

**Minutes**  
**University of Southern Indiana - Administrative Senate**  
**Wednesday, September 7, 2022**  
**3 p.m. UC 2217**

I. **CALL TO ORDER:** The meeting was called to order at 3:05 p.m.

II. **ROLL CALL**

**PRESENT:** Steven Stump (Chair), Taylor Gogel (Vice-Chair), Jake Hansen (Past Chair) Tricia Tieken (Secretary/Treasurer)

Erin Altman, Steve Bridges (Liaison), Jennifer Hertel, Trista Lutgring, Nathaniel Payne, Aaron Pryor, Robert Threet, and Laurel Wilson

**ABSENT:** Andrea Daub, Lee Keitel, and Besty Jo Mullins

III. **APPROVAL OF MINUTES:**

Motion made by Aaron Pryor to approve the August 2022 minutes. Nathaniel Payne 2<sup>nd</sup>. Motion passed.

IV. **REPORTS FROM OFFICERS & STANDING COMMITTEES**

a. **Officers**

i. Chair: Steven Stump

Fall Semester Meeting (8/16/2022)

- Alternative Work Arrangements being reinstated
- New positions added to Marketing & Communications
- An amazingly engaging presentation on Administrative Senate
- Concluded with notes from students on their USI experience; the common themes included a sense of “belonging” and “home”

President’s Council (8/30/2022)

Presentation by Counseling and Psychological Services (CAPS) and TimelyCare (free, 24/7 virtual counseling available to students)

Board of Trustees (9/1/2022)

- President’s Report
  - Founder’s Day Luncheon on 9/14
  - Launching search for a VP of Enrollment (description not yet posted on PeopleAdmin)
- Provost’s Report
  - Analysis of student retention being performed by Dr. Brandi Neal, Cesar Berrios, and Dr. Uditha Wijesuriya; partnering with 5 private universities; using methods from Lean and Six Sigma
- Finance/Audit Committee Report

- Rates for meal plans are being increased by \$96 per semester; housing rates are being LOWERED by \$96 per semester

Executive Committee (9/7/2022)

- Request from Center for Adult Learning & Success (CALs) to present to Administrative Senate. This will be added to our supplemental meeting agenda.

IFC – Maintenance on Trails handed off to Volunteer USI (Lauren Smith)

- ii. Vice-Chair: Taylor Gogel  
Nothing to report.
- iii. Past Chair: Jake Hansen  
Nothing to report.
- iv. Secretary/Treasurer: Tricia Tieken  
The budget is \$1500.

**b. Standing Committees**

- i. Employee Benefits – Betsy Jo Mullins, Chair / Laurel Wilson, Vice-Chair  
Nothing to report.
- ii. Employee Events – Nathan Payne, Chair / Jennifer Hertel, Vice-Chair
  - The former IFC that was sent to the Elevating Spirit Committee is in their court as the Elevating Spirit Committee is still in the process of starting back up.
  - And more importantly, the Events and Outreach committee met together to discuss the IFC regarding the resource fair for employees. We were going to table that for now while we put our full effort behind the Admin Senate on Tour (or whatever we are calling it) where we take Admin Senate meetings to various locations can happen.
- iii. Employee Outreach – Trista Lutgring, Chair / Erin Altman, Vice-Chair
  - Discussed IFC about an annual resource fair with Nathan Payne and Jennifer Hertel of the Employee Events Committee
  - All former committee members have agreed to stay on to serve this year. The committee is set to meet on Friday, September 9 to discuss projects for the year
- iv. Nominations and Elections – Jake Hansen, Chair  
Nothing to report.
- v. Professional Development – Lee Keitel, Chair / Aaron Pryor, Vice-Chair  
Met on 8/17/2022. Primarily a brainstorming session. Most of this was related to topics of consideration for professional development workshops. The other was references for the potential for a multi-committee project to create an administrative online onboarding resource.

**c. Liaison**

- i. Steve Bridges.

Board of Trustees Meeting – With regards to Housing -- Revenues for rent that had to pay off debt. All-time low since the late 90s. Paid off most of our bonds (re: rates for meal plans are being increased by \$96 per semester; housing rates are being LOWERED by \$96 per semester). This reduces the net cost to our students by \$96 even though food costs could not be cut because of the increase in food prices.

A new residence hall will eventually need to be added, not necessarily due to occupancy needs but to attract students. Debt will be coming down the road for that.

