

University of Southern Indiana Administrative Senate Minutes
Wednesday, December 3rd 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: B. Bruner, S. Farmer, E. Hollinger, M. Kirk, and H. Perigo
Absent: E. Damm Schmitt, L. Groves, A. Pryor, and E. Ozee
Guest(s): N/A

III. Review and Approval of Minutes: October 2025 and November 2025

- a. October 2025 Meeting Minutes: TBD Motioned; TBD seconded – quorum not met, no voting
- b. November 2025 Meeting Minutes: TBD Motioned; TBD seconded – quorum not met, no voting

IV. Reports of Officers & Standing Committees

- a. Officers
 - i. Chair (Garrison)
 - From President's Council on 12/2/2025
 - Operations vs. Strategy - President Bridges plans on spending more time on strategy and leaning on cabinet for operations
 - Retirement for Pam Hopson in Traditions Monday afternoon
 - Zach Lagrange in Indy about redistricting conversations at the statehouse
 - Kindra - 11 days before commencement, the eagle head stand alone is now patented, we have to use "screagle pride" to keep it registered federally
 - Undergrad admissions - summer orientation dates are public, orientation Friday
 - 97 freshman deposits ahead from last year
 - Lighting a Tradition - 5:55 SB remarks, 6pm lighting
 - Last faculty senate meeting this week
 - Abeer - Student Affairs Retreat several days; Dean Berry interim HRL Director
 - Dean Berry - Late Night Breakfast tonight
 - Sarah Will - Accelerated Deadlines for Payroll next time
 - Michael Dixon - 2026 enrollment slightly ahead on spring
 - HLC Accreditation committees working, core assessment happening, watermark expedited promotions happening - Hardgrave
 - Staff Council Giving Trees Up and asking for help

- Provost Blunt - Lilly grant proposal submitted, January meeting, 13% Not enrolled for spring (less than last year), Moving ATM from Redwood Lounge.
 - Board Meeting 1/8
 - 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
 - No update
 - ii. Employee Relations and Benefits – Michelle Kirk, Chair; TBD, Vice Chair
 - New policy – removal of 20-hour family sick leave cap
 - iii. Professional Development – Erin Hollinger, Chair; Spence Farmer, Vice Chair
 - Training is done – is on myUSI and on Admin Senate’s webpage - called New Administrator Orientation
 - Spring meeting session – will be on leadership
 - iv. Nominations and Elections – Tricia Tieken, Chair
 - N/A

V. Unfinished Business

- a. Ongoing Projects:
 - i. Administrator Award Planning

VI. New Business

- a. Legislation from ERB
- b. Winter Event – 12/15 Performance Center Lobby

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 January 14, 2026, in UC 2206.
Meeting adjourned at 3:29 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