

University of Southern Indiana Administrative Senate Minutes
Wednesday, April 1, 2026 | 3 p.m. UC 2207

I. Welcome and Call to Order

- a. Meeting started at 3:04 p.m.

II. Roll Call

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

III. Review and Approval of Minutes: March 2026

- a. M. Kirk motioned
b. S. Farmer seconded
c. Motion passed

IV. Reports of Officers & Standing Committees

- a. Officers
- i. Chair (Garrison)
 - No report
 - ii. Vice-Chair (Pryor)
 - Met on 3/30 with the executive committee to make the agenda for April 2026
 - iii. Past Chair (Tieken)
 - No report
 - iv. Secretary/Treasurer (Tieken)
 - Budget is \$1,117.54
- b. Standing Committees
- i. Employee Events and Outreach – Emily Ozee, Chair; Hannah Perigo, Vice Chair
 - Revamping onboarding
 - QR code just routes to Admin Senate webpage
 - ii. Employee Relations and Benefits – Michelle Kirk, Chair; Trista Lutgring, Vice Chair
 - Addressed all IFCs in the queue
 - Meet on 4/2
 - iii. Professional Development – Erin Hollinger, Chair; Spence Farmer, Vice Chair
 - Really successful for “Say it Like a Leader”; a lot of participants
 - Collected feedback: positive; using this info, create another session in the summer; got to see new faces

- iv. Nominations and Elections – Tricia Tieken, Chair
 - Still looking for someone to assist
 - Will send out nomination elections email at the end of today, 4/1/26

V. Unfinished Business

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

VI. New/Updates Business

- a. AS End of Year (EOY) Report: look over and be thinking of summarizing your committee's items that you've worked on, and what is still being worked on this fiscal year 25-26
- b. Best of the Nest Winner for April: Megan Doyle
- c. New IFC – Assistance with adoption

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 3:45 p.m.

The next Administrative Senate Meeting is scheduled for May 6, 2026, in UC 2206

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