

University of Southern Indiana Administrative Senate Agenda
Wednesday, August 7, 2024 | 3 p.m. UC 2207

I. Welcome and Call to Order at 3:07pm

II. Roll Call – Quorum not met

Present: Tricia Tieken (Chair), Jenny Garrison (Vice-Chair), Carissa Prince (Secretary/Treasurer), Ryan Kaczmariski, Laurie Wilson, Blake Bruner, and Chelsea Nall

Absent: Taylor Gogel (Past-Chair), Kathy Oeth, Elizabeth Damm Schmitt, Mackenzie Schmitt, Erin Hollinger, Tami Jaramillo Zuniga, and Emily Ozee

III. Approval of Minutes – Approval of July 11, 2024 minutes

Didn't meet quorum, approval of minutes will be moved to the next meeting on 9/4/2024

IV. Reports of Officers & Standing Committees

- Officers

- Chair (Tieken):

Meetings with Admin Ex Team:

- On 7/22:
 - Discussed whether a supplemental meeting on 7/24 was needed, and we decided it was not, so it was canceled.
 - Discussed redistricting of committees to distribute better
 - Discussed merging Employee Events and Employee Outreach. A meeting was set up with Jake Hansen on 7/23 to discuss the by-laws and how to best dismantle this with administrators as a whole since a vote is needed.
- On 7/24:
 - Discussed the fall survey questions and then emailed to Keith and Gregory in OSPRA for the fall meeting
 - Discussed the merging Employee Events and Employee Outreach and sent an email to Tami
- On 8/5:
 - Discussed the agenda for today's meeting

Meeting with Jake Hansen on 7/23:

- Discussed merging the Employee Events and Employee Outreach committees with Jake Hansen. Jake agreed that this had to go to a vote for the Administrators. It was decided that putting it in the Fall 2024 survey was too tight a window since questions were due by 7/31. Also, the Fall 2024 survey isn't foolproof to go strictly to eligible administrators.

Meeting with Abby Yates on 7/24:

- Discussed:

- What Staff Council and Admin Senate had in mind for the upcoming year
- Abby invited me to their 8/21 meeting, which I will be attending
- I invited Abby to be a guest at our 9/4 meeting

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

- Highlights:
 - From President:
 - Chris Ryan will be the presidential search committee chair, not ready to roll out any other updates
 - Last week, met with the presidents of the Indiana Commission of Higher Education (Purdue was not there); discussed budget cycle and budget presentation
 - Last week, met with retirees at a retiree event with A. Gentry - seemed happy
 - Met with new trustees - seemed to go well
 - From Provost Blunt:
 - Reminder about the fall meeting, next Tuesday, 8/13
 - Fall faculty orientation is this week, with 25 new ones
 - From VP Miller:
 - Up 5% in freshman in enrollment numbers
 - Credit numbers are up
 - The transfer number is the same at 305 as last year
 - From Dean Elliott (Pott College):
 - Submitted a proposal for money for the STEM innovation lab with help from A. Gentry
 - From Dr. Dixon (Graduate Studies):
 - Running about even, 2% under where we were a year ago, the drop-off in new students, other areas are stable
 - From Sarah Will (HR):
 - Web time Entry for Student Workers and Graduate Assistants
 - It's been a year since it has been rolled
 - Having issues with supervisors and students approving by the required deadline
 - Because of this issue, it is why this has not been rolled out further
 - Bi-weekly and Monthly Payrolls
 - Comply with Federal and State Laws - fines and loss of funding can be consequences of not complying
 - We will be reverting back to a specific spreadsheet provided by Payroll as we have to have consistent processes. It's not ideal, but we can't ignore the risk.
 - Maybe in six months, things will be improved to allow the web time entry process to roll out further
 - 8/16 and 8/17 will start this new process

- 8/7 at 1, 8/8 at 10:30, and 8/14 at 9 - meeting to go over the "new" process; maybe additional meeting times

Other Notes:

- A meeting has been scheduled with President Bridges for Friday, August 16 from 9 to 10 to discuss two IFCs:
 - *Revised bereavement language* – specifically, adding “cousins” to the list of relatives for whom employees would be able to take a bereavement day off. See Section B of the [Bereavement Policy](#)
 - *Tuition fee waiver for surviving dependents of deceased employees* – specifically, seeking to amend the Fee Waivers and Course Enrollments policy to extend the tuition fee waivers to surviving spouse/dependent children who may not be enrolled in courses at that time of the death of the active employee.
- Vice-Chair (Garrison)
 - No report
- Past Chair (Taylor)
 - On the Supervisor Evaluation Committee and send any suggestions to him to bring to this committee
- Secretary/Treasurer (Prince)
 - Budget is 1,500
- 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
 - Meeting next week
 - Nominations and Elections– Taylor Gogel, Chair
 - No report
 - Professional Development– Chelsea Nall, Chair/Erin Hollinger, Co-Chair
 - Working on scheduling a meeting

V. Unfinished Business

- Ongoing Projects
 - IFC – Casual dress (A. Nelson 1/2024; B. Whitehouse 6/2024)
 - IFC – Sick bank pool leave (2018/2019)- no movement yet, focusing on the other IFCs first
 -
- Tabled Projects
 - IFC – Starting with 15 hours of sick time (B. Whitehouse 6/2024)

VI. New Business

- Discussion of Evaluation Committee questions and ideas
 - Suggested that it is a 360-degree review of employee and supervisor
 - Rating scale and include self-rating
 - A couple of questions: what happens next after the evaluations are out there, and what does the format look like
- Discussion of Admin Senate Committees' goals: next meeting

VII. Announcements

- The University Meeting is scheduled for August 13th in the Screaming Eagles Arena.
- A supplemental meeting is scheduled for August 21, 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 September 4th, 2024, in UC 2205.
The meeting adjourned at 3:49 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?