

University of Southern Indiana Administrative Senate Agenda
Wednesday, April 2nd, 2025 | 3 p.m. UC 2205

I. Welcome and Call to Order at 3:01 pm

II. Roll Call:

Present: Tricia Tieken, Taylor Gogel, Jenny Garrison, Carissa Prince, Erin Hollinger, Ryan Kaczmariski, Jennifer Hertel, Blake Bruner, Laurie Wilson, Mackenzie Schmitt, and Elizabeth Damm Schmitt

Guest: Jennifer Roberts

Guest Speakers: Sarah Will, Ingrid Lindy, and Becky Eckert

Absent: Emily Ozee, Tami Jaramillo Zuniga

III. Approval of Minutes – February 2025 and March 2025 minutes to approve

- February minutes: Jennifer Greene to have her name spelled right
- Elizabeth motioned and Laurie seconded for February minutes to pass
- March minutes: Laurie motioned and Erin seconded to pass

IV. Sarah Will, Ingrid Lindy, and Becky Eckert- Guest Speakers

- 12-month administrators will go live soon for bi-weekly pay (not bi-monthly)
- April deductions will come out then after will be cut in half
- Oct 31st will have a third pay
- Can do one-on-one trainings if you can't attend a session

V. Reports of Officers & Standing Committees

a. Officers

i. Chair (Tieken)

From 3/18 President's Council:

- President Bridges:
 - Good standing with the Indiana Chamber
 - Meet with the Ways and Means committee - went well
 - Meet with Jack Jordan, IN Senate member, not anti-Higher Education
 - Talked with the speaker of the house - good meeting
 - On time and on budget - USI's presentation
 - Lunch with the chamber
 - Reception with the chamber

- Provost Hardgrave:
 - Bee campus will be up and ready on 3/22
- S. Will:
 - Web-time entry update - reminders will be coming out soon
- A. Gentry:
 - Egg hunt on 4/5
 - Zoo day on 4/12
- J. Hall:
 - NCAA reps are coming to campus for a visit/tour from 4/13 to 4/15

My general notes:

- I updated the Admin Senate webpage with the 2024-2025 and the 2025-2026 Districts
- I will be opening up the nominations for Best of the Nest

ii. Vice-Chair (Garrison)

- No report- meetings canceled this month

iii. Past Chair (Taylor)

- Lynn Helms has left the university and Sarah Will be chairing the employee evaluations committee

iv. Secretary/Treasurer (Prince)

- Budget is 1360.95

b. Standing Committees

- i. Employee Events and Outreach – Tami Jaramillo Zuniga, Chair/Mackenzie Schmitt, Vice Chair
 - Planning on the 15th Admin Senate anniversary
- ii. Employee Relations and Benefits– Kathy Oeth, Chair/Laurie Wilson, Vice Chair
 - Haven't met yet this month
- iii. Nominations and Elections– Taylor Gogel, Chair
 - Nominations have opened up yesterday and ballot will be coming soon
- iv. Professional Development– Erin Hollinger, Chair
 - Collaboration with Blake going for the fall professional development

VI. Unfinished Business

- a. Admin Senate Anniversary planning- postponing to May or June
 - i. Will have more time to plan it instead of this month
 - ii. After commencement in May- May 21st
 - iii. Working with Trista on the history of Admin Senate
 - iv. Invite former senators and president's cabinet
 - v. Working with Events and Outreach committee to continue planning it
- b. Best of Nest continuing to travel to award winner offices- picking May, June, July next
 - i. Heather Odom was March/April winner
 - ii. Nominations to be sent for May, June, and July

VII. New Business

- a. Nominations season coming up
 - i. Be thinking of people to nominate
- b. New IFC discussion
 - i. Request to have stipend for phones when using it for work
 - ii. Suggested to ask director for stipend
 - iii. Homeowners insurance can have cheaper phone insurance coverage

VIII. Announcements

- a. No supplemental meeting in April
- b. Many jobs are open and posted on the HR website. Please share these opportunities with friends and family.
- c. Reminder to meet with your committees.

IX. Adjournment

The following Administrative Senate Meeting is May 7th at 3pm in UC 2205.

Meeting adjourned at 3:55 pm

Committee Goals

Employee Events

1. Increase employee engagement at events by 100%
2. Increase variety of events
3. Partner with other areas on campus
4. Get feedback from employees on what types of events they would like to attend

Employee Outreach

1. Volunteer Pilot Program – revisit and launch
2. Onboarding experience (with Prof Dev Comm?) - information, swag
3. Archie's Flight Map – steps around campus
4. New Employee Buddy (phone call / physical welcome/email)

Employee Relations & Benefits

1. Travel per diem – bring USI up to a reasonable level to cover the cost of meals
2. Sick Leave Bank – would like to make it more of a “multipurpose leave” bank
3. Examine the bus transportation situation (many employees need a ride to work)
4. Extending the vacation cap

Nominations & Elections

1. Increase election participation (# of votes) by 15%
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

Professional Development

1. Establish a full-year schedule for professional development activities (~1 per month)
2. Bring back the online orientation resource for onboarding new employees (work with Communications)(with Outreach?)
3. Some Administrator spotlighting (USI Today, Illume, award recognition...?)
4. Research professional development funds outside of individual departments – how can the University support larger PD endeavors?