

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 ~~2023 July 15th~~
 - a. Motion made by Kathy Oeth to approve the meeting minutes for July 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 s.6 ()tw()10.6 (ve).3.4 (ill a0i.5 (o)-
- V. Reports of Officers & Standing Committees
 - a. Officers
 - i. Chair (Gogel) –
 - x 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.
 - x 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.

- x 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.
- x 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.
- x Laurie: asked about the emergency blue poles. Bridges: Rave Guardian

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Appendix A –Committee Goals for the 2023024 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 –