

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

The meeting was called to order at 3:03

precautions. He also gave great advice on air ventilations being shifted so that air inside goes outside and fresh air rotates back inside and that sneeze guards can help when someone sneezes – facial coverings are still recommended.

The Strategic Plan Coordinating Committee met remotely on May 19, 2020. The group reviewed where they left off from our last meeting on campus. The group was excited to get back together. They

the Sick Leave Pool Policy proposal to address the comments from Administrative Senate. The committee voted to pass the revised sick leave pool draft and forms along to Administrative Senate. The ERB Committee will next meet sometime in June.

– Ruston Howard, Chair / Steven Stump, Vice Chair

Milestones virtual ceremony is one week away. The committee met today to go over final details. The committee requests adding a page on the Admin Senate website to add honorees, information, and link to the videos. President Rochon will also be on the Zoom with well-wishes.

– Stacy Draper, Chair / Taylor Gogel, Vice Chair

The Employee Outreach Committee met on May 19, 2020. During the meeting the committee reviewed the draft pilot volunteer program recap. We plan to share the draft version with the Admin Senate Exec team for additional support and explore timing of communication with Presidents Council. Additionally, the team discussed ways to keep the administrators engaged during this remote working window. We plan to hold an Admin Senate social hour on June 4<sup>th</sup> to support ongoing co-worker connection. The Outreach committee is scheduled to meet again on 6/25/20.

– Ingrid Lindy, Chair

The information for the ballot was sent to OPRA today. The ballot will be sent to Administrators on Friday, with election ending June 11. She will document this virtual process in case we have to do this again next year.

– Jennifer Garrison, Chair / Ashley Ewearitt, Vice Chair

No Report.

– Kat Draughon / Steve Bridges

Draughon reported the work accommodations for will be going out soon. July 6 looks like the firm date for campus to reopen.

Sick Pool Policy – The committee met and discussed the changes from the last meeting. There was discussion around running this with fiscal year, or with calendar year (same as other benefits). Fiscal year might be easier on the HR staff since Open Enrollment is a busy time with other forms and benefits actions happen. Fiscal year also lines up with other leave balances. There is inconsistency in the document for continuous absences vs. intermittent draw. The Committee wishes the Pool could be used for both (if qualified for FMLA). Lindy encouraged the language for that to be further clarified.

Ewearitt made a motion to move the Sick Pool Policy charge forward to the Executive Committee pending changes discussed. Howard 2<sup>nd</sup>. Motion passed.

Bylaws Change – Hess discovered that several years ago, when Appendix A was added to the Bylaws, the departments within districts were added as a list. It is preferable to remove the list from the appendix to the website because of the frequency the districts change and instead give a referral link to the website for the most up-to-date list. Districts are reviewed on a regular basis and change based on employment and changes in department names and structures. It would be helpful to see the changes to the districts for transparency purposes. Hansen will formalize the change and send the old and proposed changes to Appendix A for a vote via email.

Thank you to Senators rolling off of Administrative Senate – Jenny Garrison, Nick Bebout, Rustin Howard, Sarah Adams, Stacy Draper and Brandi Hess.

Garrison recommended setting up a training on how to use Bookings to coordinate meetings with co-workers and students so you may create blocks of time to set up appointments.

Upcoming events