

University of Southern Indiana Administrative Senate Agenda
Wednesday, November 6th, 2024 | 3 p.m. UC 2205

I. Welcome and Call to Order

Meeting started at 3:00pm

II. Roll Call

Present: Tricia Tieken (Chair), Jenny Garrison (Vice-Chair), Taylor Gogel, (Past-Chair), Carissa Prince (Secretary/Treasurer), Laurie Wilson, Kathy Oeth, Erin Hollinger, Mackenzie Schmitt, Blake Bruner, Ryan Kaczmarek, Tami Jaramillo Zuniga

Absent: Elizabeth Damm Schmitt, Chelsea Nall, Emily Ozee

III. Guest Speakers:

- Sarah Will, Ingrid Lindy, Becky Eckert
 - Benefits
 - Allocated increases of premiums based on last year's plans and core
 - Open enrollment ends the 15th
 - Web Time Entry
 - Students are already using this program
 - Different phases will start soon moving employees to it starting with support staff, 12-month administrators will start being moved over in the Spring
 - Will move employees to biweekly pay from monthly pay
 - New workers will get paid sooner because of this
 - Will help timesheet corrections be faster
 - Hard deadlines for Web Time entries
 - Suggested to have a proxy if you are a supervisor to make sure if you are out that they can sign for you
 - Reminders to supervisor and employee if they haven't turned in their payroll or approved it
 - New Law for Fair Labor Standards
 - Hourly vs Salary
 - Waiting to see if January will be pulled back or move forward with the 58k threshold
 - May look at having employees that are under the 58k moved to hourly sooner

IV. Approval of Minutes – Approval of October 2nd, 2024 meeting minutes

- Kathy Oeth motioned for approval
- Laurie Wilson seconded

V. Reports of Officers & Standing Committees

- Officers
 - Chair (Tieken) Notes:

Meeting with Admin Ex Team:

10/14/2024 Admin Senate Ex Team:

- Discussed the need for October supplemental – decided to cancel as there were no items to discuss

10/18/2024 Admin Senate Ex Team:

- Meet with Dr. Henriques regarding an IFC; shared with Dr. Henriques Admin Senate's plan to introduce a yearly Admin Senate award starting in Fall 2024 and also the Best of the Next award, which is the traveling Giant Archie that winners can put swag on. Also relayed that this was discussed at the October meeting and that a survey will go out, hopefully in January, to ask the general admin constituents what interest there would be in such a pot of money.

11/04/2024 Admin Senate Ex Team:

- Discussed agenda for today's meeting

General note:

10/25/2024 – I received notice regarding when the updates to the handbook will be done so our two approved IFCs will be stated in it. Sarah Will said, "Policy owners have until the middle of November to get handbook updates. We hope to have the handbook updates finalized by the end of November." This was relayed to the Admin Senate via Teams on 10/25.

President Council's Notes:

10/14/2024:

President

- Capital Projects Meeting with Legislators
 - Senators Vaslare and Brown: The meeting went well. The attendees had questions about multiple projects in the same building. I explained that it was necessary as we can't close the entire building for projects.
- Indiana Commission for Higher Education Budget Presentation
 - Presented budget on 9/16. Went well. We are in line.

Finance and Administration

- M. Hupfer (Asst. VP/Foundation Fiscal Officer):
 - Completed foundation audited - was clean
- Sarah Will (HR):
 - Blackout starting on 12/02 for new employees will restart the first week of January 2025
 - Open Enrollment starts on 11/4

Marketing and Communications

- K. Strupp:
 - Press conference on 10/16 for HP building reconstruction

Government Relations and Legal Affairs

- A. Trump:
 - Overall well received at the Indiana Higher Education
 - State budget 11/13 hearing at the State House

Athletics Administration

- A. Eaton and A. Brown
 - Athletic Compliance: We don't want to make a mistake, but when we do, we need to report it and take responsibility.
 - Recruits vs Current Student-Athletes
 - Recruits are anyone who has started classes for the 9th grade
 - Extra benefits - are special arrangements that are not generally available to the student body, segment of the student body, or to the general public
 - Have questions - contact A. Eaton or A. Brown

President Council's Notes:

10/29/2024:

Provost

- J. Hardgrave:
 - Dr. Blunt thanked everyone for their help at the Rock the Rec event 1400 students registered; 900 showed up.
 - Watermark - cohort going well; fully implemented in Fall 2025
 - Higher Learning Commission - overhauling database system

Strategic Enrollment Management

- R. Smith:
 - SW Indiana most significant increase and gain
- VP Miller:
 - Will be leaving USI for Connecticut as VP for Enrollment Management for state system community colleges in mid-December.

Marketing and Communications

- K. Strupp:
 - Big Event on Thursday (10/31)

Government Relations and Legal Affairs

- A. Trump:
 - State Budget Committee Budget Presentation on 11/13/2024 - Steve Bridges will be there to present

School/College Deans

- D. Doughty (COLA):
 - Best poetry of 2024 and USI has a member in it
- B. Elliott (Pott):
 - 75 HS students for the environmental day - went well

- ABET accreditation visit on 10/28 - it went well; more details in August 2025
- Medical profession showcase on 11/2 - alumni, students, and faculty members
- J. McCullough (HP):
 - HP day on 10/25 was successful
- S. Mujumdar (RCOB):
 - High School business day on 11/12

Miscellaneous

- D. Stoneking (O&E):
 - Worked with AstraZeneca (Mt. Vernon) who gave USI kudos
 - Norwegian foot march on 11/16
 - More Spanish offerings coming

 - Vice-Chair (Garrison)
 - See Best of Our Nest Award New Business
 - Past Chair (Taylor)
 - Supervisor evaluations committee met
 - Secretary/Treasurer (Prince)
 - Budget is \$1500

Standing Committees

- Employee Events and Employee Outreach – Tami Jaramillo Zuniga, Chair/Mackenzie Schmitt, Vice Chair
 - Updating welcome cards, met recently
- Employee Relations and Benefits– Kathy Oeth, Chair/Laurie Wilson, Vice Chair
 - Met and continuing to look at sick bank policies
- Nominations and Elections– Taylor Gogel, Chair
 - No report
- Professional Development– Chelsea Nall, Chair/Erin Hollinger, Co-Chair
 - No report

VI. Unfinished Business

- N/A

VII. New Business

- Best of Our Nest Award
 - Pilot for one person in the spring vs two people
 - In the works to get it going this spring
- By-Laws Committee
 - consider volunteering for it

VIII. Announcements

- Supplemental meeting is scheduled for November 20th in UC 2206- tentative

- Many jobs are open and posted on the HR website. Please share these opportunities with friends and family.
- Please consider volunteering for Fall Commencement.

IX. Adjournment

The following Administrative Senate Meeting is December 5th, 2024 in UC 2206.

Meeting adjourned at 4:03 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?