

Minutes
University of Southern Indiana - Administrative Senate
Wednesday, February 1, 2023
3 p.m. UC 2206

I. **CALL TO ORDER:** The meeting was called to order at 3:06 p.m.

II. **ROLL CALL**

PRESENT: Steven Stump (Chair), Jake Hansen (Past Chair), and Tricia Tieken (Secretary/Treasurer) Erin Altman, Steve Bridges (Liaison) Andrea Daub, Jennifer Hertel, Lee Keitel, Trista Lutgring, Kathy Oeth, Carissa Prince, Aaron Pryor, Robert Threet, and Laurel Wilson

ABSENT: Taylor Gogel (Vice-Chair)

III. **APPROVAL OF MINUTES:**

Motion made by Trista Lutgring to approve the January 2023 minutes. Laurel Wilson 2nd. Motion passed.

IV. **REPORTS FROM OFFICERS & STANDING COMMITTEES**

a. **Officers**

i. Chair: Steven Stump

Exec. Committee discussed the agenda for the 1/11 meeting on 1/9/23. Also met on 1/23/23 to discuss the supplemental meeting being held on 1/25/23. Lastly, on 1/30/23, we met to discuss the agenda for the 2/1/2023 meeting. These are the only activities I was involved to date. There was one president's council meeting that I was unable to attend due to a scheduling conflict.

ii. Vice-Chair: Taylor Gogel – Absent; Nothing to report

iii. Past Chair: Jake Hansen

Presidents Council- Jan 24, 2023

IT- Austin Siders

USI will be implementing a new Phishing Platform to assist in educating and training employees in the schemes that are used through email.

Communication from IT will be in Early February.

New Hires

A new VP for Enrollment Management will be identified soon.

Kim Delaney- Faculty Senate

Faculty Senate and all Faculty at USI are conducting their program review over the next several months.

Provost Office- Shelly Blunt

The new Slate CRM platform is moving along. The first Phase of the implementation should be completed at the beginning of the summer. The second phase will start promptly and hopefully be completed March of 2024.

Provost- Mohammed Khayum

The strategic plan has just completed its second year. It is time to renew our efforts on its progress. Please be checking the USI strategic plan for next steps and progress reports.

HR- Sarah Will

W2 were sent out in record time this year. If you have not received yours, please contact HR.

International Programs- Emi Zlatkovska

The Food Expo is on February 17, get your tickets for this great event.

Study Abroad programming will be returning to pre-pandemic level this fall.

- iv. Secretary/Treasurer: Tricia Tieken – Remaining budget is \$1417.50. Working on updating the Admin Senate webpage with all of the past Admin Senate meeting minutes. The move to the new Umbraco wiped out the documents. Will start with the most current, and work backward.

b. Standing Committees

- i. Employee Events – Jennifer Hertel, Chair / Vacant, Vice-Chair
 - New members have joined
 - We are going forward with Meet the Senators
 - First meet the senators is March 1 in 2206 with cookies and sodas
- ii. Employee Outreach – Trista Lutgring, Chair / Erin Altman, Vice-Chair
 - Trista submitted an invoice for printing 20 cards with welcoming messages for new administrations – cost through Creative and Print is \$16.50. Trista will craft a message and send to senators for approval before printing the cards.
 - EOC will hopefully meet end of February, early March depending on schedules.
- iii. Employee Relations and Benefits – Laurel Wilson, Chair / Vacant, Vice-Chair
 - No Report
- iv. Nominations and Elections – Jake Hansen, Chair
 - No Report
- v. Professional Development – Lee Keitel, Chair / Aaron Pryor, Vice-Chair
 - No Report

c. Ad Hoc Committees

- i. Bereavement Policy Revision

Taylor Gogel is interested in chairing that committee. He's got a lot of interest in several of these different policies that have come forward with information. They're not policies, they are IFCs. They're not to mislead anyone. Nothing has been decided that the IFCs that relate to some of our bereavement policies. Taylor has volunteered to chair that ad hoc committee. Since Taylor is absent today, there will be no report on that. But I'm sure he'll be getting that group together soon.

d. Liaison

- i. Steve Bridges:

- In the near future, there will be a Report button available with regard to reporting spam/suspicious emails to IT. This will allow IT to better investigate such things. An announcement about this should be coming soon.
- Discussion still going on about Per Diem and possible changes with it.
- For the Alternative Work Arrangements, keep providing feedback. Do want to note why the current outline of the Alt Work is the way it is. To try to be as fair as possible, offered those who have to be on campus due to their duties the option to have a Compressed Workweek, which allows the scheduling of a traditional 37.5-hour workweek into four days by adjusting the number of hours worked per day.

V. Unfinished Business

a. Ongoing Projects

i. Sick Bank Policy (with VP Bridges)

Discussion/Action: No updates. Tabled to Fall 2023.

ii. Feedback on Alternative Work Arrangements

Discussion/Action: No updates. A survey is coming up regarding this. No deep dive on this topic until the survey results come in for review/discussion. However, if you hear anything, like confusion about the Alt Work Arrangements, or staff wishing they could participate but can't due to inflexibility, bring that to our meetings so it can be discussed. We don't want there to be any confusion, and if we can help, as Admin Senate, then let's do so.

iii. Replacement fee for lost/updated employee ID cards

Discussion/Action: The person was not charged for replacement. Typically, the office that takes care of the IDs is generous and if it is an older ID that has seen better days, then the office will let the person get a new one without charging them. This item will be taken off this list.

iv. IFC – Fee waiver for athletics fees for employees

Discussion/Action: Staff Council has the lead on this and is still in the process of gathering data to be able to look at the scope of the issue. Once the data is available, will review it to see what solutions there may be, and what course of action, if any, needs to be taken.

v. IFC – Student pay rates

Discussion/Action: Both Admin Senate and Faculty Senate received an IFC for this topic. Shared ours with Kim (Faculty Senate). Kim has been doing work on this with Greg Johnson and Brody Broshears. Steven Stump started a Teams group of the Governance chairs plus a few other individuals on campus who are really interested in exploring this. And again, right now we're in the fact-finding stage where we're looking at how we compare to other institutions, etc.

b. Tabled Projects

i. N/A

VI. New Business

a. N/A

VII. Announcements

- a. Supplemental Meeting is scheduled for February 15, 2023. Austin Nolan, IT, will be our guest speaker at this meeting.

- b. There are many jobs open and posted on the HR website, please help share these opportunities with friends and family.

VIII. Adjournment

3:48 p.m. Meeting adjourned.

The next meeting is on March 1, 2023.