Minutes University of Southern Indiana Administrative Senate Wednesday, July 11, 2018 3 p.m. UC 2205

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

ROLL CALL

PRESENT: Ingrid Lindy, Chair; Caylin Blockley, Vice Chair; Andrea Gentry, Past Chair; Britney Orth; Teresa Grisham; Nick Bebout; Ashley Watson; Rustin Howard; Angel Nelson; Sarah Adams; Maggie Carnahan; Stacy Draper.

ABSENT: Brandi Hess, Secretary/Treasurer; Jennifer Garrison, Senator; Steve Bridges, Liaison; Kat Draughon, Liaison.

APPROVAL OF MINUTES:

June 6, 2018 minutes approved (Bebout motion, Carnahan 2nd).

INTRODUCTIONS AND ICEBREAKER

REPORTS FROM OFFICERS

Chair: Ingrid Lindy

Chair Lindy

-term plans to be traveling around the state and in Washington DC, hoping to meet with Larry Buschon and Joe Donnelly, telling the USI Story. VP Bridges told the group that an advertisement for Cindy

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The Employee Outreach Committee met on Tuesday, June 19, 2018 at 10:00 a.m. in the Fireside Lounge and on Monday, July 9, 2018 at 1:00 p.m. in UC2202. Additionally, Britney Orth and Maggie Carnahan also met with Kat Draughon on Monday, July 2, 2018.

During the committee meeting, the mechanics and ideas of the employee volunteer request form was determined and discussed. Other brainstormed items included the following:

- How can we allow US employees to participate in some of the fun activities our students engage in?
- Call new employees and invite them to a one-on-one lunch
- Brown bag networking at lunchtime
- Brainstorming sessions with University personnel

Then on Monday, July 2, 2018, Maggie and Britney met with Kat Draughon in OPRA to discuss the Qualtrics form and how to move forward with the form. Through this conversation, it was determined that a form may create a situation where supervisors who encourage volunteerism may now feel that an approval form needs to take place. Additionally, since Human Resources will be involved that the form may be seen as a part of a mandatory approval process. We do not wish to stifle the process or create confusion. Although we approached this meeting with

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- Britney Orth and Maggie Carnahan to work with Administrative Senate and Kat Draughon on questions to ask in the Annual Fall US Faculty and Staff Survey.
- All committee members are working on developing ideas to engage employees and on-boarding new employees through programming, outreach, lunch and learns, mentorship, etc.

Employee Outreach Committ