

Minutes  
University of Southern Indiana  
Administrative Senate  
Wednesday, August 5, 2020  
3 p.m. Virtual Zoom Session

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

**ROLL CALL**

**PRESENT:** Britney Orth, Chair; Jake Hansen, Vice Chair; Ingrid Lindy, Past Chair; Brandi Hess, Secretary/Treasurer; Ashley Ewearitt; Maggie Carnahan; Juzar Ahmed; Elizabeth Damm; Steven Stump; Megan Doyal; Taylor Gogel, William Pool.

Liaison Kat Draughon

**ABSENT:**

Angel Nelson, Carissa Prince.  
Steve Bridges, Liaison

**APPROVAL OF MINUTES:**

July 1, 2020 minutes approved. (Ewearitt motioned, Gogel 2<sup>nd</sup>). Motion passed.

**REPORTS FROM OFFICERS**

**Chair:** Britney Orth

Orth attended Presidents Council on 7/14/20 and 7/28/20, the following was discussed:

President's Council members were asked to share what's going well and what have been some issues since being back on-campus. Some concerns included:

Overall, the wearing masks mandates has been followed. There have been primarily some community members not wearing masks who have also brought children on to campus, such as Rice Library and the Campus Store. Some measures took place, such as additional wall and floor signage and education.

There's been some office consistency concerns. For example, if an office has a sign on the door where a student/staff/faculty member needs to call or knock on a door to talk with a staff members, making sure that someone is answering the phone and/or the door. John Farless and his team in Communications are working on a communication return to campus plan for students; similar to the one for employees (i.e. 9 steps to complete before returning to campus and other protocols). Please ensure that your offices have a plan on how they will be receiving students and/or how protocols have changed so students know what the expectations are for meetings with staff or changes to processes to John Farless.

As far as masks, we need to all be "mask ambassadors" and encourage everyone to wear masks and the reasons why. We wear them to protect others and we care about others. Masks actually give us back our freedom; the freedom to be back on campus and help stop the spread of COVID-19. There's still a lot of anxiety. We need to focus on the facts and not rumors and continue to work hard.

President's COVID-19 Task Force Updates:

The Task Force has met with EVSC, Ivy Tech, UE, IU Medical School, the Vanderburgh County Health Department, and Dr. Ken Spear recently.

The Task Force has also met with groups from Purdue, IU, Norte Dame, and the State Health Department.

#### Strategic Plan Updates:

The Committee Chairs, VP Steve Bridges and Provost Khayum presented updates to the Board of Trustees at the July 9, 2020 Board of Trustees meeting, which included finalized core values, context, mission, vision, and preliminary goals.

Next steps for the committee: Develop Strategies and Action Plans – that's the point in the process where additional feedback is needed from more University community members.

The November Board meeting is the committee's new target to submit the USI Strategic Plan to the Board of Trustees for approval.

VP Bridges may have some additional updates to share with Administrative Senate.

Strategic Plan community website: <https://pilotusi.sharepoint.com/strategicplan/SitePages/Home.aspx>.

#### NCAA II/GLVC/ USI Athletics Updates:

On Friday, 7/24/20, the Council of College/University Presidents in the GLVC met to determine next steps for GLVC Athletics.

It was determined that Men's and Women's Soccer, Volleyball, and Football will move from the FA 2020 semester to SP 2021 and there won't be NCAA championship tournaments.

Sports that are lower risk could stay in the FA 2020 semester as long as the NCAA II and USI would like to do so – Cross Country, Golf, and Tennis.

USI Athletics need to think about when to open practices with small groups, etc.

Athletics Director, Jon Mark Hall and the coaches met and spoke with the student-athletes. Of course, everyone is disappointed and still are taking the news well and understand. The student athletes asked a lot of questions and mainly focused on their academic classes.

There's a concentration on being safe and giving student athletes meaningful experiences. All of our students and student athletes will be navigating all sorts of challenges during this academic year and may need additional support.

More information about this: <https://www.usi.edu/news/releases/2020/07/glvc-announces-decision-regarding-2020-21-athletics-competition/> and <https://www.courierpress.com/story/sports/college/southern-indiana/2020/07/27/glvc-postpones-majority-fall-sports-spring-semester/5413681002/>

#### Enrollment Management Updates:

As of 7/28/20, new first-year student numbers are at 1,284; last year, we were at 1,533 for first-year students at this point in time. When compared to nationwide numbers, we are doing better than others and are not as bad as we could be in the current climate.

