

**Minutes**  
**University of Southern Indiana**  
**ADMINISTRATIVE SENATE**  
**Wednesday, June 6, 2012**  
**3 pm**  
**UC 2217**

In attendance were senate members Megan Black, Gary Burgdorf, Debbie Clark, Tim Fitzgibbon, Tim Jones, Ray Simmons, Susanne Stanley, Carmen Stoen, Jayne Tang, Stephanie Walden-Schwake, Lee Ann Shafer, Debbie Weigand and Steve Woodall. The meeting was chaired by Ms. Tang on behalf of Chairperson Linda Tribble.

**I. APPROVAL OF MINUTES**

- a. On a motion made by Ms. Shafer, seconded by Ms. Stoen, the Senate voted unanimously to approve the minutes of the May 2, 2012 meeting as presented.

**II. MILESTONES OF SERVICE**

- a. Ms. Shafer provided a wrap-up report on the Milestones of Service reception that was held on May 23, 2012. A survey was provided to Senators for feedback on the event. Ms. Shafer asked the senators to provide thoughts and ideas on the event and how the event might be improved upon. She reported that feedback from fellow administrators has been positive and the event went smoothly primarily due to the exceptional help from the Special Events staff.

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

- a. Officers
  1. Chairperson – Linda Tribble – Absent  
Linda provided a final report via email to the Senate prior to the scheduled meeting (Attachment 1).
  2. Vice Chairperson – Jayne Tang  
No Report.
  3. Past Chairperson – Carmen Stoen  
Carmen expressed her appreciation to the Senate for the work that has been accomplished so far. Fellow senators thank Carmen for her efforts and guidance through the first years of the Senate.
  4. Secretary/Treasurer – Tim Jones  
Tim reported a voice recorder has been ordered and will be available to the Secretary for the July 2012 meeting.
- b. Standing Committees
  1. Employee Relations and Benefits – Megan Black, Chair  
Megan reviewed the committee's end of year report (Attachment 2). Megan also presented to the Senate a potential employee discount program through Abenity (Attachment 3). Open discussion was held on the possible program and its cost. The program is a unified discount program for employees to nationwide retailers. There would be an up-front and yearly subscription cost to the University.
  2. Professional Development – Tim Fitzgibbon, Chair  
Tim reviewed the committee's end of year report (Attachment 4).
  3. Nominations and Elections – Carmen Stoen, Chair  
Carmen reviewed the committee's end of year report, which included the 2012 election results for the Senate (Attachment 5).
  4. Events and Outreach – Lee Ann Shafer, Chair  
Lee Ann reviewed the committee's end of year report (Attachment 6).
  5. Administrative Affairs – Susanne Stanley, Chair  
Susanne reviewed the committee's end of year report (Attachment 7).

6. Constitution and Bylaws – Ray Simmons, Chair  
Ray reviewed the committee’s end of year report (Attachment 8).
- c. Presidential Council Liaisons - Absent
  1. No Report.

**IV. NEW BUSINESS**

- a. Abenity Program
  1. Ms. Black made a motion on behalf of the Employee Relations and Benefits Committee to research and investigate further details of the Abenity program for employees, Ms. Shafer seconded the motion. The motion carried unanimously.
- b. July 2012 Meeting Date
  1. Mr. Simmons made a motion to move the July 2012 meeting date to July 11, 2012, Mr. Woodall seconded the motion. The motion carried by a majority vote.

**V. UNFINISHED BUSINESS**

- a. Administrator Reviews
  1. Ms. Stoen made a motion for the Administrative Affairs Committee to pursue a template to be used for the evaluation of University Administrators, Ms. Clark seconded the motion. The motion carried unanimously.

**VI. ANNOUNCEMENTS**

- a. Next meeting: July 11<sup>th</sup> – Room TBA

**VII. ADJOURNMENT**

- a. There being no further business, the meeting was adjourned at 4:30 p.m.

