

University of Southern Indiana Administrative Senate Minutes
Wednesday, May 3, 2023 | 3 p.m. UC 2206

I. Welcome and Call to Order: The meeting was called to order at 3:01 p.m.

II. Roll Call

Present: Steven Stump (Chair), Taylor Gogel (Vice-Chair), Jake Hansen (Past Chair), and Tricia Tieken (Secretary/Treasurer)

Erin Altman, Steve Bridges (Liaison), Andrea Daub, Jennifer Hertel, Lee Keitel, Trista Lutgring, Kathy Oeth, Carissa Prince, Aaron Pryor, Robert Threet, and Laurel Wilson

Absent: N/A

III. Approval of Minutes – April 5, 2023 meeting

Motion made by Lee Keitel to approve the meeting minutes for April 5, 2023.

Kathy Oeth seconded. Motion passed.

IV. Reports of Officers & Standing Committees

a. Officers

- i. Chair (Stump) – See [Appendix A](#) for notes.
- ii. Vice-Chair (Gogel) – No Report
- iii. Past Chair (Hansen) – No Report
- iv. Secretary/Treasurer (Tieken) – Budget is \$1,228.70

b. Standing Committees

- i. Employee Events – Jennifer Hertel, Chair/Vacant, Vice Chair
Will have a meeting on 5/4/2023. The next Administrative Senate – Meet the Senators will be June 7. More information to come.
- ii. Employee Outreach – Trista Lutgring, Chair/Erin Altman, Vice Chair
Welcome cards for new administrators have been printed and are in hand. The EOC will meet on May 19 to do a signing blitz to have cards ready to go. Once that's completed, Trista will update a spreadsheet for the committee to volunteer to greet new admins in person and present them with the welcome card, as well as email them a USI resources flyer including clickable links.
- iii. Employee Relations and Benefits – Laurel Wilson, Chair/Vacant, Vice Chair
No Report.
- iv. Nominations and Elections – Jake Hansen, Chair
See [Appendix B](#) for notes.
- v. Professional Development – Lee Keitel, Chair/Aaron Pryor, Co-Chair
No Report.

c. Ad Hoc Committees

- i. Bereavement Policy Revision – No Report
 - Sick Bank Policy

- d. Liaisons
 - i. Steve Bridges – See [Appendix C](#)

V. Unfinished Business

- a. Ongoing Projects
 - i. Feedback on Alternative Work Arrangements
No comments.
 - ii. IFC – Student pay rates (*collaborating with other governance groups*)
No updates currently. In the next couple of weeks, I (Steven Stump) am hoping to meet with the group I have created for some different representatives across campus, the majority of whom are administrators.
- b. Tabled Projects
 - i. N/A

VI. New Business

- a. N/A

VII. Announcements

- a. Supplemental meeting is scheduled for May 17, 2023.
- b. There are many jobs open and posted on the HR website, please help share these opportunities with friends and family.

VIII. Adjournment

At 3:35 p.m. the meeting was adjourned.

The next Administrative Senate Meeting is June 7, 2023, in UC 2207

Appendix A – Chair Notes ([Top](#))

Athletic Fee Workgroup (4/10/23)

Met with Jamie and Sally to review feedback from Faculty Senate's Economic Benefits Committee. Changes were made to the shared document which will be reviewed by Administrative Senate at its Supplemental Meeting, Staff Council's Benefits Committee, and Faculty Senate's Economic Benefits Committee, all on April 19th.

President's Council (4/11/23)

President – safety is of utmost importance – we cannot PLAY or joke with safety. Civility – behavior and language. Utilize Public Safety – let them do their jobs.

Keep professionalism at its highest level. Our behavior is being observed and evaluated.

Monday, April 24 (1-3:30pm) – farewell reception for Dr. Khayum in the Fuquay Visitors Center. Remarks at 2:00.

Provost – Gray Associates will be talking about data collection this Thursday. Three-hour session to hear about their instrument: how do we adjust to our budget realities? First, how do we know where we are? What are the financials around our programs? Gray Associates is a service provider for multiple institutions and work with universities to develop a methodology about obtaining information across programs. Long-term agreement has been made (2 of the 5 years have been completed). We have many nuances in how we do business that makes it very time-intensive to collect good data. Economics Of The Curriculum is a piece that merges with their program review module. Thursday will be a review of what has been done so far, identify some of our current challenges, and discuss next steps. This will give us a sense of how their program can be a useful tool for our campus. We are encouraged to ask questions. This could give us good insight on where we can place dollars for the academic unit.

