University of Southern Indiana Administrative Senate Supplemental Meeting Minutes
Wednesday, July 19, 2023 I 3 p.m. UC 2206

I. Welcome and Call to Order: The meeting was called to order at 3:00 p.m.

II. Roll Call

Present: Taylor Gogel (Chair), Tricia Tieken (Vice-Chair), Steven Stump (Past Chair)

Jennifer Garrison, Jennifer Hertel, Tami Jaramillo Zuniga, Ryan Kaczmarski, Lee Keitel, Chelsea Nall, Kathy Oeth, and Laurel Wilson

Absent: Ryan Kaczmarski, Carissa Prince (Secretary/Treasurer), Aaron Pryor

III. Discussion

a. Discussed questions to submit for the Fall Survey. See Appendix A for the questions that were drafted.
b. Discussed the types of Professional Development that could occur in the fall (e.g., Chrome River/Travel, Umbraco, and Blackboard sessions).
c. Discussed ideas of pushing Admin Senate out there. Letting people know what Admin Senate is about and what our committees are and what they do and what they've accomplished.
d. Discussed issues revolving around retention and how to better onboard employees in HR and in departments (e.g., better resources, mentors).

IV. Adjournment

4:10 p.m. meeting adjourned.
The next Administrative Senate Meeting is August 2 2023 in UC 2207

Appendix A

Employee Relations & Benefits (Audience – All Employees)

1.) Would you take advantage of a shuttle service between the west side Schnuck's and campus during the summer months?
    Yes
        1a.) Would you be willing to pay a nominal fee for this service (e.g. ***$2 – will validate this number***)?
            Yes
            No
    No
2.) If given the opportunity, would you buy back some of your vacation days as a payout?
    Yes
    No
    My position does not offer paid vacation time

Employee Outreach (All Administrators)

3.) How long have you worked at USI?
    a. Less than 6 months
    b. 6 months – 2 years
    c. 2-5 years
    d. Over 5 years
4.) Do you feel your new employee orientation experience prepared for work at University?
5.) Matrix of ratings on various aspects of work life at USI(?)
    Answer Option 1
    Answer Option 2
    *Standard operating manual, online resource, FAQ for certain departments or within departments (written or video presentations)?

Professional Development (All Administrators) - check with Staff Council

6.) Would you be interested in more professional development opportunities on USI's campus?
    a. Yes
    b. No
7.) What professional development opportunities would you like to see offered at USI? (Select all that apply)
    a. Option 1
    b. Option 2
    c. Option 3
    d. Option 4
    e. Open ended text box for "Other"

8.) In what format would you prefer these opportunities to be offered?
    a. In person
    b. Online
    c. Pre-recorded video
    d. Written

Employee Events (All Administrators) - check with Staff Council

9.) What types of events would you like to attend on campus?
    a. Social
    b. Service project
    c. Spirit event
    d. Other _____
10.) What time of day is most convenient for you?
    a. Morning
    b. Lunchtime
    c. Afternoon
    d. Evening
    e. Weekend

Admin Senate General Questions (All Administrators)

11.) Have you served on a committee with Administrative Senate?
    a. Yes
    b. No
12.) (If No) What are the reasons why you have not participated?
    a. Lack of time
    b. Lack of awareness
    c. Lack of perceived impact (is it worth my time?)
    d. Not interested