

The meeting was called to order at 3:07 p.m.

Britney Orth, Chair; Jake Hansen, Vice Chair; Ingrid Lindy, Past Chair; Brandi Hess, Secretary/Treasurer; Jada Hogg; Elizabeth Schmitt; Nick Bebout; Steven Stump; Angel Nelson; Carissa Prince; Taylor Gogel, William Pool.  
Liaison VP Steve Bridges.

Maggie Carnahan; Megan Doyle; Liaison Kat Draughon

Motion made by Nelson to approve April 7, 2021 minutes. Gogel 2<sup>nd</sup>. Motion passed.

Britney Orth

Since the last Administrative Senate Meeting on April 7, 2021, Orth attended the following meetings as Chair:

President's Council Meeting – 4/13/21

During President's Council, there were conversations about how the first USI Vaccination Clinic went and preparation for the 2nd USI Vaccination Clinic. As a volunteer at both on the first days (the busiest day) she thought that they went really well. There was a mixture of students, employees, and family members get their vaccines. There is a push for all University Community members to get vaccinated so that we can return to normal or a more normal for the next academic year. We need to work together and to do so safely. We need to keep our campus open and thriving. We do need to be back on campus – students and parents –

It was also mentioned that two committees – one being led by Provost Khayum and one being led by VP Bridges will look at the possibility of employee raises and other important factors. More information to come.

President Rochon also mentioned that he is open to looking at alternative work schedules and arrangements post-pandemic for offices or individuals where that might make sense. However, he would like for a process and procedure to be in place for that first. That's where Administrative Senate can be helpful, especially with the IFCs that we have received from our constituents so far on this type of topic. The Executive committee is meeting with VP Bridges and VP Bower to get guidance on how best we can help with this p





In February 2021, Administrative Senate received an Item for Consideration (IFC) to review the current F.24 Obituary and Sympathy Policy3(i)17(o)- a



Available in [usi.edu/forms](http://usi.edu/forms) - Foundation's Listing; link available with-in policy; link on the "In Memory" website; governance groups pages

Housed behind USI login – automatically includes submitters information

#### Questions

- First Name (Preferred name)/Last Name of affected employee
- USI Department (Dropdown) of affected employee
- Date of Death of Deceased
- Link to Obituary (Not required; If available)/funeral home website/Facebook post screenshot)
- Name of Deceased
- Relationship to Deceased
- Does the employee want this to be shared? (Yes, No, Not Sure)
- Comment Box for additional notes
- If asked, may we share your name with affected employee? (Y/N – default to yes)