

**Minutes**  
**University of Southern Indiana**  
**ADMINISTRATIVE SENATE**  
**Wednesday, June 1, 2011**  
**3:00 pm**  
**UC 205**

In attendance were senate chair, Carmen Stoen; senate members Megan Black, Jaclyn Dumond, Robert Howell, Kathy Jones, Timothy Jones, Carol Schmitt, Linda Tribble, Lee Ann Wambach, Jacob Williams and Stephen Woodall. Also present was Katherine Draughon.

**I. SPECIAL GUEST – President Linda L M Bennett**

- a. President Bennett led discussion and reflection on the current year accomplishments for Administrative Senate.

**II. APPROVAL OF MINUTES**

- a. The minutes of May 4, 2011 were approved as submitted.

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

a. Officers

1. Chairperson – Carmen Stoen

Carmen provided an update on the status of the USI Administrative Senate Recommendation for Policy Change on Sick Time, presented at the May 4, 2011 meeting. Faculty Senate has provided a letter of support on the change and Staff Council has yet to provide a letter of support. Once Staff Council provides their letter Carmen will finalize the proposal and then forward to Katherine Draughon for presentation to President Bennett.

Carmen also spoke of an opportunity for the Senate to have a representative on the Founders Day planning committee. She also stated the Executive Committee will be meeting in order to establish a plan for the transition of newly elected Senators.

Carmen announced that under New Business a vote will be taken in order to fill Jayne Tang's open senate seat, due to her election as Vice-Chair, with Gary Burgdorf, a district 2 representative. Gary's term will be a one year term.

2. Vice Chairperson – Linda Tribble

Linda asked that each senate committee submit the end of year report electronically so that it can be posted to the Senate website. She also asked those that are missing headshots on the Senate website to make an effort to provide one.

3. Past Chairperson – Barry Schonberger – Absent – Presented by Carmen Stoen

Carmen addressed the final election results and the vote count is available for review if desired. If you wish to view the results please make that request through Timothy Jones.

4. Secretary/Treasurer – Timothy Jones

Timothy stated that there has been no update on the status of the Senate's budget presentation and once an update is available that information will be passed along.

b. Standing Committees

1. Employee Relations and Benefits – Jayne Tang, Chair – Absent – Presented by Megan Black

Megan reviewed the end of year wrap-up report (Attachment 1). Ms. Tribble asked, based upon the scope of the committee, if it would be beneficial for the committee to break into two subcommittees.

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

- Jacob reviewed the end of year wrap-up report (Attachment 2).
3. Nominations and Elections – Barry Schonberger, Chair - Absent  
No report.
  4. Events and Outreach – Lee Ann Wambach, Chair  
Lee Ann reviewed the end of year wrap-up report (Attachment 3). She also asked the Senate for feedback on the Tool-Kit series implemented by the committee. Ms. Tribble asked if it would be possible to stagger the Tool-Kit dates. Discussion also held on the possibility of opening up the series to all employees and the potential to partner with both Faculty Senate and Staff Council.
  5. Administrative Affairs – Stephen Woodall, Chair  
Stephen reviewed the end of year wrap-up report (Attachment 4).
  6. Constitution and Bylaws – Robert Howell, Chair  
Robert reviewed the end of year wrap-up report (Attachment 5).
- c. Presidential Council Liaisons – Katherine Draughon
1. Katherine addressed that any Administrative Senate related survey questions for the upcoming fall survey would need to be submitted by late July/early August. She would recommend the Senate propose 5-10 questions for the fall survey.

**IV. UNFINISHED BUSINESS**

- a. No unfinished business.

**V. NEW BUSINESS**

- a. Appointment of Open Senate Seat.
  1. Discussion was held on the open seat and the nominated candidate of Gary Burgdorf. Lee Ann Wambach made a motion to accept the nomination of Gary Burgdorf. Linda Tribble seconded the motion and the Senate voted unanimously in favor of the motion.

**VI. ANNOUNCEMENTS**

- a. Ms. Stoen thanked the Senators for their efforts and participation throughout this first year of Administrative Senate.
- b. Ms. Draughon suggested that the Senate provide an Annual Report to all administrators in order to showcase the accomplishments of the Senate and the progress made throughout the year.