Timothy Jones  
Secretary/Treasurer

**Jones, Timothy**

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**From:** Jones, Timothy  
**Sent:** Thursday, July 05, 2012 11:26 AM  
**To:** Jones, Timothy  
**Subject:** Meeting on Wednesday

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**From:** Tribble, Linda T  
**Sent:** Monday, June 04, 2012 8:30 AM  
**To:** Black, Megan M.; Burgdorf, Gary L.; Clark, Debra A; Fitzgibbon, Tim J.; Jones, Timothy; Shafer, Lee Ann; Simmons, Ray C; Stanley, Susanne L; Stoen, Carmen F.; Tang, Jayne M; Walden-Schwake, Stephanie; Weigand, Deborah J; Woodall, Stephen  
**Subject:** Meeting on Wednesday

Dear Senators,

I will be unable to attend the Administrative Senate meeting on Wednesday. (I will be presiding over a meeting in Portland, Oregon that day.) I wanted to express to you my deepest appreciation for all the work you have done over the past year. We have accomplished a great deal, and I thank you very much. I look forward to reading your year-end reports. To those who will be leaving the Senate in July, thank you for your years of service; your leadership has been extremely valuable. To those continuing on into their second year as Senators, keep up the good work! To the officers who will be taking over July 1, I wish you continued success and I pledge to offer whatever support I can provide.

The Administrative Senate was a mere dream a couple of years ago; in a very short time, we have made a difference on campus and increased awareness of the role we play in the success of the university. I hope you are as proud as I am of being a part of this productive group! Thank you.

L.

Linda Tribble  
Associate Registrar  
University of Southern Indiana  
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Evansville, IN 47712  
Phone: (812) 465-1626  
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[www.usi.edu/reg](http://www.usi.edu/reg)

## Employee Relations and Benefits End of Year Report 6/1/2012

### Membership 2011-2012

Representative	Department	District	Term
Megan Black, Chair	Office of Admission	4	2010-2012
Debbie Clark, Vice-Chair	Rice Library	1	2011-2013
Pam Blessing	Teacher Education	1	2011-2012
Donna Evinger	Liaison, Human Resources	(3)	N/A
Pam Hopson	Multicultural Center	4	2011-2012
Jaclyn Dumond	Outreach & Engagement	3	2011-2012
Michelle Woodburn	College of Nursing and Health Professions	1	2011-2012
Jim Prior	Information Technology	2	2011-2012

**Purpose of Committee as stated in the Constitution and By-Laws:** Review salaries and benefits and make annual recommendations for changes; work with Human Resources regarding employee concerns and the process to address those concerns; recommend promotion and progression steps; address the relationship between administrators and the University as an employer; review, study, and recommend Senate action regarding performance, evaluation, professional leave, and policies and procedures which affect administrators' ability to function in their positions.

#### **Committee accomplishments for 2011-2012**

1. Family sick time policy change implementation.
2. Presented proposal for salary increase for Administrators reflecting increase in cost of benefits to employees to present a case for reviewing salary equity and compensation.
3. Because of this discussion and Dr. Bennett's budget presentation, the ERB Committee spent time creating a list of low cost/no cost items to be presented. These items were ranked and will be investigated further next year.
4. The Employee & Relations Committee (ERB) created some questions to be asked on the Fall survey.
5. Investigated the Sick Bank policies at other Universities and will continue to press on to present a case to implement this policy.
6. Changes to the fee waiver policy were implemented and some restrictions were dropped from the policy due to discussions of the ERB Committee.
7. Revisions to the Administrator Performance Evaluation form were presented to HR, but no action on the evaluation during 2011-2012.

### **Work in Progress to continue in 2012-2013**

1. Research discount possibility with Abenity. Team members are going to contact Abenity and some institutions that have implemented the program to ask some questions before presenting this to the full Senate.
2. Sick Bank Program
3. Review of salary equity and longevity increases.
4. Continue to request additional day(s) off, possibly the Wednesday before Thanksgiving and a date in the Spring term.
5. Request that the 300 hour cap on vacation days be increased, and ask for additional vacation days for staff who reach milestones of 25 years plus.
6. Continue to review the fee waiver policy.
7. Performance evaluation for administrators.
8. Research tuition exchange program with other universities.
9. Start working on what questions we would like asked on the Fall 2012 survey.

All members are willing to continue to serve on the committee for the next year.

