

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, July 1, 2020
3 p.m. Virtual Zoom Session

CALL TO ORDER: The meeting was called to order at 3:36 p.m.

ROLL CALL

PRESENT: Britney Orth, Chair; Ingrid Lindy, Past Chair; Brandi Hess, Secretary/Treasurer; Ashley Ewearitt; Maggie Carnahan; Juzar Ahmed; Elizabeth Damm; Steven Stump; Megan Doyal; Angel Nelson; Carissa Prince; Taylor Gogel.

ABSENT:

Jake Hansen, Vice Chair; William Pool, Senator
Steve Bridges, Liaison; Kat Draughon, Liaison

APPROVAL OF MINUTES:

June 3, 2020 minutes approved. (Ewearitt motioned, Gogel 2nd). Motion passed.

REPORTS FROM OFFICERS

Chair: Britney Orth

Orth welcomed and congratulated the new Senators. On June 16, Orth attended President's Council Meeting. During this meeting, the following was discussed:

Enrollment Management Updates – As of this date 6/16/2020, here are the numbers for enrollment for Fall 2020:

- New First-year students – 1,024 – Fall 2020 (compared to 1,179 – Fall 2019)
- New Transfer students – 217 – Fall 2020 (compared to 207 – Fall 2019)
- New Graduate students – 295 – Fall 2020 (compared to 221 – Fall 2019)
- Continuing Students – 6,854 – Fall 2020 (compared to 6,932 – Fall 2019)
- 16% of students who are eligible to enroll for Fall have not registered yet (compared to 19% of students who could have enrolled in Fall 2019 and did not). The Enrollment Management staff (i.e. Admissions, Advising Centers, Student Financial Assistance) have been working very hard on reaching out and contacting the 16% of students who are eligible to enroll to find out what it is going on and to help them to navigate processes and get enrolled. Employees may be contacted for ways to assist with recruitment and retention. One way for all of us to help is that if we know of recent high school or college graduates or individuals who have lost their jobs or those looking to improve their skills or to start a new career, share the story of USI and connect these potential students with appropriate offices and staff.

State of Indiana Budget Updates – Aaron Trump, Chief Government and Legal Affairs Officer briefed President's Council on memos that the State of Indiana's Budget Director has sent recently about budgets for education. One of the memos stated that there's a proposed cut across higher education. It is actually defined as a change in the mandatory reserved holding for each University. It is possible that the percentage of the mandatory reserved holding for each University could change, especially since Indiana's taxes deadline was pushed back to July 15, 2020. For instance, the sales tax revenue did better in May compared to April, so that's really good. If the economy bounces back the percentage could change. Aaron Trump mentioned that a similar situation occurred in 2009 and money came back to USI when the economy improved. USI Communications will be sending out an update on this information to the University community once the State of Indiana has approved the percentage; they could change the proposed percentage. Please remember that the Board of Trustees has approved an interim budget for USI through December 31, 2020.

President Rochon and COVID-19 Task Force Town Hall – On July 1, President Rochon and the COVID-19 Task Force hosted a Zoom Town Hall – to include updates and prepare for employees' return to campus on July 6, 2020. The Town Hall was

similar to past Zooms with President Rochon and the COVID-19 Task Force. This is the only Presidential Zoom meeting before returning to campus. Employees should prepare to continue to hold all work-related meetings virtually through Zoom, Teams, etc versus holding them as in-person meetings to mitigate the spread of the COVID-19 virus and practice social distancing. President's Council members were advised to talk with their employees about technology needs for individual workspaces – i.e. are there employees who need cameras, microphones. We can certainly discuss the updates from the Zoom Town Hall during our Administrative Senate meeting to determine how this may impact Admin Senate's work and how we may best support our administrator constituents.

Board of Trustees Meeting – On July 9, the Board of Trustees will meet in-person on USI's campus for the first time since we started working remotely. This meeting will take place with social distancing and limited attendance. Orth will be attending. She will update Administrative Senate about the meeting during either our July Supplemental meeting on July 15, 2020 or our regular Administrative Senate meeting on August 5, 2020.

Racial and Social Injustice and the Importance of Being Proactive – It was discussed that we as individuals and a University community need to be proactive. Our students will be returning to campus and will most likely want to peacefully protest and/or discuss what is happening in our country. Students may need help navigating this process and we need to be prepared to help them. (There is a process that Dean of Students Office and Public Safety oversees, and those offices typically assist students with navigating it). As far as racial and social injustice – education, civility, respectfulness, etc – this cannot be the job of only the Multicultural Office, the Equity, Diversity, and Inclusion Council, the Dean of Students Office, or the VPSA Dr. Khalilah Doss' job... it is all of our work. It was brought up that we have had microaggressions occur on our campus (some of us have worked with students who have been impacted) and many of our students who are impacted do not have the social capital to navigate our campus (and the Evansville community as well). There may be student-athletes who wish to take a knee during sporting events and there's some uncertainty on how the Evansville-community may react, so we need to be prepared to help support our student-athletes. Jon Mark Hall, the Athletic Director and the Department of Athletics, is working closely with the Student-Athletes advisory groups to be proactive. It was brought up that everyone has their own experiences and that we need to be careful not to get exhausted from listening to what may be real or perceived experiences. It is important to listen and to help our students learn, heal, and know that they matter.

