

**Minutes**  
**University of Southern Indiana**  
**ADMINISTRATIVE SENATE**  
**Wednesday, May 2, 2012**  
**3 pm**  
**UC 2205**

In attendance were senate chair, Linda Tribble; senate members Megan Black, Debbie Clark, Tim Fitzgibbon, Tim Jones, Ray Simmons, Carmen Stoen, Jayne Tang, Stephanie Walden-Schwake, Lee Ann Shafer, Debbie Weigand and Steve Woodall.

**I. APPROVAL OF MINUTES**

- a. The minutes of April 4, 2012 were approved as submitted.

**II. REPORT OF OFFICERS & STANDING COMMITTEES**

a. Officers

1. Chairperson – Linda Tribble  
Linda stated that most of the meeting will be spent on committee reports and the Milestones of Service Reception. She reminded committee members that annual reports are due at the June 6<sup>th</sup> meeting.
2. Vice Chairperson – Jayne Tang  
No Report.
3. Past Chairperson – Carmen Stoen  
No Report.
4. Secretary/Treasurer – Tim Jones  
Tim reported on the current status of the budget. The Executive committee approved the purchase of a voice recorder to be used by the secretary for meetings. After all expenses have incurred the Senate will have spent approximately \$725 in fiscal year 2012 (Attachment 1).

b. Standing Committees

1. Employee Relations and Benefits – Megan Black, Chair  
No Report.
2. Professional Development – Tim Fitzgibbon, Chair  
Tim stated the committee is continuing to work on on-going professional development sessions.
3. Nominations and Elections – Carmen Stoen, Chair  
Carmen announced that election ballots will be made available on May 9<sup>th</sup>. Over 44 people were contacted in regards to open Senate positions and as of today we have the following numbers for each position. Vice Chair – 1, Secretary/Treasurer – 2, District 1 – 5, District 2 – 3, District 3 – 3, District 4 – 4 and At Large – 4. Once the positions have been finalized the data will be submitted to OPRA for ballot input and distribution. The ballots will be emailed out on Wednesday, May 9<sup>th</sup>, and a reminder email will go out on Monday, May 14<sup>th</sup>.
4. Events and Outreach – Lee Ann Shafer, Chair  
Lee Ann announced that the toolkit scheduled for April 26<sup>th</sup> was postponed and will be rescheduled. Richard Toeniskoetter was to present the current IT plan.

Lee Ann also provided an update on the Milestones of Service reception. An invitation from Special Events has been sent out to Administrators. Discussion was held on the response rate and after further discussion it was decided a customized invitation will be sent to each eligible administrator so that they are aware they are being recognized. Each recognition level will receive a handout containing a flyer from Tri-State Trophies

indicating the awards they are eligible for. Tri-State Trophies will be administering the ordering process. The reception is to begin at 3 pm with a brief speech from President Bennett and then Ms. Tribble will read off each of the recipient's name.

The preliminary cost for the reception includes approximately \$1,200 for the reception, \$8,000 for awards and \$500 for other supplies and forms.

5. Administrative Affairs –Susanne Stanley, Chair - Absent  
No Report.
  6. Constitution and Bylaws – Ray Simmons, Chair  
No Report.
- c. Presidential Council Liaisons - Absent
1. No Report.

**III. NEW BUSINESS**

- a. None.

**IV. UNFINISHED BUSINESS**

- a. None.

**V. ANNOUNCEMENTS**

- a. Next meeting: June 6<sup>th</sup> – Room TBA

**VI. ADJOURNMENT**

- a. There being no further business, the meeting was adjourned at 3:45 p.m.

Timothy Jones  
Secretary/Treasurer

University of Southern Indiana  
Administrative Senate  
FY 2012 Budget

| <u>Category</u>                | <u>Amount</u> |
|--------------------------------|---------------|
| Office Supplies                | \$ 300        |
| Printing & Publishing          | \$ 400        |
| Public Relations & Hospitality | \$ 300        |

| <u>Items Purchased/Funded</u>  | <u>Date</u> | <u>Amount</u> |
|--------------------------------|-------------|---------------|
| Retreat Refreshments           | 8/3/2011    | \$ 46.60      |
| Professional Dvlp Refreshments | 2/16/2012   | \$ 31.60      |
| Professional Dvlp Refreshments | 3/19/2012   | \$ 23.70      |
| Professional Dvlp Refreshments |             | \$ 23.70      |
| Prof Dvlp Jeff Beals           | 2/16/2012   | \$ 500.00     |
| Meeting Recorder               |             | \$ 100.00     |
|                                |             | <hr/>         |
|                                |             | \$ 725.60     |