

**University of Southern Indiana Administrative Senate Minutes**  
**Wednesday, June 7, 2023 | 3 p.m. UC 2207**

**I. Welcome and Call to Order:** The meeting was called to order at 3:00 p.m.

**II. Roll Call**

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

Erin Altman, Steve Bridges (Liaison), Andrea Daub, Lee Keitel, Trista Lutgring, Kathy Oeth, Carissa Prince, Aaron Pryor, and Laurel Wilson

Guests: Jennifer Garrison, Tami Jaramillo Zuniga, Ryan Kaczmarski, Chelsea Nall, and Deonte Turnley

Absent: Jennifer Hertel and Robert Threet

**III. Approval of Minutes – May 3, 2023 meeting**

Motion made by Lee Keitel to approve the meeting minutes for May 3, 2023.  
Trista Lutgring seconded. Motion passed.

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

a. Officers

- i. Chair (Stump) – See [Appendix A](#) for notes.
- ii. Vice-Chair (Gogel) – Plan on a supplemental meeting in June. Usually, July and August are consumed with trying to get committees solidified and people chairing those committees. This June supplemental meeting time will be used to hopefully get some chairs and co-chairs identified early on to be efficient.
- iii. Past Chair (Hansen) – No Report
- iv. Secretary/Treasurer (Tieken) – Budget is \$1,290.56. Also, notice will go out shortly to the committee chairs to get your end-of-year report created and finalized.

b. Standing Committees

- i. Employee Events – Jennifer Hertel, Chair/Vacant, Vice Chair  
Administrative Senate will provide cookies and donated ice cream to the Employee Cookout being held on Wednesday, June 14.
- ii. Employee Outreach – Trista Lutgring, Chair/Erin Altman, Vice Chair  
Welcome cards for new administrators have been printed and are in hand. For any new admins starting at USI, we are going to have a committee member bring the welcome card to them. In the future, hope to have an actual gift basket of things to offer the new admin.
- iii. Employee Relations and Benefits – Laurel Wilson, Chair/Vacant, Vice Chair  
No meeting this month but did have some informal Teams chats, but nothing new to report.

- iv. Nominations and Elections – Jake Hansen, Chair  
The elections went smoothly. Was concerned about how the Qualtrics process was going to work out. Due to the simplicity of it, Greg Johnson took care of it, and it went off without a hitch. After the elections, the committee met one final time to certify the results. I then reached out to each newly elected members.
- v. Professional Development – Lee Keitel, Chair/Aaron Pryor, Co-Chair  
No Report.
- c. Ad Hoc Committees
  - i. Bereavement Policy Revision – No Report
    - Sick Bank Policy
- d. Liaisons
  - i. Steve Bridges – See [Appendix B](#)

## V. Unfinished Business

- a. Ongoing Projects
  - i. Feedback on Alternative Work Arrangements  
Jenny Garrison: Huge benefit to having this as an available option. It's a great selling point for trying to bring talent to the university. Would like to know, since the review date of August 11 to renew this is quickly approaching, if this will keep going as it has been. Knowing sooner rather than later would be beneficial.  
Ryan Kaczmariski: Oversees eight to eleven employees and echoes the same points as Jenny and would love to see this continue as well.
  - ii. IFC – Student pay rates (*collaborating with other governance groups*)  
Steven Stump: No updates currently due to other pressing events/tasks that had priority. Going to spend some time with this IFC hopefully this summer and be able to try a few new things to get a couple of suggestions in place that we can take to upper leadership for their consideration.
- b. Tabled Projects
  - i. N/A

## VI. New Business

- a. Admin Senate liaison discussion:  
The top discussed candidates:  
Sarah Will from HR – Pros, many of the IFCs received have touchpoints with HR items  
Troy Miller, VP for Strategic Enrollment Management – Pros, would bring a different perspective and is on the [President's Cabinet](#)  
Will discuss this further at the June supplemental meeting.

## VII. Announcements

- a. Supplemental meeting is scheduled for June 21, 2023.
- b. There are many jobs open and posted on the HR website, please help share these opportunities with friends and family.

**VIII. Adjournment**

At 3:52 p.m. the meeting was adjourned.

The next Administrative Senate Meeting is July 5, 2023, in UC 2207

## Appendix A – Chair Notes ([Top](#))

### Provost Search Committee (Week of 5/22/23)

On-campus interviews M-Th, review on Friday. Feedback and recommendations were shared with President Rochon.

