

Minutes
University of Southern Indiana - Administrative Senate
Wednesday, October 5, 2022
3 p.m. BE 3024

I. **CALL TO ORDER:** The meeting was called to order at 3:04 p.m.

II. **ROLL CALL**

PRESENT: Steven Stump (Chair), Taylor Gogel (Vice-Chair), Jake Hansen (Past Chair) Tricia Tiekem (Secretary/Treasurer)

Andrea, Daub, Jennifer Hertel, Trista Lutgring, Nathaniel Payne, Aaron Pryor, Robert Threet, and Laurel Wilson

ABSENT: Erin Altman, Steve Bridges (Liaison) and Besty Jo Mullins

III. **APPROVAL OF MINUTES:**

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

IV. **PRESENTATION BY MARNA HOSTETLER, DIRECTOR OF DAVID L. RICE LIBRARY**

Synopsis: Discussed what the library had to offer regarding activities and services.

Action: Visit the [USI \(University of Southern Indiana\) Rice Library](#) webpage for more info.

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

a. **Officers**

i. Chair: Steven Stump

Admin Senate Exec Committee (9/16/22) 1:15 PM

- Faculty Senate Charges
 - Athletic Fee Waiver – will discuss with the other governance groups
 - ID Replacement Fee – supportive of charge, could even do a digital ID card through MyUSI
- Agenda for Supplemental Meeting (9/21)
 - Confirmed visit from CALS (Center for Adult Learning & Success)
 - Alternate Work Arrangement Policy
 - a. Some departments are being less flexible than others – consistency
 - b. Senate will have some open discussion

President's Council (9/27/22) 9:00 AM

1. President Rochon

- a. Make students know this is their institution of choice
- b. Wants to broadly impact the community as much as possible with pay increases; our ability to do so is currently limited
- c. Extended lunch period during Fall Festival

- d. How do we get prospective students to identify that USI is their home?
2. Faculty Senate
 - a. Meeting with various departments on campus to build faculty's awareness of support services to students (CALs, Admissions, etc.)
 - b. Reviewing and resolving old charges
3. Staff Council
 - a. Hosted President Rochon at previous meeting; discussed athletic fee and wages
4. VP of Enrollment Search (Dr. Doss) - meeting in Teams, established rubrics, will post soon
5. New CRM (Blunt)
 - a. Have a steering committee
 - b. Signed a contract with Slate
 - c. Outside consultants for implementation
 - d. Identified 7 subproducts that Slate could potentially replace
 - e. Timeline: 7-9 months
6. OPRA (Office of Planning, Research and Assessment) (Heith) - pulling data on a 10-year enrollment pattern for peer institutions
7. COLA (Doughty) - web migration, targeting prospective students who have visited campus
8. POTT (Mitchell) - web migration, collaborating Early College (McNamara), college fairs
9. RCOB (Romain College of Business) (Mujumdar) - 3 pipelines: HS seniors, community college students, adult learners
10. CNHP (Clg of Nursing and Health Professions) – web migration, visiting HS students, CALs, READI grant
11. Grad (Dixon) - Director of Online Learning has received several applications
12. Chief Data Officer search will launch in 1-2 weeks
13. Safety Training in Stone Center on 10/26; others available upon request
14. F&A (Bridges)
 - a. ED of HR (Human Resources) final candidates in October
 - b. Audit for USI and Foundation
 - c. Sold 3 properties in New Harmony
 - d. Wellness Fair on 9/28
15. Marketing & Communications (Strupp)
 - a. Web going well
 - b. Chief Marketing Officer posted
 - c. Reviewing candidates for Dir. Athletic Marketing & Fan Engagement
 - d. College-level marketing coordinator searches
16. Legal & Government Affairs (Trump)
 - a. Received a federal grant of \$735,000 to expand the Nursing program

- b. Pres. Rochon presented our budget request to the Commission for Higher Ed, and it went well

Admin Senate Exec Committee (9/30/22) 8:00 AM

- I. Meeting Agenda
 - a. Updated agenda based on status of new/unfinished business
 - b. ERB shared a draft proposal for a fee waiver extension for deceased employees; Steven is getting any updates from Faculty Senate to share in our Senate meeting.

