

University of Southern Indiana Administrative Senate Meeting Minutes
Wednesday, March 1, 2023 | 3 p.m. UC 2206

- I. **Welcome and Call to Order:** The meeting was called to order at 3:10 p.m.

- II. **Roll Call**
Present: Steven Stump (Chair), Taylor Gogel (Vice-Chair), Jake Hansen (Past Chair), and Tricia Tieken (Secretary/Treasurer)
Erin Altman, Andrea Daub, Jennifer Hertel, Lee Keitel, Trista Lutgring, Kathy Oeth, Carissa Prince, Aaron Pryor, Robert Threet, and Laurel Wilson
Absent: Steve Bridges (Liaison)

- III. **Approval of Minutes – February 1, 2023 meeting**
Motion made by Trista Lutgring to approve the February 2023 minutes with one change to the word “sharing” to “chairsing” in Section IV.c.i. Aaron Pryor 2nd. Motion passed.

- IV. **Reports of Officers & Standing Committees**
 - a. **Officers**
 - i. Chair (Stump) – See Appendix A for notes
 - ii. Vice-Chair (Gogel)
For committee meetings, please carbon copy me on the calendar so if available, I’ll attend or another person from the Admin Senate Exec team can try to be there. Also, as a reminder, please send Tricia Tieken your committee meeting minutes the day before the monthly Admin Senate meeting.
 - iii. Past Chair (Hansen) – No Report
 - iv. Secretary/Treasurer (Tieken)
The Administrative Senate webpage has been updated with all past meeting minutes. Please look at those and make sure that the links open the correlating meeting minutes. Let me know if there is a correction needed.
 - b. **Standing Committees**
 - i. Employee Events – Jennifer Hertel, Chair/Vacant, Vice Chair
The first “Meet the Senators” event took place on March 1 at 2:30 p.m. Five people attended the event.
 - ii. Employee Outreach – Trista Lutgring, Chair/Erin Altman, Vice Chair
Moving forward with card printing – going to speak with Terri on getting them started. Will then schedule a meeting with the EOC group in the coming days.
 - iii. Employee Relations and Benefits – Laurel Wilson, Chair/Vacant, Vice Chair
No meeting was held in the month of February.
 - iv. Nominations and Elections – Jake Hansen, Chair
The month of March going into April starts elections for the next year. For those senators that are hanging around for the next year, I will be asking for your help momentarily.
 - v. Professional Development – Lee Keitel, Chair/Aaron Pryor, Co-Chair
See Appendix B for notes

- c. Ad Hoc Committees
 - i. Bereavement Policy Revision – See Appendix C for notes
- d. Liaisons
 - i. Steve Bridges
Per email from Steve Bridges (not in attendance) – Updates: Board meeting is being held tomorrow (March 2, 2023), and the Senate Appropriations budget presentation in Indianapolis on March 7, which is the last of our budget presentations for the process this time around.

V. Unfinished Business

- a. Ongoing Projects
 - i. Feedback on Alternative Work Arrangements
Trista Lutgring brought up that a constituent asked about the Alternative Work Arrangements, what if, anything, we had heard from execs, and if it would continue as she enjoyed having this as an option to be able to do. Trista relayed to the constituent that there are a few little growing pains here and there, but that was to be expected and that we (Admin Senate) are making sure to gather information and we are hoping and expecting overseeing leadership to ask us (Admin Senate) at some point when they want to make this something more permanent.
 - ii. IFC – Fee waiver for athletics fees for employees (*collaborating with other governance groups*) – No updates
 - iii. IFC – Student pay rates (*collaborating with other governance groups*)
Per Steven Stump: Not many meetings on that, but I did just get a report from HR that breaks down for me the different rates that students are paid on campus and how many students receive that rate. So, I'm going to look to try to convene that group here in the next week or two as schedules allow so that we can start to unpack that and take a look at what options we have. I know that there's some chatter already. I've created a Team's group for all the folks who said they wanted to be involved with this, and there's some chatter already about what is the monetary versus nonmonetary.
 - iv. IFC – Tuition benefit – Vote
Motion made by Andrea Daub to approve the Tuition Benefit Recommendation for Policy with a few agreed-upon changes. Trista Lutgring 2nd. Motion passed.
- b. Tabled Projects
 - i. N/A

VI. New Business

- a. Nominations and Elections committee
Will be asking three continuing senators to join. The process begins this month and will continue through the election. Some tasks include reaching out to candidates to confirm their interest, and things like that. Most tasks/meetings can be accomplished via emails and Zoom/Team sessions. Think about it and send me an email by the end of this week or, I'll send out an email to all four of you and solicit you to serve.

