

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, October 23, 2019
3 p.m. UC 2206

CALL TO ORDER: The meeting was called to order at 3:02 p.m.

GUESTS: Emily Henson and Dr. Shawn Robey presented on the work of the Financial Care Team and the many collaborative departments that work together for student financial success. Over the last 7 years the average write-off for USI \$1.3 Million. When you look at where that student is in their academic journey, they're typically first/second semester freshmen. Student debt is a major issue for USI and impacts retention. If intervention can be made in time, students can get the help they need to plan for their financial commitments. There is a referral system to submit students in need of consultation. The Financial Success Center provides skills and supports to the student to help with their financial wellness.

Marna Hostetler, Director of David L. Rice Library presented on the many services available to employees from the library. The library not only has books employees may check out, but also DVDs, CDs and casual reading books. The library is now over 50% eBooks. If they do not have what you're looking for, you may request it and they can locate it for you. They have an arrangement with EVPL for new titles on loan (800 titles right now) that collection is refreshed every year.

Dr. Shelly Blunt discussed the new 2020-2025 academic calendar. The committee reviewed all the major academic dates throughout the years and also considered the timing of finals and summer sessions. Major changes include removing the Study Day before finals and shifting finals week to Saturday-Friday, with Commencement on Saturday. There is the addition two additional holidays to the calendar--the day (Wednesday) before Thanksgiving and December 23 starting Fall 2020. Also starting in Summer 2020 is the shift to two summer sessions instead of three. This better aligns with other university breaks and when students coming home for summer could more easily take a class with us, as well of local school teachers. We are keeping Good Friday for now, we are the only state school that observes it. Priority registration is moved to one-week and earlier in the semester. The calendar will become a rolling calendar so when one year is finished, the next is added.

ROLL CALL

PRESENT: Britney Orth, Chair; Jake Hansen, Vice Chair; Brandi Hess, Secretary/Treasurer; Jennifer Garrison; Ashley Ewearitt; Nick Bebout; Juzar Ahmed; Ruston Howard; Steven Stump; Angel Nelson; Stacy Draper; Taylor Gogel.
Kat Draughon, Liason

ABSENT: Ingrid Lindy, Past Chair; Sarah Adams
Steve Bridges, Liaison

APPROVAL OF MINUTES:

September 4, 2019 minutes approved (Bebout motioned, Gogel 2nd).

REPORTS FROM OFFICERS

Chair: Britney Orth

Orth reported attending the September 5, Board of Trustees' meeting. There were several reports and the ones that she found the most intriguing, included:

- The presentation on the Disabilities Resources Center, given by Dr. Shelly Blunt, Associate Provost for Academic Affairs. Dr. Blunt discussed the type of disabilities that our students present with and the Disabilities Resources Center works with throughout the academic year – ranging from mental and physical health – hearing, vision, cancer treatments, heart transplants, physical limitations, and learning disabilities. Students with disabilities need to meet the same learning outcomes as all USI students. The Disabilities Resources Center helps these students achieve these learning outcomes through accommodations, such as extra time, transcribed electronic assistance, etc. 450 students are served by the Disabilities Resources Center and there have been anywhere between 850 to 1142 proctored exams. This past year Disabilities Resources Center worked very closely with several off-campus partners to provide internships for 8 USI students with disabilities. Dr. Blunt shared some really uplifting stories about these wonderful students and the awesome internship experiences that they had that may not have been a possibility without the students' determination, the Disabilities Resources Center staff's diligent and individualized work, and the openness of the companies (i.e. Deaconess, Toyota, Old National Bank) for now who lived out the E is for Everyone motto by giving these wonderful students these opportunities.
- The Academic Affairs and Enrollment Management Committee report about the presentation given by Admissions Director, Rashad Smith. Board member, Christine Keck reported that Mr. Smith's report "was very informative and useful" and that she "hopes for the presentation to be shared with all of the Board of Trustees" at some point.

Orth reported meeting on September 17 with many individuals who will be serving on the Strategic Planning Group. This group will be under the leadership of Provost Khayum and Vice President Bridges. This planning group consists of folks across campus and will include the Chairs of each of the Governance groups, Trent Engbers who serves on the Higher Education, Commission, and additional members will be added to represent students, alumni, and the community. There will be additional information coming from this group throughout the year and opportunities for the USI community to give feedback.

