

**University of Southern Indiana Administrative Senate Agenda**  
**Wednesday, January 10th, 2024 | 3 p.m. UC 2207**

**I. Welcome and Call to Order:**

**II. Roll Call:**

Present: Taylor Gogel (Chair), Steven Stump (Past-Chair), Tricia Tieken (Vice-Chair), and Carissa Prince (Secretary/Treasurer)

Chelsea Nall, Kathy Oeth, Jennifer Hertel, Lee Keitel, Laurie Wilson, Chris Wittmer, and Jennifer Garrison

Absent: Tami Jaramillo Zuniga, Steve Bridges (Liaison), Aaron Pryor

**III. Approval of Minutes – December 6<sup>th</sup>, 2023 meeting:** Kathy Oeth motioned, and Laurie Wilson seconded

**IV. Reports of Officers & Standing Committees**

a. Officers

i. Chair (Gogel)

Town Hall is February 27<sup>th</sup>

iv. Nominations and Elections – Steven Stump, Chair

Update: later in the spring, I will have Exec committee put together a nominations slate and am extending the invitation for senators to be on it, too

v. Professional Development – Aaron Pryor, Chair/Chelsea Nall, Co-Chair

c. Ad Hoc Committees

d. Liaisons – Steve Bridges (absent)

V. **Unfinished Business**

a. Ongoing Projects

i. Bereavement Policy Revisiong tgo,aveave (e)0.7 ( B)-2.(i.)Tjg73.8P)-2.2 (o)-1TT1t.90 0 10.99.56

## 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 – 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 Administrator spotlighting (USI Today, Illume, award recognition...?)
4. Research professional development funds outside of individual departments – how can the University support larger PD endeavors?