

University of Southern Indiana Administrative Senate Minutes
Wednesday, June 3, 2026 | 3 p.m. UC 2206

I. Welcome and Call to Order

- a. Meeting started at 3:02 p.m.

II. Roll Call

- a. Present:
Chair Members: J. Garrison, A. Pryor, and T. Tieken;
Senators: S. Farmer, L. Groves, E. Hollinger, M. Kirk, T. Lutgring, and H. Perigo
Absent: E. Ozee
- b. Guest(s): S. Will (liaison), J. Benson, M. Biever, M. Makoday, B. Orth, and J. Roberts

III. Review and Approval of Minutes: May 2026

- a. T. Lutgring motioned
b. H. Perigo seconded
c. Motion passed

IV. Reports of Officers & Standing Committees

- a. Officers
- i. Chair (Garrison):
- Met with President Bridges on 5/21
 - Gave an overview of our top 2 priorities and their status.
 - Spoke about the athletic fee
 - Concerns about Senate and the importance of governance
 - Spoke about Administrator Award
 - Awarded Best of the Nest to Cesar Berrios on June 2.
 - President's council:
 - President Bridges:
 - OVC Council Chair (1-year term); AMCOR presentation to the commission of HE; continues to advocate about the 5% fold-back and no-hold in FY27; Oakland City.
 - Greg Johnson:
 - Data Governance Policy - Built to be better stewards and strategists with data on campus in systems
 - Provost Blunt:
 - Differences in transferring from Oakland City to teaching out from Oakland City. Need HLC approval. Changes to under-threshold programs.
 - Greg Johnson: Up 34 on Summer 1 for Census

- ii. Vice-Chair (Pryor)
 - Did some research for J. Sickman on family sick leave
 - iii. Past Chair (Tieken)
 - N/A
 - iv. Secretary/Treasurer (Tieken)
 - Budget is \$1,117.54
 - b. Standing Committees
 - i. Employee Events and Outreach – Emily Ozee, Chair; Hannah Perigo, Vice Chair
 - Working on the End of Year Report
 - ii. Employee Relations and Benefits – Michelle Kirk, Chair; Trista Lutgring, Vice Chair
 - Working on a communications plan on how to better communicate with constituents
 - iii. Professional Development – Erin Hollinger, Chair; Spence Farmer, Vice Chair
 - Met last week
 - Finished End of Year report
 - iv. Nominations and Elections – Tricia Tieken, Chair
 - Administrative Senate 2026-2028 Election Results:
 - Vice Chair – Jaclyn Dumond
 - Secretary/Treasurer – Britney Orth
 - At-Large Senator – Jennifer Roberts
 - District 1 Senator – Mary Biever
 - District 2 Senator – TBD*
 - District 3 Senator – Joel Benson
 - District 4 Senator – Meghana Makoday
- *The District 2 Senator nominee withdrew. A special ballot was sent on June 3, 2026, to eligible District 2 administrators, featuring two candidates who self-nominated following a May 26 email requesting nominees. The voting will end on Wednesday, June 10.
- v. S. Will, Liaison: HR moving to Rice and then old Creative and Print until construction is done. Also, LaGrange and President Bridges are going to see if the state will give us back the 5%. USI is working with displaced Oakland City University students.

V. Unfinished Business

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

VI. New/Updates Business

- a. Discuss the AS End-of-Year (EOY) Report template
- b. Best of the Nest Winner for June – C. Berrios, which was awarded on Tue, June 2.

VII. Announcements

- a. Many jobs are open and posted on the HR website. Please share these opportunities with friends and family.
- b. Resources for the new webpage accessibility protocol – more info coming out soon.

VIII. Adjournment

Meeting ended at 3:46 p.m.

The next Administrative Senate Meeting is scheduled for July 1, 2026, in UC 2205

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. Standardize flexible work arrangements: Define eligibility criteria by role, set a default baseline (e.g., 1–2 remote days/week where duties allow), and allow ad hoc flexibility for short term needs for those not utilizing consistent remote days. FREE in terms of actual costs.
2. Create a sick leave donation bank: Re-draft policy and pilot within one area. We need to consider the HR Administrative burden and come up with solutions there. Also, this could be considered a "FREE" endeavor.
3. On campus childcare: Conduct a feasibility study and partnership scan - If anything admin senate can "post" our efforts in USI today to show if this is possible.
4. Compensation and livable wages – always a concern and main reason we can't keep Administrative Assistants here....constant turnover in some departments due to wages; Athletics Department and Marketing/Communications Department all got wage increases when the University went to D1. No other areas were upgraded like that.
5. Vacation Time Policies – need to extend the cap and adjust the earning of vacation days based on tenure (reach 10 years = more vacation).
6. Dress Code Flexibility – helps with costs of business attire, retention, etc.
7. Expanded Flexible Work arrangements – helps with recruiting and retention.

Professional Development

1. Provide at least one professional development opportunity for administrators per semester
2. Provide the online new administrator welcome session to all new administrators on a regular basis
3. Continue to add content and resources to the Admin Senate PD web page to share professional development opportunities, links to FAQs, and serve as a resource for administrators.

Nominations & Elections

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