

**University of Southern Indiana Administrative Senate Agenda**  
**Wednesday, October 4, 2023 | 3 p.m. UC 2206**

**I. Welcome and Call to Order:** The meeting was called to order at 3:03 pm.

**II. Roll Call**

Present: Taylor Gogel (Chair), Steven Stump (Past Chair), Tricia Tieken (Vice-Chair), Carissa Prince (Secretary/Treasurer), Steven Bridges (Liaison), and Kindra Strupp (Guest Speaker)

Tami Jaramillo Zuniga, Ryan Kaczmariski, Chelsea Nall, Kathy Oeth, Jennifer Hertel, Aaron Pryor, Lee Keitel, and Laurie Wilson

Absent: Jennifer Garrison

**III. Approval of Minutes** – September 6, 2023 meeting: Tami made the motion to approve minutes, Laurie seconded

**IV. Special Guest: Kindra Strupp (Vice President for Marketing and Communication)**

Special Events and Scheduling: commencement moved to after final exams, volunteer to help with line checks if you can

University Web and Digital Content: Umbraco use

Terri Bischoff retiring in Creative and Print

University Communications: Mayoral Debate coming up Oct 18th, live press conference to host

First-ever Chief Marketing Officer at USI: Claire Bosma

Archie: help to recruit great students to be Archie, get scholarship money for it, and Archie's friends

Elevating Spirit: shirts coming

Ambassadorship: cards to put in your wallet and give to companies to show a demand for USI merchandise

USI Commercial: ESPN+ to air in the future, filming last week all over campus, the 30-second spot

Story ideas are always welcome for USI Today and Illume

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

Officers:

Chair (Gogel)

- Sept 7th Attended the Board of Trustees meeting: kiwibots introduced
- Sept 8th Attended Employee Events Committee meeting
- Sept 14th Exec team met with Steve Bridges to discuss athletic fee policy
- Sept 19th Exec met to set agenda
- Oct 2nd Exec met to set agenda

- Sept 25th - had lunch with governance chairs and President Rochon
- Hosting Town Hall event: organized around themes (NCAA athletics transition, Admissions recruitment initiatives ) questions will be fielded
- Two-hour lunch endorsement to take with the Fall Fest week
- Dr. Barbara Johnson: guest from Talladega College: pleased to know we are unique and one of the few colleges that have councils to represent all three groups (faculty, administration, and support staff)
- Parchment service: no longer having 8 weeks turn around, more of a digital aspect for a print of degrees, transcript services used with Parchment already
- Important dates: Oct 9th and 10th, Thanksgiving Break 22-26, Mayoral Debate Oct 18th

#### Vice-Chair (Tieken)

- Meeting for EDIC Committee: chaired by Pam Hobson, met to discuss what the committee is about and its goals, went over the campus climate survey done in 2020, serving on this committee that meets once a month

#### Past Chair (Stump)

- Putting together nominations and elections committee

#### Secretary/Treasurer (Prince)

- 1500 is the budget

#### Standing Committees

##### Employee Events – Jennifer Hertel, Chair/Tami Jaramillo Zuniga, Vice Chair

- no report

##### Employee Outreach – Lee Keitel, Chair/Vacant, Vice Chair

- no report

##### Employee Relations and Benefits – Laurel Wilson, Chair/Kathy Oeth, Vice Chair

- met yesterday and invited Jason Provence to come to talk about the new IFC for retirement benefits, clarified this IFC to the committee, and got in touch with Sarah Will to run a report to see how many people were affected by the change and who was working at USI in 2014 and how many people who were hired after 2014, wouldn't rely upon age only

##### Nominations and Elections – Steven Stump, Chair

- getting a committee together

##### Professional Development – Aaron Pryor, Chair/Chelsea Nall, Co-Chair

- haven't met since the last report, going to work with travel to secure a date and location for travel training for the first professional development

##### Ad Hoc Committees - Bereavement Taylor: no report

## Liaisons

### Steve Bridges

- The president's cabinet had feedback for fee waivers for Retirement and Bereavement policies, gathering that feedback
- The review of the athletic fee policy proposal started
- President's Council: Steve Bequette came to talk about the RAVE Guardian- app and set button on phone, the removal of blue phones, hard to find replacement parts for the poles, don't want people to run to a central location, false sense of safety when pressing button, a phone has location services
- Retirement policy: 2 weeks-notice not included, looking to add this for the policy
- Drug Testing Policy: ability to test these individuals if suspected, policy coming, not random drug screening, only for reasonable suspicion
- Taylor: Don't forget to register for text messages for Rave alert

## VI. Unfinished Business

### Ongoing Projects

- Alternate Remote Work Approval Process: ongoing for feedback if any is heard
- Retirement Benefits Discussion: Laurie updated
- Bereavement Policy Revision: Steve Bridges updated, hoping for a final answer soon
- Administrator Award: Jenny and Steven agreed to get together at supplemental for templates or samples to compare and decide on a format to use

## VII. Tabled Projects

### Sick Bank Policy

- IFC - Student Pay Rates (with other governance groups): Taylor talked to Dr. Mara on Monday, Steven going to reconvene this group

## VIII. New Business

IFC – Dental Insurance Implant Coverage: The constituent submitted this IFC as they found out that their daughter at 22 needs an implant and that insurance won't cover it, the same quote from another dentist and recommended implant needed for good oral health

- Exec: met to discuss and Sarah Will has this IFC to consider in the future, Admin Senate will get in touch to discuss this with the employee

IFC – Paid Time Off for Birthdays: Current USI policy there are no paid-off birthdays

- proposing a paid day off to be taken off on their birthday off
- last working day before or after, no carry-over proposed
- need to check with Pam and see if a floating holiday was added last year when an IFC over Good Friday was submitted
- Steven: the first step is to follow up with Pam and then collect data on if any offices are short-staffed

## **IX. Discussion**

Steve B: encourage you to rank IFCs based on wants and are people using the vacation time they have to begin with

Taylor: We will acknowledge the employee and follow up on the floating holiday first

Retirement Celebrations: wasn't a formal IFC but included as it was sent from an employee to governance groups

Ryan: milestones of the service idea

Tami: The retirement reception came out of the University budget one event

Steve B: attendance was low at the retirement reception

Taylor: some admins have retirements approved by Trustees and can get emeritus status for at least 10 years for recognition, didn't feel like action was needed but wanted to bring it to the Senate

Aaron: asked if we can add this to the milestones reception so we don't have to create a new event

Taylor: Brought up that the Foundation has a retiree coordinator council

Steven: Some are announced at the Board of Trustees meeting and others are in Illume, which provides an opportunity to ask these questions within ERB, and Steve Bridges, the governance group that is over this IFC submitter takes the lead on this, Jennifer to take the lead on what retirees get

## **X. Announcements**

A supplemental meeting is scheduled for October 18, 2023.

There are many jobs open and posted on the HR website, please help share these opportunities with friends and family.

Adjournment

The next Administrative Senate Meeting is November 1, 2023 in UC 2207

The meeting adjourned at 4:12 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 election process to insure 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 sort of Administrator spotlighting (USI Today, Illume, award recognition...?)
4. Research professional development funds outside of individual departments – how can the University support larger PD endeavors?