

# University of Southern Indiana Administrative Senate Minutes

Wednesday, July 9, 2025 | 2 p.m. UC 2206

## I. Welcome and Call to Order

At 2:04 p.m.

## II. Roll Call

Present: Jenny Garrison, Aaron Pryor, Tricia Tieken, Blake Brunner, Sara Deal, Spence Farmer, Lesley Groves, Erin Hollinger, Michelle Kirk, Emily Ozee, Hannah Perigo, and Laurie Wilson

Absent: Carissa Prince, Elizabeth Damm Schmitt

Guests: N/A

## III. Approval of Minutes

- a. April 2025 approved: Motion made by Blake Brunner and seconded by Sara Deal
- b. May 2025 approved: Motion made by Blake Brunner and seconded by Sara Deal
- c. June 2025 approved: Motion made by Blake Brunner and seconded by Sara Deal

## IV. Reports of Officers & Standing Committees

### a. Officers

#### i. Chair (J. Garrison)

- Best of the Nest for July is Greg Johnson. Will be giving that to Greg by the end of the week. The August Best of the Nest winner is Rebecca Deeg, who will be awarded the first week of August. The Best of the Nest nominations will reopen the first week of August.
- Discussed having an award given to an administrator similar to what the Faculty Senate does, which has a cash award. A. Pryor mentioned that if/when we get this off the ground, we should use the pool of the Best of the Nest Winners to create more incentive for people to nominate their co-workers.

#### ii. Vice Chair (A. Pryor)

- Met with Jenny to set up the agenda for the July meeting.

#### iii. Past Chair (T. Tieken)

- Went to the last President Council on 6/24. Below are a few highlights:
  - President Bridges mentioned that:
    - Amcor (formerly Berry Plastics) would like to have Usi help them get more interest in innovation, especially with our Engineering and Business Administration students.
    - Aaron Trump's position will be posted soon.
    - The President's Council will not meet again until after school starts in August.
    - Went to the Indiana Chamber event and met with some important people such as R. Romain, B. Koch, K. Koch, and L. Winnecke
  - Provost Blunt mentioned that:
    - Director of Career Success Center will be posted soon.
    - D. Henriques left USI. Advising directors will report to Blunt.
  - Austin Siders mentioned that:
    - This will likely be the last month to receive monthly bills/statements on the Cisco platform. USI will move to an annual plan, likely starting in October.

- Bill Elliott mentioned that:
    - The summer programs are going well, and participants are showing interest in these fields (i.e., STEM).
- iv. Secretary/Treasurer (C. Prince)
  - Budget is \$1500 (Amount provided by J. Garrison due to C. Prince's absence)
- b. Standing Committees
  - i. Employee Events and Outreach (Emily Ozee, Chair; Hannah Perigo, Vice Chair)
    - N/A
  - ii. Employee Relations and Benefits (Laurie Wilson, Chair; Michelle Kirk, Vice Chair)
    - We met last week, and will likely be meeting again soon if the additional IFCs being presented later in the meeting pass to ERB for further review.
  - iii. Professional Development (Erin Hollinger, Chair; Spence Farmer, Vice Chair)
    - We will meet next week to brainstorm ideas about what to offer this fall.
  - iv. Nominations and Elections (Tricia Tieken, Chair)
    - N/A

## **V. Unfinished Business**

- a. Ongoing Projects:
  - i. IFCs Submitted – motioned and approved for the following IFCs to be moved to ERB for further review:
    - Accrued Sick Leave Payout – See Appendix A
    - Change in Sick Leave Accrual Policy – See Appendix B
    - Expand Vacation Maximum – See Appendix C
    - Increase Parental Leave – See Appendix D
    - Remove CAP on Family Sick Leave Usage – See Appendix E

## **VI. New Business**

- a. Discussed questions and ideas for the Professional Development Committee
- b. Discussed questions to be put on the Fall Survey

## **VII. Announcements**

- a. The University Meeting is scheduled for August 12<sup>th</sup> in the Screaming Eagles Arena.
- b. Many jobs are open and posted on the HR website. Please share these opportunities with friends and family.

## **VIII. Adjournment**

Meeting adjourned at 2:58 p.m.

The following Administrative Senate Meeting is August 6, 2025 at 3:00 p.m. in LA 2009

## **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