# Pegasus Perks Employee Discounts

An elite collection of local and national discounts



Join the Pegasus Perks Employee Discounts  
 Register Online: <http://ucf.abenity.com>

The screenshot shows the Abenity website interface. At the top, there are navigation links for 'Home' and 'My Profile'. Below this is a search bar with the Abenity logo. A main banner for 'Abenity Groceries' features the text 'introducing Abenity Groceries' and 'Abenity restaurant and travel partners combine to help provide grocery savings with new and exciting offers daily'. A call to action says 'Click to start saving hundreds on your grocery bill'. Below the banner, there are sections for 'Featured Partners' with logos for Six Flags, SouthWest, Target, Sprint, Costco, Restaurant.com, and Firestone. A 'Fresh Offers' section lists various deals like 'WonderWorks', 'Florida Eco Solar', 'Glasses USA', 'Hiller Plumbing Heating and Cooling', 'Pet Food Direct', 'Audible.com', 'Dance Java', 'ShopPBS.org', 'Franklin Covey', and 'Washington DC Power Haus'. There is also an 'Upcoming Holidays' section for 'Veteran's Day - 5 Days Away'. At the bottom, there is a promotional banner for 'Cool Savings on the hottest Cell Phones!' with the Abenity logo and 'Shop Now' button.

University of Central Florida offers access to over 100,000 discounts and provides employees with an elite collection of local and national discounts from thousands of hotels, restaurants, movie theaters, retailers, florists, car dealers, theme parks, national attractions, concerts, and events through Abenity.

Abenity provides more than \$4,500 in available savings from vendors including Costco, Sam's Club, Sprint, Firestone, Papa Johns, DirecTV, T-Mobile, Dell, Target.com, Verizon Wireless, Overstock.com, Brooks Brothers, Gold's Gym, LA Fitness, Bally's Total Fitness and Hewlett Packard. Offers are also available from over 150 national attractions and theme parks including the Walt Disney World® Resort, Universal Studios®, SeaWorld, Cirque du Soleil, and Six Flags! Discount offers are redeemable in-store through printable and mobile coupons, online, and over the phone.

Once you have registered, you will have full access to the discounts available to you as a benefit. Remember to log in often because new discounts are added and updated regularly. We want you to be a good steward of your hard-earned money and give you a reason to *Celebrate Your Savings*.



Final Report of the Professional Development Committee 2011-2012

Respectfully submitted to the Administrative Senate on June 4 2012

By the members of the committee:

**Membership 2011-2012**

Tim Fitzgibbon, Chair

Stephanie Walden-Schwake, Vice Chair

Andrea Gentry

Phil Parker

Ginger Ramsden

The Professional Development Committee responded to the following charges during the 2011-2012 academic year.

*Recommend promotion steps, assist in developing training for administrative staff including fall and spring meeting activities, and develop formal award and recognition programs for administrative staff. This committee addresses efforts to provide and encourage professional growth and development of administrators. In particular, the committee shall review, study, and recommend Senate action in regard to such matters as professional leave, continuing education, and recognition of professional achievement.*

1. Developed two rounds of breakout sessions for the Spring 2012 University Meeting held on January 4, 2012. While attendance was open to all, these sessions were designed specifically for University administrators.

**HOW TO PROTECT YOUR COMPUTER ONLINE**

The focus will be on antivirus programs and steps on how to recover from an infection that gets by your antivirus program. Time will also be allowed for general questions regarding the Windows program.

Presented by: Larry Back, Academic Services Analyst, Information Technology

**UNIVERSITY MARKETING AND COMMUNICATIONS**

This session will provide an update on the marketing and communications efforts of the University.

Presented by: Todd Wilson, Assistant Vice President for Marketing & Communications

## **STRATEGIC PLAN PROGRESS: GOAL OF BECOMING A 24/7 CAMPUS**

Are you curious about what is happening with the 24/7 strategic goal or have some ideas? Then this is the session for you. The committee will update you on what has been implemented over the past year and share new ideas being considered. We also want to hear from you. What you think is needed to reach this goal and what you hear students are saying about programs and services on campus.

Presented by: Carmen Stoen, Director, Student Development Programs

## **GET INVOLVED WITH OUTREACH & ENGAGEMENT**

We can almost guarantee there's a lot you don't know about Outreach & Engagement. This session is a painless way to find out about opportunities of all sorts: taking classes, teaching classes, working with the Centers for Human Resource Development and Applied Research, professional help in organizing a conference for academic or community groups, and what the heck goes on at Innovation Pointe anyway. All this and more will be revealed at this session!

