

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, Feb 5, 2020
3 p.m. UC 2205

CALL TO ORDER: The meeting was called to order at 3:03 p.m.

ROLL CALL

PRESENT: Britney Orth, Chair; Jake Hansen, Vice Chair; Ingrid Lindy, Past Chair; Brandi Hess, Secretary/Treasurer; Ashley Evearitt; Nick Bebout; Juzar Ahmed; Rustin Howard; Steven Stump; Sarah Adams; Angel Nelson; Stacy Draper; Taylor Gogel.

ABSENT:

Jennifer Garrison
Kat Draughon, Liaison; Steve Bridges, Liaison.

Presentation:

Kat Draughon, Chief Data Officer, presented information from the Professional Development day January 8. The event was very successful with 567 individuals participating. Many sessions were booked to capacity. She showed survey data of satisfaction of programming and variety of topics. Something new was to have a 'mixer lunch' with 85 people or 15% of participants. This also was a successful aspect of the day's event. She showed we had subject matter expertise here. Kat determined the value for the event \$9,600 – Value per person \$18. It didn't really cost that, but that's the value.

APPROVAL OF MINUTES:

January 8, 2020 minutes approved. (Nelson motioned, Bebout 2nd). Motion passed.

REPORTS FROM OFFICERS

Chair: Britney Orth

Orth reported the Strategic Plan Coordinating Committee met on January 28. Most of the discussion that the committee had during this meeting and the work that has been done so far and will be done in the future was discussed during the Strategic Plan Town Hall. VP Steve Bridges and Provost Khayum have been meeting with various groups and individuals and interviewing them about USI's SWOT (Strengths-Weaknesses-Opportunities-Threats). There's been a lot of discussion and wordsmithing with the Board of Trustees and the Committee. They are now breaking up into teams of two to look through data, determine objectives, goals, and strategies for each component of the SWOT. Then that information will be used by teams of two to interview individuals and small groups on their thoughts on the SWOTs. Visit the Strategic Plan SharePoint site for more information.

President's Council - no President's Council meetings since last Chair report. President Rochon did ask me to include all of members of Administrative Senate to a meeting regarding an Enrollment Management discussion. If you are able to attend, please do so. If you are not, that is fine – is not a mandatory meeting.

Executive Council met January 15. The group discussed options for ways to communicate with our constituents and that became a topic for the Supplemental Administrative Senate meeting on 1/22/20. Discussed bringing up the idea to the Administrative Senate for us to write a resolution for Dr. David L. Rice, USI's first president, since his passing. These types of resolutions typically happen for certain individuals who have been at the University for a lengthy amount of time and have retired. Dr. Rice had a huge impact on USI and there will be a proposal for a resolution to come from Administrative Senate during New Business. We also discussed possible questions for the January Town Hall, featuring VP Kindra Strupp.

The Governance Groups Executive group met January 23 and Feb 4. The following topics were discussed:

- Debrief VP Strupp's Town Hall
- Plan for the Strategic Plan Town Hall – top 3-5 questions, send out reminder to constituents, VP Strupp's Town Hall video, and link to Strategic Plan website, Google doc for questions, Upcoming Town Hall on Academics with Provost Khayum on 2/12/20.
- Discuss future Milestones event
- Debrief the Strategic Plan Town Hall
- Plan for the Academic Town Hall with Provost Khayum - top 3-5 questions
- Plan for future town halls

Town Halls

1/15/2020 - Marketing and Communications Town Hall with VP Kindra Strupp. It was well attended, especially for the start to the Spring 2020 semester. It also brought about more conversations regarding communication.

1/29/2020 - Strategic Plan Town Hall with Provost Khayum and VP Steve Bridges. Another well-attended town hall. The video will be up soon/is up on the Governance Groups website. We can discuss more during New Business.

2/12/2020 – Upcoming Academic Affairs Town Hall with Provost Khayum.

Administrative Senate Meetings - On January 22 we hosted a Supplemental meeting on Communication Ideas

- How might Administrative Senate communicate better with our constituents?
- How might upper administration communicate better with employees/campus?
- Additional topics – Social Media; Make USI Fun Again!

The Senate can discuss more during Unfinished Business.

Executive Committee and Administrative Senate Upcoming Items:

There's an Item for Consideration that has come up related to parental and maternity leave that we will need to discuss as an Executive Committee.

In the near future, we should be able to discuss a new proposal for recognizing employees, such as the Milestones event that Administrative Senate's Events Committee typically puts on each year (and we will still have that event as we have had it in the past this year). Special Events' Megan Doyle has submitted a Proposal to President Rochon for approval and she has also been working with the Governance Chairs and other University Leadership.

We will also discuss some professional development, communication, and leadership development ideas that Executive Committee and several of our Standing Committees have brought up.

Vice Chair: Jake Hansen

Constitution and ByLaws committee met last week and set forth a plan. More to come when the committee has formulated the changes.

Past Chair: Ingrid Lindy

No Report.

Secretary/Treasurer: Brandi Hess

No changes to the budget since last month. Balance at \$916.80.

