

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

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

ROLL CALL

PRESENT: Britney Orth, Chair; Jake Hansen, Vice Chair; Ingrid Lindy, Past Chair; Brandi Hess, Secretary/Treasurer; Jada Hogg; Maggie Carnahan; Elizabeth Schmitt; Steven Stump; Megan Doyle; Angel Nelson; Carissa Prince; Taylor Gogel.
Liaison VP Steve Bridges.

ABSENT: Will Pool; Liaison Kat Draughon

APPROVAL OF MINUTES:

Motion made by Prince to approve February 3, 2021 minutes. Carnahan 2nd. Motion passed.

REPORTS FROM OFFICERS

Chair: Britney Orth

Orth reported she attended several meetings since the last Administrative Senate meeting. The notes are as follows:

President's Council Meetings

February 9, 2021 - Administrative Senate Executive Committee presented on our "Nurturing Our Nest" initiative to President's Council and it was very well-received. President Rochon, Provost Khayum, and each of the Vice Presidents made a point to make a positive comment after a presentation. VP David Bower contacted Orth to share that the USI Foundation would like to help support our initiative. We are putting together a budget proposal for VP Bower/Director Andrea Gentry to determine how the USI Foundation would like to help support our initiative. Several administrators contacted us with positive words after the presentation and after our first Tip of the Week appeared in USI today.

Megan Doyle from Special Events (and Administrative Senate Senator for District 3) and Andrea Gentry from the Foundation Office (and a past Chair of Administrative Senate) presented on a financial literacy program geared towards area elementary/high school students and parents. This program will have several workshops, recorded sessions, and live Q & As available for area students and parents. This will be available and open to the local community to help students and parents prepare for the cost of higher education and how to plan for that expense prior to when the students are college aged. It looks like a very exciting program and several offices who are a part of the Financial Care Team will be helping with the various sessions.

Dr. Khalilah Doss, Vice President for Student Affairs presented on the virtual/hybrid Homecoming Week and events.

President Rochon thanked all of the presenters and mentioned that these three (3) sessions are all examples of where these groups/individuals saw that there was a concern or a problem and decided to be problem-solvers and create a solution.

February 23, 2021 - Undergraduate and Graduate Enrollment updates for Spring 2021 and Fall 2021. This semester Spring 2021 (5,835), we are down by 11% in overall enrollment compared to Spring 2020 (6,429). For graduate students, we are up by 15.3% compared to Spring 2020 (1,775). The USI new graduate's application looks great and should be easier to navigate for students applying and staff who are reviewing the applications.

Similar to the message that was sent out in USI Today, there was an update on 2021 Commencement being planned as an in-person opportunity with 8 commencement ceremonies. Typically, we have 5 ceremonies during the Spring semesters; the additional ceremonies are to help with physical distancing. There will be volunteer opportunities.

Heidi Gregori-Gahan who recently retired as the Associate Provost for the Center of International Student Programs is working on a special project to help with the USI international alumni network. She may be contacting several offices regarding this project.

Soccer and Baseball started playing recently. Each athlete can have 2 family members/friends attend the games outside for outdoor sports. Softball has been playing on the road and returned home recently. Basketball and Volleyball are playing and practicing in masks, no in-person fans at this time, and games can be watched virtually at <https://glvcsn.com/>.

As an Executive Committee we have met 5 times on 2/4, 2/10, 2/12, 2/18, and 3/1/21.

During these meetings we have discussed what should be the New/Unfinished Business Items during our Administrative Senate March meeting, ideas for the "Nurturing our Nest" initiative (tips, next steps, and the budget proposal), and determined the recommendations for 2 Items for consideration.

- Item for Consideration #1: Review and revise/educate employees on current policy F.24. Obituary and Sympathy Policy.
- Item for Consideration #2: Introducing "Floating Holidays" as an option for USI employees.

Orth plans to attend the Board of Trustee's Meeting tomorrow, Thursday, March 4, 2021 via Zoom. For any of you who are available and interested in attending the Board of Trustee's Meeting, you are encouraged to do so.

Vice Chair: Jake Hansen

No report. Items will be discussed in the committee reports.

