

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

CALL TO ORDER: The meeting was called to order at 3:04 p.m.

ROLL CALL

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

Liaison Kat Draughon, VP Steve Bridges.

APPROVAL OF MINUTES:

Motion made by Carnahan to approve November 4, 2020 minutes. Prince 2nd. Motion passed.

REPORTS FROM OFFICERS

Chair: Britney Orth

Orth attended the following meetings as Administrative Senate Chair:

- Board of Trustees Joint Committee and Regular Meetings in November.
- Inclement Weather Meeting
 - This is a meeting that is called by the Provost each year around this time to determine protocols for when inclement weather occurs. There are some out of date practices that will need to be adjusted on the written plan. With a mixture of employees working from home and/or on-campus during usually inclement weather, will that change any procedures or practices, etc? That is being determined and discussed.
- Town Hall Prep Meetings (One hosted by President Rochon and one with Faculty Senate Chair and Staff Council Chair – Dr. Rex Strange and Terri Alvey). These meetings were to prep for the University Q & A sessions.
- University Town Hall Q & A sessions
 - There was a lot of information shared during the Q & As and not a lot of questions from attendees. If you have not watched these already, I encourage you to do so on the COVID-19 webpage. There's really good information on there.
- Strategic Plan Meetings
 - Two Strategic Plan Goal #4 Meetings (a sub-committee of the larger Strategic Plan Committee). The larger committee is still working through each of the goals and the plan is being formalized for hopefully an approval by the BOT in January 2021. Then there will be more campus community involvement for feedback and discussions on ways to incorporate the goals, mission, vision, and actions in our daily work and any departmental strategic plans. There are 5-6 sub-committees of the larger committee and a working group that are meeting. One sub-committee for each of the 4 Strategic Plan goals, a data working group, and working group with administrators, who have also been doing some heavy lifting, outside of the Strategic Plan group. That working group includes Admin Senate Senator Steven Stump along with Dr. Amy Chan-Hilton, and Dr. Darrin Sorrells, and Orth. She is a part of the Strategic Plan Goal #4, which focuses on finances.
- Administrative Senate Executive Committee Meetings
 - Our meetings work on planning the meeting agendas for Admin Senate, reviewing any items that come from our committee chairs, IFCs that have been submitted, or any other future items. You will find some of those items in our New Business for today.
- Administrative Senate Supplemental Meeting
 - In this meeting, those who attended mainly focused on brainstorming ideas for sessions to place during the University Professional Development Day – the combined list that Senator Megan Doyle is keeping track over there are at least 75 ideas for sessions. I am really looking for to this program and I hope all of you will make time to attend and encourage your constituents and colleagues to attend.
- Employee Outreach Committee and Employee Events combined End of the Year Event Meetings

- Our Employee Events and Employee Outreach Committees have been working together on an outreach and events program for the end of this semester. The chairs and vice chairs will share more information during their Committee Reports/New Business. I am so proud of these committees for collaborating on a much-needed program.
- President's Council Meeting
 - VP David Bower attends a daily phone call with leaders of Vanderburgh County (the Mayor, executives of the hospitals, EVSC, UE, Ivy Tech, etc) as Task Force Chair. Deaconess has reported the following numbers COVID positive patients – 150 in the hospital, 38 in the ICU, and 22 on ventilators. Each day, they are reporting 1,000 to 1,884 individuals who are taking a COVID-19 and out of those numbers 300-350 are testing positive. The reason for these cases are the following – not wearing masks, not staying physically distanced, and gathering in groups inside homes. VP Bower asked that if there are any areas or questions that should be addressed by the Task Force to please let him know. Please let Chair Britney Orth know if you hear of any unanswered questions that you think should be addressed by the Task Force and she can bring that forward.
 - The biggest news of the meeting came from Aaron Trump. Many of you may already know that there's a performance matrix that all universities and colleges in the state of Indiana must follow for state appropriations. USI did than another institution in the performance model. In fact, we out-performed in all of the matrix. It is unclear right now what that mean as far as how the state will fund us. We will see.

