

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

I. Welcome and Call to Order at 3:04 pm

II. Roll Call

Present: Tricia Tieken (Vice Chair), Steven Stump (Past Chair), Carissa Prince (Secretary/Treasurer), Steve Bridges (Liaison)

Jenny Garrison, Jennifer Hertel, Tami Jaramillo Zuniga, Ryan Kaczmarek, Lee Keitel, Chelsea Nall, Kathy Oeth, Aaron Pryor, Laurie Wilson, and Chris Wittmer

Absent: Taylor Gogel, Stacy Draper

III. Approval of Minutes – January 10th, 2024 meeting: Kathy approved, Laurie seconded

IV. Guest Speaker – Lynn Melms (HR)

- a. Administrator evaluations: I never had that before and am working to move that as mandatory, looking at having a committee for the process would look like
~~pathway for the site to be evaluated by the process would look like~~
employee, too? A committee would be formed to work on what that would look like

V. Reports of Officers & Standing Committees

a. Officers

i. Chair (Gogel)

- Tricia: sat in on President's Council: making changes to online courses when there is inclement weather, looking at having a more uniform program for USI media, questions for the Town Hall were due Monday, International Food event is Feb 16th

ii. Vice-Chair (Tieken)

- Wasn't able to attend EDIC
- Updating the website with our meeting minutes

iii. Past Chair (Stump)

- No report at this time

iv. Secretary/Treasurer (Prince)

- \$1300

b. Standing Committees

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

- No report

ii. Employee Outreach – Stacy Draper, Chair/ Vacant Vice Chair

- Met on 1/11 and 1/29 to focus on touchpoints for new hires, looking to revise the welcome email and working on welcome physical cards.
- iii. Employee Relations and Benefits – Laurel Wilson, Chair/Kathy Oeth, Vice Chair
 - Not moving forward with the birthday vacation day idea
 - Sick bank policies: looking at this policy next.
- iv. Nominations and Elections – Steven Stump, Chair
 - Accepting volunteers and can send us recommendations of who you would like to nominate

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 –