

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, July 7, 2021
3 p.m. Virtual Zoom Session

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

ROLL CALL

PRESENT: Jake Hansen, Chair; Steven Stump, Vice Chair; Britney Orth, Past Chair; Brandi Hess, Secretary/Treasurer; Maggie Carnahan, Nathan Payne, Nick Bebout, Robert Threet, Megan Doyle, Ray Simmons, Carissa Prince, Taylor Gogel.
Liaison VP Steve Bridges.

ABSENT: Betsy Mullins, William Pool; Liaison Kat Draughon

projects we've worked on in the last year. She shared the varied options of IFCs we received around remote work and hours flexibility. Dr. Rochon appreciates the work we're doing and what we've been able to accomplish.

Secretary/Treasurer: Brandi Hess

Hess reported we're in a new fiscal year, so the balance is back at \$1500. If committees need funds for projects or events they're planning, they may request an allocation of funds through the Senate. Hess has been busy updating the website to reflect the new Senate, meeting dates, and reports.

REPORTS FROM STANDING COMMITTEES

Employee Benefits

Hess reported the committee has not met, but she's been working with Kat Draughon to create survey questions around the topic of remote work and flexibility. This way the committee will have data going into their work on the many IFCs we received.

Employee Events –Megan Doyle, Chair

Doyle reported the Employee Recognition event went well and had high engagement on all the videos. She is looking for new committee members for the coming year.

Employee Outreach – Carissa Prince, Chair

Prince reported the committee will be meeting to discuss Fall Survey questions. The Obituary Policy is an ongoing project to monitor.

Nominations and Elections – Britney Orth, Chair

Orth reported the Executive Committee noticed some things in our By-Laws that are now outdated from when they were first created 10 years ago that we no longer do (example, hand counting ballots). Also, definitions of job roles and who is a constituent or not has changed over time. If anyone is interested in serving on this committee, let Orth know. The committee will review and offer recommendations for changes.

Professional Development

Carnahan reported that she asked William Pool to serve as chair. She will be out through November for medical leave but will serve on the committee. The initiatives the committee will be working on are community building, professional and employee enrichment, using your personal strengths, utilizing technology, and providing information about the Employee Assistance Program.

Liaisons – Kat Draughon / Steve Bridges

VP Bridges reported salaries letters were sent. It's near the fiscal year end, so expect several emails to be sent out regarding procedures for that. There will be some changes in our Title IX area with the Coordinator for Title IX leaving. For now, we're using an outside group to help in the interim.

Unfinished Business

Obituary and Sympathy Policy – No updates.

Ongoing Projects

Remote Work and Flexibility

Parental Leave – Tabled until Pandemic is resolved.

Volunteer Pilot Project – Tabled until July 2021.

New Business

Meeting Mode The Executive Committee asks the Senate if they prefer to keep the meetings in Zoom format or should we schedule the next one in-person? The Senate discussed the flexibility and merits of continuing to have meetings in a virtual format. The group decided to determine on a month-by-month basis which format to use.

Training The Executive Committee led a training session with the Senate. It is recorded and can be shared with Senators who did not attend the meeting.

Questions for Fall Survey Deadline is July 28. Send to Executive Committee if you have questions you'd like to add.

Announcements

Supplemental Meeting – July 21 is canceled

Don't forget – Spirit Fridays and Tip of the Week! Share with your constituents!

Adjournment

Motion was made by Gogel to adjourn the meeting, seconded by Bebout. Motion passed. Meeting adjourned at 4:29 p.m.