University of Southern Indiana Administrative Senate Agenda
Wednesday, May 1, 2024 I 3 p.m. UC 2207

I. **Welcome and Call to Order** at 3:01 pm

II. **Roll Call:**
Present: Taylor Gogel (Chair), Tricia Tieken (Vice-Chair), Steven Stump (Past chair), and Steve Bridges (Liaison)

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

Absent: Carissa Prince (Secretary/Treasurer), Jenny Garrison, Christine Wittmer, and Stacy Draper

III. **Approval of Minutes – April 3rd, 2024 meeting**: Lee Keitel motioned, Laurie Wilson seconded

IV. **Reports of Officers & Standing Committees**
   a. Officers
      i. Chair (Gogel)
         • President's Council met on Tuesday, April 23:
            o There was no formal agenda, members of President's Council just went around the room providing updates from each area.
            o Dr. Blunt provided an update on the search for Executive Director of Institutional Analytics. It has now had two failed searches. Greg

- At the end of the meeting, Dr. Rochon informed everyone Andrea

i. Discussion was regarding avoiding using the word "contract" too loosely due to Senate Bill 202, which affects faculty more than administrators. If possible, we will avoid using the word in parentheses above in our meeting minutes.

VII. **Announcements**
   a. Supplemental meeting is scheduled for May 15th, 2024.
   b. Many jobs are open and posted on the HR website. Please help share these opportunities with friends and family.
   c. Consider going to the game on Friday.

VIII. **Adjournment**
   a. Meeting adjourned at 3:38 p.m.
   b. The next Administrative Senate Meeting is June 5th, 2024, in UC 2207

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?)