

**Minutes**  
**University of Southern Indiana**  
**ADMINISTRATIVE SENATE**  
**Wednesday, June 4, 2014**  
**3:00 PM**  
**UC 206**

**PRESENT:** Senate Chair, Susanne Stanley, senate members, Tracy Adams, Dave Alexander, Larry Back, John Campbell, Tim Fitzgibbon, Carey Franks, Mandi Fulton, Andrea Gentry, Ingrid Lindy, and Jayne Tang

**CALL TO ORDER:** The meeting was called to order at 3:07 p.m.

**APPROVAL OF MINUTES:** The May 7, 2014 minutes were approved as distributed.

**ADMINISTRATIVE SENATE CHAIRPERSON:** Susanne Stanley

- Ms. Stanley thanked the Executive Committee for all their hard work over the last 2013-2014 year.
- Ms. Stanley reported to the Senate that she received many positive comments regarding the Milestones Reception. This ceremony is a good recognition opportunity for administrators.
- Ms. Stanley received recommendations for purchases to be made with end of the fiscal year monies. She, however, has not had an opportunity to review these recommendations yet.
- Ms. Stanley announced that the Executive Committee members will be Jayne Tang, Past Chair; Susanne Stanley, Chair; Stephanie Walden-Schwake, Vice Chair, and Deborah Clark, Secretary/Treasurer.
- The location of the July meeting has not been determined. The secretary will give the location later. This meeting will be an orientation meeting.
- The Committee Chairs will be determined later.

**REPORT FROM ADMINISTRATIVE SENATE VICE CHAIR:** Tim Fitzgibbon

- Mr. Fitzgibbon stated that he believes the Senate has grown since its inception and it has the support of the administration. Also, he told the Senate to keep up the good work!
- The deadline for making selections for the award gifts was June 1, 2014.

**REPORT FROM ADMINISTRATIVE SENATE PAST CHAIRPERSON:** Jayne Tang

- Ms. Tang thanked everyone for serving in their positions. Ms. Tang keeps hearing positive feedback from all areas of campus regarding the efforts of Administrative Senate.

**REPORT FROM ADMINISTRATIVE SENATE SECRETARY/TREASURER:** Susanne Stanley

- In the absence of Ms. Schmitt, Ms. Stanley gave this report. Ms. Stanley noted that refreshments for Milestones cost \$486.95 and the refreshments for today's meeting cost \$87.10. The balance as of this meeting was \$1,173.18. Ms. Stanley noted that the purchase order for the Milestones gifts has not been closed as of today.

**REPORT FROM ADMINISTRATIVE AFFAIRS COMMITTEE:**

- Ms. Stanley, in the absence of Mike Mohr, reviewed the committee's end of year report (Attachment 1).

**REPORT FROM CONSTITUTION AND BY-LAWS COMMITTEE:** Larry Back, Chair

- Mr. Back reviewed the committee's end of year report (Attachment 2).

**REPORT FROM EMPLOYEE RELATIONS AND BENEFITS COMMITTEE:** Tracy Adams, Chair

- Ms. Adams reviewed the committee's end of year report (Attachment 3).

**REPORT FROM EVENTS AND OUTREACH COMMITTEE:** Mandi Fulton, Chair

- Ms. Fulton reviewed the committee's end of year report (Attachment 4).

**REPORT FROM NOMINATIONS AND ELECTIONS COMMITTEE:** Jayne Tang, Chair

- Ms. Tang reviewed the committee's end of year report (Attachment 5).

**REPORT FROM PROFESSIONAL DEVELOPMENT COMMITTEE:** Carey Franks, Vice Chair

- Ms. Franks, in the absence of Ms. Gentry who had to leave the meeting early, reviewed the committee's end of year report (Attachment 6).

**UNFINISHED BUSINESS**

- There was no unfinished business.

**NEW BUSINESS**

- There was no new business.

**ANNOUNCEMENTS**

- The next meeting is scheduled for July. The Secretary-elect will reserve a room and send invites.

**ADJOURNMENT**

- There being no further business the meeting was adjourned at 4 p.m.

Carey Franks  
Substitute Secretary