**University of Southern Indiana Administrative Senate Agenda**
**Wednesday, November 1, 2023 I 3 p.m. UC 2206**

**I. Welcome and Call to Order:** The meeting was called to order at 3:03 pm.

**II. Roll Call**

Present: Taylor Gogel (Chair), Steven Stump (Past Chair), Tricia Tieken (Vice-Chair), and Carissa Prince (Secretary/Treasurer)

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

Absent: Steven Bridges (Liaison), Tami Jaramillo Zuniga

**III. Approval of Minutes** – October 2023 meeting: Kathy Oeth made the motion to approve minutes, and Laurie seconded

- two corrections made for Terry's name to Terri and form to from

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

Officers

Chair (Gogel)

- Insurance through USI will change from Anthem to United Health, updates will be shared with the USI community today
- Taylor: this information is privileged and is not to be shared outside of the Admin Senate
- Retirees have moved to United Health and have not had any significant issues

Vice-Chair (Tieken)

- Attended the EDIC meeting today and had the discussion of focus groups in December with more info to come
- Went over the former survey with corrections to better fit the EDIC committee

Past Chair (Stump)

- No report

Secretary/Treasurer (Prince)

- 1500 is the budget

Standing Committees

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

- Meeting set for tomorrow

Employee Outreach – Lee Keitel, Chair/Vacant, Vice Chair

- no report

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

- Meeting set for next week
- Talked to Sarah Will and looking into the retirement benefits IFC data
- Spoke to Kyle Mara, chair of Faculty Senate, about the travel per diem and they have a resubmission of changes requested and asked for Admin Senate support as well, talked with Gloria Butts to talk it over with Staff Council, Steve Bridges took it to President's cabinet

Nominations and Elections – Steven Stump, Chair

- Putting together a committee at the first of the new year

Professional Development – Aaron Pryor, Chair/Chelsea Nall, Co-Chair

- Working with the Travel Office to secure a date and location for travel training for the first professional development

Ad Hoc Committees - Bereavement Taylor: no report

Liaisons

- No report

## V. Unfinished Business

Ongoing Projects

- Alternate Remote Work Approval Process: ongoing for feedback if any is heard
- Steven Stump: heard feedback that it is appreciated to have work-from-home time, even if it is not always utilized it is nice to know it exists
- Retirement Benefits Discussion: Laurie updated
- Bereavement Policy Revision: with Steve Bridges
- Administrator Award: used after meeting time to discuss this award idea, and community recognition for administrators. Below are the discussion points:
    - Jenny: focus on what we are rewarding with categories
    - Quality administrator as a whole: respected leader, problem solver, adapting and advocating, flexibility
    - Impact on constituents within dept and outside of dept
    - Service: interdepartmental collaboration
    - Years of service, service to the USI community, moving forward, professionalism, projects completed, character qualities
    - From the mission statement: leadership, innovation, transforming learning and higher education
    - Past chairs to be a part of the committee to nominate people for this award?
    - Rough draft to have ready for December's meeting for award rules and regulations

## VI. Tabled Projects

Sick Bank Policy

- IFC - Student Pay Rates (with other governance groups): Steven going to reconvene this group and include the SGA president on this too

## VII. New Business

IFC – Paid Time Off for Birthdays: Current USI policy there are no paid-off birthdays- waiting on this IFC to focus on other IFCS first: EDIC to find out if a floating holiday has been explored anymore

## VIII. Announcements

The supplemental meeting is scheduled for November 22, 2023, if needed

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

## IX. Adjournment

The next Administrative Senate Meeting is November 1, 2023, in UC 2207.

The meeting adjourned at 3:40 pm and those who want to stay can work on filling out thank you notes for Admin Senate on employees hard at work.

# 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 election process to insure 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?