

University of Southern Indiana Administrative Senate Agenda
Wednesday, December 4th, 2024 | 3 p.m. UC 2206

I. Welcome and Call to Order at 3:05pm

II. Roll Call

Absent: Taylor Gogel (Past-Chair), Chelsea Nall, Erin Hollinger, Mackenzie Schmitt, Tami Jaramillo Zuniga, Blake Bruner

Present: Tricia Tieken (Chair), Jenny Garrison (Vice-Chair), Carissa Prince (Secretary/Treasurer), Elizabeth Damm Schmitt, Emily Ozee, Laurie Wilson, Kathy Oeth, Ryan Kaczmariski

III. Approval of Minutes – Approval of Nov 6th, 2024 meeting minutes

IV. Reports of Officers & Standing Committees

a. Officers

- **Chair (Tieken)**

Meeting with Admin Ex Team:

11/14/2024 Admin Senate Ex Team:

- Discussed what items/discussion points to bring up with President Bridges during my meeting with him on 11/28

12/02/2024 Admin Senate Ex Team:

- Discussed agenda for today's meeting

General Notes:

12/02/2024 – N/A

President Council's Notes:

11/19/2024:

- President
 - 2021-2026 Strategic Plan
 - Extending it one more year - made sense due to the new president incoming; the same metrics
 - Early December
 - Provost - position
 - Strategic Management - Hierarchy
- Provost
 - S. Blunt:
 - 10-year accreditation visit in February 2027
 - HLC reviewer on campus in December 2024
 - International reception - 12/12/2024

- Strategic Enrollment Management
 - R. Smith:
 - 11/1 - Transfer visit day; 27 students
 - 11/1 - Dubois county k-12 professional development day
 - 11/2 - Medical career showcase 70 students
 - 25 groups have visited campus; 7 more still coming in
 - Open house (past weekend) - 231 students registered; 173 attended; 75% show rate; higher (usually 60-70%)
 - Spring 2025 - ahead on freshman and transfer and deposit; 92 attend for freshman compared to last year
 - Fall 2025 - 385 ahead compared to last year; 28 ahead for deposits;
 - Overall - good/strong indicators

- Finance and Administration
 - Sarah Will (HR):
 - President's Position: Survey and on-campus meeting significantly helped the search committee; updates will be posted as needed on the related website
 - Fair Labor Standards Act (FLSA) Update: 11/15/2024 - federal judge in federal district Texas - struck down the law - all components of; retroactively affected the law from 7/1/2024; communication will be incoming for the 30 people affected by the retroactive part of the law; will not be going back to a monthly payroll
 - Web-time entry: 1. not changing things again, 2. starting in Spring semester will start moving staff; 3. 12-month will be moved in April-May 2025; 4. faculty will be final phase - start in late summer/fall
 - Open Enrollment Update: Closed on 11/15; 70% completed. Please log on to verify your beneficiaries are listed - even if you didn't go through open enrollment; 100 employees attended the open enrollment fair

- Marketing and Communications
 - K. Strupp:
 - 25 days until commencement

- Government Relations and Legal Affairs
 - Trump:
 - See what the new administration will bring and how it will affect USI

- School/College Deans

- D. Doughty (COLA):
 - Mock trial - students got destroyed; improved in round; back at it in the spring
- J. McCullough (HP):
 - Pathway students in the building today
- Council of Chairs
 - Administrative Senate
 - T. Ticken:
 - Winter Mixer is being worked on. Planned date is Wednesday, December 18 in Dunn Lobby.
 - Staff Council
 - A. Yates:
 - Giving tree is out; please consider giving
- Miscellaneous
 - M. Dixon (Graduate Studies):
 - Spring 2025 enrollment - up by 2%
 - Siders (IT):
 - New way to track inventory - specifically MACs; allows IT to keep laptops up-to-date
 - Ordered 150 PCs to replace those out of date

Board of Trustees Meeting Notes:

11/07/24:

- Two new degrees:
 - Master of Science in Education in Elementary Mathematics Leadership
 - Master of Science in Education in Special Education
- Three personnel leaving:
 - 12/01/2024 – Mary Hupfer
 - 12/12/2024 – Troy Miller
 - 12/31/2024 – Jeff Sickman
- USI is now an official Bee campus
- VP Gentry:
 - 6 million received for the KCNHP
 - 10 million given to Athletics by Liberty Federal Credit Union
- S. Will gave an update on health insurance
- J. Wolfe gave a few updates regarding construction
- Presidential search webpage near completion

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- **Vice-Chair (Garrison)**
 - Went to meeting over the USI Portal- Chrome River and BuyUSI to be more accessible on the front page, Laurie can look at making those permanent to show up without having to search in the search bar
- **Past Chair (Taylor)**
 - Update regarding the Performance Evaluation committee - met with PageUp who provided a demo on their evaluation platform. The committee is reconvening Wednesday at 4 to discuss options or if should recommend the module.
 - First meeting of the ByLaw review committee scheduled for Thursday, December 12 at 10 a.m. Agenda is to set the game plan for review and who will be tackling each section.
 - Reminder to senators about Lighting a Tradition in addition to our Winter Mixer-there are also basketball games throughout the month to attend.
- **Secretary/Treasurer (Prince)**
 - Holiday Mixer cost 169.05 and total updated budget is 1360.95.
- **Standing Committees**
 - Employee Events – Tami Jaramillo Zuniga, Chair/Mackenzie Schmitt, Vice Chair
 - N/A
 - Employee Outreach–Tami Jaramillo Zuniga, Chair/Mackenzie Schmitt, Vice Chair
 - N/A
 - Employee Relations and Benefits– Kathy Oeth, Chair/Laurie Wilson, Vice Chair
 - Progress made on previous sick bank policy, draft made and looking at other universities to see what they do, reviewing draft from 2019 and seeing what to update
 - Nominations and Elections– Taylor Gogel, Chair
 - N/A
 - Professional Development– Chelsea Nall, Chair/Erin Hollinger, Co-Chair
 - N/A

V. Unfinished Business

- a. N/A

VI. New Business

- a. Eagle Nest Award (Best of Nest Award)- wait until Spring to launch it, nominations hoping to be done by February, looking into monetary award, our senate to nominate others to get started

VII. Announcements

- a. No supplemental meeting- Holiday Mixer will be in its place earlier that day.
- b. Many jobs are open and posted on the HR website. Please share these opportunities with friends and family.
- c. Admin Senate Winter Mixer is set for December 18th at 2pm in Dunn Lobby.
- d. Please consider volunteering for Fall Commencement.

VIII. Adjournment

The following Administrative Senate Meeting is January 15th, 2025 in UC 2205.
Meeting adjourned at 3:50pm.

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?