

Minutes
University of Southern Indiana - Administrative Senate
Wednesday, January 19, 2022
3 p.m. Virtual Zoom Session

CALL TO ORDER: The meeting was called to order at 3:05 p.m.

ROLL CALL

PRESENT: Jake Hansen, Chair; Steven Stump, Vice Chair; Britney Orth, Past Chair; Brandi Hess, Secretary/Treasurer; Maggie Carnahan; Nathan Payne, Nick Bebout, Robert Threet, Megan Doyle, Ray Simmons, Carissa Prince, Betsy Mullins, Taylor Gogel.

ABSENT: Will Pool, VP Steve Bridges

APPROVAL OF MINUTES:

Motion made by Bebout to approve the December 2021 minutes. Carnahan 2nd. Motion passed.

REPORTS FROM OFFICERS

Chair: Jake Hansen

Hansen reported his attendance and notes from the following meetings:

Division 1 Exploratory Committee Meeting (12/3/2021) - Division 1 committee met for one final time to present its findings to the whole group. This document will be combined by Nick LaRowe and John Mark Hall. After this document is completed, it will be presented to Dr. Rochon and the Board of Trustees.

Presidents Council (12/7/2021, 12/14/2021, 1/4/2022)

12/7/2021- Spoke about inclement weather and how some courses may not need to be canceled to accommodate the weather. This was specifically stated for graduate studies. No final decision has been made. Sarah Will was introduced as the interim executive director of HR. USI has developed an Arena Pricing Policy for internal and external groups. Rental Rates are broken down based on use of the facility and whether a group is USI or external. This information is available through Special Events and Scheduling Services.

12/14/21- Dr. Connie Swenty was introduced as the Interim Dean of CNHP. COVID Surge post-Thanksgiving, Kentucky Tornado and how it might be impacting our students. The first rough cut of the College Tour has been received and that team is working to correct and revise.

1/4/2022- The D1 committee submitted their report to Dr. Rochon to be presented to the BOT. They are ready for BOT to ask questions and help to inform the campus community. Dr Zane Mitchell expressed concerns over the rise in COVID cases post-Holiday Break. Dr. Rochon explained that we have protocols, and the best course is to get your vaccination. We will not be shutting down again.

Presidents Executive Team Meeting- FlexWork Proposal (12/7/2021) - Admin Senate Executive Team met with Dr. Rochon Executive team to present the FlexWork Proposal. We prepared a presentation that provided a synopsis of the proposal. The executive seemed welcoming of the proposal and asked questions about how we might make this work. The senate team was well prepared, and we ended up receiving an invitation to attend a future meeting to continue the discussion.

Inclement Weather Update Meeting (1/4/2022) - The USI Community needs to be supportive of Student Safety. Even if campus is clean and ready, we have students that travel several hours to reach USI every day. There for we need to provide understanding because their weather could be completely different. USI should provide clarity on who is considered essential and who is non-essential. With the higher percentage of online courses, it is possible that we do not need to cancel courses. USI need to examine other school policies and how we might adapt them.

Spring University Meeting and Professional Development Day (1/4/2021)

Executive Team Meeting- FlexWork Prep (1/7/2022) - Executive Team got together to discuss the outcome of the President's Executive Team Meeting on December 7 and out next steps forward. We discussed additional research that has been done by the team. We also discussed our response to their questions.

COVID-19 Taskforce Meeting (1/12/2022) -b Data was shared that among students we have the highest report of cases prior to vaccines being available this last week. Omicron is more contagious than the original and delta variant. So far 502 courses have been affected by infected students and close contacts. Vaccines are the most important step right now to ensure that USI and the campus community are safe and healthy. Masking will slow the spread of the virus.

Executive Team Meeting (1/12/2022) - Executive team meeting focused on planning this meeting

Board of Trustees Meeting (1/13/2022) - COVID Taskforce- Data from the last meeting was presented. D1 committee has concluded, and BOT has been apprised of the report and survey results. They will continue to deliberate and come to a decision within the next month. N95 masks have been ordered for the campus. They will begin distribution in the coming weeks once they arrive.

