

**Minutes**  
**University of Southern Indiana - Administrative Senate**  
**Wednesday, August 3, 2022**  
**3 p.m. UC 2206**

I. **CALL TO ORDER:** The meeting was called to order at 3:00 p.m.

II. **ROLL CALL**

**PRESENT:** Steven Stump (Chair), Taylor Gogel (Vice-Chair), Tricia Tieken (Secretary/Treasurer) Andrea Daub, Jennifer Hertel, Lee Keitel, Trista Lutgring, Nathaniel Payne, Aaron Pryor, Robert Threet, and Laurel Wilson

**ABSENT:** Erin Altman, Steve Bridges (Liaison), Jake Hansen (Past Chair), and Betsy Jo Mullins

III. **APPROVAL OF MINUTES:**

Motion made by Pryor to approve the July 2022 minutes. Payne 2<sup>nd</sup>. Motion passed.

IV. **REPORTS FROM OFFICERS & STANDING COMMITTEES**

a. **Officers**

i. Chair: Steven Stump

*Board of Trustees (7/14/2022)*

President Rochon received his review from the Board of Trustees and was given praise for his leadership. Chairman Ron Romaine is happy with the progress we are making in our transition to Division 1 athletics. July 1<sup>st</sup> marked our first day in Division 1 as part of the Ohio Valley Conference (6 men's / 8 women's sports). Men's Tennis will be joining Horizon League; Men's/Women's Swimming & Diving and Men's Soccer will be part of the Summit League.

*President's Council (7/19/2022)*

Enrollment: 1,290 deposits, 281 transfer deposits. Down on headcount and credit hours.

Fewer returning students. 15% (630 students) are eligible but not enrolled.

Graduate Studies: down 10% on new students (offset by Nursing/Social Work now accepting Spring applicants). Up 4.7% in continuing students, up 3% overall. 1,376 total including 683 in MBA Online.

**(RR) We have to be extremely strategic with our multiple pipelines of students. We need to examine the current curriculum and delivery for relevance and engagement.**

COVID Task Force: Jim Wolfe recommended reverting to pre-COVID conditions; the committee agreed 9 to 1. President Rochon fears imposing mandates could hurt enrollment and negatively affect jobs. We want to encourage self-care and responsibility and remind everyone that vaccines are available. Kim Delaney encouraged us to be factual about science: this strain is worse, so we should be accommodating to those who wish to take precautions. Jennifer Hammet reminded everyone that COVID accommodations are still available to those with long-term symptoms.

Item for Consideration: Financial Overview

VP Bridges will talk with Provost Khayum about including this topic in the Fall meeting; otherwise, we will find another suitable venue. The Faculty Senate is supportive of this effort.

COVID-19 Presidential Task Force (7/25/2022)

Operations & Logistics contacted David Bower

- New strains of COVID
- We believe we have to do a continuing job of communicating that people should get vaccinated, can wear a mask if they choose, and isolate if they test positive
- We should open the campus as we did before COVID
- Go back to pre-COVID capacities, fully open for the fall term

CDC (Centers for Disease Control) still wants people to wear masks and be socially distant due to the levels in Vanderburgh County

MK: If anyone is compromised, we can work within our HR (Human Resources) protocols. Masks have been more strongly encouraged than social distancing.

JSC: Could be at peak right now and going down (possibly).

SW: We would look at reasonable accommodations with ADA guidelines for anyone who is compromised. Every case would be different.

ZM: We do still have a subset of labs where masks are strongly advised. These would remain as they are pre-COVID guidelines (RR).

SDruin: Will be the interim cover for vaccinations. The agreement for current and moving forward was once a week on Tuesdays for the on-campus Vaccination Clinic. Would continue to have the students in the clinic wearing a mask in adherence to current Deaconess protocols. For contact tracing, I would need some background on the University Health Center's involvement. JH: Contact tracing has gone entirely online. We are only 1 of 2 or 3 institutions of 30+ in the Midwest that are still doing contact tracing. LB: Students fill out a self-report and we assess them individually. If symptomatic but not testing positive for COVID, students are encouraged to work with their professors.

AB: There could be issues with some professors/students wanting different rooms based on class size, distancing, etc.

ii. Vice-Chair: Taylor Gogel

Senators: As committees are scheduling their meetings, copy carbon T. Gogel on them and he will try to make it to as many of them as possible. And all committees now have a chair and vice chair.

iii. Past Chair: Jake Hansen

Nothing to report.

iv. Secretary/Treasurer: Tricia Tieken

Admin Senate website is updated with all new senators.

The budget is \$1500.