Presented by: Linda Cleek, Director of Continuing Education, Outreach & Engagement

## **IT STRATEGY: OVERVIEW, QUESTIONS AND ANSWERS**

Information Technology is planning and implementing numerous updates and changes to our technology infrastructure and services. In this session you will be presented with an overview of the IT Strategic Plan, and have the opportunity to ask questions and discuss our major work initiatives.

Presented by: Richard Toeniskoetter, Director, Information Technology

2. The committee initiated the Professional Development Speaker Series this spring. Guest speakers were invited to address administrators on a number of topics relevant to their workplace. The committee worked in conjunction with the Offices of Career Services and Placement and Student Development, and the Division of Outreach and Engagement in bringing these presentations to our administrators. As of June 1, three speakers have presented at this lunch time series.

## **February 16**

**"Tons of Room at the Top: The Attitude & Altitude of Success"**, Presented by Jeff Beals, award winning author and professional speaker

A traditional motivational speech, this presentation shows you how to develop success-friendly attitudes and habits, so you can reach the pinnacle of human existence.



## **March 19**

**“Understanding Conflict”**, Presented by Julie Brauser, training consultant, Center for Human Resource Development, Extended Services.

When people have meaningful interactions at work, conflict will naturally exist. It’s how individuals learn to deal with difficult and possibly volatile situations that can make the difference in the working environment. This session designed for employees at all levels can be used in a variety of work situations and will help you identify personal styles that influence conflict behavior.”

## **April 2**

**“Maintaining Morale, Spirit, and Service During Times of Chaos and Change”**, Presented by Tracy Knofla, co-owner of High Impact Training, a nationally recognized training and development company.

The current economic climate has created challenges for staff on college campuses. Loss of operating funds and unfilled positions mean more work for over-burdened staff who are expected to continue to operate at the highest level of service. Uncertainty of budgets, staffing, and issues of job security all divert attention from departmental goals.

Strong, focused, and enthusiastic employees will be the key to survival for all departments and divisions on campus.

This workshop will:

- *Provide an overview of the issues related to the current economic downturn and its implications for college and university employees*
- *Discuss the process of helping staff become more comfortable working within an ever-changing environment*
- *Provide you with methods to assess morale issues within your campus.*
- *Discuss elements of outstanding service and methods of helping staff to achieve them.*

The Professional Development Committee continued to address efforts to provide and encourage professional growth and development of administrators. Possible topics for future professional development opportunities have been recorded. The committee will continue to pursue technical training sessions and potential times for such sessions.

**Administrative Senate  
Nominations and Elections Committee  
2011-2012 End of Year Report**

**Membership**

Carmen Stoen, Chair  
Susanne Stanley  
Debbie Weigand  
Stephanie Walden-Schwake

**Overview**

Nominations and Elections: Composed of three continuing Senators appointed by the Executive Committee and chaired by the past chair; manages and oversees the annual elections process for senators and for Senate officers; monitors the number of administrators in each Senate district to ensure adequate and equitable representation and, if necessary, reconfigures the composition of districts.

**Significant Events**

1. The committee looked at the current structure of the districts and recommended several changes to the Administrative Senate that was approved. Majority of these changes were a direct result of reporting line changes on campus. It then became necessary to change a few areas to balance out the sizes of each district. This task was completed prior to the nomination and election process.
2. The nominations and elections set the following timeline for the 2012 election process.

March	Promotion and Recruitment
<b>Monday, April 2</b>	<b>Announce Open Positions &amp; Make applications available</b>
April 2-20	Contact those nominated to make sure interested in running Send out email requesting bios after calling
<b>April 16-20</b>	<b>Certification of applicants</b> (email certification of nomination)
April 23	Email nominees/candidates updating them on the process
<b>Wednesday, May 9</b>	<b>Electronic Ballots Emailed</b>
<b>Tuesday, May 15</b>	<b>Deadline to vote at 5 p.m.</b>
<b>Friday, May 18</b>	<b>Declare results to Executive Committee before this date</b>
Tuesday, May 22	Preferred date for validation by Executive Committee
Wednesday, May 23	Call individuals who won, email people who did not
Friday, May 25	Formal announcement of election results
<b>Wednesday, June 6</b>	<b>Executive Committee validate election prior to this date</b>

We received 45 nominations for open positions on Administrative Senate. After contacting each individual by phone, we had 20 individuals on the ballot in the following breakdown:

Vice Chair	1
Secretary/Treasurer	2
District 1 Senator	5
District 2 Senator	3
District 3 Senator	2
District 4 Senator	4
At-Large Senator	3

Elections were held Wednesday, May 9, 2012-Tuesday, May 15, 2012. Here is a chart showing the number of individuals that voted in each election.

