

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday, November 2, 2011
3 pm
HP 2027

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

I. APPROVAL OF MINUTES

- a. The minutes of October 5, 2011 were approved as submitted.

II. REPORT OF OFFICERS & STANDING COMMITTEES

a. Officers

1. Chairperson – Linda Tribble

Linda stated that the Executive Committee has had to reschedule a meeting with Donna Evinger and Mark Rozewski in regards to the status of the Family Sick time policy proposal.

2. Vice Chairperson – Jayne Tang

Jayne has passed along to HR the possibility of notifying staff if they are approaching the stated 300 vacation hour limit. HR has not yet responded to her inquiry and request. She will follow-up with HR on the status of the request.

3. Past Chairperson – Carmen Stoen - Absent

No Report.

4. Secretary/Treasurer – Tim Jones

Tim reviewed in more detail the budget form for Administrative Senate requests. The form and instructions can be found on the Administrative Senate website.

b. Standing Committees

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

The committee has asked HR for some preliminary figures on the financial affect if a 1% salary increase was given to Administrators.

The committee has begun the research and collected some data on the possibility of a sick time bank.

2. Professional Development – Tim Fitzgibbon, Chair

The committee is exploring the possibility of establishing a book club. Also, Career Services and Placement has been approached on presenting a seminar on Leadership and Management.

A few other possible ideas being generated included the possibility of developing a mentoring program, and a monthly professional development email or newsletter.

The committee is going to contact the Provost's Office in regards to spring meeting and breakout session possibilities.

3. Nominations and Elections – Carmen Stoen, Chair - Absent

No Report.

4. Events and Outreach – Lee Ann Shafer, Chair

The committee has gathered some preliminary costs on a Campus Tour, which would include transportation and food, and the total at this point is approximately \$2,000.

Upcoming Toolkits:

November 9 - Rodney Watson, 11 a.m., Varsity Club

December – Carmen Stoen – Org Sync Software Presentation

January – Allison Grabert – STEM Truck Tour

February – Elliott Wasserman – USI Theatre

March – Stephanie Walden-Schwake – Outdoors @ USI

April – Richard Toeniskoetter – Changes in IT @ USI

5. Administrative Affairs –Susanne Stanley, Chair

The committee has had a wide range of topics to consider for further consideration and in order to optimize the results only a few of those topics will be investigated further for submission as items for consideration.

6. Constitution and Bylaws – Ray Simmons, Chair

No Report.

c. Presidential Council Liaisons - Absent

1. No Report.

III. NEW BUSINESS

a. Budget Development Process

Linda explained the process for submission of budget items for review and asked that all requests for Administrative Senate be prepared and proposed by the January 4th Administrative Senate meeting.

IV. UNFINISHED BUSINESS

a. None

V. ANNOUNCEMENTS

a. Next meeting: January 4, 2012 in BE 0003 (BEC Building).

VI. ADJOURNMENT

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

Timothy Jones
Secretary/Treasurer