

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday, July 7, 2010
3:00 pm
UC 206

In attendance were senate chair, Carmen Stoen; senate members Megan Black, Jaclyn Dumond, Robert Howell, Kathy Jones, Timothy Jones, Carol Schmitt, Barry Schonberger, Jayne Tang, Linda Tribble, Lee Ann Wambach and Stephen Woodall. Also present were Presidential Council liaisons Katherine Draughon and Mark Rozewski.

I. INTRODUCTIONS

- a. Each member present took time to introduce themselves, their position within the University and the role they look to fill for the Administrative Senate.

II. REPORT OF OFFICERS & STANDING COMMITTEES

a. Officers

1. Chairperson – Carmen Stoen

Carmen Stoen briefly addressed the background and history involved in the formation of the Administrative Senate. Katherine Draughon added the idea of the senate began with a survey of administrators. The idea of a representative group for administrators was supported by over 85% of the Administrative staff. An exploratory group was assembled from a variety of areas across campus. This group drafted the first Constitution and Bylaws and laid the ground work for the assembly and election of the first Administrative Senate.

Ms. Stoen then spoke of the opportunities for the Administrative Senate. The senate will be represented in different areas of the University, such as University committees and special events, and professional development and role administrators can play as the University grows. Ms. Stoen stated that this 1st year will lay the groundwork for future years.

Ms. Stoen addressed the actions taken thus far by the Executive Committee. The committee has met with other focus groups within the University, such as the incoming and past chair of the Faculty Senate. These meetings have helped cultivate ideas and establish tasks the Administrative Senate will focus on in the near future. Also, the senate will have an opportunity to participate in the fall and spring University meetings. Ms. Stoen addressed the Administrative Senate website and how the site is now linked in with other University sites. The senate will use the website as one of the main communication lines for Administrators.

Ms. Stoen spoke on items the senate will need to address. The first item to address is the meeting dates and if those will need to be modified based upon the University schedule. The second item will be developing the senate budget and addressing the needs of the senate. The third item is how the senate will communicate “charges” or items of concern. A formulized process will need to be decided on and communicated to the rest of the administrative body.

The next item of consideration will be the Constitution and Bylaws. These documents will need further review and if changes are substantial changes are made then the entire administrative body will have to vote on either accepting or declining those changes. The last item to address will be the senate’s goals. The senate will have a retreat on August 6, 2010 to establish goals and priorities for the upcoming year.

2. Vice Chairperson – Linda Tribble

Linda Tribble stated that the Executive Committee met to evaluate the other senate committees and as well as to determine the chair and vice-chair for each committee. The Executive Committee focused on the strengths of each member within the senate when making the appointments.

Ms. Tribble then announced the chair and vice-chair for each committee. (Attachment one)

Ms Tribble addressed the need for additional committee members. The chair and vice-chair of each committee is free to reach out to other administrative staff for committee members. Ms. Tribble recommended that the individuals which made up the exploratory group and administrators which ran for senate seats be utilized for the vacant committee appointments.

3. Past Chairperson – Barry Schonberger

Barry Schonberger addressed his role on the Senate. Mr. Schonberger will focus on the Nominations and Elections Committee and will begin the process of working on interested individuals now for the next election.

4. Secretary/Treasurer – Timothy Jones

Timothy Jones addressed the proposed meeting dates. (Attachment two) Mr. Jones also addressed the need to develop the senate budget. Mr. Jones asked that each committee evaluate their needs, based upon the committees' role and potential resource needs. Mr. Jones then asked that those needs be submitted so that the Executive Committee can evaluate and create a complete budget request to Dr. Linda Bennett and Mark Rozewski.

b. Standing Committees

1. Employee Relations and Benefits – Jayne Tang, Chair

No Report

2. Professional Development – Jennifer Briggs, Chair

Absent - No Report

3. Nominations and Elections – Barry Schonberger, Chair

No Report

4. Events and Outreach – Lee Ann Wambach, Chair

Lee Ann Wambach and the vice-chair, Kathy Jones, met to focus on potential committee members. Ms. Wambach inquired as to how the committee should communicate the need for additional members. Ms. Stoen stated that she will send out an email to the exploratory group and administrators which ran for senate seats asking for those individuals to respond for the member need.

5. Administrative Affairs – Steve Woodall, Chair

No Report

6. Constitution and Bylaws – Robert Howell, Chair

Robert Howell and the vice-chair, Jaclyn Dumond, have a meeting scheduled to establish the committee's goals and discuss the process on modification of the Constitution and Bylaws.

c. Presidential Council Liaisons

1. Mark Rozewski

Mark Rozewski stated that he will act as a vehicle for communication for the group with the Presidential Council, and will also help the senate inform other administrators on the direction of the University.

2. Katherine Draughon

Katherine Draughon stated that she will serve as a resource for brainstorming and information gathering for the senate.

III. NEW BUSINESS

a. Meeting Dates

1. Discussion on the current meeting date schedule was lead by Ms. Stoen. After discussion by the senate it was determined that the current schedule will be kept for the next year.

b. Charges to Senate

1. Discussion on the process for the submission of charges to the senate was lead by Ms. Stoen. Ms. Stoen communicated possible ways to set-up the process. Feedback from senate members was given to Ms. Stoen as to how the process could be set-up. This feedback focused on how the charges should be handled, who should the charges be submitted to, who would act to facilitate the charges once acted upon by the senate, and if a standard form was created how would that be available to other administrators. Ms. Stoen will evaluate all the feedback given by the senate and propose a process to the senate for consideration.

IV. ANNOUCEMENTS

- a. No announcements were made.

V. ADJOURNMENT

- a. There being no further business, the meeting was adjourned at 4:20 p.m.

Timothy Jones
Secretary/Treasurer

*Attachments were included in the meeting packet and will be filed with the official copy of the minutes.