

**University of Southern Indiana Administrative Senate Minutes**  
**Wednesday, December 3<sup>rd</sup> 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