

**University of Southern Indiana Administrative Senate Agenda**  
**Wednesday, September 20, 2023 | 3 p.m. UC 2206**

**I. Welcome and Call to Order:** The meeting was called to order at 3:02pm.

**II. Guest Speaker- Marna Hostetler, Director of Library**

USI staff members can check out materials from the library. The new campus-wide Testing Center located in RL 1028 provides dedicated space and proctors for students to complete scheduled placement tests. Employees can also rent out projectors and event spaces.

**III. Voting of District IV Senator:** Motion carried to vote Chris Wittmer in as District IV senator: motion made by Kathy, Tricia seconded

**IV. Roll Call and Approval of Minutes**

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

Jennifer Garrison, Jennifer Hertel, Tami Jaramillo Zuniga, Lee Keitel, Chelsea Nall, Kathy Oeth, Aaron Pryor

Absent: Ryan Kaczmariski, Laurie Wilson, Steve Bridges

Approval of Minutes: there was made note a change on the minutes: Lee was absent and not present, minutes approved: motion made by Lee, Tricia seconded

**V. Discussion**

Lee: Employee Outreach met yesterday and discussed new hire outreach, new hire buddy mentor and getting past notes from Taylor about it. Archie's Flight Map for wellness initiative was included on those past notes.

Jennifer: Employee Events discussed ideas coming from the survey to give direction for future topics.

Kathy: Employee Benefits hasn't met yet, but wanting to look for update on athletic fee.

Taylor: Executive team met with Steve Bridges over athletic fee waiver and it wasn't a no at this time.

Steven: Added up to 30% of cost of tuition when just taking a 3 credit hour course by being charged the athletic fee. Admin Senate is asking not exceed 20% of the normal amount for employees. Bridges is taking both proposals to President's Council.

Taylor: Talked to Sarah Will about clarification of bereavement leave and Sarah is getting us clarification over miscarriages etc. Handbook changes will be coming.

a. **Discuss Fall Survey**

Taylor: Trista Lutring reached out to see if we wanted to share our portions from the fall survey data to USI today. Details to come from Admin Senate ourselves and general statements can go in USI Today.

Kathy brought up if we can we have a regular update for Admin Senate in USI today based on what is on our agenda.

Taylor: We can share our agenda and encourage people to come to our meetings.

Chelsea: I think sharing info results will encourage others to respond in the future to surveys as they will see what people said.

Steven: We plan on using the data to plan accordingly with our constituents regardless if it gets shared in USI Today or not, but we can look at sharing a general idea.

b. **Discuss ideas for Administrative Award**

Jenny suggested to base it on mission, recognize someone from every district, and alumni that work at USI. Consider plaques or wall award with plexiglass. Chelsea suggested quarter nominations and awards via categories. Tami mentioned to look at how support staff used to do their awards. Staff council did a luncheon and years of service and several awards which can be based on an outstanding person. Kathy said that Staff Council had a blind vote and read about the person to choose without knowing who. Steven will put together info and work with Jenny on what she has found from other universities and what they are doing, what does the nomination process look like

Other news: What we do and how we handle things: Steven brought up that when a constituent wanted him to call them without context. No IFC submitted. Reached out the person and no response. Found out it was an HR issue related to compensation when Admin Senate doesn't have that jurisdiction. We need to be careful to not act as if we are HR reps when people ask what we do as a reminder.

**VI. Adjournment**

Meeting was adjourned at 4:09. The next Administrative Senate meeting is October 4<sup>th</sup>, 2023 in UC 2206.