

**University of Southern Indiana Administrative Senate Minutes**  
**Wednesday, July 5, 2023 | 3 p.m. UC 2207**

**I. Welcome and Call to Order:** The meeting was called to order at 3:02 p.m.

**II. Roll Call**

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

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

Absent: Steve Bridges (Liaison)

**III. Voting for Secretary/Treasurer Role**

Motion made to vote Carissa Prince in to fill year term of Secretary/Treasurer role for the 2023-2024 year. Motion passed.

**IV. Approval of Minutes – June 6, 2023 meeting**

Motion made by Laurie Wilson to approve the meeting minutes for June 6, 2023. Kathy Oeth seconded. Motion passed.

**V. Reports of Officers & Standing Committees**

a. Officers

- i. Chair (Gogel) – President's Council scheduled July 11th.  
Jason Hargrave is chairing Faculty Senate and so I've had a chance to get to know him a little bit already, but we do not know who the third chair will be among Staff Council yet.  
The floor turned over to Kathy Oeth for a fellow senator spotlight to share words of wisdom.  
Her piece of advice: We may not always agree with what we're asked to do, but being a follower, following is also part of being the leader. The leader, or boss, has access to info we may not and reasons behind duties assigned as a team. So, put people first and think about people's best interests.  
The executive team met Monday, July 3<sup>rd</sup> to set the agenda for this meeting. Steven and I will be inviting VPs to our monthly meetings. John Mark Hall will be coming in September. Looking at having Kindra Strupp come in October.  
Reminder to take the Alternative Work Arrangements survey.
- ii. Vice-Chair (Tieken) – updated website before duties as Secretary/Treasurer ended for new roles for Senators. Let Carissa know if there are any errors.
- iii. Past Chair (Stump) – No report (see Appendix A for document Steven led for committee goals)
- iv. Secretary/Treasurer (Prince) – Tieken: Budget is \$1,290.56

- b. Standing Committees
  - i. Employee Events – Jennifer Hertel, Chair/Vacant, Vice Chair
    - No report
  - ii. Employee Outreach – Lee Keitel Chair/Vacant, Vice Chair
    - Lee getting set up in a new role as chair, and Carissa to offer support in this transition as past chair
  - iii. Employee Relations and Benefits – Laurel Wilson, Chair/Vacant, Vice Chair
    - No report
  - iv. Professional Development – Aaron Pryor, Chair/Chelsea Nall, Co-Chair
    - Question about Chelsea and Aaron’s roles as they will both be rolling off next year. Looking into the structure and roles to be filled for Chelsea and Aaron to share chair next year.
  
- c. Ad Hoc Committees
  - i. Bereavement Policy Revision – No Report
    - Sick Bank Policy

**VI. Unfinished Business**

- a. Ongoing Projects
  - i. Feedback on Alternative Work Arrangements

Jenny Garrison: Question on what the process will be for who receives the data and where it will go.

Taylor: HR sponsored it and as of this time it is believed HR will receive the data to look at. Reminder to take the survey. Pay attention to how you respond to illustrate that work is getting done whether in the office or at home. A support staff member said that it is hard to get ahold of individuals via phone.

Steven: That may be something to look at from a supervisor standpoint whether in the office or at home with how work hours are spent. Opinion for me is I like having the option to work remotely even if my schedule does not always allow me to utilize it.
  - ii. IFC – Student pay rates (*collaborating with other governance groups*)
    - Nothing to report yet
- b. Tabled Projects
  - i. N/A

**VII. New Business**

- a. Discussion of committee goals (25 min breakout session) See Appendix A
- b. The last meeting discussed a couple of names to fill Erin Altman’s vacancy for District 4 Senator. An agreement was made to recommend Terry Coleman and outreach was made. No response at this time and will circle back.

**VIII. Announcements**

- a. Supplemental meeting is scheduled for July 19, 2023.

- b. There are many jobs open and posted on the HR website, please help share these opportunities with friends and family.

**IX. Adjournment**

At 4:17 p.m. the meeting was adjourned.

The next Administrative Senate Meeting is August 2nd, 2023, in UC 2207

## **Appendix A – Committee Goals for the 2023-2024 Year**

### Employee Events

1. Increase employee engagement at events by 100%
2. Increase the 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 sort of Administrator spotlighting (USI Today, Illume, award recognition...?)
4. Research professional development funds outside of individual departments – how can the University support larger PD endeavors?