

Minutes
University of Southern Indiana - Administrative Senate
Wednesday, January 11, 2023
3 p.m. UC 2206

I. **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, Jennifer Hertel, Lee Keitel, Trista Lutgring, Kathy Oeth, Carissa Prince, Aaron Pryor, Robert Threet, and Laurel Wilson

ABSENT: N/A

III. **APPROVAL OF MINUTES:**

Motion made by Trista Lutgring to approve the December 2022 minutes. Laurel Wilson 2nd. Motion passed.

IV. **REPORTS FROM OFFICERS & STANDING COMMITTEES**

a. **Officers**

i. Chair: Steven Stump

President's Council (12/13/22) 9:00 AM

1. President Rochon
 - a. President Rochon thanked everyone who responded so quickly to the blackout that affected campus the previous day. He adamantly stated that he would not tolerate impatience or disrespect that was directed to anyone on our team attempting to provide updates and solutions in such situations.
2. Finance & Administration (Bridges)
 - a. The December Benefit Premiums would NOT be coming out this month with the changeover; HAS/retirement contributions will still come out
 - b. An email is coming out with details on webtime entry, which HR anticipates will improve accuracy and is much needed
 - c. The United Way campaign will kick off in January
3. Marketing & Communications (Strupp)
 - a. Commencement will be on Saturday at 10am for CNHP/Pott, and at 1pm for COLA/RCOB
 - b. All Marketing Content Specialists have been hired
 - c. CMO interviews are currently underway
4. Student Affairs (Hammett)
 - a. VP of Enrollment Management candidates have been narrowed to a short list
5. Athletics Administration
 - a. Men's/women's basketball will be playing at home on 12/29 (free tickets available)
6. Faculty Senate

- a. Reviewing the Academic Program Review process with VP Bridges & Dr. Blunt
 - b. Have an ongoing list of charges
7. Staff Council
 - a. 14 families received gifts through the Giving Tree
 - b. Staff Council provided snacks for International Students
8. CNHP (Swenty) – Dean interviews
9. COLA (Doughty) – USI will be featured on ViewPoint with Dennis Quaid (PBS)
10. RCOB (Mujumdar) – presented our biometric lab to the CHE; impressed with our capabilities

Professional Development Day (1/4/23)

Most presentations seemed to go well; open for discussion

Chief Marketing Officer Interviews

Claire Bosma (1/5/23) and Ziad Ghanimi (1/6/23)

Vice President for Strategic Enrollment Management Interviews

Matthew Aschenbrener (1/4/23)

Troy Miller (1/6/23)

Jerry Ross (1/10/23)

Special quests for future meetings

Chelsea Givens (Title IX Coordinator) and Austin Siders (Chief Information Officer)

Admin Senate Exec Committee (12/5/22) 8:30 AM

December Regular Meeting Agenda

- ii. Vice-Chair: Taylor Gogel – nothing to report
- iii. Past Chair: Jake Hansen – Continuing senators may serve on the Nominations and Elections committee. Two to three senators are needed. If interested in serving, then let Jake know.
- iv. Secretary/Treasurer: Tricia Tieken – Remaining budget is \$1417.50.

b. Standing Committees

- i. Employee Events – Jennifer Hertel, Chair / Vacant, Vice-Chair
 - Winter Social went well.
 - Committee is small and would like to recruit more members.
- ii. Employee Outreach – Trista Lutgring, Chair / Erin Altman, Vice-Chair
 - The *Acquired blank cards to welcome new administrators with. Trista is going to talk with Terri in Creative Print to see options for printing a standard message before passing the cards around to be signed by the committee members.
 - Trista is now receiving the new administrators email list and will inform Senators when there are new admins in their districts so they can welcome them. This list will also help when sending out the welcome cards.
 - Looking to gather the committee at the end of January/early February depending on schedules.
- iii. Employee Relations and Benefits – Laurel Wilson, Chair / Vacant, Vice-Chair
 - Meet on 1/9/23.
 - Talked about the IFC for an Increase in Per Diem for university travel.
 - Talked about the IFC to amend the Fee Waivers and Course Enrollments policy to extend the tuition fee waivers to surviving spouse/dependent children who may not be enrolled in courses at that time of the death of the active employee.
 - ADD NEW: Benefits for widows or widowers terminate at the end of the semester following the date of remarriage.
 - ADD NEW: Benefits under this policy are extended to surviving dependent children of an active employee
 - a. whose death occurs while an active employee and
 - b. who, at the time of death, have achieved ten (10) years or more of full-time employment
 - Benefits under this policy are extended to surviving dependent children of an active employee
 - a. whose death occurs while an active employee and,
 - b. who, at the time of death, have achieved < ten (10) years or more of full-time employment and
 - c. if the dependent child has begun grade 9 or higher
 - Vote for this IFC and its updates will take place in February 2023 meeting.
 - Steven Stump will check with the chairs of the Faculty Senate and Staff Council for their feedback.
- iv. Nominations and Elections – Jake Hansen, Chair
 - Nothing to report.
- v. Professional Development – Lee Keitel, Chair / Aaron Pryor, Vice-Chair
 - Nothing to report.

c. Liaison

- i. Steve Bridges:
 - President Rochon presented at the Indiana Ways and Means Committee on Tuesday, January 10. Went swimmingly in Steven Bridges' opinion. Combination of data with stories. This resonated with the people in the room. The committee

and people attending were all ears and had good questions. USI received the best reception.