President Rochon's Closing – President Rochon thanked everyone for their hard work and mentioned the importance of talking and listening to each other. Any "them vs. us" narrative needs to go out of the window. USI needs to be an example of how a community works together. As far as recruitment, we need to run towards students and not run from them. We need to help students negotiate and navigate throughout their educational experience.

Administrative Senate Executive Committee – The Executive Committee met on June 10, 16, 24 and 25 to discuss various topics, including but limited to the Sick Leave Pool/Bank proposed policy, Election results, and updates from President's Council. We will update you on these topics throughout the July 1 meeting or as we have updates. We are very excited to continue to serve as your Executive Committee during the 2020-2021 academic year!

Orth thanked the following committees:

Employee Events Committee for hosting the first ever and (best ever!) virtual Milestones of Service event! We have received a lot of glowing remarks about how special, meaningful, and positive Milestones event was this year.

Employee Outreach Committee for hosting two (2) Quarantined But Connected events for administrators. Those who have attended enjoyed the opportunity to connect virtually and chat about work or non-work related topics.

Nominations and Elections Committee for working so diligently in ensuring our process continued on virtually and elected some awesome Admin Senate senators and a wonderful Secretary and Treasurer.

Employee Benefits Committee for preparing the Sick Leave Pool Policy proposal. Orth will keep the Senate updated on the status of this proposal as we learn more information.

Professional Development Committee for continuing to working on trainings to assist employees during this pivotal and challenging time.

Bylaws Committee for diligently developing a process for what to do if Administrative Senate has a vacancy in Executive Committee and other needed changes to our Bylaws and appendices.

Vice Chair: Jake Hansen
No Report.

Past Chair: Ingrid Lindy
No Report.

Secretary/Treasurer: Brandi Hess

Hess reported expenses haven't been finalized for June since it's also the EOY budget. The 2020-2021 budget starts today with a balance of \$1,500. Hess also reminded committee chairs to send their committee reports to her prior to the meeting. For Senators, if you cannot attend a meeting, please let us know on the meeting invite via Outlook if you cannot attend.

REPORTS FROM STANDING COMMITTEES

Employee Benefits – Juzar Ahmed, Chair
No Report

Employee Events –Steven Stump, Chair

Stump reported the Milestones event went really well. There was great participation in the event. If anyone is interested in serving on this committee, please let him know. Doyle reported an additional charge for Milestones of \$147 for the closed captioning on Zoom.

Employee Outreach –Taylor Gogel, Chair

Gogel reported the committee recently met to make edits to their newsletter. For the month of July, the plan is to send two editions to report new Senators, and then to report the meeting. The committee also discuss the Volunteer Pilot program. They reviewed recommendations from the past chair. The program may be placed on hold since volunteering opportunities will be infrequent in the coming year.

Nominations and Elections – Ingrid Lindy, Chair

Lindy reported the elections were successful with a lot of interest in every position. The election was delayed a bit from the normal time period because of the work from home challenges in the Spring.

Professional Development –Ashley Ewearitt, Chair

Ewearitt reported that she is the only committee member left on her committee and is looking for anyone interested in joining.

Liaisons – Kat Draughon / Steve Bridges
No Report.

Unfinished Business

Sick Bank Policy – The Exec Committee met with Steve Bridges to discuss the policy. The committee also discussed the sensitivity to timing with impact on budget and where the University is fiscally. He will move forward to the other Vice Presidents.

Parental Leave – The ERB committee met and voted to table the Parental Leave item until January when we might know more about the overall University budget.

Bicycle Lockers – The committee is trying to get an estimate on costs to move the lockers.

Tuition Benefit – Faculty Senate was making more headway with a similar charge so the Senate decided to yield to them. The new committee chair will need to follow up with Faculty Senate for a status update.

Volunteer Pilot Program – Executive Council talked to Steve Bridges about the program. We shared with him since there won't be as many volunteer opportunities, we may have to pause this for a year. He understood and said he will report back to the Vice Presidents.

New Business

Retreat / Training – We originally wanted to have a summer retreat to plan and set goals for the following year, but with COVID, those plans were canceled. The Senate discussed ideas to wait and see later in the fall or in January retreat when we might be able to gather.

Questions for Fall Survey – The Senate usually gathers a set of questions for the survey to help with our committee work. Please work with your committees or constituents on what you might want to ask.

10-Year Celebration – This year marks the 10th anniversary of Administrative Senate! How do we mark the milestone? Orth has some goals and ideas to discuss at the Supplemental Meeting.

Budget Requests – If your committee plans to request money for an event in the upcoming year, consider how that event might change if virtual. Because Milestones is transitioning to a broader university-wide celebration, that does free up some budget funds for programming. Bring all requests to the Senate for a vote.

Announcements:

The Supplemental Meeting is on July 15 at 3PM with Zoom.

Adjournment

Meeting adjourned at 4:21 pm.

Next meeting on August 5 on Zoom.