Past Chair: Ingrid Lindy

Lindy expressed her excitement in how well the 'Nurturing Our Nest' initiative is going and looks forward to what is planned in the coming month.

Secretary/Treasurer: Brandi Hess

Hess reported no changes to the budget, and we have a balance of \$1,297.06. She also reminded if any employee would like one of the USI yard signs that were distributed earlier in the week, to contact Stephanie Hawes.

REPORTS FROM STANDING COMMITTEES

Employee Benefits – Jake Hansen / Elizabeth Schmitt / Nick Bebout

Hansen reported the ERB committee did not meet in the month of February. He reported the following updates for the outstanding Items for Consideration:

- Tuition Benefit – December 2019; VP Bridges will follow up; Faculty Senate also following up.
- Sick Bank Policy – tabled until COVID is more under control.
- Parental Leave – tabled until COVID is more under control.

Employee Events –Steven Stump and Angel Nelson, Chair / Megan Doyle, Vice Chair

Stump reported the committee is working with the Employee Outreach committee on virtual spring break activities and programming. The committee will be meeting tomorrow to start planning the Employee Recognition event.

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

Gogel reported the Employee Outreach Committee met off-line in February. They conducted business via email in regard to the Obituary Policy that has been submitted as an item for consideration to Administrative Senate. The EOC team has agreed to accept the item for consideration and begin work to address the needs and concerns. In addition, they continued to meet with the Employee Events committee to further develop a virtual spring break week offering to USI employees. Committee members are using their talents and time to host, lead, and support event sessions.

Nominations and Elections – Ingrid Lindy, Chair

Lindy reported she received no volunteers to serve on the committee so she will be reaching out to 2nd year senators to serve on the committee.

Professional Development –Maggie Carnahan and Will Pool, Chairs / Jada Hogg Vice Chair

Carnahan reported the Professional Development Committee met several times in February and March. They are planning a panel discussion on Mental Health for Wednesday, March 31 from 11:30am-1:30pm. Panelists will include life coach Ami Lloyd and representatives from the USI Counseling Center and Deaconess Concern. There will be time after the panel discussions for breakout sessions with the individual panelists.

Liaisons – Kat Draughon / Steve Bridges

VP Bridges reported he will be attending the Board of Trustees meeting tomorrow and the graduates will be approved. Commencement will be happening in person this Spring with reduced capacity at the Arena. The Covid Task Force has been working on summer camps for children and what the fall semester will look like for everyone.

There was some confusion around the Snow Days recently on whether to work from home or not work altogether. The intent with a status of 'University is closed', would be the same as it would be closed during winter break. Some people may still need to work for a particular reason, but others do not work.

The UC East closed Fiesta Fuego and Cyclone Salad but moved those items to other eating locations. The biggest seller is sushi. A challenge has been hiring and maintaining staff for Sodexo.

The Indiana House has passed the budget and it's now with the Senate. The Governor's budget was favorable to higher education.

Unfinished Business

Nurturing Our Nest – Weekly tips have been appearing in USI Today. If you have ideas for more, please send them to the Executive Committee.

Obituary and Sympathy Policy – The Executive Committee asked Employee Outreach if they would take this policy review on. The main committee will be working on the policy. A subcommittee will not be formed.

Tuition Benefit – With Faculty Senate, they submitted to Provost office in December 2019. VP Bridges reported no updates.

Sick Bank Policy – Tabled until Pandemic resolved.

Parental Leave – Tabled until Pandemic is resolved.

Volunteer Pilot Project – Tabled until July 2021.

New Business

IFC: Floating Holidays

This was submitted by an administrative employee that practices a religion outside of Christianity and contacted Human Resources about the possibility of a floating holiday. This sounds similar to a charge the ERB committee had for a floating holiday for your birthday. With that said, the Executive Committee thought it would work well to have the ERB committee take this IFC on too. Hansen, as chair of the ERB Committee, has accepted the charge.

Announcements

Volunteers are needed for Commencement. Please contact Angel Nelson if you're able to help.

Supplemental Meeting – March 17, 3 p.m. Zoom

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

Adjournment

Meeting adjourned at 3:49 p.m.

Next meeting on April 7, 2021 on Zoom.