**VII. ADJOURNMENT**

- a. There being no further business, the meeting was adjourned at 4:05 p.m.

Timothy Jones  
Secretary/Treasurer

**Employee Relations and Benefits  
End of Year Report 6/1/2011**

**Membership 2010-2011**

<b>Representative</b>	<b>Department</b>	<b>District</b>	<b>Term</b>
Jayne Tang, Chair	Information Technology	2	2010-2012
Megan Black, Vice-Chair	Office of Admission	4	2010-2012
Pam Blessing	Teacher Education	1	2010-2011
Donna Evinger	Liaison, Human Resources	(3)	N/A
Pam Hopson	Multicultural Center	4	2010-2011
Charmaine McDowell	Extended Services, Organizational and Professional Development	3	2010-2011
Michelle Woodburn	College of Nursing and Health Professions	1	2010-2011
Jim Prior	Information Technology	2	2010-2011

**Purpose of Committee as stated in the Constitution and By-Laws:** 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>Employee Relations</b>		<b>Status</b>
1	Administrative Evaluations	1	Consulted with HR during FY 2010/2011. Donna Evinger came to a special Administrative Senate meeting in January 2011 to review the current draft and get input. Continuing into 2012.
2	Administrative Survey	2	Worked with OPRA to generate survey to administrators regarding interest in sick bank and fee waiver policies. Great response.
3	Expansion of Flexible work schedule	3	Consult with HR
4	Career Paths, Defined Progression Plan	4	Proposed for FY 2011/2012
5	Evaluate Salaries	5	Consult with HR FY 2011/2012

	<b>Employee Benefits</b>		<b>Status</b>
1	Assistance waiver program for degrees/programs not offered at USI	1	Constituent submitted an Item for Consideration regarding fee waiver assistance for doctoral degrees earned at other institutions because USI does not currently offer any doctoral programs except for the Doctorate in Nursing. This Item For Consideration is currently on hold pending better economic times and/or opportunities with other public/private institutions willing to work out a swapping policy.
2	Review sick time policy – eliminate the need to distinguish family sick days from employee sick days.	2	Sick Leave Proposal – Administrative Senate approved, Faculty Senate support, Staff Council Support. Carmen will deliver the proposal along with letters of recommendation to Dr. Draughon who will then present the proposal to Dr. Bennett on our behalf.
3	Review fee waiver policy for obtaining more than one degree at USI	3	Item for Consideration – Fee Waiver Policy Simplification. Next Step: Revise into a ‘no cost’ item and format as a proposal. Continuing into FY 2011-2012.
4	Sick Day Bank (sharing sick days)	4	Reviewed Faculty Senate’s work on this charge. Also added questions on Administrator survey to gage support.

## Final Report of the Professional Development Committee 2010-2011

Respectfully submitted to the Administrative Senate on May 31 2011

By the members of the committee:

### **Membership 2010-2011**

Tim Fitzgibbon, Chair

Jake Williams, Vice Chair

Jennifer Craig

Andrea Gentry

Phil Parker

Samantha Penney

The Professional Development Committee responded to the following charges during the 2010-2011 academic year.

*Recommend promotion steps, assist in developing training for administrative staff including fall and spring meeting activities, and develop formal award and recognition programs for administrative staff. This committee addresses efforts to provide and encourage professional growth and development of administrators. In particular, the committee shall review, study, and recommend Senate action in regard to such matters as professional leave, continuing education, and recognition of professional achievement.*

Developed two rounds of breakout sessions for the Spring 2011 University Meeting held on January 3, 2011. While attendance was open to all, these sessions were designed specifically for University administrators.

### **Admin Senate Update and Feedback Forum**

We are here to represent YOU! Meet your Admin Senate Representatives and see what we have accomplished so far. This is your opportunity to have your voice heard! Tell the Administrative Senate what YOU want done.

Presented by: Administrative Senate Executive Committee and District Senators

### **Employment Processes – Where do I begin?!?!**

Come learn about the proper steps to chair a search committee or participate in one to hire a new employee on campus. An HR representative will be here to help; they will bring all the paperwork necessary for the process and the answers to your questions.

