

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday, November 3, 2010
3:00 pm
UC 205

In attendance were acting chair, Linda Tribble; senate members Megan Black, Jennifer Briggs, Jaclyn Dumond, Robert Howell, Kathy Jones, Timothy Jones, Barry Schonberger, Jayne Tang, and Stephen Woodall. Also present was Staff Council representative Katie Mathew.

I. APPROVAL OF MINUTES

- a. The minutes of October 6, 2010 were approved.

II. REPORT OF OFFICERS & STANDING COMMITTEES

a. Officers

1. Chairperson – Linda Tribble, on behalf of Carmen Stoen

Based upon an idea provided by Carol Schmitt, any Senate committee wishing to bring an "Item of Consideration" before the Senate will need to complete and submit a formal "Item of Consideration" form. This will streamline the process and provide a formal avenue for submission.

Jennifer Briggs will officially resign from the Senate on November 12, 2010, due to her change in employment. As a result her Senate seat is now open. Based upon bylaws Article 4 Section 5b, the Executive Committee has appointed Tim Fitzgibbon for the vacated Senate seat. The Senate will need to ratify and vote for approval. In the interim Jacob Williams will serve as chair of the Professional Development Committee.

Based upon the recent development of a Senate member's appointment to an interim position within the University, which changes their Administrative status, the bylaws need to be amended in order to clarify the individual's active status on the Administrative Senate. As an interim appointment this should not exclude the individual from active participation and fulfillment of their role on the Administrative Senate.

2. Vice Chairperson – Linda Tribble
No Report.
3. Past Chairperson – Barry Schonberger
No Report.
4. Secretary/Treasurer – Timothy Jones

An updated distribution list for all administrators is now available. The list is available by the complete administrative body, or by district.

When a senator is going to be absent from a regularly scheduled meeting a proper reason should be given. These reasons fall into three major categories: University Travel, University Business, or Personal. This will assist in the proper tracking and documentation of absences.

b. Standing Committees

1. Employee Relations and Benefits – Jayne Tang, Chair

Donna Evinger was scheduled to provide a presentation on the proposed Administrative annual review process; however, due to extenuating circumstances Donna was unable to attend today's meeting. Human Resources would like feedback and a possible endorsement by the Administrative Senate on the new program before moving forward with the process. This presentation will be tabled to an upcoming Senate meeting.

Jayne Tang informed the Senate that the Committee will research and pursue information on the possibility of establishing a Doctoral Administrative benefit at the University. This will provide interested Administrators the opportunity to obtain their Doctorate Degree.

2. Professional Development – Jennifer Briggs, Chair
The Committee recently met to discuss ideas for breakout sessions at the annual spring meeting in January. Information for these sessions must be finalized by 12/13/10 and submitted to Sherry Seib in the Provost Office. Jennifer asked for ideas from the Senators be provided to Jacob Williams.
 3. Nominations and Elections – Barry Schonberger, Chair
The committee will have an active spring in preparation of the upcoming elections.
 4. Events and Outreach – Lee Ann Wambach, Chair – Absent – Report by Kathy Jones
The spring Administrator Toolkit Series dates have been established, see attachment 1. The Committee is also exploring the possibility for a “Milestone” banquet for long-serving Administrators. This is tentatively being planned for the May/June 2011 timeframe.
 5. Administrative Affairs – Stephen Woodall, Chair
The Committee is still investigating the potential for an all in one University policy website. More information will be shared at future meetings.
 6. Constitution and Bylaws – Robert Howell, Chair
The Committee continues to review and revise the Constitution and bylaws. This task has been broken into four different sections. Robert asked the Senate on their preferred approach in presenting, reviewing, and approving the final versions of each section. Robert also suggested the excluded titles in Article III Section 1a and related definitions be moved to the Appendix. Also, in Article III Section 1b an Administrator has waiver rights. The records of waivers are to be maintained by Administrative Senate. The Committee would like to define the responsible party for those waivers. These discussions were tabled as new business.
- c. Presidential Council Liaisons – Absent

III. UNFINISHED BUSINESS

- a. No unfinished business was reported.

IV. NEW BUSINESS

- a. Constitution and Bylaw Review
 1. After discussion, it was determined that the Constitution and Bylaw Committee should submit an individual section at each of the next four meetings and the Senate will then review, modify and approve. This will allow for a final version to be compiled and voted on by the regular scheduled April meeting.
 2. The Senate agreed that the excluded titles and related definitions should be moved to the Appendix section of the Constitution and Bylaws.
 3. After discussion, it was determined that the Secretary should maintain all documentation related to waivers.
- b. Appointment of Open Senate Seat
 1. Discussion was held on the open seat and the nominated candidate of Tim Fitzgibbon. Robert Howell made a motion to accept the nomination of Tim Fitzgibbon. Stephen Woodall seconded the motion and the Senate voted unanimously in favor of the motion.
- c. Interim University Appointment and Bylaw Amendment
 1. Per the Constitution and Bylaws the motion is to be read at two consecutive meetings, with a final vote to occur at the second meeting. The motion is as follows:

Amend Article III, Section 1. A. Add: Individuals serving in an interim capacity in positions that are excluded remain eligible if the interim position is one year or less.

Jayne Tang made a motion to approve the amendment as presented. Jennifer Briggs seconded the motion and the vote was tabled to the next meeting.

- d. Staff Council Representative – Katie Mathew
 - 1. Katie Mathew spoke of the Staff Council's involvement in establishing the newly released University Smoking Policy as well as Staff Council's struggles in being excluded on certain University Search Committees. As of now no formal complaints have been submitted by Staff Council.

V. ANNOUNCEMENTS

- a. A special called meeting will be held at December 1, 2010 at 3 p.m. Senators will be notified of the meeting location once established.
- b. The Senate thanked Jennifer Briggs for her contribution to the University and Administrative Senate.

VI. ADJOURNMENT

- a. There being no further business, the meeting was adjourned at 4:15 p.m.

Timothy Jones
Secretary/Treasurer

*Attachments will be filed with the official copy of the minutes.

Tuesday, January 18 – 12 noon – 1:00 pm

RFW – Sandy Davis

Tuesday, February 15 – 3:30 – 4:30 pm

Art Gallery Tour – Michael Aakhus

Tuesday, March 15 – 3:30 – 4:30 pm

Healthy Campus Panel –

Student Health Center, Student Counseling Center and Dental Hygiene Clinic

Tuesday, April 19 – 3:30 pm – 4:30 pm

Telling the USI Story - Todd Wilson