Vice Chair: Steven Stump
No Report.

Past Chair: Britney Orth
No Report.

Secretary/Treasurer: Brandi Hess
No report.

REPORTS FROM STANDING COMMITTEES

Employee Benefits - Brandi Hess, Chair

Hess reported sending the Senate a new proposal for the Floating Holiday IFC. The senate will discuss further and vote in Old Business.

Employee Events –Megan Doyle, Chair

Doyle reported the Professional Development Day was successful. There was a good range of topics to choose from. Doyle will post the recordings on the website soon.

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

Prince reported the committee will meet later this week and work on the Volunteer Pilot program.

Nominations and Elections – Britney Orth, Chair

Orth reported all administrators should have received a survey in their inbox of the changes to the bylaws today. Voting will be open for a week. Results will be shared at the next meeting.

Professional Development - Will Pool, Chair

Pool respectfully submitted a report in his absence. Pool reported the Professional Development Day on January 5 was a huge success. The University Update webinar has 457 unique viewers and each of the following sessions had a range of 40-60 participants per session.

Liaisons – Steve Bridges
No Report.

Unfinished Business

Ongoing Projects

FlexWork Proposal – Executive Committee presented the proposal to the Executive leadership. President Rochon invited us to meet again after winter break to continue the discussion. Hansen has talked to VP Bridges to schedule that meeting, and the President has requested meeting again in April.

Nurturing Our Nest – If you would like more stickers and drink vouchers to reward people actively Nurturing Our Nest, contact Brandi Hess.

IFC: Rave Alert – Doyle talked to Public Safety about the request. They indicated it is outside the boundaries of the University (physically), but also beyond the intended purpose of the Rave Alert System.

A motion was made by Doyle to not pursue this IFC any further. Bebout seconded. Motion passed.

Tabled Projects

Tuition Benefit – (Dependents increase in credit hours. December 2019) Faculty Senate charge that we support. Provost Khayum and VP Bridges are investigating, Bridges will have a report soon.

Sick Bank Policy – Tabled until Pandemic is resolved. The Senate will move this back to ERB committee as the pandemic persists. The committee will determine when to bring this back to Senate for action.

Parental Leave – Tabled until Pandemic is resolved. This is being sent back to ERB committee for discussion.

Volunteer Pilot Project – The committee is meeting to discuss. Volunteer efforts are an important part of the Strategic Plan

IFC - Floating Holiday – Hess reported the ERB committee rescinded their proposal from November 2021 and respectfully submitted a new proposal that would add another paragraph to the Handbook stating:

Special or Religious Holiday

An employee may take time off to observe a special or religious holiday if the supervisor determines that the time off does not cause undue hardship to the department. Employees may use accrued vacation, and/or compensatory time off, or they may take unpaid leave

While this proposal does not satisfy the original request for an additional day off to be used as a floating holiday to be applied for other religious observances, it does provide clarification for what employees may do if they would like to observe a holiday outside of the posted paid holidays in the handbook.

The senate discussed the change and decided this recommendation might have better traction and success from the University's Equity, Diversity, and Inclusion (EDIC) committee. Vice Chair Stump is a member of the committee and will discuss at their next meeting.

Bebout made a motion to approve the proposal as is, and to forward to the EDIC committee for their consideration. Simmons seconded. Motion passed.

New Business

IFC – Get to Know

A new IFC was submitted by a constituent requesting more “Get to Know You” or “watercooler chats” like what was done in 2020 and 2021. These activities can help boost morale. After a brief discussion, the chairs of Employee Events and Employee Outreach committees offered to work together toward hosting another event like this. The IFC has been assigned to those committees by the chair.

Announcements

Voluntary vaccination and booster reporting

Please get vaccinated and boosted 😊

Wear a medical grade mask

Adjournment

4:04 p.m. Meeting adjourned.

Next meeting on February 2, 2022, on Zoom.