REPORTS FROM STANDING COMMITTEES

Employee Benefits – Sarah Adams, Chair / Juzar Ahmed, Vice Chair

The Employee Relations and Benefits Committee did not meet in January. The ERB Committee will meet next on Thursday, February 13 at 2:00pm in UC 2218.

Employee Events – Ruston Howard, Chair / Steven Stump, Vice Chair

Holiday Social - Had around 63 in attendance. Reduce food next year by 50% (had ordered for 150 people). Also suggested just hot chocolate without the dessert bars. Reception to the theme was mixed (some felt the “Elves on the Shelf” were poking malicious fun at certain policies/departments; Rustin responded appropriately on behalf of the committee and Admin Senate)

Milestones of Service - To be held on May 13th, details will be discussed at future meetings.

Additional Events - Rustin will follow up with Physical Plant again about the bike lockers (she has not received a response to her last inquiry)

Fellowship Events

- Tailgating at a USI basketball home game
- February 15th (3:15 vs. Univ of Missouri-St. Louis)
- Jake Tucker confirmed that we could reserve a block of tickets
- We would promote the event and have people ask for seats in the blocked section (possibly for a discounted price)
- Likely too cold for food, limited budget this year
- Should create a flyer, USI Today, send to all Administrators
- Rustin will call Angie Goebel and talk about block tickets
- Jake recommends bringing it up in a full Senate meeting and get their support in promoting the event

Spring Sports - Will need to talk to Joe Gratz (Assistant Director of Intramurals)

Book Club/Podcasts - Start with Janet Johnson (Teresa received an email from her about an Alumni Association Book Club) Give 2 options for each (books and podcasts), set up times to review. Jake will add Book Club/Podcasts to next month’s Senate agenda to get ideas from the group as to the topics/genres/formats we should try first. Rustin and Steven will both explore “how to” information on running successful discussion groups.

Social Media - Have a platform to recognize accomplishments (professional and personal – new hires, promotions/re-classifications, weddings, births, etc.) Qualtrics form to share good news.

Employee Outreach – Stacy Draper, Chair / Taylor Gogel, Vice Chair

Draper reported the committee met January 16. During the meeting the committee reviewed the welcome template (admin senate image) that was created and decided to embed the image in the welcome email along with the current text. The committee continued the discussion of additional edits for the welcome attachment.

Draper reported the volunteer pilot program December numbers which consisted of 4 team members volunteering for a total of 3.25 hours. The committee plans to spend dedicated time in February exploring ways to promote the pilot program. The committee continues to request that anyone on

campus promoting a USI volunteer opportunity also provide a reminder of the volunteer pilot program and completing the requested form.

During the meeting the committee completed the handwritten welcome notes (including a Sodexo discount coupon and theater voucher) for all new administrators that started in the last month. They also adjusted the welcome report to include rehired employees so that they can received the same warm welcome back to campus.

During open discussion the team continued to discuss ways to engage new team members including additional discussions regarding a potential pilot program request focused on the concept of admin senate ambassadors. They also invited Janet Johnson to attend the February meeting to learn more about the Alumni mentoring program and continue our ambassador discussions.

Nominations and Elections – Ingrid Lindy, Chair

No report.

Professional Development – Jennifer Garrison, Chair / Ashley Ewearitt, Vice Chair

Ewearitt reported the committee is looking at a session on caregiving – small children or taking care of older parents. The presenter is an outside person. More information to come later.

Liaisons – Kat Draughon / Steve Bridges

Draughon reminded the Senate the Insight 2020 survey will be sent within the next few days. Watch for that and please remember to fill it out. Results will be ready late April/May. In September the research group will be on campus for Focus Groups. When you complete the survey, you'll get \$3 in flex money.

Bridges reported committee is working hard on the Strategic Plan. There's a lot of information on the Strategic Plan SharePoint site. Encourage people to go there and check it out.

The Guardian App through Public Safety is very helpful – especially in a situation like 'shelter in place'. It can also let designated people know where you're going and expected arrival. The University is looking at labeling doors for better security and for our guests to be able to communicate their location if they're not familiar with campus.

Unfinished Business

During the Supplemental Meeting the group discuss how we can better communicate with one another in terms of university business, but also 'good news'. One idea is to create a social media account to share personal news – congratulations on new babies or promotions. Create a Qualtrics form to solicitate announcements for Facebook posts. Should this be a group or a page? Pros/Cons with both. Need permission for announcing personal news. This is something the Events Committee started discussing in their meeting and are interesting in pursuing this further. Another idea is to send a monthly email from Administrative Senate senators to their districts. The email can share information that the Senate is working on, events, and items for consideration updates. Next steps are to create a template of what the email would look like. Outreach Committee is willing to take this idea forward.

The Senate discussed the last Town Hall with Provost Khayum and VP Bridges. There was some concern over a comment Dr. Khayum made. Senators would like to know how to help the University. We all are invested in the University and wants it to succeed. We want to help, work together, and turn the trends around. We are weathering a storm, we will get through this. USI has faced adversity many times throughout it's existence. We will prevail.

New Business

Orth is drafting a resolution in Dr. Rice's honor. She will bring this forward at the next meeting.

Announcements:

Reminder of the Dr. Rochon meeting regarding Enrollment Management tomorrow.

Adjournment

Meeting adjourn at 4:41 pm.