

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday, May 4, 2011
3:00 pm
UC 205

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

I. APPROVAL OF MINUTES

- a. The minutes of April 6, 2011 were approved as submitted.

II. REPORT OF OFFICERS & STANDING COMMITTEES

a. Officers

1. Chairperson – Linda Tribble, on behalf of Carmen Stoen
Today's scheduled photo for the Senate has been rescheduled to May 17th.
2. Vice Chairperson – Linda Tribble
Linda reminded Senate committees of the Year-End Administrative Senate Committee Reports due at the June 1, 2011 meeting.
3. Past Chairperson – Barry Schonberger
No Report.
4. Secretary/Treasurer – Timothy Jones
No Report.

b. Standing Committees

1. Employee Relations and Benefits – Jayne Tang, Chair
Jayne reviewed the USI Administrative Senate Recommendation for Policy Change (Attachment 1). The recommendation will also be presented to Faculty Senate for their endorsement.
2. Professional Development – Tim Fitzgibbon, Chair
No Report.
3. Nominations and Elections – Barry Schonberger, Chair
Barry reported the committee has compiled the list of nominations and is in the process of reviewing and certifying those nominated. There were 29 total nominations, with four being self nominations. At this time there are multiple nominees for each open Senate position. Once the nominations have been certified and accepted, the committee will collect the needed bio statements for each candidate. The elections will open on Wednesday, May 11th and close on Tuesday, May 17th.

Barry inquired as to the best approach to present the amended Constitution and Bylaws to the Administrative body for approval. After discussion, the ballot will contain a link to the proposed Constitution and Bylaws on the Administrative Senate website. Carmen Stoen will be asked to send out a preliminary message to all administrators so that each individual has ample time to review the proposed amendments prior to voting.

4. Events and Outreach – Lee Ann Wambach, Chair – Absent – Presented by Kathy Jones
Kathy reported the committee is in the process of exploring Toolkit topics for next year.
5. Administrative Affairs – Stephen Woodall, Chair
No Report.
6. Constitution and Bylaws – Robert Howell, Chair
Robert presented the final version of the proposed Constitution and Bylaws, with notations as to what was amended in 2011 (Attachment 2). The Constitution and

Bylaws will keep the original adopted date of April 12, 2010 and any dated amendments will be noted separately.

- c. Presidential Council Liaisons – Absent – No Report

III. UNFINISHED BUSINESS

- a. No unfinished business.

IV. NEW BUSINESS

- a. USI Administrative Senate Recommendation for Policy Change.
 - 1. Ms. Tang read the official recommendation from Attachment 1. The University of Southern Indiana Administrative Senate recommends that the designation of family sick be removed from the sick time policy allowing all employees the flexibility to use their allotted days for both personal and family illness. The Senate is also recommending that the definition of family be expanded.

Megan Black, on behalf of the committee, made a motion to accept the recommendation as submitted. The Senate unanimously approved the motion.

V. ANNOUNCEMENTS

- a. Ms. Tribble reminded the Senators of the photo to take place on May 17th.

VI. ADJOURNMENT

- a. There being no further business, the meeting was adjourned at 3:30 p.m.

Timothy Jones
Secretary/Treasurer