

**Minutes**  
**University of Southern Indiana - Administrative Senate**  
**Wednesday, November 2, 2022**  
**3 p.m. BE 3024**

I. **CALL TO ORDER:** The meeting was called to order at 3:07 p.m.

II. **ROLL CALL**

**PRESENT:** Steven Stump (Chair), Jake Hansen (Past Chair), and Tricia Tieken (Secretary/Treasurer)  
Andrea Daub, Jennifer Hertel, Lee Keitel, Trista Lutgring, Nathaniel Payne, Carissa Prince, Aaron Pryor, Robert Threet, and Laurel Wilson

**ABSENT:** Taylor Gogel (Vice-Chair), Erin Altman, and Steve Bridges (Liaison)

III. **Voting for District 4 Senator Replacement** – Motion made by Trista Lutgring. Robert Threet 2<sup>nd</sup>. Motion passed for Carissa Prince to fill District 4 Senator Seat vacated by Betsy Jo Mullins. The vote among Admin Senate members, present at the meeting, was unanimously in favor.

IV. **APPROVAL OF MINUTES:**

Motion made by Nathan Payne to approve the October 2022 minutes. Trista Lutgring 2<sup>nd</sup>. Motion passed.

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

a. **Officers**

i. Chair: Steven Stump

*President's Council (10/18/22) 9:00 AM*

1. President Rochon
  - a. Pres. Council on 11/29 will take place at Toyota, followed by a plant tour
2. Provost
  - a. Department Name Changes
    - i. OPRA à Office of Institutional Analytics
    - ii. OSPRA à Office of Sponsored Projects and Research
    - iii. Chemistry à Chemistry and Biochemistry
    - iv. Geology & Physics à Geology, Physics & Environmental Science
    - v. Alumni Relations à Alumni Engagement / VolunteerUSI
  - b. Zane Mitchell stepping down January 1; will continue to assist with special projects
3. Finance & Administration (Bridges)
  - a. 2.5% increase in Medical premium (<\$10/month)
  - b. 2% increase in Dental (\$0.56/month)
  - c. New deductible for single/family = \$3,000/\$6,000
  - d. Sun Life is our new life insurance carrier

- e. Starting in January, premiums will be deducted in the month of coverage instead of the month prior; this ensures new hires don't have 2 months of premiums upon hire
- f. Flu shots on November 23
- g. HSA moving to UMB; no changes at this time
- 4. Athletics Administration
  - a. Presentation on recruiting/eligibility requirements
    - i. A recruit = an athlete who has entered the 9<sup>th</sup> grade
    - ii. An athlete = one who has signed a letter of intent or made a deposit; has graduated high school or transferred
  - b. We cannot offer Extra Benefits to athletes
    - i. Special arrangements not generally available to other students that are offered to athletes, their families, and/or their friends
    - ii. Pre-existing relationships are okay (prior to becoming a USI student)
    - iii. Name, image, and likeness agreements have limitations
  - c. Andy Brown is our Director of Compliance
- 5. Faculty Senate
  - a. Bylaws have been updated for promotion/tenure review
- 6. Staff Council
  - a. Pumpkin Decorating on 10/26
  - b. Giving Tree will be posted soon
- 7. CNHP – Dean position posted, hoping to bring candidates on site before Christmas break

Candidate: Executive Director of HR (10/18/22) 3:00 PM

Governance Chairs were invited to interview the first candidate for Executive Director of HR.

Admin Senate Exec Committee (10/19/22) 8:20 AM

I. Supplemental Meeting Agenda

- a. Identify a senator for our vacant seat (District 4)

Candidate: Executive Director of HR (10/25/22) 10:00 AM

Governance Chairs were invited to interview the second candidate for Executive Director of HR.

Admin Senate Exec Committee (11/1/22) 8:15 AM

November Regular Meeting Agenda

- 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 – Laurel Wilson, Chair / Vacant, Vice-Chair
  - The committee had chatted informally in Teams but had not had an “official” meeting.
- ii. Employee Events – Nathan Payne, Chair / Jennifer Hertel, Vice-Chair
  - We have reserved Traditions Lounge and UC 2207 on Tuesday, December 13 from 2 – 3:30 PM for a Winter Holiday Event. We are in the process of receiving a catering quote to be voted on by the Senate to approve, and more details are to follow.
- iii. Employee Outreach – Trista Lutgring, Chair / Erin Altman, Vice-Chair
  - Unable to meet due to busy month, but scheduling a November meeting to address Nurturing our Nest initiative and start some Employee Outreach/New employee outreach ideas
  - The USI Trails Committee will be hosting a Trail Workday from 9 to 11 a.m. November 12 to clean up some of USI’s trails. This is regarding an IFC that was submitted to Admin Senate, and we directed the employee toward Volunteer USI – this is the result of their hard work and planning! More details on the workday will appear in upcoming USI Today issues and on the USI calendar; employees, students, and the community at large are invited to attend and help.
- iv. Nominations and Elections – Jake Hansen, Chair
  - Nothing to report.
- v. Professional Development – Lee Keitel, Chair / Aaron Pryor, Vice-Chair
  - Unable to meet due to busy month but scheduling a November meeting. Will get with Trista Lutgring to get something in the *USI Today* about the 15-minute meeting breaks in Outlook.

## **c. Liaison**

- i. Steve Bridges – not in attendance – nothing to report.

## **VI. Unfinished Business**

### **a. Ongoing Projects**

- i. Sick Bank Policy (with VP Bridges)
  - Discussion/Action: No update.
- ii. Meet the Senators
  - Discussion: Senate agreed that this is a good idea to move forward on. The format would be to have the senators for the district assigned for that meeting show up 30 minutes before the regularly scheduled meeting. Have a laptop available for people who do show up to submit IFCs if they want to do so.
  - Action: District 4 will start this initiative for December 7, 2022 meeting. Email should be sent from District 4 Senators to District 4 constituents a week (?) before the December 7, 2022 meeting.
- iii. Feedback on Alternative Work Arrangements
  - Discussion/Action: No new feedback; Employees seem to like the alternative work arrangements.

- iv. Replacement fee for lost/updated employee ID cards  
Discussion/Action: No report.
- v. IFC – Fee waiver for athletics fees for employees  
Discussion/Action: Governance Chairs had a discussion on this IFC. Jaime Curry and Sarah Will (HR) are working together to try and get some data on what we are looking at number-wise (i.e., how many of our employees are taking USI classes – how much money does this Athletic fee translate to). This will give us a good foundation to build on discussion-wise with this IFC. Pretty strong consensus among employees on campus that this fee should be waived. Once data is known, a meeting could be scheduled with the other two committees (Faculty Senate and Staff Council) to align and make a counterproposal to how this should be handled.

- b. Tabled Projects
  - i. N/A

#### **VII. New Business**

- a. Fall Survey results – Steven Stump to look into getting this data.

#### **VIII. Announcements**

- a. Supplemental Meeting is scheduled for November 16, 2022.
- b. There are many jobs open and posted on the HR website, please help share these opportunities with friends and family.
- c. Nathan Payne announced that he is stepping down from his Senate chair due to leaving USI on November 11, 2022.

#### **IX. Adjournment**

3:52 p.m. Meeting adjourned.

*The next meeting is on December 7, 2022.*