

**Minutes**  
**University of Southern Indiana**  
**Administrative Senate**  
**Wednesday, February 3, 2021**  
**3 p.m. Virtual Zoom Session**

**CALL TO ORDER:** The meeting was called to order at 3:07 p.m.

**ROLL CALL**

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

**ABSENT:** Jada Hogg; William Pool.  
Liaison VP Steve Bridges.

**APPROVAL OF MINUTES:**

**Motion made** by Carnahan to approve January 6, 2020 minutes. Prince 2<sup>nd</sup>. Motion passed.

**REPORTS FROM OFFICERS**

**Chair:** Britney Orth

Orth reported attending the following meetings:

President's Council Meetings – 1/12/21, 1/26/21

- The Presidential COVID-19 Task Force have been meeting regularly and having check-in meetings with Dr. James Porter, President of Deaconess Hospital and there was a meeting that happened recently to be prepared for the 2/8/21 date of when classes may return to in-person – those that are in-person or a hybrid. Dr. Porter has applauded USI for keeping our case numbers low. Dr. Porter believes that universities being open has been a good thing. It gives students opportunities to come together, to learn and follow protocols and policies aimed at keeping individuals safe and well during a Pandemic, and giving students things to do and be active and minimizing large congregating. There has been a good partnership between Deaconess and USI.
- We may all be suffering from Pandemic fatigue. Please continue to be diligent and maintain safety for ourselves and others. We have been doing an excellent job and need to keep it up. Unfortunately, the virus is still in our community and it treats individuals differently and it does not discriminate.
- If you have any feedback related to communication from the COVID-19 Task Force, please let her know.
- There's been conversations about enhancing civility on campus. If you see or hear anything out of the ordinary, please report it. For example, you can report it to Public Safety. You never know when your piece of information could be the missing piece in the puzzle or the tipping point, so that an investigation, follow-up can take place, or issues addressed. Public Safety Director, Steve Bequette shared, "Risk never sleeps." Public Safety does work with local authorities, monitoring social media, etc.
- There's a new online tool that may come on board for Fall 2021 that will be an awesome student retention tool. Brody Broshears, Assistant Vice President for Academic Success, presented on this program during President's Council and it sounds amazing! Stay tuned. During Orth's report to President's Council included she how excited she is about the mere mention of retention and that Administrative Senate is working on some retention ideas.
- From Fall 2020 to Spring 2021, we have retained 87.9% of New students and 83.9% of Continuing students. We are down 3% from Spring 2020 to Spring 2021. We are up in graduate programs and they are continuing to admit due the rolling deadlines for some programs.

Professional Development Day – 1/13/21

Thank you to everyone who facilitated, hosted, organized, or attended any of these sessions as you were able to do so! Orth attended 6 sessions that day, including the Strategic Plan session with Provost Khayum and VP Bridges. Good job, to Megan Doyle and Kat Draughon for planning, organizing, and facilitating the Professional Development Day. Those who were able to participate, she hopes that you enjoyed the sessions that you attended. Many of the sessions were recorded and are available on the USI website. Please share any of your feedback or the feedback from your colleagues/constituents about the Professional Development Day with Megan Doyle or Kat Draughon.

Board of Trustees Meeting – 1/14/21

The Board of Trustees reviewed and approved the Strategic Plan up through the and including the Objectives. The 4 Goals are below:

1. Improve Student Success
  2. Foster Impactful Engagement
  3. Elevate Visibility and Reputation
  4. Strengthen Financial Viability
- VP Kindra Strupp also reported that Carnegie-Dartlett is still working on their project that will help to tell USI's story and how it expresses itself in the form of human strengths. There are some next steps to be looking forward to – a virtual event to see the results and research, a training and how to speak about these stories and messages, campaign concepts, a writing workshop, and on-going digital campaigns.
  - Student Government Association President, Kelsey McCullough announced that they are starting a first-year leadership council, partnering from Fraternity and Sorority Life on a virtual mental health week, their Elections process is coming up with the inauguration scheduled for April 8, 2021, and they are excited about finishing the academic year strongly.

