

University of Southern Indiana Administrative Senate Minutes
Wednesday, November 5th, 2025 | 3 p.m. UC 2206

I. Welcome and Call to Order at 3:04 pm

II. Roll Call

Present: Chair Members: J. Garrison, T. Tieken;
Senators: L. Groves, M. Kirk, and H. Perigo
Absent: B. Bruner, E. Damm Schmitt, S. Farmer, E. Hollinger, A. Pryor, and E. Ozee
Guest(s): N/A

III. Review and Approval of Minutes: October 2025

- a. Quorum not met – so minutes not approved; will bring them up for approval in the December 2025 meeting

IV. Reports of Officers & Standing Committees

- a. Officers
- i. Chair (Garrison)
- Presidents Council met 10/21
 - Marketing and Communication presented on the new webpage and campaign - "this is what we scream for..."
 - Zach LaGrange named new VP with Governmental Affairs
 - USI will be open December 22
 - Open Enrollment for Benefits and (insurance is going up)
 - Student Affairs is conducting a SWOT analysis this week
 - Fall Graduate Enrollment is UP
 - Up 5% on undergrad applications
 - University Home is getting close to the bidding process
 - The President thanked all for the inauguration
 - Presidents Council 11/4
 - Bridges meeting with off-campus and regional partners
 - Attending OVC meeting 11/11-11/17
 - Amcore partnership in January
 - 81% Freshman registered for SP26
 - Open Enrollment - Surest portal issue
 - IT in wright admin moving to RL
 - Degreeworks Update coming
 - Tailgate Friday
 - P/T Card provider options
 - Meeting with President 11/4
 - Talked through employee survey
 - Family Sick Cap
 - Vacation time Cap
 - Spoke about Athletic Fee

- Spoke about retention risk with alternate work
 - Talked about finding way to collaborate
 - Talked about 12/22
 - Realignment in Student Affairs
 - Keeping people involved in Senate and the work being done by each committee
- ii. Vice-Chair (Pryor)
 - No report
- iii. Past Chair (Tieken)
 - No report
- iv. Secretary/Treasurer (Tieken)
 - Budget is 1,500
- b. Standing Committees
 - i. Employee Events and Outreach – Emily Ozee, Chair; Hannah Perigo, Vice Chair
 - Per Hannah, working on a Thanksgiving Tree, which is trying to do it anomalously; Chair Jenny Garrison to speak with Stephanie Walden-Schwake
 - ii. Employee Relations and Benefits – TBD, Chair; Michelle Kirk, Vice Chair
 - IFC presented on 11/14; Past Chair Tricia Tieken to send to the Admin Senate team so they can review it prior to the next meeting, so that it can be voted on; see Appendix A for the presented IFC;
 - iii. Professional Development – Erin Hollinger, Chair; Spence Farmer, Vice Chair
 - Chair and Vice Chair not present
 - iv. Nominations and Elections – Tricia Tieken, Chair
 - N/A

V. Unfinished Business

- a. Ongoing Projects:
 - i. IFCs submitted
 - 12/22/25 IFC for closing campus
 - ii. Administrator Award Planning

VI. New Business

- a. Legislation from ERB
 - i. An IFC was presented; see the above notes in ERB section IV.b.ii.
- b. Winter Event
 - i. Discussion of putting on an event on Tuesday, December 16, from 9 to 11 (?) with cookies, coffee, and cocoa.

VII. Announcements

- a. Many jobs are open and posted on the HR website. Please share these opportunities with friends and family.

VIII. Adjournment

The next Administrative Senate Meeting is scheduled for December 3, 2025, in UC 2206.
Meeting adjourned at 3:46 pm.

New Business – Committee Goals

Employee Events and Outreach

1. Develop a new administrator onboarding experience - cards, check-in emails, potential buddy system
2. Connect more with current administrators by hosting more events - i.e., BYOLs, employee walks, etc.
3. Monthly administrator emails

Employee Relations & Benefits

- *1. Accrued Sick Leave payout of 60 hours for employees who retire without a sabbatical and without service pay. Retiring staff are now eligible for this.
2. Remove the cap on family sick leave time. The time will still be designated as “family sick” on the timesheet for statistical purposes.
3. Change the vacation maximum. The committee will examine various methods, including raising the cap to 600 hours.

*This is the IFC that the committee unofficially voted to work on first.

Professional Development

1. Provide at least one professional development opportunity for administrators per semester
2. Establish a new administrator welcome session to be included in the Spring 2026 University meeting
3. Create a common space on the Administrative Senate web page or an e-newsletter to share professional development opportunities, as well as links to commonly asked questions, to serve as a resource for administrators

Nominations & Elections

1. Increase election participation (of votes) by 5%
2. Review the election process to ensure user-friendliness
3. Engage constituents throughout the year to increase top-of-mind awareness

Appendix A