

University of Southern Indiana Administrative Senate Agenda
Wednesday, September 3, 2024 | 3 p.m. UC 2205

I. Welcome and Call to Order

The meeting started at 3:00 pm.

II. Roll Call

Present: Tricia Tieken (Chair), Taylor Gogel (Past-Chair), Carissa Prince (Treasurer), Laurie Wilson, Kathy Oeth, Tami Jaramillo Zuniga, Erin Hollinger, Ryan Kaczmarski, Mackenzie Schmitt, Emily Ozee, Blake Bruner

Guest: Jason Provence

Absent: Chelsea Nall, Jenny Garrison, and Elizabeth Damm Schmitt

III. Approval of Minutes – Approval of July 11 and August 7 meeting minutes

- July meeting minutes motioned for approval by Kathy O. and Laurie W. seconded
- August meeting minutes motioned for approval with one change – correction to add Blake’s last name Bruner to the Roll Call section. Blake B. motioned for approval of that change and approval of minutes, and Ryan K. seconded

IV. Reports of Officers & Standing Committees

- Officers
 - Chair (Tieken)

Meetings with Admin Ex Team:

8/12/2024 Admin Senate Ex Team:

- Discussed agenda for meeting President Bridges:
 - IFC -- Fee Waiver for Deceased Employees
 - IFC -- Adding "Cousins" to Bereavement policy
 - Discuss with President Bridges future IFCs - specifically the sink bank policy
 - Liaison

8/26/2024 Admin Senate Ex Team:

- Discussed the amendments to the IFCs presented to President Bridges

9/3/2024 Admin Senate Ex Team:

- Discussed agenda for the meeting on 9/4

Meeting with the President's Council on 8/6:

- Highlights:
 - From President:
 - UNIV 101 Impact
 - Have the next PC meeting at New Harmony on 9/10
 - Start of School
 - Traffic
 - 9 am classes are the most difficult
 - A lot of wrecks

- Pedestrians – slow down, watch for them – they have the right of way

From VP Miller:

- New Student Enrollment: Freshman up 3%; Credit hrs up 3.3%; transfer students 5.5%; Credits hrs up 5.7%; Undergrad 59 students; Credits 900 more 3.8%; Continuing Students down with HC 89; Sophomore and Seniors down 53 and 89; 818 less credit hours; 1.7% decrease; Very fluid this week; Still registering;

From Rashad Smith:

- Welcome Week:
- Has been successful
- Making sure students are getting integrated
- Convocation held on Thursday (8/15)
- Pinning of new class
- 1100 attended
- Family dinner - 400 more than we did last year
- 8 new transfers on 8/19

From Dr. Hopson:

- Move-in Update: 1090 new; 1050 returnees; 56% down in cancelations; 1% increase; 20 different countries; 67% are female; gender inclusive housing
- Welcome Week Update: Robust community; excited and engaged

From Dr. Dixon (Graduate Studies):

- Graduate Enrollment Report:
- 688 new students, down 4.1% from last year
- 54 re-admit up

Other Notes:

- The next Board of Trustees meeting will be held tomorrow, Thursday, September 5, in the Griffin Center
- The next President Council's meeting will be held next Tuesday, September 10, in New Harmony
- Vice-Chair (Garrison)
 - Absent – no report
- Past Chair (Taylor)
 - Supervisor committee has met but hasn't been able to attend any of their meetings yet
- Secretary/Treasurer (Prince)
 - Budget is \$1500
- Standing Committees
 - Employee Events– Tami Jaramillo Zuniga, Chair/Mackenzie Schmitt, Vice Chair
 - Reached out to Teams to see who wants to be on the committee and will send out a survey soon for what day is good to meet
 - Employee Outreach–Tami Jaramillo Zuniga, Chair/Mackenzie Schmitt, Vice Chair
 - Stacy is continuing on this committee for additional assistance

- In the spring, Employee Events and Employee Outreach will be combined after official approval
 - Employee Relations and Benefits– Kathy Oeth, Chair/Laurie Wilson, Vice Chair
 - Met and discussed sick bank policy and want to take this on
 - Nominations and Elections– Taylor Gogel, Chair
 - No report
 - Professional Development– Chelsea Nall, Chair/Erin Hollinger, Co-Chair
 - Haven't met yet, no report

V. Unfinished Business

- Ongoing Projects:
 - Survey Results Review and Discussion: 128 people responded, which is closer to half of administrators (estimate)
 - People seemed interested in the sick bank policy
 - Admin Senate to agree to continue working on this policy proposal
 - The idea is to give sick time to new hires at the beginning
 - People on the survey seemed to say they wanted to know who the hours would go to and why, which is not how the policy would go
 - EVSC has to pay borrowed days back, and they aren't just handed them
- General issues
 - WFH: 4-day work week? Flex work?
 - Dress code
 - Bereavement leave: worked on this many times and just got cousins added to the policy language

VI. New Business

- Voting: Bereavement Leave Policy and Tuition Benefits
 - Both IFCS passed unanimously
- Jason Provence: retirement benefits who were affected in 2014
 - how many affected are still here, and are we still looking into that IFC
 - It affected those hired who were told they would get the benefits, and in 2014, if they didn't meet the requirement, it was taken away
 - Tricia will reach out to Sarah Will to find out who was affected as a starting point

VII. Announcements

- A supplemental meeting is scheduled for September 18th, 2024, in UC 2205.
- Many jobs are open and posted on the HR website. Please share these opportunities with friends and family.

VIII. Adjournment

The following Administrative Senate Meeting is on October 2nd, 2024, in UC 2205.
The meeting adjourned at 4:02 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?