

University of Southern Indiana Administrative Senate Minutes
Wednesday, April 5, 2023 | 3 p.m. BE 3024

- I. **Welcome and Call to Order:** The meeting was called to order at 3:05 p.m.

- II. **Roll Call**
Present: Steven Stump (Chair), Jake Hansen (Past Chair), and Tricia Tieken (Secretary/Treasurer) Erin Altman, Andrea Daub, Jennifer Hertel, Lee Keitel, Kathy Oeth, Carissa Prince, Aaron Pryor, and Laurel Wilson

Absent: Steve Bridges (Liaison), Taylor Gogel (Vice-Chair), Trista Lutgring, and Robert Threet

- III. **Approval of Minutes – March 1, 2023 meeting**
Motion made by Andrea Daub to approve the March 2023 minutes. Laurel Wilson 2nd. Motion passed.

- IV. **Reports of Officers & Standing Committees**
 - a. Officers
 - i. Chair (Stump) – See Appendix A for notes.
 - ii. Vice-Chair (Gogel) – No report
 - iii. Past Chair (Hansen) – Everyone should have received their email saying please submit nominations. I can report that we’ve had several that have come in.
 - iv. Secretary/Treasurer (Tieken) – Budget is \$1,245.60.
 - b. Standing Committees
 - i. Employee Events – Jennifer Hertel, Chair/Vacant, Vice Chair
No report
 - ii. Employee Outreach – Trista Lutgring, Chair/Erin Altman, Vice Chair
EOC met at the end of March to discuss welcome notes – we have a message that is good to go, and Trista is moving forward with getting about 20 printed for use. EOC members will sign the cards and a committee member will volunteer to hand deliver the cards to the new admin. As this project continues, the chair of EOC will also send a welcome to the new admins that include a helpful flyer with links to important information; they will also email the Senator of the new admin’s district, so they have a chance to personally welcome the new employee as well.
 - iii. Employee Relations and Benefits – Laurel Wilson, Chair/Vacant, Vice Chair
The Benefits committee had a brief Teams chat on 3/2 to update on the Bereavement IFC and Tuition Benefits vote. Regarding the raise in per diem IFC, Nick Bebout (submitter) is going to research other D1 universities. The changes to the Tuition Benefits document suggested at last month’s meeting have been made.
 - iv. Nominations and Elections – Jake Hansen, Chair
See Appendix B for notes.

- v. Professional Development – Lee Keitel, Chair/Aaron Pryor, Co-Chair
The committee met on March 14. The primary agenda was planning the first regular professional development day. The committee originally settled on April 5th, but after further discussion, the date was changed to April 19th. The two presenters will be Brandi Hess with an 11 am session on Umbraco with a faculty focus and another session at 1 pm with a general focus. Shannon Hoehn will hold an open forum at 9 am to discuss productivity tools such as Zoom, Blackboard, etc. We sent an announcement to Marketing for USI Today and will make another announcement soon.
- c. Ad Hoc Committees
 - i. Bereavement Policy Revision – Vote
 - Sick Bank Policy
 - Motion made by Lee Keitel to approve. Kathy Oeth 2nd. Motion passed.
- d. Liaisons
 - i. Steve Bridges – No Report (Absent)

V. Unfinished Business

- a. Ongoing Projects
 - i. Feedback on Alternative Work Arrangements – No new feedback.
 - ii. IFC – Fee waiver for athletics fees for employees (*collaborating with other governance groups*) – See Appendix C for notes.
 - iii. IFC – Student pay rates (*collaborating with other governance groups*)
No movement on this IFC yet due to the IFC for Athletics Fees being more of the focus. I (Steven Stump) do have some preliminary data from HR on student pay rates and I'm going to try to convene that group soon to have some discussion around that, but nothing answered yet. I'll keep everybody posted.
 - iv. IFC – Tuition benefit
The edits that we discussed in the last meeting have been made. So, we're ready to move that on for Vice President Bridges to review.
- b. Tabled Projects
 - i. N/A

VI. New Business

- a. Nominations and Elections committee – No report. Discussed in sections IV.a.iii. and IV.b.iv.

VII. Announcements

- a. Supplemental meeting is scheduled for April 19, 2023
- b. There are many jobs open and posted on the HR website, please help share these opportunities with friends and family.

VIII. Adjournment

- 4:05 p.m. was meeting adjourned.
The next Administrative Senate Meeting is May 3, 2023 in UC 2206

Appendix A – Chair Notes

Bereavement Leave Ad-Hoc Committee (3/8/23) 2:00 PM

Met to share policies from other institutions and refine the language in our proposed policy changes.

Equity, Diversity & Inclusion Council (3/13/23) 9:00 AM

Invited to interview the candidates for Chief Data Officer on 2/13 and 2/20.

Executive Committee (3/13/23) 1:30 PM

Met to discuss the agenda for the 3/15 Supplemental Meeting – canceled due to a lack of agenda items

Meeting with Brad Will and Kendra Groeninger (3/20/23) 10:00 AM

Governance chairs met with Internal Audit to discuss any pertinent operational risks and challenges.

