

**University of Southern Indiana Administrative Senate Minutes**  
**Wednesday, January 14<sup>th</sup> 2026 | 3 p.m. UC 2206**

- I. **Welcome and Call to Order at 3:02 pm**
  
- II. **Vote to appoint T. Lutgring to fill the District III Senator vacancy (2025–2027) created by S. Deal’s resignation on 10/13/2025**
  - i. Motion: E. Damm Schmitt (1<sup>st</sup>); S. Spencer (2<sup>nd</sup>)
  - ii. All Yays; No Nays
  - iii. Motion passed unanimously
  
- III. **Roll Call**

**Present:** Chair Members: J. Garrison, A. Pryor, and T. Tieken;  
Senators: E. Damm Schmitt, S. Farmer, E. Hollinger, M. Kirk, T. Lutgring, E. Ozee, and H. Perigo

**Absent:** B. Bruner, L. Groves

**Guest(s):** N/A
  
- IV. **Review and Approval of Minutes: October 2025, November 2025, and December 2025**
  - a. October 2025 Meeting Minutes: M. Kirk Motioned; E. Damm seconded; Motion passed unanimously
  - b. November 2025 Meeting Minutes: S. Farmer Motioned; E. Hollinger seconded; Motion passed unanimously
  - c. December 2025 Meeting Minutes: E. Ozee Motioned; H. Perigo seconded; Motion passed unanimously
  
- V. **Reports of Officers & Standing Committees**
  - a. Officers
    - i. Chair (Garrison)
      - No report
    - ii. Vice-Chair (Pryor)
      - On the Higher Learning Committee
    - iii. Past Chair (Tieken)
      - No report
    - iv. Secretary/Treasurer (Tieken)
      - Budget is \$1,122.19
  - b. Standing Committees
    - i. Employee Events and Outreach – Emily Ozee, Chair; Hannah Perigo, Vice Chair
      - No
    - ii. Employee Relations and Benefits – Michelle Kirk, Chair; TBD, Vice Chair
      - Meeting next Thursday (1/22)
    - iii. Professional Development – Erin Hollinger, Chair; Spence Farmer, Vice Chair

- Will be meeting soon
- iv. Nominations and Elections – Tricia Tieken, Chair
  - N/A

**VI. Unfinished Business**

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

**VII. New Business and Updates**

- a. E. Damm Schmitt– Facilities has a new Work Order program; no training required
- b. E. Ozee – Student Facing; Really pushing social media pushes (Facebook and Twitter)
- c. Legislation from ERB
- d. Review the goal progression of committees – report back at the February 4 meeting

**VIII. Announcements**

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

**IX. Adjournment**

The next Administrative Senate Meeting is scheduled for February 4, 2026, in UC 2206.  
Meeting adjourned at 3:36 pm.

## **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., BYOLs, employee walks, etc.
3. Monthly administrator emails

### Employee Relations & Benefits

- \*1. Accrued Sick Leave payout of 60 hours for employees who retire without a sabbatical and without service pay. Retiring staff are now eligible for this.
2. Remove the cap on family sick leave time. The time will still be designated as “family sick” on the timesheet for statistical purposes.
3. Change the vacation maximum. The committee will examine various methods, including raising the cap to 600 hours.

\*This is the IFC that 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