

University of Southern Indiana Administrative Senate Agenda
Wednesday, January 10th, 2024 | 3 p.m. UC 2207

I. Welcome and Call to Order:

II. Roll Call:

Present: Taylor Gogel (Chair), Steven Stump (Past-Chair), Tricia Tieken (Vice-Chair), and Carissa Prince (Secretary/Treasurer)

Chelsea Nall, Kathy Oeth, Jennifer Hertel, Lee Keitel, Laurie Wilson, Chris Wittmer, and Jennifer Garrison

Absent: Tami Jaramillo Zuniga, Steve Bridges (Liaison), Aaron Pryor

III. Approval of Minutes – December 6th, 2023 meeting: Kathy Oeth motioned, and Laurie Wilson seconded

IV. Reports of Officers & Standing Committees

a. Officers

i. Chair (Gogel)

- Town Hall is February 27th
- We, as a campus, will be completing an HLC self-study this spring
- New ticketing system to record and track tickets
- Dr. Dixon presented revisions to the Emergency Closings or Inclement Weather policy in the handbook. All online or hybrid web classes still need to meet virtually, and faculty need to accommodate if internet access is affected due to the weather
- President's Council met on Tuesday, Jan 2nd
- Exec met today to discuss the agenda
- Board of Trustees meeting tomorrow

ii. Vice-Chair (Tieken)

- Professional Development Day discussion: send Tricia feedback to know how it went for future info
- Wasn't able to attend the EDIC meeting because of a conflict but will update with meeting minutes when I have them
- Updating Admin Senate website

iii. Past Chair (Stump): no report

iv. Secretary/Treasurer (Prince):

- 1,500 budget minus hot cocoa from the social event

b. Standing Committees

i. Employee Events – Jennifer Hertel, Chair/Tami Jaramillo Zuniga, Vice Chair

- Social went well; people said the hot cocoa was good, and it ran out (50 servings)

ii. Employee Outreach – Chair/Vacant, Vice Chair

- Stacy Draper volunteered to chair for the rest of the year

iii. Employee Relations and Benefits – Laurel Wilson, Chair/Kathy Oeth, Vice Chair

- Met yesterday afternoon, looking at sick leave bank policy

- iv. Nominations and Elections – Steven Stump, Chair
 - Update: later in the spring, I will have Exec committee put together a nominations slate and am extending the invitation for senators to be on it, too
- v. Professional Development – Aaron Pryor, Chair/Chelsea Nall, Co-Chair

c. Ad Hoc Committees

d. Liaisons – Steve Bridges (absent)

V. Unfinished Business

a. Ongoing Projects

- i. Bereavement Policy Revision
- ii. Tuition Benefit Waiver for surviving family members
- iii. Athletic Fee Waiver/Discount
- iv. Administrator Award/Recognition: Jenny G called Steph Hawes about this and submitted a proposal to Exec, hoping to start this in February; the goal is to have it announced at the fall meeting

b. Tabled Projects

- i. Sick Bank Policy
- ii. IFC - Student Pay Rates: students have met with the Dean of Students over this

VI. New Business

a. Two new IFCs

- i. First IFC: Holiday decor regulations. Admin Senate is going to pass this IFC on to EDIC
- ii. Second IFC: Dress code suggested to be relaxed, discussion:
 - The fall survey had numerous comments about the dress code
 - Kathy Oeth: The testing center has guidelines that you must wear dress clothes as a proctor unless you work at a university, and you can wear jeans.
 - Laurie: In IT, we wear jeans as we need to crawl around on the floor to fix things
 - Steven: there is a shift in the professional world to become more casual in dress. Maybe advocate for more spirit wear in the week
 - Ryan: Facilities must wear uniforms based on their contract.
 - Jenny G: it comes down to supervision and perception of dressing for the job

VII. Announcements

- a. Supplemental meeting is scheduled for January 24th, 2024.
- b. Many jobs are open and posted on the HR website. Please help share these opportunities with friends and family.

VIII. Adjournment

- a. The next Administrative Senate Meeting is February 7^h, 2024, in UC 2207.
- b. Meeting adjourned at 3:54 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?