VII. Announcements

- a. Supplemental meeting is scheduled for March 15, 2023
- b. There are many jobs open and posted on the HR website, please help share these opportunities with friends and family.

VIII. Adjournment

4:19 p.m. meeting adjourned.

The next Administrative Senate Meeting is April 5, 2023 in BE 3024 Board Room.

Appendix A – Chair Notes

Chief Data Officer Candidates (2/13/23) 10:00 AM

Invited to interview the candidates for Chief Data Officer on 2/13 and 2/20.

Provost Search Committee (2/14/23) 8:30 AM

Attended the initial meeting of the Provost Search Committee. Discussed proposed timeline and confidentiality.

Executive Committee (2/14/23) 2:00 PM

Met to plan the agenda for the 2/15 Supplemental Meeting

President's Council (2/21/23) 9:00 AM

President – Employees are encouraged to participate in Family Weekends/orientations; our presence and the stories we share can be very compelling for prospective students

Provost – Chief Data Officer interviews have concluded; hope to make an announcement soon

Julie McCullough – Higher Education Commission is asking for agreements between universities and high schools on the Indiana College Core; working with O&E

Enrollment Management – 47 students signed up for Health Professions Day in March

Other receptions have been planned, including several for EVSC high schools

Finance and Administration – working on the budget for next year

Student Affairs – All need to review the preferred name policy and make sure, if completed, that we are not referring to students by their dead names, particularly with text messages

Pivoting to pre-COVID transportation to housing, including back to campus from doctor/hospital

Athletics Administration – NCAA is requiring an updated strategic plan by June 1; they have asked us to address 7 areas of progress (incl. graduation, marketing, and recruitment)

OVC tournament starts next week

Tyler Henry was released from Deaconess on 2/20

OVC is pushing sportsmanship from athletes and fans (issues have happened from other schools' spectators and cheerleaders while on the road)

Institutional Analytics – Meeting with peer group across the State on best practices

POTT – Be A Teacher Day had 400 high school participants, BJ Watts interested in using this for a statewide model

Medical Professions Alumni Event coming up

Slate – close to having application piece finalized

COLA – Active shooter training

CNHP – recruiting from community colleges;

Nursing is adding 20 students in the fall;

Health Professions Day is happening in March, hosting family visits

Council of Chairs – chairs writing program reviews this academic year

International Studies – International Food Expo had 300+ people, had to turn people away

IT – 2022 End-of-year report has been completed

Updating our mobile app, evaluating the new platform to use, Dave Alexander working to get the Elysium workflow implemented in March

Executive Committee (2/28/23) 9:00 AM

Met to plan the agenda for the 3/1 Regular Meeting

HLD Quality Initiative Steering Committee meeting (3/2/23) 2:00 PM

Attended the initial meeting of the HLC Quality Initiative Steering Committee. This will be a 2-year effort to identify, plan, and implement the University's next multi-year quality initiative as approved by the Higher Learning Commission.

Appendix B -- Professional Development Committee Notes:

The committee met on 2023-02-20.

Attendance:

- Present: Lee Keitel, Anna Will, Aaron Pryor
- Absent: Andrea Daub

Agenda:

- Went through the 2022 staff survey results
- Discussed a regular professional development day/activity

Decided to do the first Professional Development Day in April, date TBD.

The committee will reach out to the LMS team and web services as potential workshop organizers.

Action items:

- Talk to Shannon Hoehn (Anna) and Brandi Hess (Aaron) about hosting workshops
- Coordinate with Employee Events committee for marketing (Next Senate meeting)
- Schedule March committee meeting (2023-03-14) (Lee)

Appendix C – Ad Hoc Committees: Bereavement Policy Revision

Members of this committee met on Monday, February 27, and hit the ground running. Some of you may remember back in March 2020, when we were all sent home due to COVID, there was a policy on the table for a sick bank leave, which was tabled until the pandemic was resolved. We've decided to resurrect that policy so that we could tie that with this bereavement policy. So, if individuals are running short on leave (personal, sick, or otherwise), they could apply bereavement to this Sick Bank. We're going to do some policy revisions and it won't be called Sick Bank, but probably Personal Leave or something to that nature.

We've also decided to break down bereavement leave into more of a tiered or phased approach. Ingrid Lindy is serving on this committee as well, and she recommended that we look at revising the familial relationship aspect. As of right now, our policy doesn't include reasonably for relationships like cousins or in-laws, or step-grandparents. We're going to address adding those family relations as revisions to the policy, and hopefully, by the supplemental meeting later this month, we'll have the initial revisions ready for consideration and vote on that. Then submit those revisions and take them to Steve Bridges for his review/comments. Then we'll look at revising more holistically that policy for a variety of different things.

The committee will be meeting again on March 8 and have agenda items ready for supplemental on March 15.