Vice Chair: Jake Hansen

Hansen reported he has attended several committee meetings and executive board meetings. Those chairs will report during the committee reports. He expects to see IFC submissions come through after the first of the year.

Past Chair: Ingrid Lindy

No report.

Secretary/Treasurer: Brandi Hess

Hess reported no changes to the budget, and we have a balance of \$1,297.06.

REPORTS FROM STANDING COMMITTEES

Employee Benefits – Jake Hansen / Elizabeth Schmitt / Nick Bebout

Hansen reported with Juzar's resignation, the committee will be chaired by himself, Schmitt and Bebout. The committee met earlier this week to discuss a number of topics, IFC's in progress, and benefits. He will introduce one of those topics in New Business.

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

Stump reported their upcoming employee event. More information to follow in New Business.

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

Gogel reported the committee has completed a first draft of the latest newsletter. There is an item in New Business to discuss.

Nominations and Elections – Ingrid Lindy, Chair

No Report.

Professional Development –Maggie Carnahan and Will Pool, Chairs

Carnahan reported the committee is working on a professional development opportunity for health and wellness with Elizabeth Ramos for the Spring Semester. The committee is also working on spreading awareness of the Employee Assistance Program with testimonials. The committee will meet again soon to set goals for the rest of the year.

Liaisons – Kat Draughon / Steve Bridges

Draughon reported her work with Doyle for Professional Development Day. There will be a good mix of sessions. Provost Khayum and VP Bridges will have a session on the Strategic Plan. More information to come.

Bridges reported the Board of Trustees approved the budget at the November meeting. Orth's Chair's report captured many of the same meetings he has attended in the last month. The performance funding metrics with the State has gone very well. USI did better than other institutions. It is still undetermined what the funding will be from the State.

The Strategic Plan progress continues with a plan to present to the Board of Trustees in January. The strategies and action plans will be on all of us to create. The campus community will work together with lots of opportunities to get involved with the process.

The campus is more de-densified with many working from home as we continue through the Pandemic.

Unfinished Business

- 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 January.
- Volunteer Pilot Project – Tabled until July 2021.

New Business

Obituary and Sympathy Policy

When the updated Obituary and Sympathy Policy was approved, the director of the department or chair is to share information among the department. There seems to be a break in communication in the execution of the policy. There have been several deaths among employee immediate family that was not shared among colleagues. It is possible the leadership in those departments did not know it was their responsibility. We don't want to miss the opportunities to continue the culture of caring we've worked so hard to create. Besides the support among co-workers during a difficult time, notification of obituary and sympathy does help prevent awkward situations among employees (asking about vacation travels for the prolonged out of office, when it was for bereavement). This also helps maintain the University's contact lists of address and emails of communications sent out. There is an email distribution list for deaths (with university leadership), but it doesn't seem to have been utilized in a long time. The process would seem to be more streamlined if centralized in a better way. If Senators have an idea for the policy, send an email to Lindy.

"Selfie spots" on campus

Prince has been asked to paint wings backdrop (movable for Homecoming) that are popular on buildings and walls in communities (butterfly, angel, bird wings). The idea has grown to have these spots in various locations around campus as "selfie spots" on campus. Each building could have its own themed Eagle Wings. The Employee Outreach committee can take the lead with the project and work with other committees across campus. They will report back to Senate when they have more information.

Employee Outreach / Employee Events

Both committees collaborated on ideas for an end-of-year employee virtual event. The committees wanted a more robust social event to cap off the year. The Zoom Holiday Open House is on December 17 from 1 - 3 p.m. There are several sessions, a couple with Kahoot!, Ugly Sweater, Adorable Pets, Calligraphy How To, Cooking with Rustin and ending with a social Zoom room.

Benefits Committee

Discussion on benefit topics the committee could look into was tabled to the Supplemental Meeting on December 16.

Announcements:

The Admin Senate Supplemental meeting will be December 16 at 3pm on Zoom.

Adjournment

Meeting adjourned at 4:32 p.m.

Next meeting on January 6, 2021 on Zoom.