Admin Senate Exec Committee (10/3/22) 8:00 AM

- II. Meeting Agenda
 - a. Updated agenda based on status of new/unfinished business
 - b. ERB shared a draft proposal for a fee waiver extension for deceased employees; Steven is getting any updates from Faculty Senate to share in our Senate meeting.
- ii. Vice-Chair: Taylor Gogel – nothing to report
- iii. Past Chair: Jake Hansen - nothing to report
- iv. Secretary/Treasurer: Tricia Tieken – The budget is \$1500. Will work on getting the Admin Senate webpage updated.

b. Standing Committees

- i. Employee Benefits – Laurel Wilson, Chair / Vacant, Vice-Chair
Topic Discussed: Recommendation for the Fee Waivers and Course Enrollment policy. For full details, see the document *08-01-2022 Recommendation for Policy – Final*, which is available on the Admin Senate SharePoint ([Document > Standing Committees > Employee Relations & Benefits > 2022-2023 > Admin Senate Meeting Discussion Points > 2022-10-05 Admin Senate Meeting](#))
Outcome: Decided the recommendation had merit and should move to the next phase when ready.
- ii. Employee Events – Nathan Payne, Chair / Jennifer Hertel, Vice-Chair
Nothing to report
- iii. Employee Outreach – Trista Lutgring, Chair / Erin Altman, Vice-Chair
From September 9, 2022 Meeting:
 - I. Introductions
 - a. We briefly introduced ourselves and our departments as this was the first time, we were gathering for the 2022-2023 academic year.
 - II. Old Business/Projects
 - a. As a committee, we recapped the old business/projects that EOC were charged with. We addressed which projects we'd like to focus on for the year and how to follow up with others.

- v. Professional Development – Lee Keitel, Chair / Aaron Pryor, Vice-Chair
Nothing to report.

c. Liaison

- i. Steve Bridges – not in attendance – nothing to report.

VI. Unfinished Business

a. Ongoing Projects

- i. Sick Bank Policy (with VP Bridges)
Action/Discussion: No update.
- ii. Nurturing Our Nest – Recruitment, and Retention Initiative
Action/Discussion: Moved to Employee Outreach Committee
- iii. IFC (Item for Consideration) – 15-Minute Meeting Breaks
Action/Discussion: Moved to Professional Development
- iv. Meet the Senators
Action/Discussion: Rather than blanketing out from all senators and districts have senators from the districts whose neighborhoods we are going to be in send out an email to their constituents. Have those district senators and one or two people from the executive committee be there 30 minutes prior to the Admin Senate meeting to talk to them and invite them to stay for the meeting if they wish to do so.
- v. IFC – New position to lead retention efforts:
Action/Discussion: Submitter suffice with the new position --> VP of Enrollment (will have a lot to do with retention efforts).
- vi. IFC – Fee waiver for athletics fees for employees
Action/Discussion: This fee should be waived like any other fee. Be consistent with employees. The fee does scale and will eventually be over \$200. This fee seems to be creating a division amongst faculty/staff. Could be a deterrent to those who were considering taking classes. What is the reason for this fee? Part of the frustration/confusion from employees is not knowing the reason for the fee. How are other fees that are waived covered? Steven will be talking with Kim and Jamie about this point. Further discussion about this topic will ensue in a future Admin Senate meeting.
- vii. Feedback on Alternative Work Arrangements
Action/Discussion: Still not sure why compressed work schedule is not offered to all employees.

b. Tabled Projects

- i. Tuition Benefit:
Action/Discussion: Removed

VII. New Business

- a. Replacement fee for lost/updated employee ID cards. Moved to the supplemental meeting to be held on October 19, 2022.

VIII. Announcements

- a. Supplemental Meeting is scheduled for October 19, 2022.
- b. There are many jobs open and posted on the HR website, please help share these opportunities with friends and family.

IX. Adjournment

4:38 p.m. Meeting adjourned.

The next meeting is on November 2, 2022.