

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday, July 6, 2011
3:00 pm
OC 3076

In attendance were senate chair, Linda Tribble; senate members Megan Black, Gary Burgdorf, Tim Fitzgibbon, Tim Jones, Susanne Stanley, Carmen Stoen, Jayne Tang, Stephanie Walden-Schwake, Lee Ann Wambach, Debbie Weigand and Steve Woodall.

I. APPROVAL OF MINUTES

- a. The minutes of June 1, 2011 were approved as submitted.

II. REPORT OF OFFICERS & STANDING COMMITTEES

- a. Officers

1. Chairperson – Linda Tribble

Linda provided the Senate with an overview of the progress and accomplishments of the Senate for fiscal year 2010-2011. She highlighted the initial adoption of the Constitution and Bylaws, the development and creation of the Senate's mission and vision statements, the Senate's involvement in the Fall Faculty and Administrative meetings as well as the inclusion in the University's Strategic Plan development.

Linda also spoke of the Senate committee's accomplishments. Employee Relations and Benefits facilitated the approval of a formal Administrative review process, the suggested revision to the University's sick time policy, and the investigation and data collection on a revised tuition fee waiver process. Professional Development created and facilitated breakout sessions for Administrators at the University Spring meeting. Events and Outreach established the Administrative Took Kit series. Administrative Affairs began the process of compiling all University policies on one central website. Constitution and Bylaws took on the task of reviewing the Constitution and Bylaws and proposing revisions for the Administrative body to approve.

Linda also provided her vision for the Senate for the upcoming year. The Senate will continue to focus on items which are in process as well as seek out new initiatives to explore. The Senate will also work to provide a fully integrated budget presentation, including possible Administrative salary increases.

2. Vice Chairperson – Jayne Tang

Jayne provided an update on the current year committee appointments for both Chair and Vice Chair positions. Please refer to the Administrative Senate website for the final and complete listing. <http://www.usi.edu/adminsenate/>

3. Past Chairperson – Carmen Stoen

Carmen updated the Senate on the progress of the recommended policy change on sick time. Both Faculty Senate and Staff Council provided their support to the policy change and the recommendation has been submitted to President Bennett. The President has asked Mark Rozewski to review the recommendation for any financial or human resource impact. The recommendation should be voted on by the President's Council at either their August or September meeting. Katherine Draughon has been facilitating the forward movement of the recommendation for the Senate.

Carmen also stated that she will be following up on the status of the Years of Recognition ceremony for Administrators.

4. Secretary/Treasurer – Tim Jones

Tim noted that the upcoming meeting dates and rooms had been sent with the recurring outlook invitation.

Tim also announced that the budget request of \$1,000 for the Administrative Senate had been approved. He will work with the Executive Committee to formulate a funding request process for the Senate and its committees.

b. Standing Committees

1. Employee Relations and Benefits – Megan Black, Chair

Megan stated that the committee will be focusing attention this year on the Administrative salary process and evaluate potential research resources.

2. Professional Development – Tim Fitzgibbon, Chair

Tim stated that the committee will be meeting soon in order to brain storm on potential topics for breakout sessions at the University meetings. He stated that one of the committee's goals for this year will be the implementation of recurring professional development events.

3. Nominations and Elections – Carmen Stoen, Chair

Carmen announced that the committee will review the current districts in the coming year and possibly make a recommendation for re-districting.

4. Events and Outreach – Lee Ann Wambach, Chair

Lee Ann asked the Senate for potential topics for the Tool-Kit series. She also stated that the committee will be exploring the possibility of hosting a joint event between either Faculty Senate or Staff Council.

5. Administrative Affairs – Steve Woodall, Chair

Steve informed the Senate that the remaining committee members will be finalized in the coming weeks.

6. Constitution and Bylaws – Ray Simmons, Chair – Absent

No Report.

c. Presidential Council Liaisons - Absent

1. No Report.

III. UNFINISHED BUSINESS

a. Questions for Fall Survey.

1. Ms. Tribble asked that each committee present one question to be included on the upcoming Fall Survey. Those questions are due by Monday, July 11th.

b. Representative on Founder Day Committee.

1. The Senate unanimously approved the appointment of Lee Ann Wambach to the University Committee.

IV. NEW BUSINESS

a. Other University Committee Appointments.

1. Ms. Tribble reviewed the current openings on University Committees that will need to have a representative appointed by the Administrative Senate. She asked that the Senate members review the openings and provide possible replacements for the open positions. The current openings include a 3 year term on the EEO Appeal and Hearing Board as well as 1 year term on the Traffic Appeals Committee.

b. Goals for the Senate in 2011-2012.

1. The Senate will hold a retreat on Wednesday, August 3rd. This retreat will allow the Senate to establish goals for the upcoming year. This retreat is an extended version of the monthly meeting and will take place in the BEC building from 1:30 to 4:30.

V. ANNOUNCEMENTS

a. No Announcements.

VI. ADJOURNMENT

- a. There being no further business, the meeting was adjourned at 4:15 p.m.

Timothy Jones
Secretary/Treasurer