We are continuing to recruit new students and continuing student numbers are up from last year. For the last several years, we have had at least 700 continuing students who are not returning. This year, we have less than 700 students who are not returning and staff teams are helping continuing students to enroll.

How can we all help: There are a lot of students and families who have questions about everything and there's a high level of anxiety. Help answer questions.

On August 10, the Enrollment Management team are going to start approving applications for 2021. The Pandemic has impacted that class too as testing didn't occur and transcripts will look differently due to Pass/No Pass grades, and the Social Economic Status (SEC) divide is rising. Students in lower SEC are not filling out FAFSAs at the level that they were previously (Nationwide). Student Financial Assistance is looking at this closely for USI's applicants.

For Graduate students, the numbers are at 1,363 and that's 582 new graduate students. It is up from last year by almost 10%!

MBA online applications are expecting to go up.

Anxiety is not as high for graduate students as many of them prefer online program; not worried about in-person classes.

#### Lily Foundation Grant Updates:

The Lilly Foundation Grant contacted USI with some questions about the grant proposal that USI put in for an adult learner initiative. The conversation was very positive. If USI earns this grant, the initiative could have a huge impact for adult learners, especially with COVID-19.

#### International Students/Intensive English Students/Study Abroad/Exchange Programs Updates:

The federal government at one point made a proclamation that if higher ed institutions went online or if international students were taking mostly online classes, then they would need to back home. However, due to legal cases filed and a lot of push back, this was rescinded.

Incoming first-year international students are not permitted to stay in the U.S. if they have classes fully online; luckily with USI's hybrid model, these students are able to still attend USI; as long as there's only 1 hybrid or 1 face-to-face class is on their schedule.

Study Abroad and Exchanged programs for the U.S. have been cancelled as of right now.

Currently, there are 47 Panamanian students are set to take Intensive English classes at USI won't be able to arrive until most-likely the middle of September as their airports are closed until August 22. They are still waiting to get their Visas – the Embassy is closed until at least August 1. These students will be quarantined in Housing for 14 days once they arrive at USI and it has been approved for them to take their courses online – this is usually not the case – International Programs reached an agreement. It is

very difficult to receive approval for Intensive English courses to be taught online. This is good information as USI does not want to lose 47 students in HRL and on campus. As a reminder, USI is one of two universities that the Panamanian government will allow their students to attend in the U.S.

#### Housing and Residence Life (HRL) Move-in and Isolation/Quarantined Updates:

Move-in for Early Arrival students will move-in on August 15-16; New/Transfer students on August 17-20; Continuing students August 21-23.

New students need to sign-up for a time to move-in; after a few days of having the sign-up process open – 75 students signed up.

Two (2) students per wing will move into the residence halls with 12-14 students at a time; 1 resident per room.

New students and their guests will go to a Welcome Week tent and get a Welcome Week schedule, a list of tasks to complete, a map, and instructions of what's next. Then they will go to a Move-in tent where they pick up their room key, a parking permit, and a mask.

No volunteers for Move-in to help with physical distancing; students can bring up to 4 guests with them and Resident Assistants, Welcome Week Leaders, AMIGOs, and HRL professional staff will assist with ensuring their carts, etc.

There are plans for quarantining and isolating students in related to the COVID-19 spread with separate buildings left open for these situations, food delivery, access to microwaves and other items as needed.

There will be no visitors or overnight guests for at least the beginning of the Fall semester to help with physical distancing and mitigate the spread of COVID-19; this will be looked on a continuing basis based on the cases in Vanderburgh County and how USI and HRL are doing.

More information about HRL Move-in is on this website: <https://www.usi.edu/housing/fall-2020-move-in/>

#### Other/Closing Information:

It's important to stick with our planned protocols and expectations and to keep safety and consistency at the forefront. Decide early and maintain best practices to limit the spread of COVID-19. Let's all work together and continue our work.

Don't forget what's happening around the nation as far as racial unrest. We need to engage our students and engage our community in the Fall semester.

If you see any gaps, please report up through your office/division's chain of command and/or if appropriate, let Administrative Senate know and information can be shared up.