Development/USI Foundation – two of the fundraising council team will be meeting with President Rochon today; meeting with Evansville Fundraising Council tomorrow. Doing interviews in person for the feasibility study. Should know by July 1 where we are and ask the Foundation Board, President, and Trustees to approve the campaign.

Enrollment Management – welcomed Troy Miller, new VP for Strategic Enrollment Management. On campus as of this week. Attended an event on April 1 with 134 newly admitted students. Expecting about 1,100 students in the fall (3.5% ahead of last year). Scheduling one-on-one meetings throughout the area and meeting as an Enrollment Management team. Brody has accepted a position with Illinois State University and his last day will be June 2nd.

Rashad – The Indiana Pre-Admission: Your Path to College in Indiana. College rate in Indiana is below the national average. This initiative is working with each college/university and Department of Ed: what is our academic cut rate? Will have data on every HS senior in Indiana and communicate with those students which schools would admit them (they still have to apply). Colleges/universities have the option to opt in. There will be some data sharing back and forth. They met with Aaron Trump back in January, meaning USI is one of the first schools they thought of.

Finance and Administration – Final presentation to Senate Appropriations was March 7th. Went well, had questions on capital projects. Current project for \$83 MM is in; 5% is the current budget amount for

year 1, nothing is finalized yet. Summer Bridge program was presented multiple times by the President and questions were asked. A special item was put into the bill for this budget and it currently remains. One chamber approved, another did not. We'll know for sure by the last Friday in April. Senate Appropriations will decide this week and then move forward. We should feel "pretty good" at this time.

Provost search is going well; candidate pool is filling up nicely. Cutoff is April 16th for preferred consideration.

Signage on campus looks good.

Lots of Public Safety training happening on campus (know when to run, shelter, or fight).

Marketing and Communications – Commencement on May 5 and 6 (1 on Friday night, 4 on Saturday); seeking marshals (12 per ceremony) – let Angel Nelson know. Working with EREP to bring Governor Holcomb here for his June 23rd annual address in the Arena.

Student Affairs – it's Springfest!

Athletics Administration – spring sports in full swing, could use some help from some departments on Year 1 reporting to NCAA. Transfer portal has hit us hard – there are 50 members in the OVC Men's Basketball alone that are transferring FROM the OVC.

Dean of Students – awards for students in the new few weeks. April 4 11-2pm "Unmasking USI" held by SGA, APB and the Shield – presenting the COVID 19 memorial magazine. Editor-in-Chief interviews for the Shield next week.

College Deans

RCOB – students recently placed 2nd at American Marketing Association research competition in New Orleans. Beat out many big schools, including Florida, Kentucky and Arizona. Intense accreditation review process – extended accreditation for 5 years to the business program. Meeting with banking/accounting community – need graduates. Last board meeting, Mike Head (First Federal) created a banking certificate. Conversations about scholarships, Andrea Gentry helped. He will pay for last semester's tuition and paid internship for those in the banking certificate program. Sharing this opportunity with other banks.

CNHP – Nursing enrollment looks good, 49 new students

COLA – very busy time; events every day. Tomorrow night – Tom Drury concert at 7pm. Last theater show of the year is this weekend (Improv by students). Enrollment for fall looks good: freshmen and transfer numbers up.

POTT – Shawl lecture on Monday night in Mitchell Auditorium; presenting Wednesday at DOE State Board Meeting about Be A Teacher Day. Dr. Mitchell will be leaving this summer; Friday, April 28th a reception is being planned in the Performance Center. Zoom interviews have been finished on the Dean search; inviting candidates to campus for the first week of May.

GRAD – 6th annual colloquium, attendance is up. Partnered with MS Ed for an open house; Slate was used for registration, very successful.

International – largest group of graduates coming up. Invitation for graduation reception forthcoming. Many are going to Harlaxton this summer. Lots of programming.

Slate implementation should be completed by May 31st. Still on track to start the student success piece in early June.

