

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday, May 2, 2012
3 pm
UC 2205

In attendance were senate chair, Linda Tribble, senate members Megan Black, Debbie Clark, Tim Fitzgibbon, Tim Jones, Ray Simmons, Carmen Stoen, Jayne Tang, Stephanie Walden, Schwake, Lee Ann Shafe, Debbie Weigand and Steve W 1. Chairperson

Linda stated that most of the meeting will be spent on committee reports and the Milestones of Service Reception. She reminded committee members that annual reports are due at the June 6

th meeting.

2. Vice Chairperson Jayne Tang
No Report
 3. Past Chairperson Carmen Stoen
No Report.
 4. Secretary/Treasurer Tim Jones
Tim reported on the current status of the budget. The Executive committee approved the purchase of a voice recorder to be used by the secretary for meetings. All expenses have incurred. The Senate will have spent approximately \$725 in fiscal year 2012 (Attachment 1).
- b. Standing Committees on the Milestones of Service reception. An invitation

indicating the awards they are eligible for. -State Trophies will be administering the ordering process. The reception is to begin at 3 pm with a brief speech from President Bennett and then Ms. Tribble will read off each of the recipient's name.

The preliminary cost for the reception includes approximately \$1,200 for the reception, \$8,000 for awards and \$500 for other supplies and forms.

5. Administrative Affairs Susanne Stanley, Chair Absent
No Report
 6. Constitution and Bylaws Ray Simmons Chair
No Report
- c. Presidential Council Liaisons Absent
1. No Report

III. NEW BUSINESS

- a. None

IV. UNFINISHED BUSINESS

- a. None.

V. ANNOUNCEMENTS

- a. Next meeting: June 6th – Room TBA

VI. ADJOURNMENT

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

Timothy Jones
Secretary/Treasurer

University of Southern Indiana
Administrative Senate
FY 2012 Budget

<u>Category</u>	<u>Amount</u>
Office Supplies	\$ 300
Printing & Publishing	\$ 400
Public Relations & Hospitality	\$ 300

<u>Items Purchased/Funded</u>	<u>Date</u>	<u>Amount</u>
Retreat Refreshments	8/3/2011	\$ 46.60
Professional Dvlp Refreshments	2/16/2012	\$ 31.60
Professional Dvlp Refreshments	3/19/2012	\$ 23.70
Professional Dvlp Refreshments		\$ 23.70
Prof Dvlp Jeff Beals	2/16/2012	\$ 500.00
Meeting Recorder		\$ 100.00
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		\$ 725.60