

University of Southern Indiana Administrative Senate Agenda
Wednesday, December 6th, 2023 | 3 p.m. UC 2207

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

II. **Roll Call:**

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

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

Absent: Tami Jaramillo Zuniga and Ryan Kaczmarek

III. **Approval of Minutes** – November 2023 meeting: Kathy Oeth motioned to approve, and Laurie Wilson seconded.

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

a. Officers

i. Chair (Gogel)

- Board of Trustees meeting: BFA program approved and separate from the BA program currently offered, Ghana presentation of the trip that students took with Dr. Rochon,
- The President's Council met on November 14 and it was announced that we are ahead of applications for incoming students than where we were last year
- Friday, November 17th: attended academic calendar planning with possible adjustments to come, Solar Polooza: the university will be open but it will be marked as an engagement day with no classes being held that day
- February 27: Spring Town Hall being held
- Giving tree and food items to be turned in
- Issue thanks for the casual dress and Dec 22nd extended holiday break
- Ryan, Lee, and Jenny: 10 years of service
- Chris Wittmer: 15 years of service

ii. Vice-Chair (Tieken)

- Submitted PO in BuyUSI for Hot Cocoa Bar (\$200 est.), which is set for Tuesday, December 12.
- Updated the webpage with Christine Wittmer's info for District 4 and added the October 2023 meeting minutes. Since the meeting minutes were approved for the November 2023 meeting, I will add those to the Admin Senate webpage either tomorrow or Friday.
- As of right now, no EDIC meeting is set up for this month, but there will be a presentation by the Higher Education Data Sharing Consortium on Thursday, December 7 to discuss results from focus group sessions conducted last year on

campus. Reference the email sent from the University on Monday, December 4 for more details.

- There is a meeting scheduled for the Traffic Appeals Committee on Monday, December 18, but at this time there are no items to review so unless something comes up, this meeting will be canceled.

iii. Past Chair (Stump)

- Nominations and elections to be coordinated this spring

iv. Secretary/Treasurer (Prince)

- Budget is 1,500

b. Standing Committees

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

- Event next week: everything is submitted now, including hot cocoa and cookies, Tami is working on games for the event, Next Tues, will be announced in USI Today, held in Traditions Lounge

ii. Employee Outreach – Chair/Vacant, Vice Chair

- Taylor reached out to possible people to chair this committee and hasn't heard anything back yet

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

- Sarah Will reached out to Laurie about Retirement Benefits that is in the works

iv. Nominations and Elections – Steven Stump, Chair

- No report at this time

v. Professional Development – Aaron Pryor, Chair/Chelsea Nall, Co-Chair

- No report at this time
- Taylor: Met 12/1 with Dr. Blunt for professional development sessions to be chosen, thought a session with Brandi Hess over Umbraco would be good, session idea for retirement planning, chat GBT affecting students idea, ideas to be submitted to Dr. Blunt

c. Ad Hoc Committees

- No report

d. Liaisons

- Steve Bridges: Federal audit is close to completion, 370 people chose the Core PPO, 188 HSA, and 5 extra employees elected medical coverage this year

V. **Unfinished Business**

a. Ongoing Projects

- i. Bereavement Policy Revision: Ongoing
- ii. Administrator Award:
 - Jenny and Steven: quality of nomination and not quantity, no current senator can be nominated and no self-nominations, 8 categories, community listed under leadership? Adjustments for each year if needed.
 - Traveling award: rubber eagles, Large item to sign and pass around through the years
 - Employee Recognition Cards: if you have time next week to sign cards for recognition: time before or after the hot cocoa bar then stop by and sign cards

b. Tabled Projects

- i. Sick Bank Policy
- ii. IFC - Student Pay Rates

VI. **New Business**

- a. no new IFCs

VII. **Announcements**

- a. Supplemental meeting canceled for December 20th, 2023.
- b. There are many jobs open and posted on the HR website, please help share these opportunities with friends and family.

VIII. **Adjournment**

The meeting adjourned at 3:55pm

The next Administrative Senate Meeting is January 10th, 2024 in UC 2207.
Enjoy your holiday break!

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 election process to insure 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?