

**University of Southern Indiana Administrative Senate Agenda**  
**Wednesday, January 15th, 2025 | 3 p.m. UC 2205**

**I. Welcome and Call to Order: Meeting started at 3:07**

**II. Roll Call:**

**Present: Tricia Tieken (Chair), Jenny Garrison (Vice-Chair), Taylor Gogel (Past-Chair), Carissa Prince (Treasurer/Secretary), Elizabeth Damm Schmitt, Mackenzie Schmitt, Tami Jaramillo Zuniga, Laurie Wilson, Ryan Kaczmariski, Kathy Oeth, Blake Bruner, Emily Ozee**

**Absent: Chelsea Nall, Erin Hollinger**

**III. Approval of Minutes – November 2024 and December 2024 minutes to approve**

**a. Fixed putting Blake Bruner being absent for December 24**

- i. November: Kathy motioned to pass and Laurie seconded**
- ii. December: Kathy motioned to pass and Laurie seconded with Blake's fix**

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

**a. Officers**

**i. Chair (Tieken)**

- President's Council was cancelled this month, December's focus was updates on HR which were announced at the Spring meeting
- Board of Trustees meeting: Steve Baker tribute
- Aaron Trump will be leaving and going to CT
- IFC updates were sent out and a thank you response has been received
- Met with Exec Monday- our 15 years is coming up and will be brainstorming for a celebration

**ii. Vice-Chair (Garrison)**

- Winter Mixer went well with seeing people and having good conversations, 20+ people showed up

**iii. Past Chair (Taylor)**

- Administrator performance evaluation committee- met in Dec and moving to draft form of what the evaluation looks like for supervisor and admin, hoping to have it in place by July 1

**iv. Secretary/Treasurer (Prince)**

- Budget is 1360.95

**b. Standing Committees**

**i. Employee Events and Employee Outreach – Tami Jaramillo Zuniga, Chair/Mackenzie Schmitt, Vice Chair**

- Signing cards to send out, looking for a meeting to get everyone together to sign them
- Wanting to meet every other week to help plan the anniversary celebration

- ii. Employee Relations and Benefits– Kathy Oeth, Chair/Laurie Wilson, Vice Chair
  - Tuition benefit concern: the wording had changed in the handbook of who qualified, we didn't have control on this wording with our IFC
  - Grade 9 or higher was our wording, changed to Grade 9 or higher and enrolls at USI or transfers to USI was handbook wording (this covers our IFC recommendation)
- iii. Nominations and Elections– Taylor Gogel, Chair
  - District sizes- District III has become bigger than others, districts have to be similar in size, District III has 109 constituents
  - Looking at a draft to move Alumni and Engagement, HR, Online Learning, Gerontology, and Outreach and Engagement around to better align the sizes and what pairs best with each office
  - Updating of office names on our website
- iv. Professional Development– Chelsea Nall, Chair/Erin Hollinger, Co-Chair
  - N/A

**V. Unfinished Business**

- a. N/A

**VI. New Business**

- a. Spring Meeting Discussion
  - i. Congrats to Blake Bruner for his award
- b. Admin Senate's 15<sup>th</sup> Anniversary
  - i. Tami and committee is working on planning this
- c. Best of the Nest Award
  - i. Announcement went out at 2pm to constituents, two nominations have come in, Trista is going to put that in USI Today on the 31st

**VII. Announcements**

- a. Supplemental meeting is scheduled for January 29<sup>th</sup> in UC 2205.
- b. Many jobs are open and posted on the HR website. Please share these opportunities with friends and family.
- c. President's Council will start up soon.
- d. Reminder to meet with your committees.

**VIII. Adjournment**

The following Administrative Senate Meeting is February 5<sup>th</sup> at 3pm in UC 2205.  
Meeting adjourned at 3:45pm.

## 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?