

University of Southern Indiana Administrative Senate
Wednesday, February 7th, 2024 | 3 p.m. UC 2207

I. Welcome and Call to Order at 3:04 pm

II. Roll Call

Present: Tricia Tieken (Vice Chair), Steven Stump (Past Chair), Carissa Prince (Secretary/Treasurer), Steve Bridges (Liaison)

Jenny Garrison, Jennifer Hertel, Tami Jaramillo Zuniga, Ryan Kaczmariski, Lee Keitel, Chelsea Nall, Kathy Oeth, Aaron Pryor, Laurie Wilson, and Chris Wittmer

Absent: Taylor Gogel, Stacy Draper

III. Approval of Minutes – January 10th, 2024 meeting: Kathy approved, Laurie seconded

IV. Guest Speaker – Lynn Melms (HR)

- a. Administrator evaluations: I never had that before and am working to move that as mandatory, looking at having a committee formed to see what that process would look like
 - i. Steve: it can be helpful to know how you are doing and, when you get a salary raise, to stop and say thank you.
 - ii. Ryan: will these evaluations be considered when raises are discussed? It could assist with the raise process.
 - iii. Jenny: would it go backward for the supervisor to be evaluated by the employee, too? A committee would be formed to work on what that would look like

V. Reports of Officers & Standing Committees

a. Officers

- i. Chair (Gogel)
 - Tricia: sat in on President's Council: making changes to online courses when there is inclement weather, looking at having a more uniform program for USI media, questions for the Town Hall were due Monday, International Food event is Feb 16th
- ii. Vice-Chair (Tieken)
 - Wasn't able to attend EDIC
 - Updating the website with our meeting minutes
- iii. Past Chair (Stump)
 - No report at this time
- iv. Secretary/Treasurer (Prince)
 - \$1300

b. Standing Committees

- i. Employee Events – Jennifer Hertel, Chair/Tami Jaramillo Zuniga, Vice Chair
 - No report
- ii. Employee Outreach – Stacy Draper, Chair/ Vacant Vice Chair

- Met on 1/11 and 1/29 to focus on touchpoints for new hires, looking to revise the welcome email and working on welcome physical cards.
- iii. Employee Relations and Benefits – Laurel Wilson, Chair/Kathy Oeth, Vice Chair
 - Not moving forward with the birthday vacation day idea
 - Sick bank policies: looking at this policy next.
- iv. Nominations and Elections – Steven Stump, Chair
 - Accepting volunteers and can send us recommendations of who you would like to nominate to represent the Admin Senate
 - Will need a vice chair and secretary/treasurer
- v. Professional Development – Aaron Pryor, Chair/Chelsea Nall, Co-Chair
 - No report

c. Ad Hoc Committees

d. Liaisons – Steve Bridges:

- i. USI is looking to update media since there are many platforms of social media now
- ii. Considering joining the evaluation committee to go over how the administrator evaluation would look
- iii. Other IFCs submitted are still being evaluated

VI. **Unfinished Business**

a. Ongoing Projects

- i. Bereavement Policy Revision
- ii. Tuition Benefit Waiver for surviving family members
- iii. Athletic Fee Waiver/Discount
- iv. Administrator Award/Recognition: Jenny sent Taylor a write-up on the award process. Screagle Pride award people not selected to win to go through if we want to choose one January

b. Tabled Projects

- i. Sick Bank Policy
- ii. IFC - Student Pay Rates

VII. **New Business**

- a. N/A

VIII. **Announcements**

- a. Supplemental meeting is scheduled for February 21st, 2024.
- b. Many jobs are open and posted on the HR website. Please help share these opportunities with friends and family.

IX. **Adjournment**

- a. The next Administrative Senate Meeting is March 6th, 2024, in UC 2207.
- b. Meeting adjourned at 3:42 pm.

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?