### President's Council (5/30/23)

**President** – Provost Search (Bridges) - Okagaki, Travis, Fotouhi, Posler; group discussed strengths of the four candidates.

**Provost** – Croatia (M. Khayum) Conference on Human-Computer Interaction. Developed in IEEE Conference. Had some interest from institutions in Croatia and Macedonia to have a relationship with USI. Visit/presentation with Dr. Mujumdar and Dinko Bacic in Croatia. Due to tourism and history, English is a common language in the cities and universities. Strong interest in collaborating with their summer schools – study abroad options (biometrics, MBA, medicine, research collaboration, joint micro-credentials). University of Split, in particular, is interested in renting facilities and serving as a USI satellite campus during the summer.

Also attended two conferences in Croatia. Economics Faculty of Split (EFOS) Challenges of Europe Conference and IEEE Conference. Telehealth has become a large consideration for their population: “how do nonverbal cues influence trust?”

**Enrollment Management** – Use of preferred name in Admissions. There are pros and cons to putting a student's preferred name on official USI documentation/acceptance letters (acceptance, trust, welcoming vs. Legal documentation,

General Observations: USI has some cylinders of excellence, but gaps exist between them (communication, collaboration, etc.) Must maximize all efforts on campus before we start looking externally. We're missing some opportunities. Enrollment is not just 1TFT freshmen. It's about new students, continuing students, and students who have left – coordinating efforts to recruit, retain, and re-engage. Customize our outreach in how we reach these students. Has to be an integrity in the communication – what did we accomplish? What are we looking to accomplish? We have new opportunities to reassess and evaluate how we do things.

### Dean of Students Search (5/30/23)

Invited to represent Administrative Senate in the Dean of Students search process. Attended three small-group meetings (5/30, 5/31, and 6/5). Provided feedback via the campus survey for each candidate.

## Appendix B – Liaisons ([Top](#))

Steve Bridges: I do have a few announcements I wanted to mention that we did get the athletic report for year one submitted. It was due June 1st to the NCAA regarding our move from Division Two to Division One. One got sent out right before Memorial Day. I think the other was sent out the Thursday before. I'm thinking that is when we sent that out. So, a lot of effort in providing that, and some of you may have participated in that information.

We had a June 5th special board meeting to set tuition rates for the next two years on Monday and the Commission for Higher Education always provides a nonbinding tuition recommendation to us. It's nonbinding, but if you go over what they say they have, you come up to present why you're going over. So they make it a little bit painful even though it's non-binding, but the last few years have been fairly low. They went from zero to three and a half, which is really quite different than they've done in the past. Inflation is a big high as you know, and I think some reality maybe to say since we set this for two years at a time, we've had a two percent rate the last two years and I know we all talk about inflation increases, but the university itself was limited to that the last two years. So, we've been struggling. We did go to 3.25%, which is below 3.5%. The thought process with that is we got a little more money from the state this year. There seems to be more of an interest with the new Commissioner for higher education to invest more, to be willing to ask for more money for higher education. So, uh being a little bit below, but as much as we could seem to be a good strategy from a political standpoint. So that's where we are for the next two years.

The next board meeting will be on July 13th. Will be talking about the budget, and they'll be miscellaneous student fees that go before the board, then lab fees, program fees, and all the other little fees that we require.

The Provost search is something that I think you'll be hearing about this week. I don't know if it'll be tomorrow or Friday, but by Friday at the latest, I think you'll be hearing some information on the Provost search. So, I'll leave it at that. At this point, a lot of hard work, and appreciate everyone who participated in that.

We are working on the budget. We now know our fees since those were approved. So, we're working diligently. We're short-handed a position, so I'm not making any excuses. We're all suffering from that, but I'm just telling you it's happening in the budget world too. I've been actually reverting to doing budget schedules, which should probably scare everyone, to be honest with you since it's been a while since I've done those. But nonetheless, we're pitching in. We are looking at the budget pieces. Now that we know the fees, we know the state we're trying to determine. Budget increases raises things like that, so I know we're running late on that, so don't take that as a sign one way or the other that we're running late. So, we're working hard to do that. So, I know that's something that's first and foremost and everyone's mind, and it should be, but now we're working hard to determine where we are on that. So, I hope to have some information out very shortly on the situation with compensation.