- i. Appropriations bill is usually put through at the end of the session which is usually in April/May.
- Governor presented his budget with a big focus on K-12.
 - Summer bridge program. USI has representatives that are writing a bill so USI can get that.
 - Comments regarding Professional Development Day – would have liked more time between the sessions to deal with technology and just to get situated.
 - Board meeting is on Tuesday, January 17 in the Griffin Center on campus.
 - United Way Donation – trying to change the way people donate – straight through a United Way secure webpage and will no longer be a deduction via employee's payroll.
 - Provost search is in the beginning stages. More info to come.
 - Faculty Senate is also looking at Per Diem rates. Chrome River has the capability to know what Federal Per Diem rates are depending on the city the traveler is going to travel to. The kicker is that there is no additional budget for it so there is less travel. A Per Diem of \$32 is not enough. It needs to be changed. A discussion has taken place with Faculty Senate as well. Still need to speak to the Deans about it. In the past, did go to the Deans to suggest an increase to the Per Diem. They were against it because they didn't have the budget and wanted to spread the dollars around.
 - Did change the number of hours for dependents to 132 (was 120). That came from Faculty Senate. This happened within the last year and a half. Admin Senate signed on to it when it was submitted.

V. Unfinished Business

a. Ongoing Projects

- i. Sick Bank Policy (with VP Bridges)
Discussion/Action: Table to Fall 2023.
- ii. Meet the Senators
Discussion/Action: Trista Lutgring is going to put this together for the February meeting. It'll be a specific message that will be sent out by the Senator who is on deck. This event can be placed under Employee Events. By the supplement meeting on 1/25, let's plan to put this into action for the February 1 meeting.
- iii. Feedback on Alternative Work Arrangements
Discussion/Action: A survey is coming up regarding this. No deep dive on this topic until the survey results come in for review/discussion.
- iv. Replacement fee for lost/updated employee ID cards
Discussion/Action: Charge within Faculty Senate from Kim (Chair). No updates yet. Steve will inquire for updates and provide updates once they become available.
- v. IFC – Fee waiver for athletics fees for employees
Discussion/Action: Staff Council was going to take the lead on this to get some data before being able to look at the scope of the issue. Once the data is available, will review it to see what solution there may be.
- vi. IFC – Student pay rates

Discussion/Action: Both Admin Senate and Faculty Senate received an IFC for this topic. Shared ours with Kim (Faculty Senate). Kim has been doing work on this with Greg Johnson and Brody Broshears. Brody has been together a list of student tutor pay scales with peer institutions, and USI is pretty low on it. Greg Johnson is working on retention data among student workers. Going to put all this data together and see what picture it paints so a course of action can be implemented. Dawn (Staff Council) suggested also including other data points such as federal work-study programs. Faculty Senate will take the lead on it and get back to Admin Senate on a future date.

vii. IFC – Travel Per Diem

Discussion/Action: see section IV.b.iii.

viii. IFC – Bereavement policy revision

Discussion: see section IV.b.iii.

Also, includes this IFC submitted on 10/6/2022:

Respectfully request the committee review the Bereavement policy & consider including family members versus specifying specific familial relationships as a priority & worthy of the bereavement leave. This policy isn't consistent with USI's effort to promote a welcoming atmosphere for employees that is culturally inclusive.

Action: Ad hoc committee was created for this IFC, which is being headed by Taylor Gogel. Kathy Oeth and Tricia Tieken agreed to serve on this ad hoc committee. The employee who submitted this IFC will also be invited to join this committee along with Ingrid Lindy from HR.

ix. IFC – Compressed work week exempt employees

Discussion/Action: Not discussed.

b. Tabled Projects

i. N/A

VI. New Business

a. Professional Development Day

Discussion/Action:

Several presentations overlapped with other presentations that people wanted to attend. Recording presentations would help with this issue. A solution could also be for Professional Development to look at these presentations to see if there is something that could be created session-wise.

Don't put sessions that require a computer lab in a basement lab since the signal is hit-and-miss, and people may not be able to get their Okta authentication to log in.

Prep time was rushed (was in mid-December). Some ideas to avoid this for the Spring 2024 meeting:

For the Fall 2023 survey, let people give some ideas of what they want to see presented and then get a presentation outline nailed down by October/November 2023. This way the presenters are identified and have time to prepare for the Spring 2024 meeting.

VII. Announcements

a. Supplemental Meeting is scheduled for January 25, 2023. Chelsea Givens, Title IX Coordinator/Affirmative Action Officer, will be our guest speaker at this meeting.

b. There are many jobs open and posted on the HR website, please help share these opportunities with friends and family.

VIII. Adjournment

4:02 p.m. Meeting adjourned.

The next meeting is on February 1, 2023.