

University of Southern Indiana Administrative Senate Agenda
Wednesday, February 5th, 2025 | 3 p.m. UC 2205

I. Welcome and Call to Order: Meeting started at 3:02pm

II. Roll Call: Present: Jenny Garrison (Vice-Chair), Taylor Gogel (Past-Chair), Carissa Prince (Treasurer/Secretary), Mackenzie Schmitt, Tami Jaramillo Zuniga, Laurie Wilson, Ryan Kaczmariski, Kathy Oeth, Blake Bruner, Emily Ozee, Erin Hollinger, Jennifer Hertel, and Elizabeth Damm Schmitt

Guest: Jennifer Roberts

Absent: Tricia Tieken (Chair)

III. Approval of Minutes – January 2025 minutes to approve

Motion by Laurie to pass and Kathy seconded

IV. Reports of Officers & Standing Committees

a. Officers

i. Chair (Tieken)

25-02-05 Chair's Meeting Notes for Admin Senate Meeting

1. At the last President Council meeting, the main topic was a presentation by B. Hess and C. Bosman called Enhancing Visibility for USI Academic Programs. Very interesting presentation were they are showing ways that are more intuitive for students and prospective students looking for program info. I highly recommend checking out their work. On the main USI homepage, click the Academics tab, and the Programs List. Select from one of the programs. You'll notice the new layout which promptly displays important info about the program, along with a video, and just a tad further down who the student can contact for further information. The next President Council meeting is scheduled for next Tuesday (2/11).
2. It was discussed about the executive orders signed by our new Indiana Governor Braun - specifically the one about where state agency employees are required to come back to the office to work and will no longer have the remote work option. USI is not considered a state agency, so at this time, there is no concern with USI being required to do so at this time.
3. Due to the resignation of Senator Chelsea Nall, Jennifer Hertel has decided to fill in for the remainder of the term, which will end on 6/30/2025. Thank you Jennifer and welcome back to Admin Senate.
4. We have decided on the winner of our inaugural Best of the Nest award, and due to overwhelming popularity, will have three winners - Ingrid Lindsey for the month of February, Denise Allison for the month of March, and Heather Odom for the month of April.

- ii. Vice-Chair (Garrison)
Equity, Inclusion, and Diversity meeting tomorrow and will report back afterwards
 - iii. Past Chair (Taylor)
Much closer to finalizing the forms of supervisor and employee evaluations
 - iv. Secretary/Treasurer (Prince)
Budget is 1360.95
- b. Standing Committees
 - i. Employee Events and Employee Outreach – Tami Jaramillo Zuniga, Chair/Mackenzie Schmitt, Vice Chair

Meeting biweekly now and went over anniversary ideas for Admin Senate, looking at a day in April to have the event, Eagle Happy Hour

Looking at having our presence at the Employee Orientations for new employees
 - ii. Employee Relations and Benefits– Kathy Oeth, Chair/Laurie Wilson, Vice Chair

Going to look at the amendment from the handbook that ERB was able to get changed based on the wording for what counts for the employee tuition discount based on a transfer student
 - iii. Nominations and Elections– Taylor Gogel, Chair

No report
 - iv. Professional Development–Erin Hollinger, Chair

No report

V. Unfinished Business

- a. N/A

VI. New Business

- a. Best of Nest Winner: three picked and winner announced once a month
- b. New IFC submission: optional compressed work weeks for administrators too
 - i. Could cause inconsistency on which departments could do this
 - ii. How would long days work for overtime as well
 - iii. Summer flex was a pilot program similar to this and was dropped
- c. Empty District III Senator role: Jennifer Hertel to take over for Chelsea Nall who has left the university, officially voted in
- d. District realignment voting for 25-26 term
 - i. Voted in for motion passed

- e. Approval of amendment proposal for bylaws
Kathy motioned, Ryan seconded, voted in for motion passed

VII. Announcements

- a. Supplemental meeting is scheduled for February 19th in UC 226-227.
- b. Many jobs are open and posted on the HR website. Please share these opportunities with friends and family.
- c. Reminder to meet with your committees.
- d. Coronation will be during the Homecoming game this Saturday and 7 offices decorated.

VIII. Adjournment

The following Administrative Senate Meeting is March 5th at 3pm in UC 2205.
Meeting adjourned at 3:39 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?