

University of Southern Indiana Administrative Senate Agenda
Wednesday, December 4th, 2024 | 3 p.m. UC 2206

I. Welcome and Call to Order at 3:05pm

II. Roll Call

Absent: Taylor Gogel (Past-Chair), Chelsea Nall, Erin Hollinger, Mackenzie Schmitt, 3 (5)-7tami Jaramillo Zuniga, Blake Bruner

Present: Tricia Tieken (Chair), Jenny Garrison (Vice-Chair), Carissa Prince (Secretary/Treasurer), Elizabeth Damm Schmitt, Emily Ozee, Laurie Wilson, Kathy Oeth, Ryan Kaczmarski

III. Approval of Minutes – Approval of Nov 6th, 2024 meeting minutes

IV. Reports of Officers & Standing Committees

a. Officers

- **Chair (Tieken)**

Meeting with Admin Ex Team:

11/14/2024 Admin Senate Ex Team:

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- Strategic Enrollment Management
 - o R. Smith:
 - 11/1 - Transfer visit day; 27 students
 - 11/1 - Dubois county k-12 professional development day
 - 11/2 - Medical career showcase 70 students
 - 25 groups have visited campus; 7 more still coming in
 - Open house (past weekend) - 231 students registered; 173 attended; 75% show rate; higher (usually 60-70%)
 - Spring 2025 - ahead on freshman and transfer and deposit; 92 attend for freshman compared to last year
 - Fall 2025 - 385 ahead compared to last year; 28 ahead for deposits;
 - Overall - good/strong indicators

- Finance and Administration
 - o Sarah Will (HR):
 - President's Position: Survey and on-campus meeting significantly helped the search committee; updates will be posted as needed on the related website
 - Fair Labor Standards Act (FLSA) Update: 11/15/2024 - federal judge in federal district Texas - struck down the law - all components of; retroactively affected the law from 7/1/2024; communication will be incoming for the 30 people affected by the retroactive part of the law; will not be going back to a monthly payroll
 - Web-time entry: 1. not changing things again, 2. starting in

- o D. Doughty (COLA):
 - Mock trial - students got destroyed; improved in round; back at it in the spring
 - o J. McCullough (HP):
 - Pathway students in the building today
- Council of Chairs
 - o Administrative Senate
 - o T. Tieken:
 - Winter Mixer is being worked on. Planned date is Wednesday, December 18 in Dunn Lobby.
 - o Staff Council
 - o A. Yates:
 - Giving tree is out; please consider giving
- Miscellaneous
 - o M. Dixon (Graduate Studies):
 - o Spring 2025 enrollment - up by 2%
 - o Siders (IT):
 - o New way to track inventory - specifically MACs; allows IT to keep laptops up-to-date
 - o Ordered 150 PCs to replace those out of date

Board of Trustees Meeting Notes:

11/07/24:

- Two new degrees:
 - o Master of Science in Education in Elementary Mathematics Leadership
 - o Master of Science in Education in Special Education
- Three personnel leaving:
 - o 12/01/2024 – Mary Hupfer
 - o 12/12/2024 – Troy Miller
 - o 12/31/2024 – Jeff Sickman
- USI is now an official Bee campus
- VP Gentry:
 - o 6 million received for the KCNHP
 - o 10 million given to Athletics by Liberty Federal Credit Union
- S. Will gave an update on health insurance
- J. Wolfe gave a few updates regarding construction
- Presidential search webpage near completion

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- **Vice-Chair (Garrison)**
 - o Went to meeting over the USI Portal- Chrome River and BuyUSI to be more accessible on the front page, Laurie can look at making those permanent to show up without having to search in the search bar
- **Past Chair (Taylor)**
 - o Update regarding the Performance Evaluation committee - met with PageUp who provided a demo on their evaluation platform. The committee is reconvening Wednesday at 4 to discuss options or if should recommend the module.
 - o First meeting of the ByLaw review committee scheduled for Thursday, December 12 at 10 a.m. Agenda is to set the game plan for review and who will be tackling each section.
 - o Reminder to senators about Lighting a Tradition in addition to our Winter Mixer-there are also basketball games throughout the month to attend.
- **Secretary/Treasurer (Prince)**
 - o Holiday Mixer cost 169.05 and total updated budget is 1360.95.
- **Standing Committees**
 - o Employee Events – Tami Jaramillo Zuniga, Chair/Mackenzie Schmitt, Vice Chair
N/A
 - o Employee Outreach–Tami Jaramillo Zuniga, Chair/Mackenzie Schmitt, Vice Chair
N/A
 - o Employee Relations and Benefits– Kathy Oeth, Chair/Laurie Wilson, Vice Chair
Progress made on previous sick bank policy, draft made and looking at other universities to see what they do, reviewing draft from 2019 and seeing what to update
 - o Nominations and Elec224 0 TITd()Tj (i)-1.5 (n)-None Tf-30. Tf-30.yi- (n0.0020.2)TjEMC /LBody ¶ 1 T144.7

The following Administrative Senate Meeting is January 15th, 2025 in UC 2205.
Meeting adjourned at 3:50pm.

Committee Goals

Employee Events

1. Increase employee engagement at events by 100%
2. Increase variety of events
3. Partner with other areas on campus9 (s)-3.4 (o)-4 (o)-4s