

**University of Southern Indiana Administrative Senate Agenda**  
**Wednesday, May 1, 2024 | 3 p.m. UC 2207**

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

II. **Roll Call:**

Present: Taylor Gogel (Chair), Tricia Tieken (Vice-Chair), Steven Stump (Past chair), and Steve Bridges (Liaison)

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

Absent: Carissa Prince (Secretary/Treasurer), Jenny Garrison, Christine Wittmer, and Stacy Draper

III. **Approval of Minutes – April 3<sup>rd</sup>, 2024 meeting:** Lee Keitel motioned, Laurie Wilson seconded

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

a. Officers

i. Chair (Gogel)

- President's Council met on Tuesday, April 23:
  - There was no formal agenda, members of President's Council just went around the room providing updates from each area.
  - Dr. Blunt provided an update on the search for Executive Director of Institutional Analytics. It has now had two failed searches. Greg Johnson will remain in the interim role for the time being. The focus will be to fully staff the office first and then seek another search for executive director.
  - Aaron Trump reported the \$83 million from the state has been released.
  - Troy Miller provided an update regarding enrollment. At that time, financial aid packages were to be released that week. The data was showing students were still making deposits to USI even without their full financial aid packages known which indicated a good sign. Again, at that time first time freshmen were down by 30 but transfer students were up by 27. I'm sure those numbers have changed since two weeks ago.
  - Steve Bridges indicated a June timeframe for the Wellness Center to be complete.
  - Jon Mark Hall informed the group the NCAA compliance report was sent back with positive feedback, indicating our transition to DI is going well.
  - Kindra Strupp provided a brief update on commencement exercises. 87% of Pott College student who were graduation eligible are participating, the highest among the colleges. 6 honorary degrees will be awarded.

- At the end of the meeting, Dr. Rochon informed everyone Andrea Gentry was selected as the next Vice President of Development and the press release would be available following the meeting.
  - President's Council met on Tuesday, April 30:
    - Sam Preston, Laurie Berry, and Kindra Strupp informed the group of the protest on campus for the Free Palestine Movement. The University was originally alerted by the news media about this, no formal request had yet been submitted. However, Sam Preston did intel and called the organization believed to be involved and eventually learned of the student who was planning the demonstration. All conversation was decent indicating peaceful interactions and the student did correctly submit the request and Laurie Berry additionally spoke with the student.
    - Dr. Rochon also reported Sam Preston was selected as Director of Public Safety, but I do not know the effective date. I am sure a release will be forthcoming.
    - Sarah Will provided a brief update on the new FLSA overtime rules. The new rule raises the salary threshold under which salaried employees are eligible for overtime in two stages. The threshold will increase to the equivalent of an annual salary of \$43,888, or \$844 a week, starting July 1, and then to \$58,656, or \$1,128 a week, on January 1, 2025. The threshold is then reviewed every three years after. Currently, there are no additional updates as Sarah and Aaron Trump both work through this rule to determine the University's approach. This time it is much more detailed and there have not been any challenges in court that is known.
    - Dr. Blunt reported the Higher Learning Commission approved USI's quality initiative related to Career Readiness.
    - Nita informed the group the Trustees meet this Friday at 2:30 in the Griffin Center. The agenda is posted online.
    - At the end of the meeting, Dr. Rochon made the announcement of Dr. Zane Mitchell's passing. He asked those in attendance to share any stories of Zane and his contributions to the University. A moment of silence was also observed.
  - Executive team met Tuesday, April 16 to discuss need for supplemental outstanding IFCs and the nominating process, and again on Tuesday, April 30 to set the agenda for this meeting.
  - Attended the Board of Trustees meeting on Thursday, March 7.
  - This month, I attended Director of Public Safety candidates meetings as well as Vice President of Development Candidate meetings.
  - I have been invited to attend the meeting of the Indiana Commission for Higher Education next week while members are on campus.
- 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. Tiekens; \$1300 is our current budget

b. Standing Committees

- i. Employee Events – Jennifer Hertel, Chair/Tami Jaramillo Zuniga, Vice Chair
  - Jennifer’s update: Staff Council Picnic is on 6/12. Working on ideas still for desserts. Doing ice cream only would be beyond are budget at \$2200. Other ideas include cookies, cookies/brownies, and cookies/brownies/ice cream. Try to see if some ice cream can be donated.
- ii. Employee Outreach – Chair/Vacant, Vice Chair
  - Stacy’s updates: The Outreach Committee meet on 4/4/2024 and 4/18/2024. We continue our focus around adding additional touchpoints for new admins as they onboard. We contacted HR about adding a hardcopy admin senate info sheet to the new employee packet. Additionally, we are working to outline the concept of an ongoing lunch (BYOL) for administrator.
- 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: Most districts/roles have candidates running. I am getting bios now from those who are running. I will work with the Institutional Analytics Office to prepare and send out the ballot for administrators to vote next week.
- v. Professional Development – Aaron Pryor, Chair/Chelsea Nall, Co-Chair
  - Chelsea’s update: Didn’t meet in April, but we are throwing around ideas about what ideas can be for the future (fall)

c. Ad Hoc Committees: No report

d. Liaisons—Steve Bridges:

- i. The Fair Labor Standards Act (FLSA) and its effects on USI and compression are still being discussed. The court may block it, but this likely won’t happen until the very end of the calendar year, December 2024.
- ii. Yesterday (Tuesday, April 30), there was a peaceful protest on campus regarding the Israeli War. Only 30 people showed up.

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. N/A

VI. **New Business**

- a. Review of January 2024 meeting minutes.

- i. Discussion was regarding avoiding using the word “contract” too loosely due to Senate Bill 202, which affects faculty more than administrators. If possible, we will avoid using the word in parentheses above in our meeting minutes.

VII. **Announcements**

- a. Supplemental meeting is scheduled for May 15<sup>th</sup>, 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 3:38 p.m.
- b. The next Administrative Senate Meeting is June 5<sup>th</sup>, 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?