

University of Southern Indiana Administrative Senate Minutes
Wednesday, October 1st, 2025 | 3 p.m. UC 2206

I. Welcome and Call to Order at 3:03 pm

II. Roll Call

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

III. Review and Approval of Minutes: September 2025

a. Blake motioned, and Laurie seconded for approval

IV. Reports of Officers & Standing Committees

a. Officers

- i. Chair (Garrison)
 - Met with the Board of Trustees
 - (1) Additional trustee added: Glen Kissel
 - (2) One more to be named by the governor
 - (3) Giving tree apps start Oct 1st
 - (4) Emi gave an update on visas
 - (5) Teams phone changeover is 90% completed
 - (6) Presidential Inauguration is Oct 16th
- ii. Vice-Chair (Pryor)
 - No report
- iii. Past Chair (Tieken)
 - No report
- iv. Secretary/Treasurer (Prince)
 - Budget is 1,500

b. Standing Committees

- i. Employee Events and Outreach – Emily Ozee, Chair; Hannah Perigo, Vice Chair
 - Working on campus engagement ideas that don't cost money: walking club, book club, etc.
- ii. Employee Relations and Benefits – Laurie Wilson, Chair; Michelle Kirk, Vice Chair
 - Met Sept 4th
 - Policy for no cap on family sick days is being written for recommendation to present to the committee
- iii. Professional Development – Erin Hollinger, Chair; Spence Farmer, Vice Chair
 - Working with vectors for recordings and slides with info

- iv. Nominations and Elections – Tricia Tieken, Chair
 - N/A

V. Unfinished Business

- a. Ongoing Projects:
 - i. IFCs submitted
 - ii. Administrator Award Planning

VI. New Business

- a. Fall Survey Results
 - i. Down number of those who took the survey
 - ii. Alternative work arrangement was the most mentioned
 - iii. Tuition benefits were the second most
- b. Legislation from ERB
 - i. Working on the policy
- c. Winter Event
 - i. TBA
- d. Filling Treasurer/Secretary position
 - i. Carissa Prince is leaving USI

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 November 5, 2025, in UC 2206.
Meeting adjourned at 4:04 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