	<b>Total Votes</b>	<b>Eligible Voters</b>	<b>% Voted</b>
<b>Vice Chair</b>	151	241	62.7%
<b>Secretary/Treasurer</b>	165	241	68.5%
<b>At-Large Senator</b>	159	241	66.0%
<b>District 1 Senator</b>	46	65	70.8%
<b>District 2 Senator</b>	38	59	64.4%
<b>District 3 Senator</b>	36	63	57.1%
<b>District 4 Senator</b>	45	54	83.3%
<b>Total Voters</b>	<b>166</b>	<b>241</b>	<b>68.9%</b>

We did have a tie in one of the district elections. The Nominations and Elections Committee in consultation with the Administrative Senate Executive Committee decided to follow Article IV, Section 5b to fill that position.

The election results are as follows:

Vice Chair	Tim Jones
Secretary/Treasurer	Carol Schmitt
District 1 Senator	Tim Fitzgibbon
District 2 Senator	Larry Back
District 3 Senator	Mandi Fulton
District 4 Senator	Tracy Adams
At-Large Senator	Andrea Gentry

Detailed election results have all been filed with the Administrative Senate Secretary/Treasurer for the records.

### **Recommendations**

1. The Bylaws Committee needs to look at how we break a tie during the election process and make this part of the Constitution and Bylaws.
2. I would also recommend that the Bylaws Committee looks at terms served by members of standing committees and the process that these committee members are appointed and approved.
3. This year we sent out the ballot and one email reminder about the Administrative Senate elections that came from the system used to conduct the elections. I would recommend that next year's committee consider sending an email from Administrative Senate about the upcoming elections prior to the ballots being emailed with specific information about who the ballot will be coming from and what to do if they don't receive it. I would also recommend an additional email reminder, separate from the system.

Respectfully Submitted by Carmen Stoen, Chair of Nominations and Elections.

## Administrative Senate Events and Outreach Committee

June 1, 2012 Report

**Chair:** Lee Ann Shafer

**Vice-Chair:** Gary Burgdorf

**Members:** Wendy Bredhold, Mandi Fulton, Kacheyta McClellan, Sherry Miller, C J Regin, Angela Torres, Lance Woods,

**Overview:** The duties and responsibilities of this committee are to involve USI's administrators in university-wide events, projects and committees: develop productive partnerships with university groups such as Faculty Senate, Staff Council and student groups, and to sponsor events that recognize the service and achievements of administrators at USI.

### Significant Activities:

1. The committee planned the first-ever "Milestones of Service" reception on May 23 and coordinated with Human Resources, Special Events, and Tri-State Trophies of Evansville. The committee attempted to create an event that suitably recognized years of service and strengthened the sense of community among USI administrators with a ceremony and awards program for nearly 150 honorees. The main challenge was to recognize any administrator that had served 5 or more years and get everyone "caught up" with awards and recognition. Each person being recognized received a packet with a certificate, a letter from the Chair of the Administrative Senate, and a flyer with information on ordering a service award. Each milestone level – 5-year, 20-year, etc. had a choice of three service awards to choose from. The committee narrowed these choices by considering gift items that identified the user with USI in some way with a USI logo, engraving, etc. Order deadline was set for June 1<sup>st</sup> to ensure that billing and expenses comply with end-of-fiscal year procedures.
2. The Administrators' Toolkit Series was continued as a monthly event for USI administrators to learn more about the diversity of activities and missions at USI, to become familiar with the administrators who work in these departments, to foster a spirit of collaboration at USI. The committee members coordinated the following events: *(estimated attendance included)*

### **2011-2012 Administrators' Toolkit Series**

#### ***Office Ergonomics (25)***

Wednesday, September 21 1:00 – 2:00 pm

UC 2217

Bryan Morrison and Sandy Davis

***“What’s in Your Survey?”(12)***

Tuesday, October 11 11:00 am - 12 noon

UC 2205

Dr. Katherine Draughon and Joe Wingo (OPRA)

***Leadership and Management (45)***

Wednesday, November 9 11:00 am – 12 noon

Varsity Club Room

Rodney Watson

***Demonstration of OrgSync Software (18)***

Wednesday, December 7 11:00 am – 12 noon

Rice Library Room 0012 (38)