Board of Trustees Meeting – On 7/9/2020, the Board of Trustees met in-person on USI's campus for the first time since the middle of March 2020. I attended alongside other University community members via Zoom. Several updates to the Board of Trustees were given... most of which have been reported through other venues or are out

of date. Once minutes have been approved, they are posted to the USI Board of Trustees website at <https://www.usi.edu/trustee/>.

Additional information that may be helpful to know:

#### Welcome Tables/Distributing Masks/Volunteers!

Student Development Programs, Dean of Students Office, and Housing and Residence Life are working together on distributing masks to students. RAs will ensure that residential students will receive masks. Commuters will receive masks throughout on campus at the Welcome tents. Because of this, SDP is looking for A LOT MORE volunteers to help at the Welcome tables than in previous years. Instead of 4 Welcome tables, there will be 6. In previous years, they needed 200 volunteers; this year, they are looking for 400-500 volunteers. More information will be sent out in the next week or so – please consider signing up for at least 1 shift to help answer students’ questions and distribute masks.

Administrative Senate Executive Committee – The Executive Committee met on 7/9/20 and 8/4/20 and discussed various topics, including but limited to:

#### Plans for Supplemental Meeting/Training

Supplemental Meeting/Training – During the Supplemental Meeting, the Executive Committee discussed and trained new and returning senators in attendance on the following:

Introduction of Executive Committee and their roles (Chair Britney Orth, Vice Chair Jake Hansen, Past Chair Ingrid Lindy, Secretary/Treasurer Brandi Hess) and roles of our Liaisons – Kat Draughon and VP Steve Bridges in Administrative Senate

Goals for 2020-2021 academic year – Communication (I.e. Employee Outreach’s newsletter; the Town Halls), Collaboration (I.e. working with the other Governance Groups – Faculty Senate and Staff Council; work with Student Government Association and the Equity, Diversity, and Inclusion Council this year), Connection (I.e. Events’ Facebook group, Professional Development’s session on working remotely during a pivotal time, Employee Outreach’s Quarantined Together event), and Celebration (I.e. find ways to celebrate all of the good that is happening on campus - perhaps a “Celebration form”, Administrative Senate’s 10th year anniversary is this year) (goals will be shaped and further developed by the senators and committees; more information to be discussed and determined in subsequent Administrative Senate meetings)

Item for Consideration (IFC) process – the form can be found at <https://www.usi.edu/adminsenate/submit-item/>

Parliamentary Procedure/Roberts Rules of Order handout

Committee Chair/Co-Chair and Vice Chair/Co-Vice Chair assignments:

- Employee Relations and Benefits – Chair Juzar Ahmed, Vice Chair Elizabeth Damm
- Professional Development – Chair Ashley Ewearitt, Co-Vice Chairs Maggie Carnahan and Will Pool
- Nominations and Elections – Chair Ingrid Lindy
- Employee Outreach – Chair Taylor Gogel, Vice Chair Carissa Prince
- Employee Events – Co-Chairs Steven Stump and Angel Nelson, Vice Chair Megan Doyle

Committees should meet at least once a month; some committees may choose to meet more often depending on their committee charges and initiatives that they would like to pursue for the academic year.

Each Committee Chair(s) and Vice Chair(s) can review their End of the Year Reports through the Administrative Senate Website at <https://www.usi.edu/adminsenate/end-of-year-reports/>. Please review so that you know what your committee worked on last year and know what work or ideas that you have for this year.

Committee monthly reports due to Secretary/Treasurer, Brandi Hess by the Friday before each regular Administrative Senate monthly meeting (I.e. Committee Reports are due by Friday, 7/31/20 for the Wednesday 8/5/20 Administrative Senate regular meeting); Britney Orth will also try to submit her Chair reports at that time as well.

Committee/Constituents questions for the Fall Survey should be brought up during the August 5 Administrative Senate meeting during New Business. (Committee Chairs should discuss with their Committee any questions that they would like to bring up during the Fall Survey that Kat Draughon's team puts together each year. Senators can also bring forth questions that their constituents are curious about. Executive Committee need to submit the questions to Kat Draughon by Friday, 8/7/20).

