

Minutes
University of Southern Indiana - Administrative Senate: Supplemental Agenda
Wednesday, August 17, 2022
3 p.m. UC 2206

I. WELCOME

II. ROLL CALL

PRESENT: Steven Stump (Chair), Taylor Gogel (Vice-Chair), Jacob Hansen (Past-Chair), Tricia Tieken (Secretary/Treasurer)

Andrea Daub, Jennifer Hertel, Lee Keitel, Trista Lutgring, Nathaniel Payne

ABSENT: Erin Altman, Betsy Jo Mullins, Aaron Pryor, Robert Threet, and Laurel Wilson

III. DISCUSSION

a. Fall Meeting Debrief

- i. The alternative work schedule is extended and will start the week of September 12.
- ii. Curious about Staff Councils take on remote work?
- iii. Also, why is compressed not available for Admins?
- iv. Didn't the pandemic prove that work could be accomplished at home?
- v. People felt comfortable at home and felt more productive.
- vi. Being flexible for the students is important, especially for those that need to meet with staff/faculty outside of normal office hours.
- vii. Steven Stump: Following up with contacts who have the employees working at home, they have told him their employees seem more productive around the clock.
- viii. Employees have left USI for more flexible arrangements
- ix. Alternate Work Location Request form – fill out to help supervisors make sure employees are working in a viable location (e.g., have internet, ADA compliant?).
- x. Day must still be work-related – people are not multi-tasking too much. Why does this matter, for salaried employees, if they get the work done?
- xi. Safety training is starting up again
- xii. Jon Mark Hall did a great speech about how DI and faculty (Engineering) helped a student choose to go to USI.
- xiii. Most people thought the meeting was exceptionally long. Daunting on the brain to recall all that was talked about in the meeting.
- xiv. Signage updates will be done by the end of the year.
- xv. Branding – update the email address to like what Kindra Strupp showed during the meeting
- xvi. Didn't feel there were as many people at the meeting as perhaps there should have been. Maybe this was due to the live stream being an available option.
- xvii. Guest speaker was good, but perhaps not enough build-up of who the speaker was.
- xviii. Having trustees there would be a good idea for future meetings.
- xix. This meeting used to be mandatory.
- xx. If can't trim the meeting down, then add a 10–15-minute break for people to move around, get something to drink/snack on, and take a restroom break.

b. Communication with Constituents

- i. Blanket it all.
- ii. Late September to earlier October the Fall Survey results may be available.
- iii. Any time in the past, the chair might send you an email and ask you to share it with your constituents. Is that getting through?
- iv. Best advice for at-large work would be to work with different districts at different times.
- v. Add a sense of engagement to an email to grab people's attention.
- vi. Chat with your Senator event. To give the people the chance to have a more candid conversation.
 - a. We will do a half-hour event before monthly meetings where people can stop by to talk. Will move to a bigger room in the UC for the September meeting. Send the invite to a couple of districts (District 3?) close to the UC.

IV. ADJOURNMENT

The next Administrative Senate Meeting is September 7, 2022