

University of Southern Indiana Administrative Senate Agenda
Wednesday, May 7, 2025 | 3 p.m. UC 2205

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

II. Roll Call:

Present: Tricia Tieken, Jennifer Garrison, Taylor Gogel, Blake Bruner, Jennifer Hertel, Erin Hollinger, Tami Jaramillo Zuniga, Mackenzie Schmitt, and Laurie Wilson

Guests: Stacy Draper and Jennifer Roberts

Absent: Carissa Prince, Elizabeth Damm Schmitt, Ryan Kaczmariski, Emily Ozee

III. Approval of Minutes – April 2025

- Quorum was not met, and approval of the April 2025 minutes will be moved to the June 2025 meeting

IV. Reports of Officers & Standing Committees

a. Officers

i. Chair (Tieken)

From 4/15 President's Council:

- President Bridges:
 - Will be looking at the VP of Finance and a replacement for Trump
 - Met with local superintendents -- Posey County and Warrick County; these people meet quarterly, and Bridges has been invited to attend one of these meetings
 - Visited with Barry Cox, who is the CEO of Cox Transportation Services.
 - No hold back - took education institutions out of it; will be flat budget year; tweaks to bills are occurring; 4/15 is the last day to put something in bills; Navigated the session fairly well
- S. Blunt:
 - Rock-n-registration - 76% retention rate for fall 2025; ahead for the fall compared to where we were last year
- E. Dekker (Marketing and Communications)
 - University Strategic Communication Data Project - Using the numbers strategically to better boost USI name out in the internet and to the community and world around USI; also using it help the employee community in reading the communications that are coming out to the campus

From 5/6 President's Council:

- President Bridges:
 - Shock across the board
 - Need to differentiate ourselves
 - Trustee Calloway is stepping down
 - Went to Dr. Beeby's inauguration
- S. Blunt:
 - Traveling abroad - field rep from DHS - usually comes twice a year to visit with the international office - as of 4/11/25, all foreign nationals present in the US longer than 30 days have to register under the Alien Registration Act
- J. Hardgrave:
 - HLC accreditation prep starting
- A. Gentry:
 - New Alumni Event: Pickleball Tournament to be held at 3rd Shot Pickleball on June 14-15.
- R. Smith:
 - Up 14% in freshman
- K. Strupp:
 - Commencement this weekend
- L. Berry:
 - Care reports are up
- P. Hopson:
 - Increase in housing requests
 - Directors of Pathways search underway
- J. Mark Hall:
 - NCAA visit: No findings - so all good - just recommendations/observations
- B. Elliott (Pott):
 - STEM innovation lab be finished up in the library
- S. Mujumdar (RCOB):
 - MBA online program ranked high in a prominent HE magazine
- M. Dixon (Graduate Studies):
 - Fall numbers are still volatile right now and a little behind but optimistic
- D. Stoneking (O&E):
 - Artisan days went well in New Harmony

Chair's General Notes:

- Met with Admin Senate 15th Anniversary Party Prep Team on 4/25/2025 to discuss food/activities
- Met with Admin Senate Exec team on 5/2/25 to set up 5/7 agenda

ii. Vice-Chair (Garrison)

- No report

iii. Past Chair (Taylor)

- No report

iv. Secretary/Treasurer (Prince)

- Budget is \$1360.95 – presented by T. Tieken due to Prince's medical leave

b. Standing Committees

i. Employee Events and Outreach – Tami Jaramillo Zuniga, Chair/Mackenzie Schmitt, Vice Chair

- Working with the exec team on the 15th Admin Senate anniversary

ii. Employee Relations and Benefits – Laurie Wilson, Vice Chair

- Met last month, not much on that meeting; will meeting on 5/8
- Will be tabling the sick leave bank; Ingrid in HR said it likely wouldn't fly
- Changing tactics – going over existing policies to make more friendly

iii. Nominations and Elections– Taylor Gogel, Chair

- 17 nominations in total
- Working with confirming with nominees
- 8 have accepted; 4 declined; each role will have a nomination
- Circling back to the declined and asking them to join a committee to see what Admin Senate is about
- 5/14 ballot opens; 5/21 ballot closes; events and outreach merging on ballot too
- Clean up voters list

iv. Professional Development– Erin Hollinger, Chair

- Working on survey to send out; passed out copy of the survey; asked Admin Senate to review and provide feedback; Hope to send out in early to mid-July; non-cash prize from the bookstore will be used as an incentive to get administrators to participate
- Will be meeting on 5/8

V. Unfinished Business

- a. Admin Senate Anniversary celebration on 5/21/25:
 - i. Sent email invite to Administrators, Former Senators/Chairs, Chair of Faculty Senate and Chair of Staff Council, and President's Cabinet. Will send a reminder email on 5/20
 - ii. Submitted Sodexo order on 5/5 – will have a variety of treats and drinks for people to indulge in
 - iii. Will have President Bridges give a brief monologue
 - iv. Will have an opportunity for former/present senators/chairs of Admin Senate to take a photo together
 - v. Will have a game for people to participate in
 - vi. Will also have giveaways for attendees, which were donated by Athletics and other departments across campus
- b. Best of Nest continues to travel
 - i. May – Renee Rowland, presented on 5/6/2025

VI. New Business

- a. New IFC discussion
 - i. Request for USI to have an outdoor pickleball court
 - Discussed among Senate members, and it was concluded that there is not much the Admin Senate could do about this IFC, as it was out of our purview.

VII. Announcements

- a. No supplemental meeting in May
- 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.

VIII. Adjournment

The next Administrative Senate Meeting is June 4th at 3 pm in UC 2205.
Meeting adjourned at 3:45 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?