

University of Southern Indiana Administrative Senate Agenda
Wednesday, October 2, 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, Elizabeth Damm Schmitt, Erin Hollinger, Mackenzie Schmitt, Emily Ozee

Absent: Chelsea Nall, Blake Bruner, Ryan Kaczmariski, Tami Jaramillo Zuniga

III. Guest Speakers:

- Steven Stump, Director, Center for Applied Research
 - **The M. Edward Jones Engagement Award**
Nomination deadline is Dec 16th

IV. Approval of Minutes – Approval of September 4, 2024 meeting minutes

- Laurie Wilson motioned for approval
- Kathy Oeth seconded

V. Reports of Officers & Standing Committees

- Officers
 - Chair (Tieken)

Since our last meeting on 9/04/2024:

Meetings with Admin Ex Team:

- 9/16/2024 Admin Senate Ex Team:
- Discussed agenda for the 9/18 supplemental meeting

10/01/2024 Admin Senate Ex Team:

- Discussed agenda for the 10/02 meeting

Meeting with BOT on 09/05:

- Reference the BOT meeting notes for the information presented.

Meeting with the President's Council on 9/10:

- From President:
 - Rolling Thunder
 - At the Griffin Center - motorcycle groups (POW/MIA). Trying to find the remains of the lost. 81k unaccounted for still. 39k can still be found. Funding for this event. A lot of state legislators at the event to talk to (W. McNamara and T. O'Brien with Provost Blunt). Well-

attended event. The speaker was from Arlington (he does not travel a whole lot outside of the DC area). Joel Matherly was very beneficial with this event.

- New Meeting Dates
 - Take a look at the handout for the new dates
- Census
 - Working with the registrar and admissions. Will be captured this Friday (9/13). Look to be in good shape. Freshman cohort 75% retention up from 5% from last year. 40% on time graduation which would be a record last year was 37%.
 - CAP - 2369 unique Slade id, 86% proceed, 15% pending due to missing info - working diligently to work on this. Believe the target will be met.
 - (a) Need to focus on retaining and getting new students so we can keep the credit hours we do have so our budget is positively impacted.
- Mis. Topics
 - Dr. Blunt - Day in the New Harmony - three groups of students are coming in; they will get a packet; will have raffles; wonder around and explore; background games at the Athenium
 - Meet with Indiana Secretary of Education (Bridges) - Ate lunch at the Cross-Eyed Cricket. Has texted a time or two
- Open Meetings for Faculty and Staff - September 25 and September 26
 - Chris Ryan -- scheduling pre-search during this week for the search team (N. Musich)
- From Provost:
 - S. Blunt:
 - Launch SLATE in January - need instructors and all who are involved with students to start using this software; there is training on Thursday; can reach out to Dr. Blunt
 - Old National Bank - Peyton Stuart and James Johnston, offers 40 internships in the summer at different location, 10 in Evansville and they want USI to be a strategic partner; will work with Career Services; also have a LEED program for graduates of USI;
 - Member of HEADS - proposal is due next week - student success and student retention
 - J. Hardgrave:
 - Complaint form is live
 - Handbook changes for promotion and tenure are in final approval
 - Watermark cohort - diligently working on getting documents sent to SharePoint
- From A. Trump:
 - Submitted to capital projects - Orr Building and Science Ctr along with Rice Library

- Expansion line for New Harmony
 - Continued Bridge and Pathways program
 - Funding for Center for Business - host and prepare more students
 - From Dr. Elliott (Pott College):
 - Opening of the Literacy Center - news coverage
 - Working on the STEM renovation proposal
 - Focusing on retention - working with housing (sophomore to junior)
 - E. Zlatkovska (CIP):
 - Study Abroad Fair - faculty and direct partnerships, Harlaxton and istep and worldstride were at the event
 - 9/20 - picnic with the Rotary Club - mentoring program
- Other Notes:
 - The next President Council's meeting will be held next Tuesday, October 15
 - The next Board of Trustees meeting will be held, Thursday, November 7 in the Griffin Center
 - Vice-Chair (Garrison)
 - **Presidents Council 9/24/24**
 - David Henriquez came to present on changing the name of Academic Skills to Academic Success Center. The changed had the support of the council, but implementation is to be determined.
 - International Education Week - Full Week before Thanksgiving. CIP and Student Organizations have events planned.
 - Sarah Will reminded group about Wellness Fair and Open Enrollment coming up in November.
 - Dean McCullough mentioned the CNHP construction and helping students navigate around it.
 - The university dashboard is updated with census day data. We hit 75% retention for first-time, full-time students.
 - Umbrella Order form by October 2.
 - Austin reported Interviews for Slate CRM Manager are this week.
 - Jon Mark reminded everyone that admission is FREE to all home volleyball and soccer matches this fall thanks to ProRehab.
 - Provost Blunt reminded the group Rockin' Registration will be 10/22 in the RFWC.
 - **Academic Search Meeting**
 - Those that were able to attend had a good conversation with Jay Lemons. Encourage individuals to fill out survey about search. This will be a closed search, similar to the last presidential search.
 - Past Chair (Taylor)
 - No report
 - Secretary/Treasurer (Prince)
 - Budget is \$1500

Standing Committees

- Employee Events – Tami Jaramillo Zuniga, Chair/Mackenzie Schmitt, Vice Chair
 - No report
- Employee Outreach–Tami Jaramillo Zuniga, Chair/Mackenzie Schmitt, Vice Chair
 - No report
- 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
 - Met and checked on past committee members to see if they wanted to be involved

VI. Unfinished Business

- N/A

VII. New Business

- By-Laws Updates
 - Looking at realigning districts and reviewing bylaws since it has been four years
 - Spring as a goal for voting to use for the new academic year
 - Wanting to start a committee
- IFC: Development of a competitive fund(s) that supports administrative professional development opportunities much like the professional development funds available for faculty. These funds could support travel, registration and conference fees, research materials, etc.
 - More travel money would be great
 - Most dept have travel money as is- what is the differences in depts, especially with more people in the dept
 - Website for opportunities would be good to select as professional development
 - Idea to have funds not just come from the dept and to come from leadership as well for additional funding
 - Issues for some depts to get CEUS and travel with limited funding
 - Do budgets need reviewed on dept numbers and need
 - Hourly vs salary on when you are on the clock traveling
 - Old budget process- depts would have a presentation for their needs
 - Survey to see if there is more of a need for increased travel budgets
 - Idea to invite David Henriquez to an Admin Senate meeting to discuss on what his previous institution did

VIII. Announcements

- Two-hour lunch option during Fall Festival week
- Supplemental meeting is scheduled for October 16, 2024 in UC 2205.
- Many jobs are open and posted on the HR website. Please share these opportunities with friends and family.

IX. Adjournment

The following Administrative Senate Meeting is November 6, 2024 in UC 2206.
Meeting adjourned at 3:53pm

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?