Orth attended the President's Council meeting on September 24, 2019. During this meeting, she presented on a couple of topics. She shared with President's Council that many employees have been confused by the language in the Volunteer Campaign Pilot program developed by the Administrative Senate. Employees felt as though they could ONLY volunteer 7.5 hours and she shared that this was not the case and the group is working with Erin Meyer, John Farless, and Vice President Kindra Strupp to change the language to ensure that was not the case as employees could volunteer for more than 7.5 hours as long as it was ok with their supervisors. All of the President's Council was very supportive of that and they want employees to feel as though they can volunteer.

Additionally, Orth spoke about the three (3) Listening Sessions planned and facilitated by the three (3) governance groups' Executive Committees and how there has been frustration and confusion, assumptions and rumors and yet overall, they have been very positive. The employees who are planning and attending these Listening sessions and Town Halls are doing so because we care, and we want to help. Dr. Kenny Purcell, Faculty Senate Chair and Dr. Bill Elliott, Chair of the Council of Chairs group both mentioned that they spend a lot of time with faculty on dispelling rumors and that it is starting to be like a cancer and we are trying to help so that the cancer doesn't spread. This really resonated with many in the room, especially President Rochon and Provost Khayum. We were individually thanked after the meeting for sharing this information.

Orth reported that we will discuss Admin Senate's thoughts on the October Town Hall with VP Steve Bridges during Unfinished Business. The governance groups Executive committees have had several meetings about the October Town Hall and we have, overall, received positive comments about the town hall. Like everything else, there are things that we could have tweaked to make it a little better and not everyone is going to be 100% happy, but we all

think that the turnout was awesome and overall there were good questions related to the University Budget and Finances and VP Bridges did a great job of answers so many different types of questions. We would certainly like to hear everyone's feedback as well.

Per the calendar invite sent to all of Administrative Senate, the next town hall will be with Dr. Khalilah Doss, the new Vice President for Student Affairs on Wednesday, November 13 at 3:00 p.m. in Mitchell Auditorium. We will discuss this during New Business.

Professional Development Day – sometime when we get back in January from Winter Break in lieu of a Spring Meeting. Provost Khayum will send us updates.

Orth reported that during our November Administrative Senate Meeting, we will have two guest speakers – our University President, Dr. Rochon and Multicultural Center Executive Director, Pam Hopson

Vice Chair: Jake Hansen

Hansen reported he will be starting the committee for the By-Laws. He will reach out to the members that showed interest in serving on the committee.

Past Chair: Ingrid Lindy

Secretary/Treasurer: Brandi Hess

Hess reported no changes since last month. Our current balance is \$1,294.80. She also reported the creation of a "Master Calendar" folder in our SharePoint to keep information about Administrative Senate's historical and standing events. Hess also contacted Mary Hupfer to inquire about funds moving with the Milestones program if all recognition programs are combined. Mary did not have an answer on this as she was not aware of the University plans on the event. This will be an ongoing discussion as those plans are made. Hess also noted that the questions submitted by administrators during the August employee survey would be included in today's minutes. This was a request from last month.

REPORTS FROM STANDING COMMITTEES

Employee Benefits – Sarah Adams, Chair / Juzar Ahmed, Vice Chair

Ahmed reported the Employee Relations and Benefits Committee met on September 12, 2019 from 1-2pm in UC 2205. Discussion focused on the Sick Leave Pool draft from the Sick Leave Pool committee and a new item for consideration.

For the Sick Leave Pool draft, the committee plans to explore revisions to the draft based on comments and questions from the ERB committee. The new item for consideration concerns the university closing for additional days in order to increase employee morale. Two days mentioned were the Wednesday before Thanksgiving and December 23 of this year. The ERB committee will form a subcommittee in October to explore additional days with the university closed in future years. For this year, the ERB committee voted to ask for the Wednesday before Thanksgiving and December 23 off with the university closed. This will be brought up in new business.

The ERB Committee will meet next on Thursday, November 14 at 1:00pm in UC 2205.

Employee Events – Ruston Howard, Chair / Steven Stump, Vice Chair

Stump reported that he would lead discussion in new business for the Winter Social budget and Master

Calendar.

Employee Outreach – Stacy Draper, Chair / Taylor Gogel, Vice Chair

Draper reported the Employee Outreach Committee met on September 19, 2019. During the meeting the committee discussed additional edits for the 2019 – 2020 welcome attachment. Final approval planned for the October meeting.

Regarding the volunteer pilot program, we discussed plans for a USIToday FAQ focused article. Additionally, the committee discussed the employee comment regarding “saving” their hours. The committee worked with Marketing and Presidents Council to ensure we could highlight the intent of this pilot program. As a result, changes were made to the USIToday article that provided additional clarification regarding the program. They also reviewed the August volunteer pilot program numbers which consisted of 15 team members volunteering for a total of 35.3 hours. The committee continues to request that anyone on campus promoting a USI volunteer opportunity also provide a reminder of the volunteer pilot program and completing the requested form.

