

Minutes
University of Southern Indiana - Administrative Senate
Wednesday, July 6, 2022
3 p.m. UC 2205

I. CALL TO ORDER: The meeting was called to order at 3:01 p.m.

II. ROLL CALL

PRESENT: Steven Stump (Chair), Taylor Gogel (Vice-Chair), Tricia Tieken (Secretary/Treasurer) Erin Altman, Steve Bridges (Liaison), Jennifer Hertel, Lee Keitel, Trista Lutgring, Nathaniel Payne, Aaron Pryor, and Laurel Wilson

ABSENT: Jake Hansen (Past Chair), Betsy Jo Mullins, Robert Threet

III. VACANCY:

Senator Taylor Gogel of the Senator at Large position was elected to Vice-Chair of Admin Senate and resigned from his term effective June 30. Stump made a motion to discuss the vacancy, seconded by Payne. Motion passed.

Payne made a motion to replace Gogel with Andrea Daub, Manager of Development Information Systems, to fill the remaining year of the term, Lutgring seconded. Motion passed.

IV. APPROVAL OF MINUTES:

Motion made by Payne to approve the June 2022 minutes. Lutgring 2nd. Motion passed.

V. REPORTS FROM OFFICERS & STANDING COMMITTEES

a. Officers

- i. Chair: Steven Stump
President's Council (6/5/2022)

Gun safety is an important topic following the shooting in Highland Park on 7/4.

(SB) We are revisiting active shooter training for each college

(RR) Focus on de-escalation, not confrontation

Panic buttons existing key locations on campus; exploring how to expand

(JMH) July 1st was our official first day in the OVC (Ohio Valley Conference). The NCAA (National Collegiate Athletic Association) will be giving us feedback this month on the transition process.

(Flex Work) President Rochon would like feedback from all supervisors on the pros and cons. Thanked Executive Council and Administrative Senate. Looking at how to implement more of our original Flex Work proposal in the Spring semester.

President Rochon would like to enhance the spirit of being a residential campus

A report on recruitment numbers will be shared in the next few weeks.

(AT) This is a biennial year; we will be making several presentations to the Commission for Higher Education, Senate Appropriation Committee, and General Assembly before the State finalizes our budget in April.

(MK) Dr. Millie Garcia of the American Association of State Colleges and Universities (AASCU) has been secured as our speaker for the Fall meeting.

Starting the search for the new Dean of CNHP (Clg of Nursing and Health Professions)

(CNHP) Revamped scheduling; now graduating Nursing students 3x per year, which is helping with their curricular schedules and market demand.

(PCSEE) Bridge Build is currently happening in Bolivia and will take a total of 6 weeks; have previously built in Eswatini and West Virginia.

(RCOB (Romain College of Business)) Finished reporting for its American Association of State Counseling Boards (AASCB) accreditation.

(COLA) Welcomed their new Dean, Del Doughty

(SB) Third candidate for CIO will be interviewed this week

There will be a Board of Trustees meeting held on July 14th

COVID Task Force Meeting – cancelled

ii. Vice-Chair: Taylor Gogel
Reaching out to senators for serving on standing committees and chairs and vice-chairs as needed.

iii. Past Chair: Jake Hansen
Exec Team Meeting: New Senator Training Planning (6/9/2022)
The Exec team met to discuss and plan the new senator's training. Topics were assigned.

Presidents Council (6/14/2022)

President Rochon spoke on the return to on-campus orientation for the first time in 2 years. There is excitement all around to see new students on campus again.

President Rochon also spoke about how we need to be responsible for the house that we create. That means we need to be thinking about how we are engaging our students and creating the USI (University of Southern Indiana) community.

USI Board of Trustees will meet on July 14.

Supplemental Meeting: New Senator Training (6/15/2022)

The 2022-2023 New Senators came together to learn about Administrative Senate, policies, and procedures.

- iv. Secretary/Treasurer: Tricia Tieken
Our balance is \$1,500.

Have sent request to Special Events for future meeting dates.

