

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday, September 2, 2020  
3 p.m. Virtual Zoom Session

**CALL TO ORDER:** The meeting was called to order at 3:01 p.m.

**ROLL CALL**

**PRESENT:** Britney Orth, Chair; Jake Hansen, Vice Chair; Ingrid Lindy, Past Chair; Brandi Hess, Secretary/Treasurer; Ashley Ewearitt; Maggie Carnahan; Juzar Ahmed; Steven Stump; Megan Doyle; Angel Nelson; Carissa Prince; Taylor Gogel, William Pool.

Liaison Kat Draughon, VP Steve Bridges

**ABSENT:**  
Elizabeth Damm

**GUEST:** Stephanie Walden-Schwake, Associate Director of Recreation, Fitness, and Wellness. Stephanie shared how the Recreation, Fitness and Wellness Center has moved equipment, modified hours, and reworked some of their offerings to accommodate COVID-19 safety precautions. For example, they're still offering several intramural activities, but enforcing masks, distancing and sanitation. Senators that have used the facility since returning to campus expressed their gratitude to the RFC staff for their efforts and support the changes.

**APPROVAL OF MINUTES:**

August 5, 2020 minutes approved. (Ewearitt motioned, Gogel 2<sup>nd</sup>). Motion passed.

**REPORTS FROM OFFICERS**

**Chair:** Britney Orth

Orth reported that most of what has been discussed at President's Council has been communicated by the University and by President Rochon.

Orth reported seeing employees and students wearing masks and following social distancing recommendations. Everyone seems to be following rules. She's encouraged students to make smart decisions when they're off-campus. We want to keep our campus healthy and "here".

In new business we'll discuss how we might help 'Get Out The Vote' efforts for the 2020 elections on campus.

**Vice Chair:** Jake Hansen

Hansen asked the committees to continue to invite him to their meetings.

**Past Chair:** Ingrid Lindy

No report.

**Secretary/Treasurer:** Brandi Hess

Hess reported expenses from the Milestones were incurred in June, but applied in July, and reported just recently in the amount of \$202.94. The expenses were for the closed captioning and the certificates. This leaves a balance of \$1,297.06. Britney did send an email to Mary Hupfer to see if this expense could be moved to last year's expenses but has not heard back.

**REPORTS FROM STANDING COMMITTEES**

**Employee Benefits** – Juzar Ahmed, Chair / Elizabeth Damm, Vice Chair

Ahmed reported the committee met on August 28. There was a request for a status update for the tuition discount IFC and where it stood with Faculty Senate. Ahmed reached out to Rex Strange, Faculty Senate Chair, and he confirmed the proposal was passed on December 6 and sent to the Provost. However, the Administration has not acted on it at this point. When they know more, they'll pass it along to Admin Senate.

IFC to change the Rule of 85 to 75. After looking at numbers of employees this could impact, and the retirement options available, the committee decided not to go forward with this at this time. However, the committee will send a summary of the request to Chair Orth so she may discuss with VP Bridges as possible alternatives for early retirement to help budget shortfalls related to the Pandemic.

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

Stump reported they are confirming a couple committee member request and will schedule a meeting soon.

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

Gogel reported the Employee Outreach Committee met on August 26, 2020. During the meeting the committee discussed and schedule the next Zoom social event to keep administrators connected during this new flexible remote work module. The event has been shortened to a 30-minute program, to better accommodate everyone's schedules. It is currently scheduled for Thursday, September 10 at 2 p.m.

The proposed fall survey questions developed in the July meeting we removed from the survey altogether. The committee realized this year was unique and the data collected would not provide much evidence for further committee projects and initiatives.

The committee additionally discussed the new EOC group on Microsoft Teams. This will serve as repository of all documents, specifically the tracking on outreach and welcome messages to new administrative hires. In addition, we will begin to draft sample questions to do informal research/conversations about onboarding experiences with those that have been hired within the last year. Information collected will be used to craft initiatives for the EOC's role in onboarding going forward.

