

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Special Called Meeting
Wednesday, December 1, 2010
3:00 pm
UC 214

In attendance were senate chair, Carmen Stoen, senate members Megan Black, Jaclyn Dumond, Tim Fitzgibbon, Robert Howell, Kathy Jones, Carol Schmitt, Jayne Tang, Linda Tribble, Lee Ann Wambach, Jacob Williams, Stephen Woodall, and liaison Katharine Draughon.

I. APPROVAL OF MINUTES

- a. As this was a special called meeting, minutes from the November 3, 2010 meeting will be reviewed at the January 2011 meeting.

II. REPORT OF OFFICERS & STANDING COMMITTEES

a. Officers

1. Chairperson – Carmen Stoen

Carmen Stoen welcomed Tim Fitzgibbon, new Senator from District I, and announced that Tim has agreed to serve as chair of the Professional Development Committee.

Ms. Stoen announced that the senate is being asked to appoint representatives to several university committees, including Equal Employment Opportunity Hearing Board, Tobacco-Free USI, Traffic Appeals, Safety, Substance Abuse, and Environmental Stewardship. Ms. Stoen provided a brief description of each committee and asked senators to provide the names of interested individuals from their districts by December 10. She will, as chair of the senate, submit a list of appointments for senate approval at the January meeting.

Administrator Evaluation process – Representatives from Human Resources will provide information at some later time in January.

Dr. Rochon will attend the January 5, 2011 meeting.

2. Vice Chairperson – Linda Tribble

No Report

3. Past Chairperson – Barry Schonberger, Absent

No Report

4. Secretary/Treasurer – Timothy Jones, Absent

No Report

b. Standing Committees

1. Employee Relations and Benefits – Jayne Tang, Chair

Kevin Valdares provided a survey instrument used by Faculty Senate several years ago to identify potential items for senate consideration. The committee will develop a similar survey for administrators and will coordinate with OPRA.

2. Professional Development – Jacob Williams, Vice Chair

Committee met to discuss breakout sessions for the January 3, 2011 Faculty and Administrators Meeting. There will be a total of six sessions for administrators:

- Human Resources – Search committee processes (2 sessions)
- Use of Breeze software

- Administrators' use of Blackboard
- Open Forum for exchange of ideas (2 sessions)

The committee will develop session descriptions and coordinate with Faculty Senate and Academic Affairs.

3. Nominations and Elections – Barry Schonberger, Chair – Absent
No report
4. Events and Outreach – Lee Ann Wambach, Chair
Administrators' Toolkit series for spring has been finalized. Discussion continues concerning recognition for milestones of service. A family night will be held in conjunction with Homecoming in January; administrator participation is encouraged.
5. Administrative Affairs – Stephen Woodall, Chair
Discussion continues on a website for USI policies, particularly those policies pertaining to administrators. Questions concerning the differences between policies, procedures and protocols were raised.
6. Constitution and Bylaws – Robert Howell, Chair
Robert Howell presented revised Articles I, II, and III for consideration and discussion. These Articles have been reviewed for consistency in wording with the USI Editor's Manual. The committee will present proposed revisions for Article IV, Sections 1 through 5 at the next senate meeting; feedback from senators is invited.

c. President's Council Liaison

1. Katharine Draughon

Ms. Draughon reviewed high-level searches currently underway, including the Assistant Vice President of Governmental Affairs, Executive Director of Information Technology, Dean of Liberal Arts, Dean of Education and Human Services, and Director of Counseling Services.

Discussion was held about the current and proposed marketing plan, including templates for branding and the use of social media.

Ms. Draughon suggested that Administrative Senate invite each of the Vice Presidents to a senate meeting to discuss their roles.

III. UNFINISHED BUSINESS

- a. Amendment to the Constitution and Bylaws presented November 3, 2010 (second reading)
Motion to amend Article III, Section 1. A. to add: **Individuals serving in an interim capacity in positions that are excluded remain eligible if the interim position is one year or less.** The Senate voted unanimously to accept.

IV. NEW BUSINESS

- a. On behalf of the Constitution and Bylaws Committee, Jaclyn Dumond moved to accept Articles I, II, and III as revised. As a substantive motion, it will be voted upon in January.

V. ANNOUNCEMENTS

- a. No announcements were made.

VI. ADJOURNMENT

- a. There being no further business, the meeting was adjourned at 4:22 p.m.

Linda Tribble
Vice Chairperson/Chairperson-Elect