

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday, April 6, 2011
3:00 pm
FC 206 Quiet Room

In attendance were senate chair, Carmen Stoen; senate members Megan Black, Jaclyn Dumond, Robert Howell, Timothy Jones, Carol Schmitt, Barry Schonberger, Jayne Tang, Linda Tribble, Lee Ann Wambach, Jacob Williams and Stephen Woodall.

I. APPROVAL OF MINUTES

- a. The minutes of March 2, 2011 were approved as submitted.

II. REPORT OF OFFICERS & STANDING COMMITTEES

a. Officers

1. Chairperson – Carmen Stoen

Carmen reported that Tim Fitzgibbon has been appointed to the Nominations and Elections committee. She also updated the Senate on the work being completed to obtain an up-to-date and complete administrative distribution list.

Carmen also described a recent conversation she had with Mark Rozewski relating to the presentation of items for consideration. Mark advised the Senate to prioritize items which involve an increased cost to benefits over the year and present those items each year at the budget presentations.

2. Vice Chairperson – Linda Tribble

Linda provided the template to be used for the Year-End Administrative Senate Committee Reports (Attachment 1). These reports are due by the June 1, 2011 meeting.

3. Past Chairperson – Barry Schonberger

No Report.

4. Secretary/Treasurer – Timothy Jones

Timothy further reported on the efforts being undertaken on the administrative distribution list. Assistance has been requested through a variety of departments in order to verify those individuals which might have dual faculty/administrative responsibilities. Once confirmed the list will then be finalized.

Timothy also reminded the Senate committees that if a committee event involves a cost those costs should be discussed, approved and have received funding prior to the event taking place. As events are being planned please keep this in mind.

b. Standing Committees

1. Employee Relations and Benefits – Jayne Tang, Chair

Jayne provided an update on the Tuition Waiver item for consideration. She also discussed that the committee will be drilling down on the recent survey results for further guidance on the degree completion stats.

Jayne asked the Senate members for their input on how the committee should approach future budget topics such as salaries and benefits.

2. Professional Development – Tim Fitzgibbon, Chair – Absent – Presented by Jacob Williams

The committee is continuing to gather information on potential sources for professional development topics. Ms. Stoen also noted that she will provide the committee with information regarding potential fall meeting breakout sessions.

3. Nominations and Elections – Barry Schonberger, Chair

Barry reported that on Friday, April 1st, the nomination and election process was announced to the administrative body. On Monday, April 4th, the nomination form was made available on the website and the committee will continue to recruit potential candidates. Nominations are due by Thursday, April 21st. The committee will then confirm the nominees' eligibility. Finally on Wednesday, May 11th, election ballots will be emailed out for voting.

4. Events and Outreach – Lee Ann Wambach, Chair

Ms. Stoen provided an update on behalf of the committee and announced the final Toolkit event for the spring, to be held on April 19th. The event's subject is Marketing USI and will feature Todd Wilson, AVP for Marketing and Communications.

5. Administrative Affairs – Stephen Woodall, Chair

Stephen has recently had conversations with Human Resources about possibly providing an update to the workman's compensation policy in the University handbook. He has asked that the process be more defined and announced to University employees.

6. Constitution and Bylaws – Robert Howell, Chair

Jaclyn presented proposed clerical amendments to the Constitution and Bylaws (Attachment 2).

c. Presidential Council Liaisons – Absent – No Report

III. UNFINISHED BUSINESS

a. Revision of Constitution and Bylaws Article IV, Sections 6 and 7 with clerical changes

1. The Senate voted unanimously in favor of the motion. The revisions were accepted and approved.

b. Revision of Constitution and Bylaws Articles V-VIII & Appendix

1. The Senate voted unanimously in favor of the motion. The revisions were accepted and approved.

c. Discussion was held on how the revised and amended Constitution and Bylaws should be presented to the administrative body. After discussion it was decided that the Constitution and Bylaws committee would list within the document substantive changes made throughout the process. This document will then be sent to the administrative body for approval.

d. Acceptance of Constitution and Bylaws as amended.

1. Ms. Tribble made a motion to accept the Constitution and Bylaws as amended by the Constitution and Bylaws committee over the past year as recorded. Lee Ann Wambach seconded the motion. The Senate voted unanimously in favor of the motion. The Constitution and Bylaws were accepted and approved for presentation to the administrative body.

