

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

CALL TO ORDER: The meeting was called to order at 3:05 p.m.

ROLL CALL

PRESENT: Jake Hansen, Chair; Steven Stump, Vice Chair; Britney Orth, Past Chair; Brandi Hess, Secretary/Treasurer; Maggie Carnahan; Nathan Payne, Robert Threet, Megan Doyle, Ray Simmons, Carissa Prince, William Pool. Liaison Kat Draughon.

ABSENT: Nick Bebout, Betsy Mullins, Taylor Gogel.
VP Steve Bridges,

APPROVAL OF MINUTES:

Motion made by Threet to approve the November 2021 minutes. Pool 2nd. Motion passed.

REPORTS FROM OFFICERS

Chair: Jake Hansen

Board of Trustees Meeting (11/4/2021)

- The Indiana Conference on Diversity, Equity and Inclusion was held on October 1 and 2. It was attended from as far away as California and Nebraska.
- Division 1 Feasibility is using an outside consulting group to help us communicate effectively with conferences and make sure we are asking the right questions as we approach this potential change.
- Commencement will consist of 4 ceremonies. Those that did not walk in 2020 have been invited to walk this fall.
- Taskforce update. Volunteer Vaccine Status 551 student and 35% of employees. Masks will continue into the spring.
- The Foundation received a 2-million-dollar donation to the USI music program.
- 2022 Open Enrollment will start next week. No changes this coming year to coverage or cost!

Division 1 Exploratory Committee Meeting (11/5/2021, 11/19/2021)

- Continued work to see if USI is right for D1 or not. My part in the process will conclude at the end of year with the conclusion of the feasibility study.

COVID-19 Taskforce Webinar for Vaccine Mandate: What Employers Need to Know (11/11/2021)

- Presentation provided by Indiana Chamber and Wellness Council. Explanation of the OSHA COVID-19 vaccine rule mandate for employers. Program explained the timeline and requirements, what policy updates might need to be made and accommodations for compliance. The presentation was completed by Ice Miller LLP in Indianapolis and telecasted around the state for viewing and questions.

FlexWork Proposal Meeting with VP Bridges (11/19/2021)

- Executive committee met with VP Bridges to discuss the Flexwork Proposal and move it forward at USI. The next step will be the executive committee to present to Dr Rochon Leadership team. This will take place next week on December 7th.

Exec Committee Meeting (11/29/2021)

- Setting Agenda for the December Admin Senate Meeting

Presidents Council (11/2/2021)

- Dr Rochon spoke about the necessity to be vigilant and maintain course with COVID-19. Mask Mandate is difficult but will keep us operating and safe. Federal vaccine mandate will possibly not happen, but we need to be ready as an institution.
- Aaron Trump is finishing the name change with the past Title IX office.

- Rashad Smith spoke about current application and enrollment numbers for Fall 2022. We have received 209 Enrollment Deposits as of this meeting.

COVID-19 Taskforce Meeting (12/1/2021)

- Mask mandate will continue until further notice. Vaccine Status form is strongly encouraged as we need to data to continue to best serve the USI community.
- Tuesday/Thursday are clinic times in CNHP for vaccine. They are typically providing 60 vaccines in a week.
- How can we encourage students/staff to get the vaccine? Ideas were presented.

Vice Chair: Steven Stump

Stump reported he's been working on the prep work for the FlexWork presentation for university leadership. He's been talking to local businesses with remote work plans to find out more about their policies and process. Stump reminded everyone to fill committee roles and chairs/vice chairs roles.

Past Chair: Britney Orth

No Report.

Secretary/Treasurer: Brandi Hess

Our balance is \$480.64 - Hess reported expenses from Nurturing Our Nest initiative finally hit the account. There was a \$1,013.62 Printing and Publishing and \$5.74 Hospitality and PR charge. Expenses total \$1,019.36. This is a reimbursable expense since the project was approved and supported by USI Foundation.

Hess reported the next Administrative Senate meeting scheduled for January 5 is also the same day as the university-wide professional development day. She recommended rescheduling the Senate meeting to accommodate training. The meeting will move to January 19 instead.

REPORTS FROM STANDING COMMITTEES

Employee Benefits - Brandi Hess, Chair

No report.

Employee Events –Megan Doyle, Chair

Doyle reported January 5 as Professional Day for 2022 as a virtual training day. The professional development committee is assisting with planning session ideas.

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

No report.

Nominations and Elections – Britney Orth, Chair

Orth reported the committee the bylaws approved in the Senate have been forwarded to OPRA to be turned into a voting survey to constituents early in the Spring Semester. Administrators should find it in their inbox in January.

Professional Development - Will Pool, Chair

Pool reported the committee will meet tomorrow with Doyle to work on Professional Development Day planning.

Liaisons – Kat Draughon / Steve Bridges

Draughon reported this is her last meeting with the Senate. She wished everyone luck.

Draughon provided some background into the role of liaisons for Administrative Senate. She originated the idea of forming an Administrative Senate and suggested to (then-Provost, but eventually) President Bennett. Upon approval, Draughon worked with several other administrators to research other universities for their structure and bylaws. The committee developed bylaws for USI. When Dr. Bennett became President, Draughon was no longer eligible to be a member of Administrative Senate (due to reporting structures). Most universities have a VP as liaison, but since Draughon was such an integral part of its formation, Dr. Bennett appointed her as an additional liaison to the Senate. Draughon is proud of the work the Senate has accomplished through the years.

Unfinished Business

Ongoing Projects

FlexWork Proposal – As reported earlier by Hansen, Executive Committee will be presenting to University Leadership.

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

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 soon.

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

RAVE Alerts IFC – An item for Consideration was submitted with the suggestion of sending a RAVE alert to the campus community when there are accidents near the entrance/exits to campus, especially at peak time. This would give students and employees an opportunity to use an alternate route so that traffic and accident clean-up will not be hindered. The Senate is aware of the limits of messaging for RAVE alerts, especially being reserved for safety concerns whereas this is more of an inconvenience for people.

Doyle will talk to Public Safety to learn possibilities and limitations.

Announcements

Nurturing Our Nest – Let us know if you need stickers/drink vouchers.

Adjournment

3:54 p.m. Meeting adjourned.

Next meeting on January 19, 2022, on Zoom.