

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

I. **Welcome and Call to Order:** The meeting was called to order at 3:01 p.m.

II. **Roll Call**

Present: Steven Stump (Chair), Taylor Gogel (~~Vice~~), Jake Hansen (Past Chair), and Tricia Ticken (Secretary/Treasurer)

Erin Altman, Steve Bridges (Liaison), Andrea Daub, Jennifer Hertel, Lee Keitel, Trista Lutgring, Kathy Oeth, Carissa Prince, ~~and~~ Pryor, Robert Threep, and Laurel Wilson

Absent: N/A

III. **Approval of Minutes – April 5, 2023 meeting**

- d. Liaisons
 - i. Steve Bridges See [Appendix C](#)

V. Unfinished Business

- a. Ongoing Projects
 - i. Feedback on Alternative Work Arrangements
No comments.
 - ii. IFC– Student pay rates collaborating with other governance groups
No updates currently. In the next couple of weeks, I (Steven Stump) am planning to meet with the group I have created for some different representatives across campus the majority of whom are administrators.
- b. Tabled Projects
 - i. N/A

VI. New Business

- a. N/A

VII. Announcements

- a. Supplemental meeting is scheduled for May 17, 2023.
- b. There are many jobs open and posted on the HR website, please help share these opportunities with friends and family.

VIII. Adjournment

At 3:35 p.m. the meeting was adjourned.
The next Administrative Senate Meeting is June 2023, in UC 2207

Appendix A – Chair Notes ([Top](#))

Athletic Fee Workgroup (4/10/23)

Met with Jamie and Sally to review feedback from Faculty Senate's Economic Benefits Committee. Changes were made to the shared document which will be reviewed by Administrative Senate at Supplemental Meeting, Staff Council's Benefits Committee, and Faculty Senate's Economic Benefits Committee, all on April 19

President's Council (4/11/23)

President – safety is of utmost importance we cannot PLAY or joke with safety. Civility behavior and language. Utilize Public Safety let them do their jobs.

Keep professionalism at its highest level. Our behavior is being observed and evaluated.

Monday, April 24 (1-3:30pm) farewell reception for Dr. Khayum in the Fuquay Visitors Center at 2:00.

Provost – Gray Associates will be talking about data collection this Thursday. Three session to hear about their instrument: how do we adjust to our budget realities? First, how do we know where we are? What are the financials around programs? Gray Associates is a service provider for multiple institutions and work with universities to develop a methodology about obtaining information across programs. Long-term agreement has been made (2 of the 5 years have been completed). We have many nuances in how we do business that makes it very time-

year 1, nothing is finalized yet. Summer Bridge program was presented multiple times by the President and questions were asked. A special item was put into the bill for this budget and it currently remains. One chamber approved, another did not. We know for sure by the last Friday in April. Senate Appropriations will decide this week and then move forward. We should feel "pretty good" at this time.

Provost search is going well; candidate pool is filling up nicely. Cutoff is April 10. April 10 preferred .ro0.6 (i)-1.

International – largest group of graduates coming up. Invitation for graduation reception forthcoming. Many are going to Harlaxton this summer. Lots of programming.

Slate implementation should be completed by May³¹. Still on track to start the student success piece in early June.

Council of Chairs – light agenda for April, planning a leadership retreat in August

Administrative Senate – multiple items for consideration in the works; meeting with Steve Bridges to discuss moving several forward.

POTT – bringing Dean candidates to campus on May 1, May 3 and May 6. Occupational Therapy was approved through Academic Affairs and Quality committee, being presented the statewide committee in May and then to the HLC.

Dr. Mitchell's farewell celebration is Friday in the Performance Center.

Administrative Senate – Admin Senate has two charges that we will be taking to Vice President Bridges for his input and counsel on moving these items forward. We are working with Juli Huss to find a time on his calendar.

Faculty Senate – Senate has proposed a modified Course Drop procedure online verification process that, based on number of total credit hours, could be approved by an Advisor or through the Advising Center. This would require less hands involvement from faculty in some cases. This would align more with peer institutions across the state.

Staff Council – Employee Recognition Award nominations are open until the end of April. The luncheon for this will be in June.

Executive Committee (4/17/23) 9:00 AM

Executive Committee met to plan the agenda for the April Supplemental Meeting.

