

Minutes
University of Southern Indiana - Administrative Senate
Wednesday, December 7, 2022
3 p.m. UC 2206

I. **CALL TO ORDER:** The meeting was called to order at 3:04 p.m.

II. **ROLL CALL**

PRESENT: Steven Stump (Chair), Taylor Gogel (Vice-Chair), Jake Hansen (Past Chair), and Tricia Tieken (Secretary/Treasurer)

Erin Altman, Andrea Daub, Jennifer Hertel, Lee Keitel, Trista Lutgring, Kathy Oeth, Aaron Pryor, Robert Threet, and Laurel Wilson

ABSENT: Steve Bridges (Liaison) and Carissa Prince

III. **Voting for District 1 Senator Replacement** – Motion made by Lee Keitel. Laurel Wilson 2nd. Motion passed for Kathy Oeth to fill District 1 Senator Seat vacated by Nathaniel Payne. The vote among Admin Senate members, present at the meeting, was unanimously in favor.

IV. **APPROVAL OF MINUTES:**

Motion made by Aaron Pryor to approve the November 2022 minutes. Trista Lutgring 2nd. Motion passed.

V. **GUEST SPEAKER – JON MARK HALL**

Talked about various items related to USI's move from DII to DI. Some of these items included: Ticket sales being up; Sponsorships doing well; Athletic staff, coaches, trainers, and students adjusting well to the change; 30% of attendance at games are season ticket holders; Will be receiving revenue from the move to DI start after year 4 is complete; USI does have a commercial spot for games featured on ESPN plus; the media box is be retrofitted to accommodate all the equipment and people required to run the media production;

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

a. **Officers**

i. Chair: Steven Stump

President's Council (11/29/22) 9:00 AM

1. President Rochon

a. Next Board of Trustees meeting will be on Tuesday, January 17

2. Provost

a. Professional Development Day will be held in the first week of January

i. Agenda/sessions being developed

ii. Would like the sessions to be recorded

b. We need to update the Strategic Plan

c. Enrollment

i. Freshman #s for spring look good

ii. Transfer/returning students: application numbers are good but admits are low

1. Availability of transcripts seems to be a major factor in admissions

3. Finance & Administration (Blunt)
 - a. Computer inventory needs to be submitted to IT by 12/16
 - b. SLATE – weekly meetings are happening; we are exploring a 6-month rollout timeline
 - c. Admissions (Smith) – working with each of the colleges
 - i. Ahead in our primary market with freshman and transfer applications
 - ii. We have more first-time freshman than normal for the spring semester
4. Marketing & Communications (Strupp)
 - a. Completed our Carnegie sessions with the help of an outside consultant
 - b. Recently made 3 offers to candidates for open positions
 - c. Chief Marketing Officer search is not going quite as well
 - d. Commencement is scheduled for December 17
5. Student Affairs (Hammett)
 - a. Lighting A Tradition Reimagined is this Friday
 - b. VP of Enrollment Management interviews will begin next week
 - c. If a student is failing a class, encourage them to drop before the end of the semester; a failed class increases the likelihood that they will drop out at the end of the semester
6. Government Relations & Legal Affairs (Trump)
 - a. Presenting to the State Budget Committee on 12/7
 - b. USI needs to tell its story in a different way: results and ROI (how we keep intellectual capital in Indiana)
7. Athletics Administration
 - a. We have men's/women's basketball and swimming/diving events throughout December
 - b. Playing against Indiana State on December 11
8. Faculty Senate
 - a. Reviewing the Academic Program Review process with VP Bridges & Dr. Blunt
 - b. Pres. Rochon is interested in exploring how we might adjust the core curriculum
9. Staff Council
 - a. Giving Tree is now available
10. CNHP – Dr. Blunt conducting interviews for Dean this week
 - a. Health Professions Day was 2 weeks ago and went very well
 - b. Nurse early admits are up to 27, which is higher than usual
11. COLA – Letters have been sent for the Principal Scholar Program, working with Admissions

Admin Senate Exec Committee (12/5/22) 8:30 AM

December Regular Meeting Agenda

- ii. Vice-Chair: Taylor Gogel – nothing to report
- iii. Past Chair: Jake Hansen – nothing to report
- iv. Secretary/Treasurer: Tricia Tieken – After the hot chocolate bar (event being held on 12/13/22) expense (\$82.50), the remaining budget is \$1417.50. Admin Senate webpage is updated.

b. Standing Committees

- i. Employee Events – Jennifer Hertel, Chair / Vacant, Vice-Chair
 - Winter Social is December 13. We will have:
 1. Hot chocolate bar
 2. Music
 3. Holiday Trivia
 4. Activity – complete a grateful ornament for the Christmas Tree
- ii. Employee Outreach – Trista Lutgring, Chair / Erin Altman, Vice-Chair
 - The main objective of this meeting was to form a plan to begin welcoming new administrators and work to connect them with the USI campus. Below is the proposal we formed and would like to submit to Admin Senate for approval on its December 7 meeting.