**b. Standing Committees**

- i. Employee Benefits – Betsy Jo Mullins, Chair / Laurel Wilson, Vice-Chair  
Old business form last semester with B. Hess. We had a charge that dealt with death benefits going to children of employees. Received a draft of something. B. Hess is putting it down in writing. Changing to allow young children to be involved in the death benefits if an employee is with the university for 10 years, and passed away, then the surviving children can partake in the tuition benefit.
- ii. Employee Events – Nathan Payne, Chair / Jennifer Hertel, Vice-Chair  
Still have not been able to connect with Megan, to finalize transaction things. By next should have a meeting together and should be going strong.
- iii. Employee Outreach – Trista Lutgring, Chair / Erin Altman, Vice-Chair  
Erin and Trista have been working with Carissa Prince to get an exchange of information. Reached out to the committee and everyone is staying on. Hoping to reach out to find a time for everyone to meet asap. Old business to continue.
- iv. Nominations and Elections – Jake Hansen, Chair  
No Report.
- v. Professional Development – Lee Keitel, Chair / Aaron Pryor, Vice-Chair  
Have not met. Contacted by someone interested in joining the committee.

**c. Liaison**

- i. Steve Bridges. Not in attendance – no report.

**V. Unfinished Business**

**a. Ongoing Projects**

- i. Sick Bank Policy (with VP Bridges) – No update.
- ii. Nurturing Our Nest – Fell towards Megan. Jake was going to help with that too. Connect that with the Elevating Spirit committee. Steven talked with Megan. No progress was made there. Brandi dropped off a slew of Nurturing our Nest stickers to Steven. If you need any, then contact Steven. Waiting to connect with Elevating Spirit committee so that there is not any overlap. Want to work together.
- iii. Summer Work Arrangements/Flex work review – A lot of staff are doing some version of it. Many people like it/enjoy it and would like to see it continue. Summer is not always the best time for this, so it is nice to see it continue into the Fall. It is important to continue to engage with students in this type of flex work environment.

**b. Tabled Projects**

- i. Tuition Benefit (Dependents increase in credit hours. December 2019) – Discussed amongst Faculty Senate, Admin Senate backed it. Took it to the Provost and it needed was approved to be put in the employee handbook. Just never got put in the handbook. Was recently put in the handbook. See the USI (University of Southern Indiana) email sent from USI Human Resources on 7/22/2022 regarding revisions to the handbook, and this tabled

item was in it. This item is considered complete and will be taken off the Tabled Projects list.

- ii. Floating Holiday – Steven to follow up with Sarah Will who is trying to map something out with it. Started with Admin Senate and then went to the Equity and Diversity Inclusion council. It had an appeal to the Admin Senate group, and it also had support from the Equity and Diversity Inclusion council.

## **VI. New Business**

- a. IFC (Item for Consideration) – Information sessions on the budget  
Waiting for feedback from Steve Bridges. It would be helpful to hear about how our budget is structured, how funds get used, and how they can and cannot be used. Steve was going to share it with Dr. Khayum to see if time could be dedicated in the Fall meeting to this topic. If it is not brought up in the Fall Meeting, then having Steve do a separate presentation on this topic.
- b. IFC – Maintenance on trails  
Submitted by Barbara Goodwin. Barbara emailed all three groups (Admin Senate, Faculty Senate, Staff Council). She is interested in trying to have the trails and more importantly, the side trails maintained like signage and gravel/mulch to make the trails more user-friendly. The consensus of Admin Senate – we support it and will back/promote activities for it but feel this belongs more to Volunteer USI as this is their area of expertise and could do better with this project.
- c. IFC – Annual resource fair (for Admins et. Al)  
Suggest Admin Senate, or one of its standing committees (Employee Events), could coordinate a resource fair focused on helping all employees know about the various departments at USI, who works there, and what they do. Reasoning – Since March of 2020, there has been significant turnover in the workforce either due to retirements or departures. There are many new names and faces at the administrative level, but we have not had many opportunities to meet each other and to begin the work of rebuilding our USI community. At a very practical level, it is also difficult to know who to call when various problems arise. By hosting an employee resource fair (working title), we could allow all administrators to meet, put faces and department names together, and strengthen our connectivity. The consensus of Admin Senate – this is something that is of interest, which could be tacked on to other Admin Senate events (like the Ice Cream Social) or an event unto itself. S. Stump to forward the IFC to both N. Payne (Employee Events) and T. Lutgring (Employee Outreach) to work together and brainstorm ideas on this topic.
- d. IFC – 15-Minute Meetings Break (Resources)  
Submitted by Robert Threet. Setting Outlook and Teams meetings to 15-minute increments to allow 15 minutes breaks between meetings for a break so employees can relax, refresh, and take a few minutes for themselves before going back into another meeting. Have a session on this topic in the Nurturing our Nest campaign. Will continue the discussion in the September meeting.

## **VII. Announcements**

- a. Supplemental Meeting August 17 – Communication with constituents/residential campus/Fall Meeting debrief.
- b. There are many jobs open and posted on the HR website, please help share these opportunities with friends and family.
- c. Volunteers are needed for Welcome Week. Contact Carmen Stoen for more information.

**VIII. Adjournment**

4:11 p.m. Meeting adjourned.

*The next meeting is on September 7, 2022.*