Provost Search Committee (4/18/23) 2:00 PM

The list of candidates has been narrowed down to a list for potential Zoom interviews. These will occur in the first half of May.

HLC Quality Initiative Steering Committee meeting (4/18/23) 2:45 PM

The Steering Committee expanded upon the details of the three potential initiatives for President Cabinet's consideration. Steven, Darrin Sorrels, and Dr. Susan Ely compiled a document to summarize the approach and results of our meetings. These will be presented in the coming weeks:

1. Professional Development for Students and Employees
2. Career Readiness for Students
3. Building Stronger Relationships with High Schools as a Recruitment Tool

Athletic Fee Workgroup (4/20/23)

Met with Jamie and Sally to debrief and finalize the proposal that will be moved forward by the governance groups. Sally submitted this to Faculty Senate as part of her committee report. Admin Senate Exec Committee is scheduling a meeting with Steve Bridges to discuss next steps.

Executive Committee (4/25/23) 2:30 PM

Discussion of 2023-24 ballot for Admin Senate, verify representation and all positions have at least one nomination.

Executive Committee (5/1/23) 1:30 PM

Executive Committee met to plan the agenda for the May Regular Meeting.

President's Council (5/2/23)

Provost – 10 individuals identified for Zoom interviews (May 8, 9, 10)

Finance & Administration (Will) - New applicant tracking system. 1) Eliminating email from the Provost's Office saying you need to meet with Wendy Seitz; removes this responsibility from the search committees 2) In the system, we will be asking for position codes (why a candidate was not selected, at what stage they were eliminated from the process, phone, Zoom, etc.) Targeting June for a soft rollout; contract with PeopleAdmin ends June 30. Downtime is not anticipated, we may be working out of two systems for a short period.

Web Time Entry Beta testing being done, working on the student side of things. Looking at implementing in July (when we have the fewest number of student workers on payroll).

Background checks seem to be taking longer; Sarah took into this and advise on anticipated lead times.

Athletics – had a visit from NCAA yesterday. Good insight on additional progress we need to make, justification for the 4 year waiting period in Division movements. Name, Image & Likeness (NIL) – states have their own policies. Right now, NCAA spends \$125 million in litigation with these states' policies.

Enrollment Management – changing department name from Enrollment Services to Strategic Enrollment Management. Senate Bill 1677 Indiana will be the 6 state to require high school students to file a FAFSA (2023-24 graduating class).

Marketing and Communications – Commencement is happening. Needing marshalls for every ceremony.

College Deans

RCOB (Mujumdar) – Pott Dean search is underway; first candidate yesterday, second tomorrow, third on Monday.

Administrative Senate – Three IFCs to discuss with Vice President Bridges.

Faculty Senate

- Merit Pay Decisions Procedures – written justification from Chair or Dean to qualify for merit pay decisions
- Instructor Promotion Pathway – no mechanism for these individuals outlined in the handbook. Plan to have an outline for this proposal by June 1.
- Student Affairs Committee – Taegan Garner brought forth a potential conflict of interest in awarding the Presidential Medal. A modification has been proposed to refine the composition of the Student Affairs Committee (revise to include 4 students, one from each college, appointed by Deans). This would require an update to Faculty Senate's bylaws, which would be done over summer. Dr. Rochon also recommended a student representative from Graduate Studies.

- Update Request on Handbook Changes –

Appendix B – Nominations and Elections ([Top](#))

We met twice in the last month to discuss procedures, policies. We also met to discuss nominations and getting things rounded out. We are now at the point where we have a complete ballot. It has to be put into Qualtrics, which I'm working through right now due to the staffing over in OPRA since they have kind of changed their policies on how things are going. So, I'm listing some help from Tricia to get a form built for us. Typically, the old ballot is cloned, and it's cleaned, and then we put our information into it. Unfortunately, my knowledge about Qualtrics is that I know how to access the reports, but I don't have access

Appendix C – Liaisons ([Top](#))

The budget was finalized at 2:00 am on Friday, April 28, 2023. The House version is the best version for USI, but the Senate version won out, and it's still good for USI. So, in year one USI will be operating with new money instead of having to give back money. The funding formula was changed. Instead of looking