Council of Chairs – light agenda for April, planning a leadership retreat in August

Administrative Senate – multiple items for consideration in the works; meeting with Steve Bridges to discuss moving several forward.

Faculty Senate – working to close out all open motions. Program review process is in place, ready to move forward. Formed an ad-hoc committee to explore promotion for non-tenured faculty.

Staff Council – nothing to report.

Provost Search Committee (4/12/23) 2:00 PM

The list of candidates is being reviewed and discussed amongst the committee.

President's Council (4/25/23)

President – Jon Mark Hall has been promoted to Associate VP and Director of Athletics. Regarding athletics we need to be mindful of our sportsmanship as spectators and fans.

Provost – there is a vision to make Evansville a center of excellence in the field of behavioral health talent, focusing primarily on pediatric behavioral health. Will expand to adolescents and then adults. Interested in identifying what is available in data and analytics. Faculty will be reviewing demos of software platforms and deciding whether to move forward.

Marketing and Communications – Kindra attended a conference in January on artificial intelligence. Concerned about ethical considerations surrounding Chat GPT. Jason and Austin from IT gave a presentation on Practical AI Applications.

There is an expectation that AI/Chat GPT could be a work tool and business skill for various industries. It is currently being used for website assistants, chatbots, and drive-through services (e.g. fast food, Rally's in Henderson). Otter.ai can automatically transcribe and take notes in meetings. The implementation and maintenance costs have yet to be determined. How do we use this as a learning tool and what are the associated skills? The Deans are exploring a new major that could be created to address this ("Humanics"?).

Student Affairs – had the cookout on the Quad yesterday (4/24). The Shield did an issue of COVID-19. Student Leadership Awards presentation was last night (4/24). Dean Hammat's father passed away.

College Deans

RCOB – Dylan (Junior in Computer Science) has built an AI machine with Dean Mujumdar and several Engineering students.

POTT – bringing Dean candidates to campus on May 1, May 3 and May 8; Occupational Therapy was approved through Academic Affairs and Quality committee, being presented the statewide committee in May and then on to the HLC.

Dr. Mitchell's farewell celebration is Friday in the Performance Center.

Administrative Senate – Admin Senate has two charges that we will be taking to Vice President Bridges for his input and counsel on moving these items forward. We are working with Juli Huss to find a time on his calendar.

Faculty Senate – Senate has proposed a modified Course Drop procedure – an online verification process that, based on number of total credit hours, could be approved by an Advisor or through the Advising Center. This would require less hands-on involvement from faculty in some cases. This would align more with peer institutions across the state.

Staff Council – Employee Recognition Award nominations are open until the end of April. The luncheon for this will be in June.

Executive Committee (4/17/23) 9:00 AM

Executive Committee met to plan the agenda for the April Supplemental Meeting.

Provost Search Committee (4/18/23) 2:00 PM

The list of candidates has been narrowed down to a list for potential Zoom interviews. These will occur in the first half of May.

HLC Quality Initiative Steering Committee meeting (4/18/23) 2:45 PM

The Steering Committee expanded upon the details of the three potential initiatives for President Cabinet's consideration. Steven, Darrin Sorrels, and Dr. Susan Ely compiled a document to summarize the approach and results of our meetings. These will be presented in the coming weeks:

1. Professional Development for Students and Employees
2. Career Readiness for Students
3. Building Stronger Relationships with High Schools as a Recruitment Tool

Athletic Fee Workgroup (4/20/23)

Met with Jamie and Sally to debrief and finalize the proposal that will be moved forward by the governance groups. Sally submitted this to Faculty Senate as part of her year-end committee report. Admin Senate Exec Committee is scheduling a meeting with Steve Bridges to discuss next steps.

Executive Committee (4/25/23) 2:30 PM

Discussion of 2023-24 ballot for Admin Senate, verify representation and that all positions have at least one nomination.

Executive Committee (5/1/23) 1:30 PM

Executive Committee met to plan the agenda for the May Regular Meeting.

