

University of Southern Indiana Administrative Senate Agenda

Wednesday, September 2, 2026 | 3 p.m. UC 2205

Welcome and Call to Order

- a. Meeting started at 3:08pm

Roll Call

Present:

Executive Committee Members: A. Pryor, J. Dumond, J. Garrison, and B. Orth

Senators: J. Benson, M. Biever, S. Farmer, L. Groves, M. Kirk, and J. Roberts

Liaison: S. Will

Absent: J. Garrison, T. Lutgring, M. Makoday, H. Perigo-resigned/left the university

Guest(s): N/A

Review and Approval of Minutes: August 2026

- Motion made by M. Bievers; Seconded by J. Benson. Minutes passed at 7-0

Reports of Officers & Standing Committees

Officers

Chair (Pryor)

- A. Pryor announced departure from the university and acceptance of a new position at another university. This means that A. Pryor is also resigning as the Chair of Administrative Senate.
- Executive Committee met to discuss the leadership transition due to vacancies. Per the bylaws, J. Garrison will serve as interim chair until October 1, 2026. J. Dumond will then serve as interim chair for the remainder of the term before assuming the role permanently next year.
- A. Pryor attended the President's Council Meeting on August 25, 2026, with key updates including:
 - Financial aid reporting requirements and guidance from Student Financial Assistance regarding gifts, gift cards, and other student aid reporting requirements.
 - University financial update from Accounting indicating that the university remains over budget, with appropriations continuing to be a major challenge.
 - Sodexo partnership update:

- University receives 55/45 revenue-sharing split, with USI receiving 55%.
- “Swipe Out Hunger” program had approximately 1,200 unused meals last year and remains underutilized.
- Student workers earn starting wages of \$13/hour with catering position earning \$15/hour plus meal benefits.
- Capital funding requests being discussed with the state:
 - Biomedical laboratory funding.
 - Orr Center renovation and Foundation relocation to campus.
 - University Center revitalization project.

Vice-Chair (Dumond)

- An Item for Consideration (IFC) was received regarding employee onboarding/training. The IFC will be shared with S. Will in Human Resources to review new hire-related processes and how it may relate to the new onboarding process. HR has since announced initiatives that partially address the concerns raised in the IFC. Additional review is underway to determine whether further Administrative Senate action is needed.
- Due to leadership transitions, an interim Vice Chair will need to be selected.
 - Officers must have previously served two years on Administrative Senate.
- Several "Best of the Nest" nominations have been received, and efforts are underway to continue that recognition process. J. Dumond recommended Administrative Senate members submit nominations.
- Attended the HLC mock visit on behalf of the Administrative Senate. It was positive and the HLC had shared ideas. Administrative Senate is being asked to serve on high level search committees and shared governance opportunities. Administrative Senate members are encouraged to attend the HLC sessions in February 2027 and share real stories, ideas collaborations that support students
- J. Garrison will be attending the next Board of Trustees meeting.

Past Chair (Garrison)

- J. Garrison, Past Chair, was unexpectedly not able to attend the Administrative Senate meeting today.
- No report.

Secretary/Treasurer (Orth)

- Budget remains at \$1,117.54 with no expenditures at this time.

Liaison

Sarah Will, Executive Director of Human Resources

- Administrative performance evaluations are nearing implementation after several years of development and committee involvement. Evaluations are expected to be distributed between September and October. Supervisor development initiative: Tentative training scheduled for September 21 from 12:30-2:00 p.m. Training will be led with a focus on providing effective

employee feedback and leadership development. A series of monthly supervisor trainings is being developed. Results from the employee survey regarding benefits, retention, and recognition have been received and will be shared with Senate after review. Because of IT staffing transitions, evaluations will initially be completed using a paper process rather than an automated system.

Standing Committees

Employee Events and Outreach – Hannah Perigo, Chair; Lesley Groves, Vice Chair (will now be chair)

- Committee met the previous Thursday and welcomed two new members.
- Committee reviewed and revised last year's goals rather than creating entirely new goals.
- Continued focus on building connections among administrators, both new and current.
- Interest group initiative is moving forward:
 - Volunteer outreach emails have been sent.
 - Committee is identifying potential hosts and scheduling opportunities.
 - Future invitations and communications will likely be distributed through Administrative Senate communication channels.
- Discussion occurred regarding access to lists of new administrators and communication strategies for outreach and engagement efforts.

Employee Relations and Benefits – Michelle Kirk, Chair; Trista Lutgring, Vice Chair

- Committee continues developing a communication plan.
- No suggestions were received from members by the August deadline. T. Lutgring is preparing a communication template for committee review and approval before implementation.
- No active IFCs are currently assigned to the committee.
- Committee meeting scheduled for the following day.

Professional Development – Spence Farmer, Chair; Jennifer Roberts, Vice Chair

- Committee met in late August and added several new members.
- Focus areas for the year:
 - Build sustainable professional development infrastructure and improve the Administrative Senate professional development webpage.
 - Gather feedback from administrators about desired professional development topics and institutional needs.
 - Develop and deliver professional development programming using various formats, including:
 - Lunch and learns
 - In-person sessions
 - Potential video content
 - Listening sessions

- Committee hopes to establish a recurring schedule of professional development opportunities that can continue beyond current membership.
- Discussion included potential collaboration with Human Resources and/or Outreach and Engagement and the possibility of hiring outside trainers when needed.

Nominations and Elections – Jenny Garrison, Chair

- No report – The committee will need to recruit a Senator for District 2 with H. Perigo's departure from the University and Interim Vice Chair for Administrative Senate since J. Dumond is moving up to Interim Chair with A. Pryor's departure from the University.

Unfinished Business

Ongoing Projects:

New/Updates Business

- Best of the Nest – This is being working on by the Executive Committee.
- New IFC: Create an organized new employee onboarding process AND assign an IT person to assist in person until all is set up (shared with Human Resources to review).
- Administrative Senate Executive Committee – This is related to the transitions within the Executive Committee, which is being worked on.

Announcements

- Many jobs are open and posted on the HR website. Please share these opportunities with friends and family.

Adjournment

The next Administrative Senate Meeting is scheduled for October 7, 2026, in UC 227.
Meeting adjourned at 3:45 p.m.

