

**University of Southern Indiana Administrative Senate Agenda**  
**Wednesday, March 6, 2024 | 3 p.m. UC 2207**

I. **Welcome and Call to Order** at 3:02 p.m.

II. **Roll Call:**

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

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

Absent: Steven Stump (Past chair), Christine Wittmer, and Stacy Draper

III. **Approval of Minutes – February 7<sup>th</sup>, 2024 meeting:** Kathy Oeth motioned, Laurie seconded

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

a. Officers

i. Chair (Gogel)

- The President’s Council met yesterday. Dr. Blunt provided an update on the academic calendar and for planning the next five years
- Marketing and Communications provided an overview of media training for our branding and to gain more traction of what is going on USI’s campus
- AI discussion of fake articles posted. Illume magazine will be getting a refresh for the fall edition
- Password changes will be updated on more frequent password changes and hasn’t included the student population yet
- Exec met Monday to set the agenda for today's Admin Senate meeting.
- Governance chairs will be visiting with candidates for Assistant Dean of Students

ii. Vice-Chair (Tieken)

- Webpage updated for meeting minutes

iii. Past Chair (Stump)

- Not present/No report

iv. Secretary/Treasurer (Prince)

- \$1300 is our budget

b. Standing Committees

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

- Meeting scheduled for next week

ii. Employee Outreach – Chair/Vacant, Vice Chair

- Stacy’s update: met 2/8 and 2/22 with a focus around adding additional touchpoints for new admins as they onboard, starting up the welcome email and hard copy signed card

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

- No report this month

- iv. Nominations and Elections – Steven Stump, Chair
    - Not present-no report
  - v. Professional Development – Aaron Pryor, Chair/Chelsea Nall, Co-Chair
    - No report
- c. Ad Hoc Committees: No report
- d. Liaisons – Steve Bridges:
- i. We encourage you to change your password for cybersecurity. No other additions to Taylor’s President’s Council meeting updates
  - ii. I will be meeting with Taylor Gogel to discuss the priority of IFCs

**V. Unfinished Business**

- a. Ongoing Projects
  - i. Bereavement Policy Revision
  - ii. Tuition Benefit Waiver for surviving family members
  - iii. Athletic Fee Waiver/Discount
  - iv. Administrator Award/Recognition
- b. Tabled Projects
  - i. Sick Bank Policy
  - ii. IFC - Student Pay Rates: removing from agenda and putting in the hands of SGA once we get further clarification from Britney Orth

**VI. New Business**

- a. Town Hall Discussion:
  - i. Taylor: Kyle Mara consolidated the questions submitted to have them all answered
  - ii. Kathy: someone reported to her that a question about parking and parking fees wasn’t addressed
  - iii. Steve: it became a time factor to get all questions answered for that and others, such as the blue phones. A couple of winters ago, the pilot program was running for students to park on campus to see how it would go. The report comes from Mets on how many students ride the bus. Census of 95% is the fullest any parking lot gets, and if any employee gets a ticket, they can do the parking appeals
  - iv. Jenny: The organization was well done. Recruitment could need a deeper dive into a discussion that was started
- b. Wellness Fair: Sept 25, getting a committee together for this, someone from EOC to serve on this committee
- c. Desserts for Employee Cookout: we can buy cookie trays through Sodexo and collaborate with the Staff Council. Jennifer to reach out for a donation of ice cream
- d. Vacation and Sick time IFC: wanting hourly vacation and sick time instead of half days or full days
  - i. Steve Bridges: We are not supposed to turn it in unless it is a half-day increment for salaried people. I will double-check the handbook, and it may need clarification on how the benefits are reported

**VII. Announcements**

- a. Supplemental meeting is scheduled for March 20<sup>th</sup>, 2024.
- b. Many jobs are open and posted on the HR website. Please help share these opportunities with friends and family.
- c. Consider going to the game on Friday.

VIII. **Adjournment**

- a. Meeting adjourned at 3:54 pm.
- b. The next Administrative Senate Meeting is April 3<sup>rd</sup>, 2024 in UC 2207

## 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?