The Committee discussed university handbook changes and outlined ways to make the communication process more transparent. They plan to have a draft for Executive Committee review ready in November.

During open discussion the team continued to discuss additional ways to engage new team members and plan to have a formal recommendation for review in the October/November timeframe. Items that they are reviewing include handwritten notes, reduced or free Sodexo food opportunities, lunch dates, campus tours, and onboarding buddy opportunities.

Nominations and Elections – Ingrid Lindy, Chair

No report.

Professional Development – Jennifer Garrison, Chair / Ashley Ewearitt, Vice Chair

Garrison reported the committee met on October 16 to discuss the theme for this year, work/life balance. Two topics for October and November: Be your best at work, and Loving Leadership: How to Lead from Hope instead of Fear. Presentations will be on Wednesday and Thursday. They are working on other topics for Spring.

Liaisons – Kat Draughon / Steve Bridges

Draughon reported the professional development opportunity on Jan 8 instead of the University meeting when we return from Winter Break. She has two Qualtrix coming up on November 4 and 6. If you're interested, email her. Coming back for a refresher if you've already attended is fine.

Unfinished Business

Stump reported the winter social, Festivus for the rest of us, totaled \$378. This year they would like to request \$400. Nelson made a motion to approve a budget of \$400 for the event. Ewearitt 2nd. Approved.

Stump reported his work on the Master Calendar. We usually have a couple professional development sessions in the fall and spring, Milestones, summer and winter socials, and standing monthly meetings

and subcommittee meetings. This will be a good way for us to keep track of our activities year over year. There was also discussion around adding the nominations and election timeline. The group discussed the idea of preserving some of the activities we do and not just the events, for example sending new employees a welcome email. Also, a list of regular meetings the Chair attends (like President's Council). Stump will continue his work on building this resource.

October Town Hall feedback discussion brought up several issues regarding the format and flow of the event. Many people were disappointed that questions previously submitted were not answered. There were some people that dominated the town hall or asked questions that were not budget related. This is a learning process for all of us and we've already discussed how the next one would be different. The questions were sent to Steve Bridges beforehand so he may be better prepared for financial data and figures. For November's Town Hall with Dr. Doss, some questions have been submitted to her in advance so she may be better prepared to discuss topics she may not be familiar with OR are not in her roles and responsibilities, but yet people may think she's in charge of. Questions will be sent in advance to those people when data would need to be gathered. There are more town halls planned with the other vice presidents, but dates have not been set yet. Ultimately the goal of these town halls to be a positive force for the university, and not harmful. We want to give people a voice to their concerns and address it. We all want what's best for the university.

A video of the town hall was sent to employees through email.

New Business

Employee Relations and Benefits committee brought forth the recommendation to request the Wednesday before Thanksgiving (Nov 27), and Monday, December 23 as holidays for calendar year 2019. Discussion topics around this recommendation brought up concerns about timing of the proposal. The Senate felt we're too close to the November 27 date to ask for that date off. December 23 is a Monday and will most likely be a vacant campus with many employees taking that day off. With the lack of students, lack of employees, and also limited dining options on campus, it would make sense to close the University on December 23. There were rumors that this was already submitted, but that is not true. This is the first we've formally discussed these dates. However, Staff Council may have submitted a similar proposal. With these dates given to us next year, there was discussion on whether we should ask this off at all.

Bebout made a motion to forward a proposal request to Steve Bridges to respectfully ask for December 23, 2019 as a holiday while recognizing that date, in addition to the Wednesday before Thanksgiving, are additional days off in the new academic calendar and are greatly appreciated. Garrison 2nd. Motion passed.

Howard made a motion to table New Business item: Employee Events Committee – Senates thoughts on additional events. Bebout 2nd. Motion passed.

Hansen read an Item for Consideration submitted in regard to an alternate work schedule / flex for the rest of the year. This is just the first reading, with discussion planned for the November 6 meeting during unfinished business. Howard made a motion to table discussion to November 6. Evaritt 2nd. Motion passed.

Announcements:

The next Town Hall is November 13, 2019 at 3 p.m. in Mitchell Auditorium with Dr. Khalilah Doss, VP for Student Affairs.

Adjournment

Motion made to adjourn meeting at 4:59 (Adams motioned, Ewearitt 2nd).

ATTACHMENT: List of survey submissions from August 2019 feedback leading to the fall meeting. These submissions are only from Administrators.