Welcome to USI! and Administrator Ambassadors proposal:

Overview:

The members of the Employee Outreach Committee of the Administrative Senate would like to begin a Welcome to USI! program for new administrators hired at the University of Southern Indiana (USI), with the goal of making connections with this group of employees, helping them become acclimated to their new career at USI and to encourage them to participate in various ways around campus.

While we would like to build the program as time goes on, we would like to start in January 2023 with welcome packages and messages, as well as volunteer ambassadors to make personal connections within the first month of a new administrator's tenure at USI.

- Admin Senate voted on whether this proposal was supported and whether Employee Outreach should move forward with the said proposal. Motion made by Tricia Tieken. Kathy Oeth 2nd. The vote among Admin Senate members, present at the meeting, was unanimously in favor. Motion passed.
- iii. Employee Relations and Benefits – Laurel Wilson, Chair / Vacant, Vice-Chair
 - The ERB committee met informally via Teams chat as needed.
 - Asked S. Stump if there were any updates or feedback from the governances regarding the Tuition Fee Waiver proposal; he said he'd check. Would like the ERB committee to re-read the proposal to Senate for clarity. This will be pushed to the next Admin Senate meeting on 1/11/2023.
 - Asked that Tuition Benefits be added to Unfished Business – Ongoing
 - iv. Nominations and Elections – Jake Hansen, Chair
Nothing to report.
 - v. Professional Development – Lee Keitel, Chair / Aaron Pryor, Vice-Chair
 - Committee met on November 11
 - Meeting Agenda:
 1. Welcome Anna Will as a new committee member
 2. Discuss employee survey results
 3. Discuss ideas for Spring PD workshops

- Ideas for Spring PD
 1. Workshop on travel procedures
 2. Mental health safety kit by CAPS
- Received survey results, will discuss further at next meeting
- Started discussion on hosting regular PD days/training throughout the academic year
 1. How to manage meetings
 2. Interacting with different student populations (D1 athletes were mentioned specifically)
 3. Panel discussions with different departments or experts on topics
 4. CAPS was mentioned regarding employee mental health

c. Liaison

- i. Steve Bridges – not in attendance – nothing to report.

VII. Unfinished Business

a. Ongoing Projects

- i. Sick Bank Policy (with VP Bridges)

Discussion/Action: No update.

- ii. Meet the Senators

Discussion: Senate agreed that this is a good idea to move forward on. The format would be to have the senators for the district assigned for that meeting show up 30 minutes before the regularly scheduled meeting. Have a laptop available for people who do show up to submit IFCs if they want to do so.

Action: District 1 will start this initiative for January 11, 2023 meeting. Email should be sent from District 1 Senators to District 1 constituents a week (?) before the January 11, 2023 meeting.

- iii. Feedback on Alternative Work Arrangements

Discussion/Action: Moved to January 11, 2023, meeting.

- iv. Replacement fee for lost/updated employee ID cards

Discussion/Action: Charged to Faculty Senate. Steven Stump to follow up with them regarding any new updates and if Admin Senate needs to assist with said charge.

- v. IFC – Fee waiver for athletics fees for employees

Discussion/Action: Moved to January 11, 2023, meeting.

- vi. Professional Development Day

- vii. Discussion/Action: Discussed this during the Professional Development Committee segment. Reference section VI.b.v.

b. Tabled Projects

- i. N/A

VIII. New Business

- a. IFC – Student pay rates

Discussion/Action: Steven Stump will take this and will meet with Kim (Faculty Senate) and Dawn (Staff Council) and will discuss it as a group, see what they want to do, and come back to Admin Senate with what was discussed and decided on this IFC.

- b. IFC – Travel Per Diem

Discussion/Action: Given to ERB

- c. IFC – Bereavement policy revision

Discussion/Action: Review in January

- d. IFC – Compress work week for exempt employees
Discussion/Action: Review in January

IX. Announcements

- a. Supplemental Meeting is scheduled for December 21, 2022.
- b. There are many jobs open and posted on the HR website, please help share these opportunities with friends and family.

X. Adjournment

4:31 p.m. Meeting adjourned.

The next meeting is on January 11, 2023.