

University of Southern Indiana Administrative Senate Agenda
Wednesday, June 4, 2025 | 3 p.m. UC 2205

I. Welcome and Call to Order at 3:01 p.m.

II. Roll Call:

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

Guests: Spence Farmer, Michelle Kirk, Hannah Perigo, Aaron Pryor

Absent: Carissa Prince, Elizabeth Damm Schmitt, Tami Jaramillo Zuniga, Emily Ozee

III. Approval of Minutes – April 2025 and May 2025

- a. April 2025 minutes not approved – quorum not met
- b. May 2025 minutes not approved – quorum not met
 - i. Will have April 20025, May 2025, and June 2025 minutes to approve at the July 2025 meeting

IV. Reports of Officers & Standing Committees

- a. Officers
 - i. Chair (Tieken)

From 5/20 President's Council:

President:

- Kudos to all who helped with commencement
- BOT meeting went well - lots of promotions
- 0% increase is the recommendation
- Not releasing the 5% because models were worse than originally predicted
- June 5th is the tuition meeting - the president has an idea of what can be done to help with this and reallocate some items; positive the changes will be positive; have to find a good balance
- VP for Finance and Administration - the job description needs to be revised - hasn't been since 2004
- VP for Students Affairs has been selected - announcement forthcoming
- Enrollment - year to get some things in place; 738 for Fall 2025; 7600 for Fall 2026; 8000 Fall 2027 cap, 8500 Fall 2028 corporate connections and 9000 Fall 2029 tertiary market; 10000 Fall 2030

- Meet with east north and south Gibson HS superintendents; North Posey superintendent

Provost

J. Hardgrave:

- HE in Hammond IN - Matt Butler AA lead has been in communication with USI and helping us bridge the gap with legislation
- Provost of Purdue NW spoke and outlined the recruit and retrain and will see if these plans would work for USI
- Watermark - intent for seeking promotion will be sent to faculty

Strategic Enrollment Management

R. Smith:

- 12% freshman over last; 98% toward goal
- Signups for freshman orientation 6/6 - close to 80% of freshman deposits;

Student Affairs

P. Hopson:

- Housing applications up 11% from last year

Institutional Analytics

G. Johnson:

- Mandatory NCAA data in

School/College Deans

B. Elliott (Pott):

- Positive engagement with Chin Due Tech
- Dr. Ely and students in Africa for EIA

Council of Chairs

Administrative Senate

T. Tieken:

- Reminder that the 15th Admin Senate Celebration to be held on 5/21

Staff Council

A. Yates:

Voting for staff recognition award

Miscellaneous

M. Dixon (Graduate Studies):

- 1588 2025 S1, 1536 2024 S1
- 3% down for fall for headcount but on pace to do well for fall

E. Zlatkovska (CIP):

- Two delegations coming to USI in June 2025

From 6/03 President's Council:

President:

- Trustees meeting on Thursday (6/5) for tuition
- Sat the NCAA regional rules committee - just waiting to hear back

Provost

S. Blunt:

- Concern for international students enrollment
- SENACTY (Panama) visiting campus 6/4 to 6/6

Strategic Enrollment Management

R. Smith:

- 1335 freshman current; goal is 1350; still up from this time last year
- 261 this year, 2024 last year transfer students

Finance and Administration

Austin Siders:

- Good job overall with training throughout campus
- Everyone on President's Council – will take about 15 minutes
- Have seen various attacks pretending to be people on the PC
- Will start 6/13 and will have until the end of July to complete

Institutional Analytics

G. Johnson:

- Summer 1 census up to 61 students

School/College Deans

B. Elliott (Pott):

- Construction starting
- Building a trail and a bridge - funded by a gift from Center Pointe
- Renovation on the library - still waiting on funding
- Renovation on the Pott College building to help with a student center

J. McCullough (HP):

- OTA Site visit
- Ivy Tech - students coming to visit the campus

Council of Chairs

Administrative Senate

T. Tieken:

- Thank you for those that attended the Admin Senate 15th celebration
- Wrapping up for the year

Staff Council

A. Yates:

- Support Staff Recognition Social on 6/25 – walking tacos and desserts provided by Admin Senate

Outreach & Engagement

D. Stoneking:

- Fort Wayne – Charter Schools meeting went well
- Firefly Festival in New Harmony on 6/27/25-6/28/25
- Department of Defense Audit went well

Chair's General Notes:

- Went to the BOT meeting on 5/9/25 – visit the USI BOT webpage for the meeting minutes
- Met with Admin Senate Exec team on 5/23/25 to set up 6/4 agenda

ii. Vice-Chair (Garrison)

- Thank you to all who participated in the Admin Senate 15th Anniversary Celebration

iii. Past Chair (Taylor)

- Send a thank you note to President Bridges

iv. Secretary/Treasurer (Prince)

- Budget is \$1015.95 – 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
 - New hire “buddy/mentor”
 - Wellness/Archie’s Flight Map/campus distance map
 - Volunteering program
- ii. Employee Relations and Benefits – Laurie Wilson, Vice Chair
 - IFCs – 5 submitted anonymously
- iii. Nominations and Elections– Taylor Gogel, Chair
 - The Administrative Senate Election was held from Wednesday, May 14 to Tuesday, May 20.
 - In total, 107 eligible administrators voted in the election. This was roughly a 37% voter participation and turnout.
 - Vice Chair – Aaron Pryor (contested)
 - At-Large Senator – Lesley Groves (contested)
 - District 1 Senator – Michelle Kirk
 - District 2 Senator – Hannah Perigo (contested)
 - District 3 Senator – Sara Deal
 - District 4 Senator – Spence Farmer (contested)
 - The Constitution and By-Laws revision also passed with 103 in the affirmative (96% of all votes received), 1 no vote, and 3 abstaining. These changes will take effect on July 1, 2025.
 - Want to thank Emily Ozee who served on the Nominations and Elections Committee this year. Her time and efforts helps coordinate the candidates bios and confirming each candidates placement on the ballot.
 - Also, want to publicly thank Keith in Institutional Analytics Office for assistance in the ballot process and workflow.
- iv. Professional Development– Erin Hollinger, Chair
 - Jennifer and I met last week to finish the Qualtrics form, and we sent it to you and it will be sent this week. 😊 We will gather input in June and then meet in July to solidify plans.
 - We have reached out to the necessary people to try to get something scheduled for the Fall University meeting session for new administrators. It sounds like we will be good to do it, but we are waiting on the final word. I would like to reach out to our employee outreach committee because this does have some overlap with what they do, and maybe we can join forces for this event?

- I would like to gather some ideas from the larger admin senate group on ideas for that session, but since I won't be there today perhaps I can do it next time, or do it in some other way.

V. Unfinished Business

- a. IFC – ERB with Tuition Benefits with Dependents
 - i. Still waiting to talk with Sarah about some questions about the requested changes

VI. New Business

- a. New IFC discussion
 - i. Increase employee fee waiver for coursework to 18 hours per calendar year
 - Discussion – The group determined that there was some merit in moving it on to ERB for further review.
 - ii. Welcoming new senators, farewell, and thanks to senators leaving

VII. Announcements

- a. Best of the Nest continues to travel – June winner: Bryan Morrison
- b. No supplemental meeting in June
- c. Many jobs are open and posted on the HR website. Please share these opportunities with friends and family.
- d. Reminder: Meet with your committees.

VIII. Adjournment

The next Administrative Senate Meeting is July 2nd at 3 pm in UC 2206.
Meeting adjourned at 4:00 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?