

**University of Southern Indiana Administrative Senate Agenda
Wednesday, March 5th, 2025 | 3 p.m. UC 2205**

I. Welcome and Call to Order at 3:01

II. Roll Call:

Present: Tricia Tieken (Chair), Jenny Garrison (Vice-Chair), Taylor Gogel (Past-Chair), Carissa Prince (Treasurer/Secretary), Mackenzie Schmitt, Laurie Wilson, Ryan Kaczmariski, Emily Ozee, Erin Hollinger, Jennifer Hertel, and Elizabeth Damm Schmitt

Absent: Tami Jaramillo Zuniga and Blake Bruner

III. Approval of Minutes – February 2025 minutes to approve

- Corrected that Elizabeth Damm Schmitt was present

IV. Guest Speakers:

Jennifer Greene from the Library Archives Office

- Archives Madness
- Can come to vote for archives in person in the office also
- Civil War letter collection to be on display next

Jennifer Roberts and Chelsea Givens from the Institutional Equity Office

- Need volunteers to be investigators and advisors when going through the hearing process
- Provide trainings

V. Reports of Officers & Standing Committees

- Officers
 - Chair (Tieken)

From 2/11 President's Council:

- President Bridges attended the Lilly Endowment convening. It seemed to go well.
- Provost Blunt brought forward some name changes for departments:
 - Health Services to Health Administration and Community Health
 - World Languages and Culture to World Languages and Culture and Anthropology
 - Career Services and Internships to Career Success Center
- Web-time entry update by S. Will

From 3/4 President's Council:

- President Bridges was in Indianapolis for a meeting.

- Web-time entry update by S. Will: Training is going well. Encourage administrators to reach out if they have questions. Lynn Melms is leaving USI on 3/21/25.
- A. Siders – Teams calling is progressing well. There are still some bugs to work out, but it is promising that this will be able to roll out in the next few months.

My general notes:

- An email regarding the Presidential Search was sent out just after 9 a.m. on 3/4. I recommend reading it.
 - BOT meeting is scheduled for 3/6.
 - Kathy Oeth has resigned for personal reasons and a card will go around to sign. Her term ends at June and will leave it vacant at this time.
- Vice-Chair (Garrison)
 - Two DEI meetings attended
 - Steve Bridges came to talk at the second meeting, understands the concerns, and is planning this process. Not at a place to make a public statement to the community about this process. The state house said that USI is doing it right. We will strategize and move forward.
 - Past Chair (Taylor)
 - No report
 - Secretary/Treasurer (Prince)
 - Budget is 1360.95
 - Standing Committees
 - Employee Events and Employee Outreach – Tami Jaramillo Zuniga, Chair/Mackenzie Schmitt, Vice Chair
 - No report
 - Employee Relations and Benefits–Laurie Wilson, Vice Chair
 - Still discussing wording on employee relations for student discount next of kin
 - Nominations and Elections– Taylor Gogel, Chair
 - Ballet to be released mid-April; getting the group together and need two senators to help serve on the committee
 - Professional Development– Erin Hollinger, Chair
 - Erin is now the chair and will work on getting a meeting on the calendar

VI. Unfinished Business

- Admin Senate Anniversary planning
 - Supplemental Date in April to be used for that time
 - Will be held in Dunn Lobby with catering finger foods
 - Will invite previous senators and current ones
- Best of Nest continuing to travel to award winner offices
 - Heather Odom is the next winner and will deliver the award next week
 - The Archie award will continue to travel from office to office
 - Next month will be Denise Allison

VII. New Business

- Web Time Entry discussion
- Concerns over biweekly pay when it begins
- Getting an early notice, which is a great thing
- Encouraged to go to information sessions

VIII. Announcements

- Supplemental meeting is scheduled for March 19th in UC 2205.
- Many jobs are open and posted on the HR website. Please share these opportunities with friends and family.
- Reminder to meet with your committees.
- Enjoy Spring Break next week.

IX. Adjournment

The following Administrative Senate Meeting is April 2nd at 3pm in UC 2207.
Meeting adjourned at 3:58 pm.

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?