

**Minutes**  
**University of Southern Indiana**  
**ADMINISTRATIVE SENATE**  
**Wednesday, February 2, 2011**  
**3:00 pm**  
**UC 205**

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

**I. APPROVAL OF MINUTES**

- a. The minutes of January 5, 2011 and January 11, 2011 were approved as submitted.

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

a. Officers

1. Chairperson – Carmen Stoen

Carmen stated that Administrative Senate's budget presentation is scheduled for February 21<sup>st</sup> at 9:55 a.m. Our presentation will follow Staff Council's presentation, which is scheduled for 9:35 a.m. that same day. She also added that the proposed budget will be emailed out to the Senators for approval.

2. Vice Chairperson – Linda Tribble

Linda provided an update on the website and the Senators' headshots used on the site.

3. Past Chairperson – Barry Schonberger

Barry encouraged senators to speak with and recruit interested individuals for the upcoming elections.

4. Secretary/Treasurer – Timothy Jones

No Report.

b. Standing Committees

1. Employee Relations and Benefits – Jayne Tang, Chair

Jayne stated that the final results of the spring survey should be available by the March 2<sup>nd</sup> meeting. The survey yielded a variety of comments and feedback from administrators and those will be presented along with the survey results.

Jayne also updated the Senate on the administrative evaluation form proposed by Human Resources. The form will now allow the employee an opportunity to provide comments and feedback.

2. Professional Development – Tim Fitzgibbon, Chair

The committee met following the spring meeting to discuss possible professional development opportunities for administrators. Possible topics that came from that meeting were Banner training, grant writing training and a Breeze training session. The Senate discussed possible topics of training for Banner and how the presentations of the topics would take place. The committee will continue to pursue technical training topics and potential times for the sessions. The committee will also develop a survey for the Senators to deploy to their respective districts for topics of interest.

3. Nominations and Elections – Barry Schonberger, Chair

No Report.

4. Events and Outreach – Lee Ann Wambach, Chair – Absent – Presented by Carmen Stoen

The committee has pursued a milestone reception & recognition program for administrators based upon years of service. The levels of service would concentrate on years 10, 15, 20, 30 & 40. The gifts given to eligible administrators would be similar to the gifts that Staff Council provides at their annual banquet. The committee has worked

with Special Events on a proposed budget for the reception. The Senate discussed how the budget should be presented to the University, as either part of the overall Administrative Senate budget or as a separate request outside of the budget cycle. The Senate also determined that the event should be facilitated and coordinated by the University, with input being provided by Administrative Senate. After discussion it was decided that the idea should be presented to Mark Rozewski for further guidance.

5. Administrative Affairs – Stephen Woodall, Chair

Stephen provided an update on potential signage above University doorways, and at this time the idea is not feasible. He also stated though that directional signage may be updated in the near future, according to Mark Rozewski.

Carol Schmitt provided an update on the progress and development of an all inclusive website for University policies. The site being developed will contain a list of the policies and those will be linked to the University page which contains the actual policy.

6. Constitution and Bylaws – Robert Howell, Chair

Robert presented revised Article IV, Sections 6 & 7, for consideration and discussion. These Articles have been reviewed for consistency in wording with the USI Editor's Manual. He asked that each committee review and provide feedback on their committee's purpose and responsibilities to either himself or Jaclyn Dumond over the next two weeks. The revised sections will be presented at the next senate meeting.

The committee will present proposed revisions for Articles V through the Appendix at the next senate meeting; feedback from senators is invited. Discussion was held on the listed meeting dates and it was determined that the Senate should meet once each month over the academic year. Mr. Howell will incorporate this change into the Article V.

c. Presidential Council Liaisons – Absent – No Report

**III. UNFINISHED BUSINESS**

a. Revision of Constitution and Bylaws Articles IV, Sections 1 through 5

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

**IV. NEW BUSINESS**

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

1. Due to required feedback from Senate committees no substantive motion was made.

**V. ANNOUNCEMENTS**

- a. No announcements were made.

**VI. ADJOURNMENT**

- a. There being no further business, the meeting was adjourned at 4:30 p.m.

Timothy Jones  
Secretary/Treasurer