Minutes University of Southern Indiana ADMINISTRATIVE SENATE Wednesday,June 1 2011 3:00 pm UC 205

In attendance weresenatechair, Carmen Stoersenatemembers Megan Black, Jaclyn Dumor Robert Howell, Also present was Katherine Draug

SPECIAL GUESPresident Lind

I.

- a. President Bennett led disc Senate.
- II. APPROVAL OF MINUTES a. The minutes of May,42011
- III. REPORT OF OFFICERS & ST a. Officers
 - 1. Chairperson-Carm
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Jacob reviewed the end of year wrap report (Attachment 2)

- 3. Nominations and ElectionsBarry Schonberger, ChaiAbsent No report
- 4. Events and OutreachLee Ann Wambach, Chair
 - Lee Ann reviewed the end of year wrap report (Attachment 3) She also asked the Senate for feedback on the TooKit series implemented by the committee. Ms. Trible asked if it would be possible to stagger the TKit dates. Discussion also held on the possibility of opening up the series to all employees and the potential to partner with both Facutly Senate and Staff Council.
- 5. Administrative Affairs StephenWoodall, Chair Stephen reviewed the end of year wrap report (Attachment 4)
- 6. Constitution and Bylaws Robert Howell, Chair
 - Robertreviewed the end of year wrapp report (Attachment 5)
- c. PresidentiaCouncil Liaisons Katherine Draughon
 - 1. Katherine addressed that any Administrative Senate related survey questions for the upcoming fall survey would need to be submitted by late July/early August. She would recommend the Senate propose-50 questions for the fall survey.

IV. UNFINISHED BUSINESS

a. No unfinished business

V. NEW BUSINESS

- a. Appointment of Open Senate Seat
 - 1. Discussion was held on the open seat and the nominated candidate of Gary BurgeerAnn Wambach made a motion to accept the nomination of Gary Burgdorf. Linda Trible seconded the motion and the Senate voted unanimously in favor of the motion.

VI. ANNOUCEMENTS

- a. Ms. Stoen thanked the Senators for their efforts and participation throug this first year of Administrative Senate.
- b. Ms. Draughon suggested that the Senate provide an Annual Report to all administrators in order to showcase the accomplishments of the Senate and the progress made throughout the year.

Employee Relations and Benefits End of Year Report 6/1/2011

Membership 2010 - 2011

Representative	Department	District	Term
Jayne Tang , Chair	Information Technology	2	2010 - 2012

Attachment 2

Final

EmploymentProcesses-Where do I begin?!?!

Comelearn about the proper steps to chair a search committee or participate in one to hire a new employee on campus.

Administrative Senate Events and Outreach Committee

June 1, 2011

Chair: Lee Ann Wambach

ViceChair: Kathy Jones

Members: Wendy Bredhold, Debra Clark, Kacheyta McClellan, C J Regin, Lance Woods, Andy Zellers

Overview: The duties and responsibilities **tbf**is committee are to involve USI's administrators in universitywide 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 th**s**ervice and achievements of administrators at USI.

Significant Activities:

- 1. The committee staffed a display table at the resource fair during the fall faculty/administrative meeting August 23rd. The display included basic information introducing the *Astrative* Senate to the USI community and the names of this year's officers and senators. We also handed out information about the fall dates for the Administrators' Toolkit.
- 2. The Administrators' Toolkit Series was established 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 collaborationicatLiblary Record (mathematicatLiblary Record (mathematicatLiblary Record) (mathematic

Dr. Paul DossProfessor of Geology and Chair of USI's Environmental Stewardship

Healthy Campus Panel Tuesday, March 153:30–4:30 pm(28) Representatives from thealth Center, Student Counseling Center, Dental Hygiene Clinic, Recreation Fitness and Wellness Center, and Safety and Security (Gina Lang, LNP/Office Manager, Dr. Tom Longwell, Director, Jennifer Bartek, Dental Hygiene Clinic Faculty, Christine Tolis, Assistant Program Director for Student Wellness, Steve Woodall, Directorof Security

Marketing USI: Telling the USI Story

Tuesday, April 193:30-4:30 pm(36)

Todd Wilson -Assistant Vice President for Marketing and Communications

3. The committee also explored the sponsorship and organization of an annual ceremony to recognize the milestones of service reached by individual administrators. We

Attachment 4

Administrative Senate Administrative Affairs Committee Report for 201011

Chair: Stephen Woodall Vice Chair: Carol Schmitt Gary Burgdorf Cindy Miller Jeff Sickman Tracy Sinn Beth Thompson

Committee Purpose:

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

Items Considere:

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