President's Council (5/2/23)

Provost – 10 individuals identified for Zoom interviews (May 8, 9, 10)

Finance & Administration (Will) - New applicant tracking system. 1) Eliminating email from the Provost's Office saying you need to meet with Wendy Seitz; removes this responsibility from the search committees 2) In the system, we will be asking for disposition codes (why a candidate was not selected, at what stage they were eliminated from the process – phone, Zoom, etc.) Targeting June for a soft rollout; contract with PeopleAdmin ends June 30. Downtime is not anticipated, we may be working out of two systems for a short period.

Web Time Entry – Beta testing being done, working on the student side of things. Looking at implementing in July (when we have the fewest number of student workers on payroll).

Background checks seem to be taking longer; Sarah will look into this and advise on anticipated lead times.

Athletics – had a visit from NCAA yesterday. Good insight on additional progress we need to make, justification for the 4-year waiting period in Division movements. Name, Image & Likeness (NIL) – 18 states have their own policies. Right now, NCAA spends \$125 million on litigation with these states' policies.

Enrollment Management – changing department name from Enrollment Services to Strategic Enrollment Management. Senate Bill 167 – Indiana will be the 6th state to require high school students to file a FAFSA (2023-24 graduating class).

Marketing and Communications – Commencement is happening. Needing marshalls for every ceremony.

College Deans

RCOB (Mujumdar) – Pott Dean search is underway; first candidate yesterday, second tomorrow, third on Monday.

Administrative Senate – Three IFCs to discuss with Vice President Bridges.

Faculty Senate

- **Merit Pay Decisions Procedures** – written justification from Chair or Dean to qualify for merit pay decisions
- **Instructor Promotion Pathway** – no mechanism for these individuals outlined in the handbook. Plan to have an outline for this proposal by June 1.
- **Student Affairs Committee** – Taegan Garner brought forth a potential conflict of interest in awarding the Presidential Medal; a modification has been proposed to refine the composition of the Student Affairs Committee (revise to include 4 students, one from each college, appointed by Deans). This would require an update to Faculty Senate's bylaws, which would be done over summer. Dr. Rochon also recommended a student representative from Graduate Studies.

- **Update Request on Handbook Changes** – qualifications for serving as Chair of a department at USI (Section 2- "must be a tenured member of faculty or eligible to receive tenure": this precludes our clinical track faculty.) Dr. Swenty supports extending this eligibility to clinical track faculty.
- **Modified Drop Procedure** – update procedure to move process online; change from instructors needing to sign a paper form prior to drop to being notified afterwards. Should provide a more precise timestamp to drop procedures. Students with 30 hours or fewer require Advisor approval; it has been proposed that this threshold be raised to 45 hours or fewer.

Staff Council – nominate Outstanding Support Staff for Support Staff Recognition Award (due Friday)

International Studies – reception for our students Thursday at 4pm.

Appendix B – Nominations and Elections ([Top](#))

We met twice in the last month to discuss procedures, policies. We also met to discuss nominations and getting things rounded out. We are now at the point where we have a complete ballot. It has to be put into Qualtrics, which I'm working through right now due to the staffing over in OPRA since they have kind of changed their policies on how things are going. So, I'm listing some help from Tricia to get a form built for us. Typically, the old ballot is cloned, and it's cleaned, and then we put our information into it. Unfortunately, my knowledge about Qualtrics is that I know how to access the reports that I have access to and that's about it.

So, we are working to get that built now, and the elections ballots should go out, I believe it's next week at some point. Main takeaway – the goal right now is just to get the ballot created and get the lists and everything identified and get everything out and ready to go.

Appendix C – Liaisons ([Top](#))

The budget was finalized at 2:00 am on Friday, April 28, 2023. The House version is the best version for USI, but the Senate version won out, and it's still good for USI. So, in year one USI will be operating with new money instead of having to give back money. The funding formula was changed. Instead of looking back, it is more prospective in nature. The perspective funding is going to be ordered to the State, then to the Commission, and under the Commission, dispersed into Higher Education. USI has prospective funding of \$500,000, and we are currently waiting on that. USI did get the \$83 million capital project monies (for the Wright Administration Building) in cash. USI also received a Summer Bridge Program that one of the State Representatives put in themselves for \$600,000. The New Harmony line item stayed the same. Dual credit money dropped a little because of enrollment. The RFWC renovation has been going better even with slight delays and waterfalls. Progress is being made.