

University of Southern Indiana Administrative Senate Minutes
Wednesday, September 6, 2023 | 3 p.m. UC 2207

- I. **Welcome and Call to Order:** The meeting was called to order at 3:03 p.m.
- II. **Roll Call**
 - a. Present: Taylor Gogel (Chair), Steven Stump (Past Chair), Tricia Tieken (Vice-Chair), and Carissa Prince (Secretary/Treasurer), Steven Bridges (Liaison), and John Mark Hall (Guest Speaker)
 - b. Jennifer Garrison, Jennifer Hertel, Aaron Pryor, Lee Keitel, and Laurie Wilson
 - c. Absent: Tami Jaramillo Zuniga, Ryan Kaczmariski, Chelsea Nall, and Kathy Oeth
- III. **Approval of Minutes – August 2, 2023 meeting**
 - a. Didn't have quorum to approve minutes at this time
- IV. **Special Guest:** John Mark Hall (Associate Vice President & Director of Athletics)
 - a. John Mark Hall was our guest speaker for consideration of our liaison
 - i. Year 2 NCAA focus will be over NCAA complacency review and will emphasize finance, fundraising, and sponsorship.
 - ii. Steven asked how Admin Senate could help support USI Athletics. John Mark said to help promote women's sports teams and encourage others to attend.
 - iii. Taylor asked if soccer was a free entry game and John Mark said that it is only for faculty/staff but that volleyball is free to the public as there is a sponsor for it. Steve Bridges attended one and encouraged us to go as well.
- V. **Reports of Officers & Standing Committees**
 - a. Officers
 - i. Chair (Gogel) –
 - The executive team met September 5th and discussed the agenda for this meeting.
 - President's Council met August 29th. Discussed were the following: There was a mayoral debate Oct 18th on campus and it will be aired on WNIN. President Rochon announced there will be a Town Hall in January. Census day will be September 15th. The Romain College of Business is among the top 2% of business schools globally to have earned AACSB accreditation in both its business and accounting programs. The New Harmony Trip is scheduled for all freshman on September 12th. Founder's Day is set for September 13th. There will be a Wellness Fair on campus for September 27th and Fall Break will be Oct 9th and 10th.
 - Tuition benefits are now approved for part-time status and will be prorated. This doesn't include student workers at this time.
 - ii. Vice Chair (Tieken) – Announced that she will be serving on the Traffic Appeals Committee until the next Vice-Chair steps in and this will be moved to a permanent duty for the Admin Senate Vice Chair. Encouraged senators to send invites for her to try and attend committee meetings.
 - iii. Past Chair (Stump) – No report

- iv. Secretary/Treasurer (Prince) – Budget is \$1,500
- b. Standing Committees
 - i. Employee Events – Jennifer Hertel, Chair/Tami Jaramillo Zuniga, Vice Chair
 - No report
 - ii. Employee Outreach – Lee Keitel Chair/Vacant, Vice Chair
 - Lee: first meeting later this month to meet each other
 - iii. Employee Relations and Benefits – Laurie Wilson, Chair/Kathy Oeth, Vice Chair
 - Laurie: met yesterday (9/5) to discuss the new IFC over health benefits being lost with those in the 2014 retirement pool. Committee is going to talk with Sarah Will. They are looking at moving the transportation IFC to a committee goal of shuttle buses.
 - iv. Nominations and Elections- Steven Stump, Chair
 - No Report at this time. Starting the process in the spring term.
 - v. Professional Development – Aaron Pryor, Chair/Chelsea Nall, Co-Chair
 - Aaron: didn't meet as a group yet. Chelsea and Aaron met with Paula Nurrenbern to discuss spring engagement options for professional development. Travel is a big topic at this time to promote and collaborate on for learning opportunities.
- c. Ad Hoc Committees
 - i. Bereavement Policy Revision – No Report
 - Sick Bank Policy
- d. Liaisons
 - i. Steve Bridges
 - Tuition waivers for deceased USI employee's family members: updates next time
 - Kiwibot excitement: won't have Starbucks to deliver

VI. Unfinished Business

- a. Ongoing Projects
 - i. IFC – Student pay rates (*collaborating with other governance groups*)
 - Nothing to report. This will be a tabled item now. Sarah Will is looking into this.
 - ii. Alternate Remote Work Approval Process
 - Taylor: Make note if anyone has heard any negative feedback. Laurie: some have said it is slow for getting approval responses back. Steve Bridges: Reach out to the individual to see what the update is
 - iii. Admin Senate liaison discussion
 - Taylor: We will continue to invite guests
 - iv. Retirement benefits discussion
 - Waiting on feedback
- b. Tabled Projects
 - i. N/A

VII. New Business

- a. Fall Survey Results
 - i. Taylor pointed out that we should have put in a follow up question under Employee Orientation if employees selected why they felt unprepared with their onboarding experience but hoping this gives some validation. Taylor had the idea of a signature Admin Senate annual event to connect people across campus. Ideas brought up were a field day, lunch and learn.
 - ii. Shuttle Service section: Taylor said it didn't see to have produced interest for this feature. Laurie said they want to keep it alive for their committee but to have it as a committee goal rather than an IFC. Aaron mentioned this may be a bigger issue with students rather than employees. Taylor is going to look for an official break down of who was support staff and who was administrators.
 - iii. Professional Development: Taylor said that people seemed eager for professional development based on these results so Aaron's committee can use the data accordingly for future planning.
 - iv. Other mentions: Aaron brought up that significant others should get to use the gym on campus for free. Lee mentioned that he checked into this and it costs \$6 a day. Jenny Garrison said that there was a comment on paternity/maternity leave and discussed focusing on that. Carissa agreed. Taylor said when we have quorum that we can look into a sub motion for a fertility coverage committee once a new IFC is submitted.
- b. Administrator Award?
 - i. Taylor brought the idea up to senate about a merit award for employees. Jenny agreed that we need to recognize what people are doing on campus. Tricia brought up a department award and a person award. Taylor wants examples for the supplemental meeting.

VIII. Announcements

- a. Supplemental meeting is scheduled for September 20, 2023 and Marna Hostettler will be our guest speaker.
- b. There are many jobs open and posted on the HR website, please help share these opportunities with friends and family.

IX. Adjournment

At 4:13 p.m. the meeting was adjourned.

The next Administrative Senate Meeting is October 4, 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?