Tomorrow (9/8/2022) at 11 am President Rochon will be doing a budget presentation in Bloomington IN at the IU campus for the Commission for Higher Education. This presentation will be available on the Commission for Higher Education website. In addition to Dr. Rochon, Aaron Trump, Steve Bridges, Dr. Khayum and Dr. Doss will be in attendance. This is the first step in the bi-annual budgeting process, in which USI will be asking for a budget for the next two-year period. USI has one big project. In the last bi-annual budget there were no projects. It is a substantial number, and realistically it should have been divided between the last bi-annual budget and this bi-annual budget. Asking for nursing dollars to assist us as well. Asking to use all new money from the performance funding so we do not have to give money back to earn money. Along with getting New Harmony's line item back to where it was. Will also talk with the House Appropriations Committee (Ways and Means), Senate Appropriation, and State Budget Committee before we are done presenting. The same information is presented to the above-stated committees. These committees then confer together with the information they have been given and meet and the start fighting out the budget, and that is when things happen. Optimistic with regards to the outcome for USI.

With regards to the IFC, do we want to do an update of what is happening on the next budget cycle, along with where we were at on the last budget cycle? We will leave this for the Admin Senate to discuss.

There is a new director for the Commission for Higher Education. His message seems positive towards higher education as he came from a higher education environment. He is a strong advocate for what USI is trying to accomplish.

The annual January board meeting in Indianapolis will not take place in 2023. The reasoning being it competes with others who are doing the same thing. People float in and float out of the meeting, which is not always the people on these key committees. Those dollars are going to be allocated to a more targeted outreach between Aaron Trump and President Rochon rather than spending it for an open forum that may not yield the results.

Alternate work arrangements are coming out. Upper management has been wordsmithing this. With regards to why Admin Staff are not given the option to do a condensed work schedule, like support staff, the reason was to give the support staff an option unique to their work group to have an opportunity to be involved in the alternative work arrangements should they choose to participate.

Regarding the Timely MD, the student counseling fee does go to fund this service. There is no charge to the student when they are using it, but the fee is going to support the activity.

Steve Bridges will talk with Stephanie Walden-Schwake regarding having some temporary signage in the RFWC to better help patrons discern what is and is not available for use due to the ongoing construction.

## **V. Unfinished Business**

### **a. Ongoing Projects**

- i. Sick Bank Policy (with VP Bridges) – No update.
- ii. Nurturing Our Nest – Elevating Spirit is on a hiatus
- iii. IFC – 15-Minute Meeting Breaks (Resources) – Moved to Professional Development
- iv. Meet the Senators – Moved to Events & Outreach

### **b. Tabled Projects**

- i. Tuition Benefit – To be circled back to in the future.

## **VI. New Business**

### **a. IFC – New position to lead retention efforts**

*Action Requested:* Create new position(s) or look for several key administrators who are already on our campus to lead and direct our University's retention efforts in a purposeful and meaningful way.

There are aspects of retention that should be ingrained in our culture, but it is not happening. There has been some vague communication about retention and assumptions from employees about how retention efforts will mean additional responsibility.

We need to rebuff those myths and give employees and departments direction on our University's retention goals and describe simplistic and meaningful ways that we can all work together (very easily) to achieve them. NEW positions or an office may not be needed (although, that is an option too), however, gathering several dynamic, persuasive, and passionate people in our administrator and leadership pool who understand retention and add "retention" somewhere in their titles and within their purview of responsibilities could set the tone and direction for our University's much-needed retention efforts.

All we need as a University community is a little authority to hold people accountable until the behavior becomes a habit.

*Discussion:* USI has plenty of retention effort across various departments. One to reference is Brody Broshears' department of Academic Skills, which has its main mission to enhance student success and their education processes while at USI. Also, we can all be part of the retention process by taking opportunities presented to help students who need assistance.

Perhaps highlight the retention efforts that are happening around campus by employees by having a feature in USI today.

*Action:* Give to Professional Development Committee.

- b. IFC – Fee waiver for athletics fees for employees

*Action Requested:* Please ask for an investigation of the new athletics fee and the refusal by the Administration to waive the fee for employees.

*Discussion:* Per Steve Bridges, the Athletics Fees provide real dollars, and the money is needed for the Athletics program to get USI where we need to be. The students who are attending via Distance Ed classes, can via USI games on ESPN now which provides a higher profile for USI. These dollars are needed to fund the program. Hope to raise visibility and reputation so USI can be successful with regards to the pillar in USI's strategic plan. Possibly do a payroll deduction for employees with regards to this fee?

*Action:* Will continue to discuss this in future meetings.

## **VII. Announcements**

- a. Supplemental Meeting is scheduled for September 21
- b. There are many jobs open and posted on the HR website, please help share these opportunities with friends and family.
- c. Alternate Work Arrangements on the USI Human Resources webpage

## **VIII. Adjournment**

4:06 p.m. Meeting adjourned.

*The next meeting is on October 5, 2022.*