

**Minutes**  
**University of Southern Indiana - Administrative Senate**  
**Wednesday, October 5, 2022**  
**3 p.m. BE 3024**

**I. CALL TO ORDER:** The meeting was called to order at 3:04 p.m.

**II. ROLL CALL**

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

Andrea, Daub, Jennifer Hertel, Trista Lutgring, Nathaniel Payne, Aaron Pryor, Robert Threet, and Laurel Wilson

**ABSENT:** Erin Altman, Steve Bridges (Liaison) and Besty Jo Mullins

**III.**

- d. How do we get prospective students to identify that USI is their home?
- 2. Faculty Senate
  - a. Meeting with various departments on campus to build faculty's awareness

- b. Pres. Rochon presented our budget request to the Commission for Higher Ed, and it went well

Admin Senate Exec Committee (9/30/22) 8:00 AM

- I. Meeting Agenda
  - a. Updated agenda based on status of new/unfinished business
  - b. ERB shared a draft proposal for a fee waiver extension for deceased employees; Steven is getting any updates from Faculty Senate to share in our Senate meeting.

Admin Senate Exec Committee (10/3/22) 8:00 AM

- II. Meeting Agenda
  - a. Updated agenda based on status of new/unfinished business
  - b. ERB shared a draft proposal for a fee waiver extension for deceased employees; Steven is getting any updates from Faculty Senate to share in our Senate meeting.
- 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. Will work on getting the Admin Senate webpage updated.

**b. Standing Committees**

- i.

- i. Volunteer Pilot Program – Official proposal was submitted earlier this year and was favored to continue working with Lauren Smith in Alumni and Volunteer Services.
      - 1. Next Steps: Lauren was unable to attend this meeting, but she is still a part of our committee. I will follow up with her on moving forward with implementing.
    - ii. Ambassador Program // Welcoming and contacting new administrators hired – This is a project that EOC would like to focus the most on during this year. During the meeting, we discussed many options and opportunities to make administrators feel greeted and to incorporate current administrators as well.
      - 1. Next Steps: We brainstormed some possible gifts to have as welcome gifts (including vouches, t-shirts, discounts, etc.), as well as other actions that can be taken. Also discussed other resources that can be provided, such as community resources in Evansville: where to eat, things to do, alumni-managed businesses to support, etc.
      - 2. We will revisit next meeting about how to proceed and what first actions we'd like to take.
    - iii. IFC to promote health and wellness with markers on campus // "Archie's Flight Map – we revisited these items together and would like to continue to pursue. Ideas were brainstormed a bit as well, including signage on trails, outlining incentives employees can gain by being active, etc.
      - 1. Next Steps: Keeping this on our agenda to discuss. I also will be following up with the administrator who submitted the IFC (Taylor providing).
- III. New items for discussion:
  - a. Discussed the IFC about resources fair, and shared information with the committee about the meeting with Nathan and Jennifer (Employee Events Committee)
    - i. We talked about some options to get a resource fair started, such as starting to incorporate it with alroa41eaetintyaas (n)-7 (t)vw

- v. Professional Development – Lee Keitel, Chair / Aaron Pryor, Vice-Chair  
Nothing to report.

**c. Liaison**

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

**VI. Unfinished Business**

**a. Ongoing Projects**

- i. Sick Bank Policy (with VP Bridges)  
Action/Discussion: No update.
- ii. Nurturing Our Nest – Recruitment, and Retention Initiative  
Action/Discussion: Moved to Employee Outreach Committee
- iii. IFC (Item for Consideration) – 15-Minute Meeting Breaks  
Action/Discussion: Moved to Professional Development
- iv. Meet the Senators  
Action/Discussion: Rather than blanketing out from all senators and districts have senators from the districts whose neighborhoods we are going to be in send out an email to their constituents. Have those district senators and one or two people from the executive committee be there

**IX. Adjournment**

4:38 p.m. Meeting adjourned.

*The next meeting is on November 2, 2022.*