IV. NEW BUSINESS

- a. No new business.

V. ANNOUNCEMENTS

- a. No announcements were made.

VI. ADJOURNMENT

- a. There being no further business, the meeting was adjourned at 3:55 p.m.

Timothy Jones
Secretary/Treasurer

Proposed Template for Year-end
Administrative Senate Committee Reports
2011

The purpose of the year-end report is to inform the Senate of action taken during the previous year and provide historical documentation of items under consideration. Reports do not need to be lengthy, but should provide an overview of the activities of the committee.

Administrative Senate <Name of Committee>
<Date>

List the names of the Chairman, Vice-Chairman, and committee members

Provide a brief overview of the committee, i.e., purpose of the committee from the Constitution and Bylaws

Provide a brief overview of the specific items considered by the committee during the year. These may be items considered at the request of constituents, the committee or the Senate

Provide any recommendations or action proposed to the full Senate

Provide a list of work in progress that should be continued into the next year

If applicable, include minutes of the committee meetings or other supporting documentation as an appendix

April 1, 2011

Proposed Amendments to the 3.11.2011 Version of the Administrative Senate Constitution & By-laws

1. Update the USI logo

2. Article IV, Section 5, Subsection d

1. Original: "Following notification by the secretary/treasurer of their designation as delinquent, a senator shall have his or her name placed before all senators at the next regular meeting."
2. Proposed Amendment: "Once notified by the secretary/treasurer of the designation as delinquent, a senator shall have his or her name placed before all senators at the next regular meeting."

3. Article IV, Section 7, Subsection b, Number 4, Letters a-f

Original Language:

1. The duties and responsibilities of the standing committees shall be as follows and may include other duties as assigned by the Executive Committee:
 - a. Employee Relations and Benefits: Review salaries and benefits and make annual recommendations for changes; work with Human Resources regarding employee concerns and the process to address those concerns; recommend promotion and progression steps; address the relationship between administrators and the University as an employer; review, study, and recommend Senate action regarding performance, evaluation, professional leave, and policies and procedures which affect administrators' ability to function in their positions.
 - b. Professional Development: Address efforts to provide and encourage professional growth and development of administrators; assist in developing training for administrative staff specifically during fall and spring meeting activities; review, study, and recommend Senate action regarding such matters as professional leave and continuing education.
 - c. Nominations and Elections: Composed of three continuing Senators appointed by the Executive Committee and chaired by the past chair; manage and oversee the annual elections process for senators and for Senate officers; monitor the number of administrators in each Senate district to ensure adequate and equitable representation and, if necessary, reconfigure the composition of districts.
 - d. Events and Outreach: Involve USI's administrators in university-wide events, projects and committees; develop productive partnerships with university groups such as Faculty Senate, Staff Council and student groups; sponsor events that recognize the service and achievements of administrators at USI.
 - e. Administrative Affairs: Formulate policy recommendations, review existing policies, and report recommendations for changes or implementation.

- f. Constitution and By-laws: Review the constitution and by-laws of the Senate and propose changes based on input from senate membership annually.

Amended Language (changed verbs from plural to singular; duties listed are those of the committees as single entities):

1. The duties and responsibilities of the standing committees shall be as follows and may include other duties as assigned by the Executive Committee:
 - a. Employee Relations and Benefits: Reviews salaries and benefits and makes annual recommendations for changes; works with Human Resources regarding employee concerns and the process to address those concerns; recommends promotion and progression steps; addresses the relationship between administrators and the University as an employer; reviews, studies, and recommends Senate action regarding performance, evaluation, professional leave, and policies and procedures which affect administrators' ability to function in their positions.
 - b. Professional Development: Addresses efforts to provide and encourage professional growth and development of administrators; assists in developing training for administrative staff specifically during fall and spring meeting activities; reviews, studies, and recommends Senate action regarding such matters as professional leave and continuing education.
 - c. Nominations and Elections: Composed of three continuing Senators appointed by the Executive Committee and chaired by the past chair; manages and oversees the annual elections process for senators and for Senate officers; monitors the number of administrators in each Senate district to ensure adequate and equitable representation and, if necessary, reconfigures the composition of districts.
 - d. Events and Outreach: Involves USI's administrators in university-wide events, projects and committees; develops productive partnerships with university groups such as Faculty Senate, Staff Council and student groups; sponsors events that recognize the service and achievements of administrators at USI.
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