Presented by: Human Resources

### **Blackboard For Administrators**

Blackboard is not just for Faculty and students. Learn how Administrators can utilize Blackboard to facilitate committee work. This session covers the basics of how to locate and begin working with a Blackboard course shell so that you may easily share documents, presentation materials, and facilitate discussion boards. Bring your myUSI username and password to follow along.

Presented by: Samantha Penney from Instructional Technology Services

### **OPRA (Office of Planning, Research & Assessment) – Fan Club Meeting**

Find out the benefits of being a OPRA Fan Club member. Faculty and Administrative Staff attendees will learn:

- Using historical data about your department/division – Very helpful with strategic planning, self-studies, enrollment management, accreditation, budget decisions and much more.
- Survey design and hosting services – Ask the right questions of the right people, help with data analysis and get a free data set to boot! Perfect for faculty scholarship, departmental needs assessment, etc.
- Census Day and why there is only one truth when it comes to student counts.
- Aligning your budget request with the Strategic Plan
- What the heck is an FLP?
- And much more!

Presented by: The OPRA Team (Joe Wingo, Jake Williams, Jeanne McAlister & Katherine Draughon)

### **Adobe Presenter (Formerly Breeze) Overview – Power Up Your PowerPoints!**

Adobe Presenter is a multimedia authoring and presentation tool that works with PowerPoint to allow you to create dynamic content to publish on the web. Join Andrew Black as he demonstrates what Presenter does best and how you might take advantage of it at conferences, in the virtual classroom and elsewhere. This is an overview, and small group training is provided throughout the semester.

Presented by: Andy Black from Instructional Technology Services

The Professional Development Committee continued to address efforts to provide and encourage professional growth and development of administrators. Possible topics for future professional development opportunities have been recorded. The committee will continue to pursue technical training sessions and potential times for such sessions.

## Administrative Senate Events and Outreach Committee

June 1, 2011

**Chair:** Lee Ann Wambach

**Vice-Chair:** Kathy Jones

**Members:** Wendy Bredhold, Debra Clark, Kacheyta McClellan, C J Regin, Lance Woods, Andy Zellers

**Overview:** The duties and responsibilities of this committee are to 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, and to sponsor events that recognize the service and achievements of administrators at USI.

### Significant Activities:

1. The committee staffed a display table at the resource fair during the fall faculty/administrative meeting August 23rd. The display included basic information introducing the Administrative Senate to the USI community and the names of this year's officers and senators. We also handed out information about the fall dates for the Administrators' Toolkit.
2. The Administrators' Toolkit Series was established as a monthly event for USI administrators to learn more about the diversity of activities and missions at USI, to become familiar with the administrators who work in these departments, to foster a spirit of collaboration at USI. The committee members coordinated the following events: *(estimated attendance included)*

### **Administrators' Toolkit Series**

#### ***Environmental Stewardship at USI***

Tuesday, September 21            12 noon–1:00 pm – Rice Library Room 0017 (18)

Dr. Paul Doss –Professor of Geology and Chair of USI's Environmental Stewardship Committee

#### ***Zimride: a New Way to Get to USI***

Tuesday, October 19            10:30 – 11:30 am – Health Professions Bldg. Room 1008 (12)

Steve Woodall – Director of Security

#### ***USI's Master Plan***

Tuesday, November 16            3:30 – 4:30 pm – Rice Library Room 0017 (38)

Mark Rozewski – Vice President for Business Affairs

#### ***Recreation, Fitness, and Wellness Center Tour***

Tuesday, January 18 – 12 noon – 1:00 pm (18)

Sandy Davis – Program Coordinator for Recreation, Fitness, and Wellness

#### ***Art Gallery Tour (McCutchan Art Center and Pace Gallery)***

Tuesday, February 15 – 3:30 – 4:30 pm (7)

Dr. Michael Aakhus – Dean, College of Liberal Arts

**Healthy Campus Panel**

Tuesday, March 15 – 3:30 – 4:30 pm (28)

*Representatives from Student Health Center, Student Counseling Center, Dental Hygiene Clinic, Recreation Fitness and Wellness Center, and Safety and Security*

