Minutes University of Southern Indiana Administrative Senate Wednesday, November 6, 2019 3 p.m. UC 2206

The meeting was called to order at 3:04 p.m.

President Ronald S Rochon

Dr. Rochon thanked Britney Orth for her work to enhance communication across campus with the senate and university leadership. Dr. Rochon stressed the important of collaboration and everyone working together. There is divisiveness across the country, and this is something Dr. Rochon will work

of US. Work, serve, collaborate to improve US. We are working to improve enrollment and to identify students who are college-ready. We are all recruitment and retention officers. The way we treat students impacts their experience here.

Dr. Rochon shared the early plans of the Strategic Plan. Dr. Khayum and Steve Bridges are co-chairing the project. The University wil

Mrs. Pamela Hopson, Executive Director of the Multicultural Center and Chair of the Equity, Diversity and Inclusion Council.

Mrs. Hopson shared with the Senate the Equity, Diversity and Inclusion Council has existed since around 2010. The committee has developed a strategic plan and one of the outcomes from that process was to develop a campus climate survey to get a strong assessment of student and employee perspective on what is happening on campus. The survey will be launched the beginning of the Spring Semester. A consultant was selected to work with our campus. Mrs. Hopson encourages the Senate to promote and share your voice through this survey. Be supportive of this process and participate. The survey will be

Britney Orth, Chair; Jake Hansen, Vice Chair; Ingrid Lindy, Past Chair; Brandi Hess, Secretary/Treasurer; Jennifer Garrison; Ashley Evearitt; Juzar Ahmed; Rustin Howard; Steven Stump; Sarah Adams; Angel Nelson. Kat Draughon, Liaison

Nick Bebout; Rustin Howard; Taylor Gogel; Stacy Draper Steve Bridges, Liaison

October 23, 2019 minutes approved (Stump motioned, Nelson 2nd).

Britney Orth Chair Orth gave the Senate an u 2019. She and Past Chair Lindy met with Vice President Steve Bridges on a variety of topics one being

Stacy Draper, Chair / Taylor Gogel, Vice Chair

Hansen read Drapers report.

The Employee Outreach Committee met on October 24, 2019. During the meeting the committee finalized edits for the 2019 2020 welcome attachment. Targeting using the revised version in November.

We reported the volunteer pilot program August numbers which consisted of 15 team members volunteering for a total of 35.5 hours. The committee continues to request that anyone on campus promoting a US volunteer opportunity also provide a reminder of the volunteer pilot program and completing the requested form.

The Committee finalized the suggested university handbook changes and agreed to submit it to the Administrative Senate Executive Committee for review.

In November the committee will add a handwritten welcome note that will include a 25% Sodexo discount coupon as an additional outreach engagement for new administrative employees.

During open discussion the team continued to discuss ways to engage new team members and plan to have an additional recommendation for review in November. Items that we are reviewing include lunch dates, campus tours, additional check-ins, and onboarding buddy opportunities.

No report.

Ingrid Lindy, Chair

Jennifer Garrison, Chair / Ashley Evearitt, Vice Chair

presentation for the fall. The next session is tomorrow with two more dates later in the month.

Kat Draughon / Steve Bridges

Draughon reported the Strategic Plan work that has been ongoing. The survey that was sent to Faculty/Staff in August was also sent to Alumni and students, retirees and friends of the University. It asked questions about our Mission/Vision and SWOT analysis. The response was great with very thoughtful responses. VP Kindra Strupp is leading a group, that includes the Deans, to review that data. There will be another survey with the original and revised version of the mission/vision and core values to ask for a vote. There will be a SharePoint site created so everyone would have access to the data.

Steve Bridges will be at our next Administrative Senate meeting to follow-up with any questions people did not feel were answered or addressed from his Town Hall session.

Item for Consideration Fng

ERB committee worked on a similar request in the past and decided not to pursue the idea. There might be other issues that should be explored that could be the core of this request. Are there vacation days that are not being used that could be? Are there reasons an employee feels they cannot use their vacation time. Could individual arrangements be made with a supervisor to have an alternate work schedule? Conversations should be made within their departments to discuss why employees are losing

employees can take time off without regret.

Nelson made a motion to table this item for consideration to have a subcommittee investigate the usage (or lack of usage) of vacation time. 2nd by Evearitt. Motion passed.

Stump brought forth the discussion from the Employee Events committee on ways to get more employees involved in campus

a favorite television show, or employee lunchtime physical activity (volleyball and pickleball). The Senate agreed this idea is worth pursuing and is encouraged to proceed with their work.

Hansen

Fire code compliance

inspection happened recently and as a reminder, space heaters are almost ALWAYS a fire code violation. If anyone in your area has one, please ask them to remove it.

The university is currently looking at the height of the barrier on the upper level of the arena. It is one inch higher than the code requires, but some people say it is still shorter than they think it should be for safety. It would be VERY expensive to replace it with a higher railing, since they would have to remove all of the glass that is already there to be able to add taller glass. We are currently in compliance with what the code requires (in fact it is one inch higher), and ours is at a similar height to the Ford Center and other arenas.

We are looking at developing a hazardous waste accumulation area somewhere at the University.

Reminder of the Town Hall next Wednesday with Dr. Doss.

Open Enrollment for HR Benefits ends tomorrow. Remember to get your changes in if you need them.

Motion made to adjourn meeting at 4:34 (Adams motioned, Nelson 2nd).