

**Minutes**  
**University of Southern Indiana**  
**ADMINISTRATIVE SENATE**  
**Wednesday, September 7, 2011**  
**1:30 pm**  
**BEC 3024**

In attendance were senate chair, Linda Tribble; senate members Gary Burgdorf, Debbie Clark, Tim Fitzgibbon, Tim Jones, Lee Ann Shafer, Ray Simmons, Susanne Stanley, Carmen Stoen, Jayne Tang, Stephanie Walden-Schwake and Debbie Weigand.

**I. APPROVAL OF MINUTES**

- a. The minutes of August 3, 2011 were approved as submitted.

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

a. Officers

1. Chairperson – Linda Tribble

Linda stated the rough draft of the survey results has been received and a streamlined version will be available in the near future for discussion.

Linda also encouraged Senator's participation in the upcoming Founder's Day program.

2. Vice Chairperson – Jayne Tang

No Report.

3. Past Chairperson – Carmen Stoen

No Report.

4. Secretary/Treasurer – Tim Jones

Tim stated that a request for an updated administrative employee list has been made to Human Resources. Once the list becomes available an updated district list will be made available.

Tim also discussed the request for funding process. A formalized process will be presented at the next meeting.

b. Standing Committees

1. Employee Relations and Benefits – Megan Black, Chair – Absent – Presented by Debbie Clark

Debbie provided an overview of the focus points for the committee. These will include topics such as fee waiver policy in the handbook, sick time bank policy review, discounts at Athletic events and continued follow-up on the family sick leave policy revision proposal.

2. Professional Development – Tim Fitzgibbon, Chair

Tim stated that the committee will be developing projects based upon the survey results. Ms. Tribble stated out of the rough results for the survey a recurring theme in the comments were related to time and project management, personal development and leadership skills. Website development training was also mentioned on the survey. Discussion continued on the subject of website development and how it may be beneficial for group training on the new and upcoming system.

3. Nominations and Elections – Carmen Stoen, Chair

No Report.

4. Events and Outreach – Lee Ann Shafer, Chair

Lee Ann shared a few comments from the survey related to the committee and based upon those comments perhaps a joint venture between the committee and the Professional Development committee would be beneficial.

Lee Ann stated that the committee will evaluate the Fall Meeting table and any possible improvements. She also spoke of a November tool-kit featuring Coach Rodney Watson and his approach to dealing with leadership and constructive criticism. The committee will also be looking for opportunities to work cooperatively with other University Groups, such as Faculty Senate, Staff Council and Student Government Association on future tool-kits and events.

5. Administrative Affairs – Steve Woodall, Chair – Absent – Presented by Susanne Stanley  
No Updated Report.
  6. Constitution and Bylaws – Ray Simmons, Chair  
No Report.
- c. Presidential Council Liaisons - Absent
1. No Report.

### **III. NEW BUSINESS**

- a. Fall Survey Results.
  1. Ms. Tribble discussed the survey results. She has also had discussions with the Faculty Senate Chair on working cooperatively with their Employee Relations committee on similarly interested topics.
- b. Notification of 300 hours Vacation Time Bank.
  1. Mr. Jones stated that a few administrators had asked that the Senate explore the possibility of employees being notified by Human Resources once the employee is approaching the 300 vacation hour maximum time bank. After discussion it was decided that the Employee Relations and Benefits committee will evaluate and explore the possibility with Human Resources.

### **IV. UNFINISHED BUSINESS**

- a. None

### **V. ANNOUNCEMENTS**

- a. Next meeting: October 5, 2011 in FC 206.

### **VI. ADJOURNMENT**

- a. There being no further business, the meeting was adjourned at 4:00 p.m.

Timothy Jones  
Secretary/Treasurer