Carmen Stoen

***USI’s STEM Outreach and Truck (15)***

Wednesday, January 25 – 1:00 – 2:00 pm

Science Center Room 1212

Allison Grabert

***USI Theater Update (12)***

Thursday, February 23 – 2:00 – 3:00 pm

Kleymeyer Hall

Elliott Wasserman, Chair of Performing Arts

***USI Trails Talk and Tour (15)***

*(Program began in RFWC Quiet Room)*

Wednesday, March 21 – 12 noon – 1:00 pm

Stephanie Walden-Schwake

*April 2012 Toolkit was planned but postponed – IT Update from Richard Toeniskoetter.*

**Recommendations:**

1. The “Milestones of Service” project should continue annually with input from this committee and the Administrative Senate. A supplemental report on the event with further recommendations will be filed before the July meeting of the Administrative Senate.
2. The Administrators’ Toolkit Series be continued. Ideas for new topics might be generated in a Senate meeting or brainstorming session.

**Work in progress:**

1. If approved by the Administrative Senate, continued participation and planning input for the “Milestones of Service” event.
2. If supported by the Administrative Senate, planning, coordination and advertisement of the Administrators’ Toolkit Series.
3. Another idea that we “floated” but did not pursue this year is an expanded campus tour of “behind the scenes” and lesser-known locations and resources at USI. This was viewed as a valuable way to help administrators share the experience of exploring the campus, learn more about USI and foster a sense of community. We would need budget approval for food (picnic lunch) and bus transportation around campus. Also, many departments would have operations interrupted (briefly) so this event would need cooperation and approval at high levels of administration.

Respectfully submitted:

Lee Ann Shafer – Chair

Gary Burgdorf – Vice-Chair

**Administrative Senate  
Administrative Affairs Committee  
2011-2012 End of Year Report**

**Members**

Susanne Stanley, Chair  
Stephen Woodall, Vice Chair  
Cindy Miller, Carol Schmitt, Jeff Sickman, Tracy Sinn, Leslie Smith, Amy Price and Beth Thompson

**Committee Purpose:**

Formulate policy recommendations, review existing policies, and report recommendations for changes or implementation.

**Items Considered**

From last year's committee report, the following item was carried forward:

1. Create a central location or webpage INDEX link for all University policies  
Action taken: the committee decided not to continue this item because maintaining the site and determining who or what department is responsible for the official policy is not always clear.

To help identify concerns of the Administrative Staff, the Administrative Senate submitted questions for the Fall Faculty Staff Survey-2011. The following items were selected by the committee from that questionnaire for consideration:

2. Logo wear policy – need for campus-wide policy  
Action taken: Determined to look into this in the future
3. Student travel policy – currently one does not exist for all student travel trip types  
Action taken: None need as a committee was formed by the Associate Provost for Student Affairs to develop a student travel policy.
4. Recreation and Fitness Policy for family – consider the explanation of this policy  
Action taken: in process of reviewing, may need to collaborate with Employee Relations and Benefits Committee on this issue.

In addition the following item is considered:

5. Name tags with pictures employees whose job requires them to go to other departments  
Action taken: in process of reviewing

**Work in Progress**

2. Will be pursued next year.
4. Will be pursued next year.
5. Will be pursued next year.

Respectfully Submitted by Susanne Stanley, Chair of Administrative Affairs Committee

Administrative Senate Constitution and By-Laws Committee  
2011-12 Yearly Report

**Committee Members:**

Ray Simmons	Chair
Debbie Weigand	Vice Chair
Laura McDaniel	
Sandy Frank	

**Purpose of the Constitution and By-laws Committee:**

Reviews the constitution and by-laws of the Senate and proposes changes based on input from senate membership annually.

**Summary of 2011-12 Activities:**

After the original writing of the Administrative Senate Constitution and By-laws in 2009-10 and the full review in 2010-11, no significant actions were needed by the committee in 2011-12 until the completion of the senatorial elections in April.

At the direction of the chair of the Administrative Senate, the chair initiated research and writing of a proposal to break ties in senatorial elections and a procedure to amend Administrative Senate Constitution and By-Laws concerning internal operations by the Senate.

Both proposals will be brought to the July meeting of the 2012-13 Administrative Senate for discussion.