#### Administrative Senate Executive Committee Meetings – 1/18/21, 1/28/21, and 2/1/21

- Executive Council discussed Professional Development Day, our Supplemental Meeting topic, and the agenda for the February 2021 Administrative Senate's Meeting.
- We have been spending a lot of time on developing our retention initiative that we are tentatively calling – "Nurturing Our Nest." On 1/28/21, the Executive Committee met with our liaison, VP Steve Bridges and he is very excited about it and fully supports it. We will be presenting our initiative to President's Council on 2/9/21. We will give a draft presentation to all of you during Unfinished/Old Business today. Orth also met with John Race from Student Development Programs who supervises the AMIGOs to get some ideas on what the AMIGOs are trained on related to customer service, etc. Brandi Hess discussed with John Farless some of our ideas that would be included in the USI Today and he's excited about it and approves it.
- There has also been an Item for Consideration submitted - Review and revise/educate employees on current policy F.24. Obituary and Sympathy Policy. We as Executive Committee will discuss this IFC and share our recommendation and get your feedback by the March Administrative Senate meeting.

#### **Vice Chair:** Jake Hansen

Hansen thanked the committee chairs for the invitations to their meetings. Everyone is doing great work. He reported attending several committee meetings in the last month. Those committee will be providing a report later in the agenda. Hansen served on the Homecoming interviews and was proud of all the participants and work the students are doing on campus.

#### **Past Chair:** Ingrid Lindy

Lindy reported the Executive Committee is working hard on getting the retention and recruitment initiative off the ground. The intent is to show how easy participation can be and how everyone can have a role in helping the University.

#### **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

The committee met on January 20 and discussed the Supplemental Meeting. They discussed ideas they could move forward on and ideas for new areas within health insurance. The committee went through their past projects that have been put on hold for a while due to the pandemic.

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

The committee met on January 7 with a focus on the Employee Recognition event for this year. The committee is also working on ideas for a Virtual Spring Break event with the Employee Outreach committee.

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

The Employee Outreach Committee met on January 21, 2021. During the meeting the committee discussed potential collaboration with the Employee Events Committee to host a virtual Spring Break for employees. Some ideas were generated to add to the rolling-list of activities already proposed. By the close of the meeting, the team was in union to join in these efforts. Their plan is to attend the next Employee Events meeting to be held on February 4.

In addition, the committee briefly discussed the mural/selfie spots across campus that was charged to our committee. Carissa has taken the lead on this project and informed them Student Development will be planning to design and install one during the week of Homecoming. Depending on this success we can explore further opportunities.

Lastly, they addressed the need to recruit more members. A few names were suggested, and Taylor did outreach to these individuals and invited them to join the next meeting on February 4 if they were interested.

#### **Nominations and Elections – Ingrid Lindy, Chair**

Lindy she will be reaching out to Senators in the next month to serve on the committee. Emails for nominations will go out early April. The work for the committee starts after that with verifying and vetting the candidates.

#### **Professional Development –Maggie Carnahan and Will Pool, Chairs / Jada Hogg Vice Chair**

The committee will be meeting Feb 8.

#### **Liaisons – Kat Draughon / Steve Bridges**

Draughon reported USI is up for the 4-year accreditation review for HLC this summer. Should have a draft in April for review. There has been a lot of activity with the Strategic Plan and staying on the timeline. She offered her praise to Megan Doyle for her work on the Professional Development Day.

#### **Unfinished Business**

Recruitment and Retention Initiative – Orth reported the Executive Committee has taken the suggestions and ideas from the Senators to help formulate a plan. We will call it “Nurturing Our Nest”. We want to make it easy for people to implement these ideas in their own way. Tips and trips will be shared on a regular basis with USI Today. We will plan out the first 6-8 weeks of tips to lay the groundwork. The plan then is to expand to Staff Council and Faculty Senate. This is a grassroots effort across campus with everyone getting involved. Other ideas include a bucket list or a bingo card of different things people could accomplish and then have their names entered into a drawing. The idea is to build school spirit.

Obituary and Sympathy Policy – The IFC has been submitted and the Executive Board will review and then assign it to a committee.

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 Pandemic is resolved.

Volunteer Pilot Project – Tabled until July 2021.

#### **New Business**

##### **Outreach and Engagement M. Edward Jones Engagement Award**

Senator Stump reported this award is presented each year to an employee that has exhibited outstanding work with the community. While it has often gone to a faculty member, Outreach accepts nominations for administrators and support staff as well. He would like to bring awareness to this award and is encouraging the Senators to share with their constituents. Stump shared information and links in the Zoom chat. Information is also available on the Outreach and Engagement website. Please think about who might be nominated for this wonderful award.

##### **Stump reported Celebration of Engagement Announcements:**

The Admin Senate Supplemental meeting will be January 20 at 3pm on Zoom.

#### **Announcements**

Remember Spirit Fridays and we have one coming up this week. Please share with your constituents. Orth can assist Senators with constituent lists if needed.

#### **Adjournment**

Meeting adjourned at 4:04 p.m.

*Next meeting on March 3, 2021 on Zoom.*