

University of Southern Indiana Administrative Senate Minutes
Wednesday, September 3rd, 2025 | 3 p.m. UC 2206

I. Welcome and Call to Order at 3:02 pm

II. Roll Call:

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

Absent: N/A

Guest(s): President S. Bridges and J. Roberts

III. Review and Approval of Minutes: July 2025, August 2025

- a. July 2025 meeting minutes approved by Michelle and seconded by Laurie
- b. August 2025 meeting minutes approved by Elizabeth and seconded by Sarah

IV. Reports of Officers & Standing Committees

a. Officers

i. Chair (Garrison)

- President's Council met last Tuesday, Census data looks good, and we are hoping numbers stay strong, more interest in student involvement and attendance

ii. Vice-Chair (Pryor)

- No Report

iii. Past Chair (Tieken)

- No Report

iv. Secretary/Treasurer (Prince)

- 1500 is the budget

b. Standing Committees

i. Employee Events and Outreach – E. Ozee, Chair; H. Perigo, Vice Chair

- Met last Thursday to discuss different events for this fall semester

ii. Employee Relations and Benefits – L. Wilson, Chair; M. Kirk, Vice Chair

- Met last month and decided to change the main goal of the semester from approved sick leave pay out of 60 hours to removing the cap on family sick leave of 20 hours
- Meeting again tomorrow

iii. Professional Development – E. Hollinger, Chair; S. Farmer, Vice Chair

- Working on administrative new employee orientation and goal for Sept 30th to have slides done to present it
- Met with Amy Chan Hilton to talk about AI training on campus

iv. Nominations and Elections – Tricia Tieken, Chair

- Starts up in November

V. Past Liaison

- a. Steve Bridges
 - i. Biggest freshman class since 2019
 - ii. Retention is up for undergrad
 - iii. Continuing to build presence within the community

VI. Unfinished Business

- a. Ongoing Projects:
 - i. IFCs submitted

VII. New Business

- a. Administrator Award Planning: something more official and formal, with possibly a monetary award, a subcommittee to be formed

VIII. Announcements

- a. Many jobs are open and posted on the HR website. Please share these opportunities with friends and family.
- b. Blake: Michigan State is coming to campus tomorrow night, hoping for the highest attended volleyball game on campus
- c. Michelle: Sept 10th Lunch and Learn event with Disability Resources and Career Services
- d. Sara: Next Monday is the Red Cross Blood Drive, and tomorrow is the Study Abroad Fair
- e. Jenny: Commuter Student Appreciation Days for tabling and prizes are in the works

IX. Adjournment

The next Administrative Senate Meeting is scheduled for October 1st, 2025, in UC 2206.
Meeting adjourned at 3:40 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