Next month the committee will work on the newsletter and do a walking trail feature of someone's favorite walking route on campus.

**Nominations and Elections** – Ingrid Lindy, Chair

No Report.

**Professional Development** –Ashley Ewearitt, Chair / Maggie Carnahan and Will Pool, Vice Chairs

No Report.

**Liaisons** – Kat Draughon / Steve Bridges

Draughon reported the COVID dashboard is on the website. She expressed her appreciation for the work the contact tracers are doing. It's a very time-intensive and impressive process from start to finish and they're doing a great job.

Bridges reported the University made modifications to remote work that many of us are experiencing right now. He also referenced the recent release regarding the USI Campus Store moving toward Barnes and Noble management. It was not an easy decision, but this helps our student with pricing of textbooks and retail solutions. We'll have a better online presence. USI and Vincennes were the only institutions in Indiana that still operated their own stores.

The Board of Trustees meeting is tomorrow, and they'll be discussing meal plans and housing rates.

The university is approaching "census date" when we'll know our enrollment data and budget implications.

Bridges expressed his thanks to the university community for helping with office tasks around mailroom distribution and trash pickup. This helps keep things centralized, reduce contact points, and keep things safe.

Bridges will be checking the status of the tuition request mentioned in the ERB report.

### **Unfinished Business**

- Work from Home (WFH) waiting for COVID results/quarantine – Resolved. This is an HR process to determine what can be arranged.
- WFH childcare extensions – Resolved. Email sent to those impacted in August.
- WFH reduce numbers on campus – Resolved. Flexibility given to employees that can perform their jobs from home. This is an effort to reduce the number of employees on campus and especially within departments to keep the business of USI operating.
- COVID Dashboard – Resolved. COVID Dashboard is available on the COVID website and is updated weekly.
- Change retirement Rule of 85 to 75 – Tabled until January.
- Remove speedbumps by former Children's Learning Center – Doyle reported speaking with Jim Wolfe and at this time, it is not planned to have them removed. The CLC will be used as a COVID testing center. Also, the speedbumps are a safety feature and there is no plan to remove.
- Sick Bank Policy – this is with Steve but is being suspended for now because of all the work HR has been doing with contact tracing and leaves with FMLA and extended FMLA due to COVID. Their office is heavily burdened right now and cannot support a new program at this time.
- Parental leave (tabled until January)
- Bicycle Locker – Nothing happening this fiscal year due to cost and difficult to get a quote. The committee will discuss whether to table this for later or resolve this issue.
- Tuition Benefit – With Faculty Senate, they submitted to Provost office. Steve will follow up.
- Volunteer Pilot Project – Tabled until July 2021.

### **New Business**

The Executive Committee received an Item for Consideration that has since been resolved. For full transparency, this was not an IFC we would've been able to work on because it was more in line with a particular department and their hiring freeze. This was an issue we couldn't resolve because it was more of an HR issue. Before we had time to respond to the request, the issue was resolved by that department. No further action will be taken.

Chair Orth received a request from someone on campus inquiring how we might encourage voting and voter registration since traditional efforts on campus would be different due to COVID restrictions. There are guidelines and requirements if a group or Admin Senate would like to create an event on campus for this. If there is an off-campus entity who would like to do this, they would need to be sponsored by a campus organization. Orth also provided guidance to the administrator to contact Faculty Senate and Staff Council to see if they have activities planned or shared support of the effort. Education of early voting, poll locations, and qualifications for absentee ballot would be helpful to share in different ways like social media or newsletters. The SGA President will be invited next month to discuss what is done for students.

### **Announcements:**

The Admin Senate Reconnect meeting will be September 10 at 3pm on Zoom.

The Supplemental Meeting is on October 21 at 3PM on Zoom.

Open Enrollment Fair activities will not be in-person this year. Also, the Wellness Fair is not being hosted in-person, it will be a virtual format. The flu shot clinic will be hosted at another time on campus.

### **Adjournment**

Meeting adjourned at 4:08 pm.

*Next meeting on October 7, 2020 on Zoom.*