Will be updating the Admin Senate webpage with the EOY Reports. Still waiting on two EOY Reports from Professional Development and Employee Events. Also, I will add the new 22-23 Standing Committee webpage, and continue to update the Admin Senate webpages as needed.

b. Standing Committees

- i. Employee Benefits – Betsy Jo Mullins, Chair / Laurel Wilson, Vice-Chair
No Report.
- ii. Employee Events – Nathan Payne, Chair / Jennifer Hertel, Vice-Chair
Actively recruiting members.
- iii. Employee Outreach – Trista Lutgring, Chair / Erin Altman, 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. Liaison

- i. Steve Bridges
Chief Information Officer (CIO) third and final interview today. Selection for the CIO position to soon follow.

The next two upcoming executive-level positions for interviews will be for the Dean of the College of Nursing and Health Professions and the Executive Director of Human Resources.

Board meeting on 7/14/2022 which will go over budget, student fees, and refund for bonds.

Alternative work schedules – will continue to push for fall.

Two construction projects – HP and RWFC. Hope to rebid for the RWFC since pricing came in a bit higher than expected. May be able to roll the money to RWFC to finish it. Part two for HP is possible.

Water line leak in Art Center. The A/C units across most of the campus had to be stopped so it could be fixed.

A new law regarding concealed carry went into effect on July 1, 2022. USI is exempt from that law. No firearms are allowed on campus or in vehicles. Signage is on all doors with this information. Public Safety posted about this on 7/1.

Buildings on campus have all doors on campus marked. This makes it easier for Public Safety and emergency personnel to get to the correct location quickly when they are needed. If you see anything suspicious, then report it immediately to Public Safety – do not engage.

Public Safety is going through training for active shooter situations.

USI has a great relationship with all divisions of the Vanderburgh County law enforcement agencies including the Sheriff's Office (which has deputies on campus) and the Evansville Police Department.

VI. Unfinished Business

a. Ongoing Projects

- i. Sick Bank Policy (with VP Bridges) – No update.
- ii. Nurturing Our Nest – Admin Senate will reach out to Faculty Senate and Staff Council to get their thoughts regarding this topic and to have all three committees working together to continue planning initiatives and projects related to it.
- iii. Flex Work – No update.

b. Tabled Projects

- i. Tuition Benefit (Dependents increase in credit hours. December 2019) – No update.

VII. New Business

- a. Summer Work Arrangements - President Rochon would like feedback from all supervisors on the pros and cons.
- b. Annual Fall Survey Questions – Due on 7/27/2022. Will send a supplemental meeting invite.
- c. IFC (Item for Consideration) – Information sessions on budget
For the sake of transparency, employee morale, and knowledge-building for our many, many new employees, it would be an excellent idea to resume holding annual sessions on the budget and fund designations.
Dr. Bennett regularly held all-campus presentations in Mitchell Auditorium to give a financial report: how much we got in various revenue streams, details of how state allocation was determined, a general breakdown of where new monies went, etc. She said it was part of her push to close the loop on reporting back to employees who make budget requests as to where the dollars are going. I always found those sessions so helpful in seeing the larger picture, learning more about our operations, and to help appreciate/understand why a 10% raise was out of the question!

The Senate discussed this IFC, and Liaison Steve Bridges (VP) will see if time can be spent addressing this in the upcoming University Fall Meeting on August 16, 2022.

VIII. Announcements

- a. Supplemental Meeting July 20 – Annual Fall Survey Questions / Summer Work Feedback
- b. There are many jobs open and posted on the HR (Human Resources) website, please help share these opportunities with friends and family.
- c. Volunteers needed for Screaming Eagles Orientation. Contact Carmen Stoen for more information.
- d. Nathan Payne – If anyone has any local business connections that they think would be a good fit for our Explore Evansville event during Welcome Week, then please contact Nathan (nwpayne@usi.edu). Explore Evansville is a chance for businesses in the community to table in front of our students all at once and get the word out about everything that is going on
- e. Lee Keitel – USI was able to use Covid relief funds to replace the networking in housing (both apartments and residence halls). USI was able to get new fiber, cabling, switching equipment, and wireless access points. USI was also able to increase our capacity with more access points for better wireless coverage and more bandwidth for each building. This will provide better service to residents, both wired and wireless, and future-proof us for years to come.
- f. Trista Lutgring – Contact for any interesting stories regarding recruiting, etc.
- g. Tricia Tieken – New mileage rate is .49 effective July 1, 2022. More information can be found on the Travel Procurement webpage.

IX. Adjournment

4:17 p.m. Meeting adjourned.

The next meeting is on August 3, 2022.