

**University of Southern Indiana Administrative Senate Minutes**  
**Wednesday, August 6, 2025 | 3 p.m. LA 2009**

**I. Welcome and Call to Order**

- a. Meeting called to order at 3:03 pm.

**II. Roll Call**

- a. Present: Jenny Garrison (Chair), Tricia Tieken (Past-Chair), Carissa Prince (Treasurer), Elizabeth Damm Schmitt, Blake Bruner, Spence Farmer, Lesley Groves, Michelle Kirk, Emily Ozee, Hannah Perigo, Jennifer Roberts
- b. Absent: Laurie Wilson, Erin Hollinger, Sara Deal, Aaron Pryor (Vice-Chair)

**III. Review and Approval of Minutes: July 2025**

- a. Didn't meet quorum

**IV. Reports of Officers & Standing Committees**

- a. Officers
  - i. Chair (Garrison)
  - ii. Vice-Chair (Pryor)
  - iii. Past Chair (Tieken)
    - No report
  - iv. Secretary/Treasurer (Prince)
    - 1,500
- b. Standing Committees
  - i. Employee Events and Outreach – Emily Ozee, Chair; Hannah Perigo, Vice Chair
    - No report
  - ii. Employee Relations and Benefits – Laurie Wilson, Chair; Michelle Kirk, Vice Chair
    - Meeting 8/7 to prioritize IFCs
  - iii. Professional Development – Erin Hollinger, Chair; Spence Farmer, Vice Chair (Jennifer Roberts)
    - Survey sent out, AI learning was the number one choice to want more training on
    - Creating a virtual training for new admins to host on the website
  - iv. Nominations and Elections – Tricia Tieken, Chair
    - No report

**V. Unfinished Business**

- a. Ongoing Projects:
  - i. IFCs submitted - wanting to move forward with these

**VI. New Business**

- a. N/A

**VII. Announcements**

- a. We encourage you to volunteer for information tents during the first week of school.
- b. Many jobs are open and posted on the HR website. Please share these opportunities with friends and family.

**VIII. Adjournment**

The following Administrative Senate Meeting is September 3, 2025 in UC 2206.  
Meeting adjourned at 3:34 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. BYOL's, employee walks, etc.
3. Monthly administrator emails

### **Employee Relations & Benefits**

- \*1. Accrued Sick Leave payout of 60 hours for employees who retire without sabbatical and without service pay. Retiring staff are eligible for this now.
  - 2. Remove the cap on family sick leave time. The time will still be designated “family sick” on the time sheet for statistics.
  - 3. Change the vacation maximum. The committee will look at various methods, including raising the cap to 600 hrs.
- \*This is the IFC 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