HLC Quality Initiative Steering Committee meeting (3/21/23 and 4/4/23) 2:45 PM

Mapped an approach to brainstorm and select appropriate topics for the Quality Initiative. Created and edited a list of potential topics on March 21 to present to upper leadership; provided more details to each topic on April 4.

Executive Committee (4/3/23) 1:30 PM

Met to discuss the agenda for the 4/5 Regular Meeting.

Athletic Fee Waiver

Met with Sarah Will (3/17) to get fee waiver data from HR; met with Jamie Curry and Sally Vogl-Bauer (3/24) to discuss a joint effort from the governance groups. A document has been drafted to capture the groups' recommendations and will be discussed with Faculty Senate's Economic Benefits Committee and Administrative Senate on April 5.

Provost Search Committee

Position has been posted and an evaluation rubric created; next meeting has been scheduled for the week of April 10.

Appendix B – Nominations and Elections – Jake Hansen, Chair

The Nominations and Elections group met last week. We used a previous email that was well crafted and utilized that for the invitation nominations. We also went through the deadlines and dates set up by our Constitution. Typically, what happens is you have an initial phase where you get six to nine of them really quick and then it slows down, and then we'll send a reminder. So, nominations and elections will close next week, which will be on 4/14. At the beginning of that week (4/10) I'll send a reminder. Hopefully, we will get enough to cover all positions.

I can tell you that a lot of our most successful nominations have come from current senators looking and saying, "You know, I know someone really good in my district that may not speak up on their own to say I want to be part of this". As senators and members of the Admin Senate, do your due diligence and you can always nominate them without them giving their permission because that is part of our jobs. So, ultimately, I think there are a lot of really great individuals at USI that would never nominate themselves. Nor would they expect anybody to nominate them. And it is our job, as current senators, those serving on Admin Senate, to nominate the best new candidates, because that's how we grow, develop, and become stronger. So, if you know somebody in your district, someone that has that desire, or somebody you think could do great, please don't hesitate to nominate. I have several people that we know as executives that will nominate multiple people every year because they're always keeping their eyes open for that. And it's important because they have provided multiple great nominees and this person has done their time in Senate. And so, they know exactly what's required of them. And it's something that we value their input. So most important things just make sure that you're taking the time to look at some of your fellow constituents and say who might work for us. So, we have positions in Districts One, Two, Three, and Four and we have an at-large senator that's open. We also have a vice chair open.

I will tell everybody that as we go through the rest of the process, essentially there's a step that we go through. So, we'll close it, we'll go through that with everybody, and we'll get everybody lined up. Data goes to OPRA for them to fill in a ballot for us and help us to create that. And then things get mailed out. Voting happens. We certify and onwards.

Appendix C – IFC Fee Waiver for Athletics Fees for Everyone

All three governance groups (Faculty Senate, Admin Senate, and Staff Council), which includes Sally Vogl-Bauer, me (Steve Stump), and Jamie Curry have been discussing this topic. We did have a meeting with Sarah Will and Wendy Seitz from HR a couple of weeks ago and that was mainly for HR to share with us data that Wendy compiled on the tuition waiver. So, it's very good. It goes back about six years or so, and it gives us both undergraduate and graduate. We have a number of employees that have utilized taking classes and have been able to benefit from a tuition waiver number for employees, their spouses, and their dependents. We also get the number of credit hours for which the tuition was waived, as well as the dollar amount that translates to.

Very, very beneficial information, because that's been my question ever since we got the original IFC, is that we're going to go to administration and ask that something be done about this. We need to know how much money we're talking about. It's one thing to say this fee is only going to generate \$1000. Can we just let it go? But if the fee is generating \$100,000, then that's a very different conversation, right? I can share that. As of the last academic year, the number of employees that took classes and received a tuition waiver was 316.

So, if we sit there and it can be one class, it could be four or five classes. If that was the number of employees. So, if you take that time to \$60.00 athletic fee, we don't have this year's numbers finished yet. But assuming it's the same number, then you're looking at roughly \$19,000 that the university has gained by charging that \$60.00 athletic fee to those employees, not to mention spouses' independence. So, it's roughly a \$20,000 price tag as it stands right now. And that helps inform how we want to structure a conversation going forward. The chances of them agreeing to just let it go were probably fairly slim, especially when you consider that as that fee increases over the next several years, that \$20,000 gets bigger and bigger and bigger to where it's going to be even less appealing for them to do away with it altogether.

So, Sally and Jamie, and I had some conversations looking at this. Sally, in particular, has proposed the angle that if you consider the fact that right now if you're taking just one, three-credit hour course and you charge that \$60.00 athletic fee, the athletics fees are roughly like 7% of the tuition cost. You know basically \$843.00 for a three-credit hour course. So, okay I don't like it, but it's a relatively small number but by the time it gets up to the full roughly \$240. Now it's almost 30%.

We (Sally, Jamie, and I) have kicked around some ideas, but want to get input from our committees. What's a reasonable ask where this fee is concerned considering how much revenue it's potentially going to generate and what alternatives could we suggest? To say not just asking hey, can you just not charge us that money and eat that cost? But what if we offered some alternatives to find other ways to generate revenue to offset that cost to make it an easier build as well?

After further discussion, the Admin Senate group decided to use the supplemental meeting on April 19 to discuss and brainstorm more about this IFC in fuller detail.