

**University of Southern Indiana Administrative Senate Agenda**  
**Wednesday, July 10, 2024 | 3 p.m. UC 2205**

**I. Welcome and Call to Order at 3:01 pm.**

**II. Roll Call:**

Present: Tricia Tieken (Chair), Taylor Gogel (Past-Chair), Jenny Garrison (Vice-Chair), Carissa Prince (Treasurer/Secretary), Blake Bruner, Elizabeth Damm Schmitt, Erin Hollinger, Tami Jaramillo Zuniga, Ryan Kaczmarek, Kathy Oeth, Emily Ozee, Mackenzie Schmitt, Laurie Wilson, and Jaclyn Dumond (guest)

Absent: Steve Bridges (Liaison), Stacy Draper, and Chelsea Nall

**III. Approval of Minutes – May 1, 2024 minutes and June 5, 2024 minutes**

Kathy Oeth motioned, and Laurie Wilson seconded

**IV. Reports of Officers & Standing Committees**

- Officers
  - Chair (Tieken)
    - President's Council yesterday, 7/9: Bridges sat in for Dr. Rochon, Board of Trustees meeting 7/11 at 1 pm
    - President Rochon's reception is tomorrow in Carter Hall at 3 pm
    - Fall Meeting Aug 13th
    - Provost and Student Affairs search this fall to start
    - Steve Bridges to move into president's office
    - Exec will meet with Steve Bridges over IFCs that have been tabled
    - Jason Hardgrave, working with the Council of Higher Education, Senate Bill 202
    - Watermark is a faculty tool and will be moving to the student version instead of TK20
    - Strategic Enrollment: Rashad transfer is up 10%
    - VP Miller said they are continuing to work with FAFSA and how it reflects our enrollment, up freshmen count
    - 10 years since USI rebranded, working with the US Trade Office to trademark Southern Indiana
    - State representative Tim O'Brian was on campus yesterday
    - John Mark Hall transitioned to the VP position
    - New baseball coach to welcome onboard next week
    - Fall survey will want questions from us, which we will work on today
    - Dr. Doss' last day is tomorrow, 7/11
    - Exec met last Wed to plan the agenda for today's meeting
  - Vice-Chair (Garrison)
    - No report

- Past Chair (Taylor)
  - No report
- Secretary/Treasurer (Prince)
  - Budget is 1,500
- Standing Committees
  - Employee Events – Tami Jaramillo Zuniga, Chair/TBD, Vice Chair
    - Accepting new committee members
  - Employee Outreach – Stacy Draper, Chair/TBD, Vice Chair
    - Jaclyn Dumond in for Stacy- we send cards out and grab coffee with new employees. Just last month, we had Nurture our Nest to meet other administrators, another one in July, and the Faculty Resource Fair in early Aug.; considering having new administrators having one, a starting point could be to join the Faculty Resource Fair, suggested by Tieken to have one in Sept and one in Feb
    - Mackenzie Schmitt to step into the co-chair role for Employee Outreach
  - Employee Relations and Benefits – Kathy Oeth, Chair/Laurie Wilson, Vice Chair
    - Waiting for an update on IFCs. Committee meeting tomorrow
    - Sick Bank: Elizabeth had the sick bank at their previous workplace and can find the documents and resources to share with us on how it worked there
  - Nominations and Elections – Taylor Gogel, Chair
    - No Report. The committee just wrapped up and will be active again in the Spring
  - Professional Development – Chelsea Nall, Chair/TBD, Co-Chair
    - We will need someone to step in as co-chair
- Liaisons
  - Steve Bridges – N/A

## V. Unfinished Business

- Ongoing Projects
  - Discussion:
    - Committee restructuring Employee Outreach to absorb Employee Events. Will need to reference bylaws to see if they need updating as well.
    - Admin liaison discussion
      - Staff Council does not have a liaison
      - If we want one, options for someone that sits on the President's Council
      - Tieken suggested Jeff Sickman
      - Steve Bridges suggested someone in HR
      - It was also suggested Kindra Strupp
      - We have many interims, so we may not have a liaison at this time
      - Oeth suggested not having one to see how we like it

- Damm Schmitt suggested keeping it on the unfinished business and maybe having one that doesn't come to our meetings but someone to rely on things off of or even more than one liaison
  - Fall survey questions
    - We had four questions last year that will be sent to members to look over
  - Gogel recommends leading off on goals we want to work on and then asking the employees to see what they want. This would allow us to use that data to move forward with our goals
  - Tieken: I will get a list after meeting with Exec team and sending it out to all of the Admin Senate to see suggestions
  - IFC – Casual dress (A. Nelson 1/2024; B. Whitehouse 6/2024)
- Tabled Projects
  - IFC – Sick bank pool leave (2018/2019)
    - Damm Schmitt to gather documents of what it is and how it was used at the previous employer for a starting point
  - IFC – Starting with 15 hours of sick time (B. Whitehouse 6/2024)

#### **VI. New Business**

- Discussion of committee goals
  - Take a look at the committee goals
  - Will need to change the committee name for Employee Events
- Discussion of FLSA phase 1 implementation
  - Wages went from salary to hourly if you made less than a certain amount, and overtime can then be claimed. Phase 2 will be in January,
  - Tami: The most significant thing will be travel that is impacted on what is classified as working and not working vs overtime
  - Carissa: The Timesheet not being digital for this yet like the monthly one is an issue, but it was nice they had an advancement that they give the option to use when the first check is short
  - Ryan: The attendance policy seems to be better than what it was at salary in terms of strictness

#### **VII. Announcements**

- A supplemental meeting is scheduled for July 24, 2024, in UC 2205.
- Many jobs are open and posted on the HR website. Please share these opportunities with friends and family.

#### **VIII. Adjournment**

The following Administrative Senate Meeting is on August 7, 2024, in UC 2207.  
The meeting adjourned at 4:23 pm.

## **Committee Goals**

### Employee Events

1. Increase employee engagement at events by 100%
2. Increase variety of events
3. Partner with other areas on campus
4. Get feedback from employees on what types of events they would like to attend

### Employee Outreach

1. Volunteer Pilot Program – revisit and launch
2. Onboarding experience (with Prof Dev Comm?) - information, swag
3. Archie's Flight Map – steps around campus
4. New Employee Buddy (phone call / physical welcome/email)

### Employee Relations & Benefits

1. Travel per diem – bring USI up to a reasonable level to cover the cost of meals
2. Sick Leave Bank – would like to make it more of a “multipurpose leave” bank
3. Examine the bus transportation situation (many employees need a ride to work)
4. Extending the vacation cap

### Nominations & Elections

1. Increase election participation (# of votes) by 15%
2. Utilize Past Chairs to promote elections
3. Review the election process to ensure user-friendliness
4. Engage constituents throughout the year to increase top-of-mind awareness

### Professional Development

1. Establish a full-year schedule for professional development activities (~1 per month)
2. Bring back the online orientation resource for onboarding new employees (work with Communications)(with Outreach?)
3. Some Administrator spotlighting (USI Today, Illume, award recognition...?)
4. Research professional development funds outside of individual departments – how can the University support larger PD endeavors?