

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday, December 7, 2011
3 pm
UC 2205

In attendance were senate members Megan Black, Gary Burgdorf, Debbie Clark, Tim Fitzgibbon, Lee Ann Shafer, Ray Simmons, Susanne Stanley, Carmen Stoen, Jayne Tang, Debbie Weigand, and Steve Woodall. Meeting was called to order at 3:05 p.m. by Jayne Tang, Vice Chairperson.

I. APPROVAL OF MINUTES

- a. The minutes of November 2, 2011 were approved as submitted.

II. REPORT OF OFFICERS & STANDING COMMITTEES

a. Officers

1. Chairperson – Linda Tribble-Absent
2. Vice Chairperson – Jayne Tang
 - Spring Faculty and Administrators Meeting-We have been approved to host administrator specific sessions, but need information in as soon as possible.
 - Mark Rozewski, Donna Evinger, and Katherine Draughon will be present at the January Administrative Senate meeting to provide information and discuss status of Family Sick Leave policy proposal, Administrator Recognition, and other HR related issues.
 - We need any budget requests as soon as possible. It doesn't appear that we will have the normal budget hearing process this year and will need to request time to share our budget priorities to Dr. Bennett, Dr. Rochon, and Mark Rozewski.
 - Received a request thorough the website for more awards and recognition of administrators on campus. Events and Outreach will look into this suggestion.
 - There will be changes to the format of Founder's Day per Special Events and the committee on University Traditions. This celebration will no longer be the forum to recognize 25-year employees, but rather a celebration of the university's history with alumni and community members included. This is more reason we need administrator recognition for years of service.
 - Another suggestion by an administrator was to look at year-round flex time. Employee Relations and Benefits committee will discuss.
3. Past Chairperson – Carmen Stoen
Meet with Barry Schonberger to transition the election process information. We will begin working on this in January.
4. Secretary/Treasurer – Tim Jones-Absent

b. Standing Committees

1. Employee Relations and Benefits – Megan Black, Chair – the committee has been focused on a 1% proposal in salaries. Waiting for data from HR to determine impact.
2. Professional Development – Tim Fitzgibbon, Chair-Working on presentations for the Spring Faculty/Administrator Meeting. Discussion was had by senate on possible topics.
3. Nominations and Elections – Carmen Stoen, Chair
No Report.
4. Events and Outreach – Lee Ann Shafer, Chair
There have been 2 toolkits since the last senate meeting, both with good attendance.

Upcoming Toolkits:

January – Allison Grabert – STEM Truck Tour

February – Elliott Wasserman – USI Theatre

March – Stephanie Walden-Schwake – Outdoors @ USI

April – Richard Toeniskoetter – Changes in IT @ USI

May – Tour of Campus

5. Administrative Affairs –Susanne Stanley, Chair
Student Travel Policy Committee has been established by Dr. Kiessling. It didn't come from Senate, but will address policy issues we were looking at. No other 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: January 4, 2012 in BE003.

VI. ADJOURNMENT

- a. Meeting was adjourned at 4p.m.

Timothy Jones – Respectfully taken and noted by Carmen Stoen
Secretary/Treasurer