committee soon.

Nominations and Elections – Britney Orth, Chair

Orth reported her committee has five past chairs, a past secretary/treasurer and a current senator serving on the committee to look into Bylaw changes. The first meeting is October 19 and plan to move quickly on the committee work.

Professional Development - Will Pool, Chair

No report.

Liaisons – Kat Draughon / Steve Bridges

No report.

Unfinished Business**Ongoing Projects**

Remote Work and Flexibility – ERB subcommittee created and will report more next month.

Customer service, civility, and professionalism – Mr. Dameion Doss gave us a presentation at the supplemental meeting.

Nurturing Our Nest – If you'd like more stickers and drink vouchers to reward people actively Nurturing Our Nest, contact Brandi Hess.

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**IFC – Rule of 85 to Rule of 75**

The senate discussed and wanted to see more information about the IFC and the IFC sent last year. Hansen will share both via email.

IFC – Retiree spouse access to RFWC

Currently retirement benefit is just the retiree, not the spouse. This is similar to previous IFCs with requesting RFWC access to spouses of current employees. Since the aquatic center is new, perhaps a new policy exists for use of that facility. The senate assigned this IFC to the Employee Relations and Benefits committee.

IFC – Water fill stations

There are limited water stations around campus and the submitter listed several locations that needed a station, especially in places with microwaves and food areas. Facilities was in the process to add/replace water stations before the Pandemic, but with limited staff their progress may have been put on hold. Doyle will inquire and report back.

Ad hoc committee

Chair Hansen formally tasked Past Chair Orth to chair the Bylaw Committee mentioned in her Nomination and Elections committee.

Division I Feasibility Study

Hansen was asked to serve on the Division I Feasibility Study Committee as a representative of Administrative Senate. The senate discussed their thoughts for Hansen to report to the committee.

Announcements

Supplemental Meeting – October 20

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 November 3, 2021, on Zoom.