

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, November 4, 2020
3 p.m. Virtual Zoom Session

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

ROLL CALL

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

Liaison Kat Draughon, VP Steve Bridges.

ABSENT: William Pool, Taylor Gogel

VACANT SENATE SEAT: Juzar Ahmed resigned from the Senate. His District II seat is vacant. Past Chair Lindy reviewed the 2020 Election nominations for District II and submitted Nick Bebout to the Executive Board for consideration. The Executive Board approves of the recommendation and is bringing this to the Senate for a vote today. Bebout is a past senator and has served on several committees. Motion was made by Nelson to approve Bebout as District II Senator, Carnahan 2nd. Motion passed.

APPROVAL OF MINUTES:

Motion made to approve October 7, 2020 minutes. Motion passed.

REPORTS FROM OFFICERS

Chair: Britney Orth

Orth has attended the following meetings representing Administrative Senate:

- < Strategic Coordinating Planning Committee – 3 meetings
 - o Strategic Plan Goal# 4 Working Group – 2 meetings
- < President's Council – 2 meetings
 - o Staff Council is having a Virtual Giving Tree that is online and there's a form setup by OPRA and through the USI Foundation and then gift cards will be purchased for the families. It could become an option moving forward.
 - o Jon Mark Hall/Athletics and President Rochon are working with the GLVC Athletic Directors and University Presidents to keep everyone safe and enjoy the athletic games.
 - o There have been spikes in Vanderburgh County and counties nearby in ICUs and hospitals. Bring strategies and problem-solving skills to help keep our University community safe. Dates for Spring 2021 could be extended so prepare for flexibility.
 - o Brandi Hess attended and reported on her work on the USI Covid website and did great at representing her department and Admin Senate
 - o Most robust Campus Visits as far as options and numbers when compared to our state and region.
 - o New graduate school application.
 - o IT is focusing on making it effective and secure for employees who are working from home and students who are taking virtual classes. Jabber, Multi-factor verification. Change is necessary and needs to be at the forefront; thankful to obtain resources and targeting is happening.
- < Spring 2021 Calendar – 1 meeting
- < Administrative Senate Executive Committee – 3 meetings
- < USI Personalities/Carnegie-Dartlett Focus Group – 1 meeting
- < Milestones Virtual Planning – 1 meeting – Collaboration between the Governance Groups, Special Events, Human Resources, and University Leadership in particular President Rochon. I would like to discuss the proposal and brainstorm some ideas during New Business. I am hoping that Megan and Steven/Angel can also help me with this information.
- < Board of Trustees' meeting tomorrow
- < Inclement Weather's meeting tomorrow

Vice Chair: Jake Hansen

Hansen reported he has attended several committee meetings and executive board meetings.

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 – Elizabeth Schmitt

Schmitt reported that Juzar gave her an update on where things stood with the committee. Hansen will work with Schmitt on the transition for chair/vice chair for the committee.

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

Stump updated a couple topics from last month. Megan has explored the platform Kahoot for virtual trivia and who has accounts at USI. This activity could be tied into our end of year open house. Stump also discussed trying to get informal groups going such as book club, podcasts, etc. Megan has a survey to help gather interests from administrators.

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

No Report.

Nominations and Elections – Ingrid Lindy, Chair

Lindy reported today's recommendation of Nick Bebout to fill Juzar Ahmed. She reviewed the election nominations and followed our routine of seeking replacements from that pool of interested administrators.

Professional Development – Maggie Carnahan and Will Pool, Chairs

The Professional Development Committee met on Friday, October 23rd. The committee discussed professional development opportunities and narrowed focus down to three areas of interest - Community Building, Personal Enrichment, and Technology/Organization. Members of the committee are currently gathering information and contacting individuals to present in these areas. The committee will meet again in mid-early November.

Liaisons – Kat Draughon / Steve Bridges

Draughon reported the upcoming Spring meeting - Professional Development day. She is seeking input on ideas for sessions and finding presenters. Wellness activities along with professional development (ie Learning Excel, Using Jabber).

VP Bridges reported that there is a joint committee meeting tomorrow with the Board of Trustees. There will be a presentation on financial statements and the budget for the rest of the year. The University appreciates how conservative everyone has been with their department budgets and limited spending. The effort has helped our position. Work continues on the Strategic Plan. The board will be approving soon. Bridges also reported the new 2-step authentication for logging in to USI. It will start rolling out in phases. This will help keep USI data secure.

Unfinished Business

- < Flex Scheduling – Executive Board investigated the IFC and determined was individual/department specific rather than campus-wide impact. The board made recommendations to the parties involved to take the concern to their management.
- < Change retirement Rule of 85 to 75 – Idea suggested to university leadership.
- < 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

Employee Recognition Program

Doyle reported the milestones program will become a virtual event but expand to also include and recognize staff and faculty. The new recognition program will mark employee milestones and retirements. The video/slideshow will show slides of the

honorees, with a little extra information about hobbies and interests. If senators have ideas on ways to make the program more interactive or engaging, contact Doyle so she may bring those ideas back to the committee.

Professional Development

Several ideas were discussed among the Senate ranging from yoga and meditation to learning the more of the tools in Microsoft 365. With new security and remote tools from IT, sessions about how to use them would be helpful. The work-life balance sessions were very popular last year. If we have more ideas, send them to Kat Draughon.

Announcements:

The Admin Senate Supplemental meeting will be November 18 at 3pm on Zoom.

Adjournment

Meeting adjourned at 4:16 p.m.