University of Southern Indiana Administrative Senate Agenda
Wednesday, April 3, 2024 I 3 p.m. UC 2206

I. **Welcome and Call to Order** at 3:01 pm

II. **Roll Call:**
Present: Tricia Tieken (Vice-Chair), Steven Stump (Past chair),

Jenny Garrison, Jennifer Hertel, Tami Jaramillo Zuniga, Ryan Kaczmarski, Lee Keitel, Chelsea Nall, Kathy Oeth, Aaron Pryor, and Laurie Wilson, Christine Wittmer, and Stacy Draper

Absent: Taylor Gogel (Chair), Carissa Prince (Secretary/Treasurer), and Steve Bridges (Liaison)

III. **Approval of Minutes – March 6th, 2024 meeting**: Kathy Oeth motioned, Laurie Wilson seconded

IV. **Reports of Officers & Standing Committees**
   a. Officers
      i. Chair (Gogel)
         - Not present, notes reported by T. Tieken
         - The President's Council met on Tuesday, March 26 (I was unable to attend; Steven attended in my place).
            o President: Wear USI colors and gear the rest of this week to support the Women's Basketball team. Narrate patience regarding our NCAA probationary period (2 years to go)
            o Provost: Five-Year Academic Calendar – J. Hardgrave. Dates adjusted for Fall 2025 so that grades are not due 12/23. This reasoning was replicated in 2026 and 2027, so the semester will start a week earlier in August. The 2024-2031 Calendar was approved.
            o Executive Director of Analytics: working with a preferred candidate on the start date.
            o Development/USI Foundation: April 10, 11 and 12 – candidates for VP of Development (Kindra)
            o Strategic Enrollment Management: Plan to release financial aid packets to students on April 22nd. No changes to Pell; no changes to the Frank O'Bannon
            o IT Reorganization – A. Siders: Changed org chart to group people by function. Five total reclassifications, net neutral. Bolstered Technical Services with the addition of John LaFief as Director. Grouped Enterprise Solutions into one team. Promoted Juzar Ahmed to Director of the Academic and Endpoint Technology team. The infrastructure team was left relatively unchanged. Combined roles in the Office of the CIO (Austin, Stacy, Kyle, Shannon)
            o Wright Administration building renovation receiving bids from vendors. Stakeholder meetings will be held later this year.
            o Student Affairs: Assistant Dean of Students candidate on April 11 (morning) (Kindra)

- o Government Relations and Legal Affairs: Should have access to the Wright Administration renovation funds in May
  - The executive team met on Monday, April 1, to set the agenda for today's meeting.
  - Attended the Board of Trustees meeting on Thursday, March 7
  - I met with VP Bridges on Wednesday, March 13, to discuss the priorities of the current submitted IFCs and governance groups. We will discuss our proposed policy revisions further soon.
  - Been attending the Assistant Dean of Students candidates' meetings.
  - Been invited to the Director of Public Safety candidates' meetings.
  ii. Vice-Chair (Tieken)
    - Webpage updated for meeting minutes
  iii. Past Chair (Stump)
    - No report
  iv. Secretary/Treasurer (Prince)
    - Not present, notes reported by T. Tieken; $1300 is our current budget

b. Standing Committees
  i. Employee Events – Jennifer Hertel, Chair/Tami Jaramillo Zuniga, Vice Chair
    - Jennifer's update: We are working on ideas for the upcoming Staff Council Picnic on June 12; there is no menu as of yet. Admin Senate will be providing desserts.
  ii. Employee Outreach – Chair/Vacant, Vice Chair
    - Stacy's updates: Met on 3/7 and 3/21. During these meetings we decided Admin Senate should send a Welcome Card (with some Admin Senate members signing it) during the first month after a new Admin person's hire date. Also, send a Welcome Email with congrats and touchpoints that would be helpful for a new person. Also, implementing a Brown Bag once or twice (?) a month would be a floating date. These brown bags could be guest speakers internal or external to USI who could go over soft skills and other techniques to help work processes, or other departments could just speak on some of the things they do on campus. Perhaps also using the Nurture Your Nest initiative.
  iii. Employee Relations and Benefits – Laurel Wilson, Chair/Kathy Oeth, Vice Chair
    - No report this month
  iv. Nominations and Elections – Steven Stump, Chair
    - Steven's updates: The Nominations for Administrative Senate email was sent out on 4/3. Nominations will close on Friday, April 19, at 4:30 p.m. After this closes, we will set up the Elections Ballot, which will be sent out in early May. Please spread the word about the Nominations and the upcoming Ballot
  v. Professional Development – Aaron Pryor, Chair/Chelsea Nall, Co-Chair
    - Chelsea's update: No report this month

c. Ad Hoc Committees: No report

d. Liaisons – Steve Bridges: Not present; No report

V. **Unfinished Business**
    a. Ongoing Projects
        i. Administrator Award/Recognition
        ii. Bereavement Policy Revision
        iii. Tuition Benefit Waiver for surviving family members
    b. Tabled Projects
        i. Athletic Fee Waiver/Discount
        ii. Sick Bank Policy

VI. **New Business**
    a. N/A

VII. **Announcements**
    a. Supplemental meeting is scheduled for April 17th, 2024.
    b. Many jobs are open and posted on the HR website. Please help share these opportunities with friends and family.
    c. Consider going to the game on Friday.

VIII. **Adjournment**
    a. Meeting adjourned at 3:43 pm.
    b. The next Administrative Senate Meeting is May 1st 2024, in UC 2207

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?