

University of Southern Indiana Administrative Senate Minutes
Wednesday, August 2nd, 2023 | 3 p.m. UC 2207

- I. **Welcome and Call to Order:** The meeting was called to order at 3:04 p.m.
- II. **Roll Call**
 - a. Present: Taylor Gogel (Chair), Steven Stump (Past Chair), and Carissa Prince (Secretary/Treasurer), Steven Bridges (Liaison)
 - b. Jennifer Garrison, Jennifer Hertel, Tami Jaramillo Zuniga, Ryan Kaczmariski, Chelsea Nall, Kathy Oeth, Aaron Pryor, and Laurie Wilson
 - c. Absent: Tricia Tieken (Vice-Chair), Lee Keitel
- III. **Approval of Minutes – July 5th, 2023 meeting**
 - a. Motion made by Kathy Oeth to approve the meeting minutes for July 5th, 2023.
 - b. Laurie Wilson seconded. Motion passed.
- IV. **Special Guest:** Sarah Will (Executive Director of Human Resources) and Ingrid Lindy (Manager of Human Resource Information Systems)
 - a. Sarah Will discussed the Web Time Entry Timeline and Updates.
 - i. Web Time Entry for student workers has started the transition. They were on the opposite pay weeks as support staff. HR started with student worker payroll as it doesn't have benefits tied to it and was a trial for the summer. Students will continue to be paid every other Friday. This will help standardize data entry for bi-weekly paid employees. It will allow extra time for students to submit their hours worked. It is currently Thursdays at 4:30 PM and will move to Saturdays at noon. Approvers will have until Monday at 10 AM to approve submitted timesheets.
 - ii. Still working on hourly support staff transition. The goal is to have the direct supervisor approve hours worked and not just the financial manager. Financial managers will no longer have to "sign" the recaps. Ingrid: Additional training will be available when faculty return to campus.
 - iii. Kathy Oeth suggested having student workers sign in in a specific spot in the office physically. Sarah said automatic emails will give them reminders to turn in their timesheets too.
 - iv. Taylor: Administrators should know this is coming but not just yet.
- V. **Reports of Officers & Standing Committees**
 - a. Officers
 - i. Chair (Gogel) –
 - The executive team met twice. The first meeting (July 25) was to review the survey questions submitted by senators. The second meeting (Aug 1) was to go over today's meeting agenda.
 - Steven and I will be inviting VPs to our monthly meetings. John Mark Hall will be coming in September. Kindra Strupp is confirmed to come in October.

- The President's Council met on July 11th to go over student payment plans. The new change will be payment plans can start July 1st with a six-month installment and a \$200 downpayment. The current standard payment plan starts August 1st with 20% down and has automatic payments. The second part of the President's Council went over Solar Palooza and expected to see lots of visitors to campus.
 - The Fall University Meeting is Tuesday, August 15th. Senators, make sure to sit and eat with others to network.
 - Kyle Mara will be the new chair of Faculty Senate and Gloria Butts will be the new chair of Staff Council.
- ii. Vice Chair (Tieken) – Absent – No Report
 - iii. Past Chair (Stump) – No report
 - iv. Secretary/Treasurer (Prince) – Budget is \$1,500
- b. Standing Committees
- i. Employee Events – Jennifer Hertel, Chair/Vacant, Vice Chair
 - No report
 - ii. Employee Outreach – Lee Keitel Chair/Vacant, Vice Chair
 - No report
 - iii. Employee Relations and Benefits – Laurie Wilson, Chair/Kathy Oeth, Vice Chair
 - Laurie: met Aug 1 to discuss two goals of summer transportation and vacation caps. They are talking to METS and Risk Management to see about using USI vans. As for vacation caps, going back to the drawing board of how to change this instead of asking for an increased cap.
 - iv. Nominations and Elections- Steven Stump, Chair
 - No Report
 - v. Professional Development – Aaron Pryor, Chair/Chelsea Nall, Co-Chair
 - Aaron: met Aug 2 to go over committee goals. Looking at having a professional development calendar of events from Chrome River to HR info. Also looking at spotlighting employees in USI Today if possible.
 - Taylor: We included options of events on the Fall Survey as well.
- c. Ad Hoc Committees
- i. Bereavement Policy Revision – No Report
 - Sick Bank Policy
- d. Liaisons
- i. Steve Bridges
 - July Board Meeting: Fees approved for the upcoming year. The next board meeting agenda will cover meal plans and housing. Kristine Keck is now the board chair and there is a new 2025 student grad representative.
 - Senator Todd is on campus on August 6th.
 - August 11th is the last casual dress day.
 - Survey data for remote work is being looked at.

- Aaron: questioned if the budget for offices is the same this coming year. Bridges: It is the same for supplies and expenses. We are working on the year end entries now.
- Jenny: How will events and setup be this year? Bridges: Large events of 5 or more tables will have to have outside help. We are resolving the grounds of outsourced work and resolved custodial outside help. Charges will increase if we host large events without outside help.
- Laurie: asked about the emergency blue poles. Bridges: Rave Guardian will be taking over as the poles are 20 years old. Chelsea: brought up the trails and if someone was not part of the USI community. Signs on the trail say to carry your cell phone.

VI. Unfinished Business

- a. Ongoing Projects
 - i. IFC – Student pay rates (*collaborating with other governance groups*)
 - Nothing to report yet.
- b. Tabled Projects
 - i. N/A

VII. New Business

- a. Items for Consideration
 - i. Retirement Insurance Benefits: IFC submitted that stated a certain group of employees’ benefits was removed even though they had been hired with that benefit. ERB assigned the IFC to investigate this.
 - ii. Employee Events: Brainstorm how Meet the Senators went and what to change for next time, Have all senators at one event as a suggestion.

VIII. Announcements

- a. Supplemental meeting is scheduled for August 16th, 2023.
- b. There are many jobs open and posted on the HR website, please help share these opportunities with friends and family.
- c. Volunteer for Welcome Week Tent.

IX. Adjournment

At 4:09 p.m. the meeting was adjourned.

The next Administrative Senate Meeting is September 6th, 2023, in UC 2207.

Appendix A – Committee Goals for the 2023-2024 Year

Employee Events

1. Increase employee engagement at events by 100%
2. Increase the 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?)
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?