Subcommittees – some Committees may want to divide the workload of their committees into topical subcommittees or to even disperse the workload. If that's the case, then the Committee Chair should share that information with the Executive Committee for approval. It may also be a good way to keep larger committees with a lot of ideas focused on particular topics. The Committee Chair(s) and Vice Chair(s) for the Committee should be in agreement on having subcommittees and what their purposed are before bringing it up to the Executive Committee for review.

Any senator who was not able to attend the Supplemental Meeting/Training and would like to gain additional information or has questions about the information presented, please reach out to Britney Orth as the Chair or another Executive Committee.

Additional information for administrator constituents:

The Offices of the Provost and Outreach Engagement are offering free virtual professional development workshops in Excel Levels I, II, and III for USI employees offered by the Provost's office and Outreach and Engagement. There will be two identical sessions for each level and space is limited to 25 participants in each zoom session. Each workshop is two hours long and the Excel 1 class is held at the end of July, next week. We still have available spots open and want to get the word out. If you have not previously enrolled in a Lifelong Learning course or conference, you will need to create a new account. Your USI username and password will not work. (Erin McCracken Merris from Outreach Engagement previously sent out a message to all of you about these courses. At the time of Britney Orth's August Chair report, the Excel Level I dates have already passed; below are the Excel Level II and III courses).

Excel Level II Zoom for USI Employees

This two-hour course is for intermediate users with some experience who want to learn more.

Wednesday, August 26 from 1 to 3 p.m.

Friday, September 4 from 9 to 11 a.m.

Excel Level III Zoom for USI Employees

This two-hour course is designed for experienced Excel users to learn advanced features.  
Monday, September 21 from 9 to 11 a.m.  
Friday, September 25 from 9 to 11 a.m.

For additional information, contact Paula Nurrenbern, Manager of Customized Solutions for Lifelong Learning, at 812-464-5425 or Sally Payne, Senior Program Assistant for Opportunity Development, at 812-464-5147.

\*Note: These classes are reserved for USI employees only.

**Vice Chair:** Jake Hansen

Hansen requested committee chairs send him a meeting invite if they'd like for him to attend. If anyone has questions about process or moving forward, let him know.

**Past Chair:** Ingrid Lindy

Lindy reported that the executive committee has been meeting several times over the past month and there will be 6 new items for consideration to be discussed in New Business.

**Secretary/Treasurer:** Brandi Hess

Hess reported no new action in our budget, we're at \$1,500.00. She has updated the website with committee chairs and vice chairs. Send her an email of committee members, she will update those as well.

**REPORTS FROM STANDING COMMITTEES**

**Employee Benefits** – Juzar Ahmed, Chair / Elizabeth Damm, Vice Chair

Ahmed reported the committee has not met yet. They have no new charges.

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

Stump reported the committee has not met yet. They have one planned soon and will determine what sort of events can be planned this year with COVID restrictions.

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

Gogel reported the Employee Outreach Committee met on July 23, 2020.

During the meeting the committee reviewed the draft of the July edition of the Admin Minute. they plan to share the draft version with the Admin Senate Exec team and eventually be distributed to administrators in the following week(s).

Additionally, the team drafted questions for the fall survey. Proposed questions will cover the volunteer pilot program to learn best practices, as well as exploring the ambassador program for new hires.

The committee also discussed how to continue to welcome new hires to the University. Traditionally a handwritten note was sent as well as a Sodexo and USI Theatre voucher. Since events are limited and we are trying to avoid in-person touch points, suggestion was made for committee members to schedule a personal Zoom meeting/Microsoft Teams collaboration to welcome new hires. A spreadsheet will be created and shared among the committee to update in real-time as they make the contacts.

The final two items being explored by the committee is hosting another social connection hour via Zoom for employees and developing a walking map/list to encourage employees to get out of their offices during this time.

The committee has not yet scheduled the August meeting.

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

No Report.

**Professional Development** – Ashley Ewearitt, Chair / Maggie Carnahan and Will Pool, Vice Chairs

No Report.

**Liaisons** – Kat Draughon / Steve Bridges

Draughon reported the COVID-19 Training module that employees took in July has been sent to all students, whether they're taking online or in-person classes. Students must complete before starting classes.