*(Gina Lang, LNP/Office Manager, Dr. Tom Longwell, Director, Jennifer Bartek, Dental Hygiene Clinic Faculty, Christine Tolis, Assistant Program Director for Student Wellness, Steve Woodall, Director of Security)*

**Marketing USI: Telling the USI Story**

Tuesday, April 19 – 3:30 -4:30 pm (36)

Todd Wilson – Assistant Vice President for Marketing and Communications

3. The committee also explored the sponsorship and organization of an annual ceremony to recognize the milestones of service reached by individual administrators. We developed preliminary plans and a framework for planning an annual reception and methods of recognizing administrators at 5, 10, etc. years of service. The Administrative Senate recommended this event be supported through funding and administrative assistance from USI's Vice President for Finance and Administration, and presented it to Mark Rozewski for further guidance. (See minutes from February 2, 2011 meeting)

**Recommendations:**

1. The "Milestones of Service" project should go forward with input from this committee and the Administrative Senate.
2. The Administrators' Toolkit Series be continued but scheduled on various days of the week instead of all Tuesdays. Many ideas for new topics have been proposed.

**Work in progress:**

1. If approved by the Administrative Senate, continued participation and input for the first "Milestones of Service" event.
2. If supported by the Administrative Senate, planning, coordination and advertisement of the Administrators' Toolkit Series.
3. Another idea that we "floated" but did not pursue this year is an expanded campus tour of "behind the scenes" and lesser-known locations and resources at USI. We would need budget approval for food (picnic lunch) and bus transportation around campus. Also, many departments would have operations interrupted (briefly) so this event would need cooperation and approval at high levels of administration.

Respectfully submitted:

Lee Ann Wambach – Chair

Kathy Jones – Vice-Chair

Administrative Senate  
Administrative Affairs Committee  
Report for 2010- 11

**Chair:** Stephen Woodall  
**Vice Chair:** Carol Schmitt  
Gary Burgdorf  
Cindy Miller  
Jeff Sickman  
Tracy Sinn  
Beth Thompson

**Committee Purpose:**

Formulate policy recommendations, review existing policies, and report recommendations for changes or implementation.

**Items Considered:**

- 1. Create a central location or web-page INDEX link for all University policies.**  
Action taken: The temporary creation by Carol Schmitt of a web-page listing links and not specific policies. The location is [www.usi.edu/compctr/carol/policies/index.Asp](http://www.usi.edu/compctr/carol/policies/index.Asp).
- 2. Inquire about the possible reduction of the METS' Westside Connection Bus hours.**  
Action taken: After deliberations with city, county, University officials, and a public hearing, the bus hours were reduced because of a significant increase in operating costs and lack of riders.
- 3. Enhancing the signage and identification of campus buildings.**  
Action taken: Per University administrator, future signage for the University Boulevard and buildings will be of a similar design to the University's entrance signage which is more informative.

**Work in Progress**

1. Will be continued into next year.

Respectfully submitted,

Carol Schmitt  
Stephen Woodall

**Administrative Senate Constitution and By-Laws Committee  
Administrative Senate Committee Report  
June 1, 2011**

**Committee Members:**

J Robert Howell	Chair
Jaclyn D Dumond	Vice Chair
Sandy K Frank	
Peggy F Harrel	
Laura M McDaniel	

**Purpose of the Constitution and By-Laws Committee:**

Reviews the constitution and by-laws of the Senate and proposes changes based on input from senate membership annually.

**Summary of Activities:**

At the request of the Administrative Senate, the Constitution and By-Laws Committee formulated Vision and Mission statements for Senate approval based on raw materials gathered during the Senate retreat brain-storming session. These statements are posted on the home page of the Administrative Senate.

The committee also undertook a full review and revision of the Constitution and By-Laws, originally approved April 12, 2010 by the voting membership of the USI administrative staff. Much credit is due to the group that created the original document, but it was written before the USI Administrative Senate began to function, so it was not tailored to the specific needs and operations of the Senate. The revised and approved 2011 document is also posted on the home page of the Administrative Senate.

Respectfully submitted,



J Robert Howell  
Chair



Jaclyn D Dumond  
Vice Chair