**Unfinished Business**

- Sick Bank Policy – Waiting to hear back from VP Bridges. He planned to take it to the Vice Presidents.
- Parental Leave – Tabled until January 2021
- Bicycle Lockers – Stump reported he will follow up with former chair Howard to learn of where the project was left off and if there is a quote for relocation.
- Tuition Benefit – Ahmed will contact Faculty Senate Chair Rex Strange to get an update of their recommendation (which was similar to ours).
- Volunteer Pilot Project – Also with VP Bridges.

Fall Faculty Survey – Let Chair Orth know if there are any questions to add to the Fall Schedule.

**New Business**

We received 6 Items for Consideration within the last few days. This is the most we've had in one month. This shows the hard work of Senators and our stronger stance in shared governance at USI.

- Can we consider a policy which would allow faculty/staff who are awaiting COVID test results who display symptoms to be able to work from home?  
- The Senate discussed reaching out to HR to seek clarification on the policy. We've heard of some employees were told they couldn't work from home, some could. Clarification and education on what the policy is would help with this item.
- Can Admin Senate ask for USI to release, on a weekly (daily?) basis, numbers of employees based in each building who tested positive for COVID? Like, we could have our own little COVID map?  
- The Senate discussed the feasibility of such a map while trying to keep confidentiality. The data of numbers of employees and students might be possible. The Senate will ask the Task Force what is the plan.
- Since the Children's Center is closed can the speed bumps there be removed? Even going over those slowly they may eventually damage front end alignment of our cars.  
- The Senate discussed that despite the Children's Center closing, there is activity at that building. Work is being done with the playground equipment. The facility may become a COVID testing facility. The University may have other plans. The speed bumps do help with increasing speed on that part of campus. Doyle will contact Jim Wolf what the plans are for the facility and the speedbump.
- USI should allow employees who are able to work from home the option to actually work from home in order to limit the number of people on campus.  
- The Senate discussed the work from home abilities of some, but not all, among campus. Many people were able to demonstrate successfully their ability to work from home and be productive and efficient. Flexibility with WFH could help the University with recruiting talent in certain fields. It could also help with work/life balance for some people splitting sometime in the office and some at home. With the pandemic, there is added anxiety with possible future closures of K-12 schools and how to find coverage at home. Many peer institutions have allowed continue WFH throughout this pandemic. The Senate decided to create an Ad-Hoc committee with Elizabeth Damm as chair and Brandi Hess Vice

Chair to work on this item and the other Item on this list re: childcare extension. If you're interested in serving on the committee, contact Damm.

- Change retirement Rule of 85 to Rule of 75
  - The Senate discussed a similar charge in a previous year – that progress ran out of steam after comparing retirement plans. This item is different in how it would impact the age or how many years the person worked. This item was sent as an option for the University if they're looking at offering retirement options this fall due to budget restraints. This Item is going to the ERB committee for continued investigation.
- Answers and communication from the University's Human Resources department about employees affected by ongoing childcare situations. Currently, some employees have received the "return to work" exemption by continuing a remote work module if the employee was affected by childcare issues during COVID-19 pandemic. A renewal of this policy, and on a much broader scale to be flexible to meet employee needs, must be enacted and communicated in a timely manner.
  - This is rolled in with the other work from home Item.

#### Guest Speakers for Fall

- Have someone from RFWC to share changes at the RecFit, what is available virtually, and any other new changes or services. Stephanie Walden-Schwake will attend September 2.
- Construction updates, with photos of PAC renovation and aquatics center.
- Food service options on campus, changes.
- Have the President or VPs drop in for a few minutes
- Jon Mark Hall with Athletics and talk about student athletes and season updates
- Historic New Harmony (Dan Mason) – projects, faculty research.

#### Outreach / Getting Involved / Welcoming Students Back

What are ways we can get involved with helping students coming back to campus or throughout the semester. Perhaps help with care practices for students quarantining. Housing is already creating "to go" packs for those students, but perhaps there are ways to help with that project. Another idea is a mask drive for students, or for EVSC students. There are volunteer opportunities for welcome tents to pass out masks and help students. What are other ways to be impactful to students? We will discuss more at the Supplemental Meeting.

#### **Announcements:**

The Supplemental Meeting is on July 15 at 3PM with Zoom.

There will be masks for purchase at the Campus Store with the athletic and academic logos.

A few details are available for Fall meeting on Aug 18 or 19, will be virtual.

#### **Adjournment**

Meeting adjourned at 4:39 pm.

*Next meeting on September 2, 2020 on Zoom.*