

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday, September 1, 2010
3:00 pm
FC 206 Quiet Room (RFW)

In attendance were senate chair, Carmen Stoen; senate members Megan Black, Jennifer Briggs, Jaclyn Dumond, Robert Howell, Kathy Jones, Timothy Jones, Carol Schmitt, Barry Schonberger, Jayne Tang, Lee Ann Wambach, Jacob Williams and Stephen Woodall. Also present was Presidential Council liaison Katherine Draughon.

I. APPROVAL OF MINUTES

- a. The minutes of July 7, 2010 were approved as presented.

II. REPORT OF OFFICERS & STANDING COMMITTEES

a. Officers

1. Chairperson – Carmen Stoen

Carmen Stoen addressed the fall survey completed by OPRA and stated that the Administrative Senate will have more prominent and relevant questions on the survey next year.

Ms. Stoen then announced that the Administrative Senate will now have a formal role on the Founders Day activities, including an opportunity for recognition of service. She also announced that an official email had been established for Administrative Senate, and that address is adminsenate@usi.edu.

Ms. Stoen spoke on two new search committees in which the Administrative Senate will look for involvement. The first search will be the Associate Provost for Student Affairs and the second will be the Dean for the College of Liberal Arts. At this point Ms. Stoen will serve as the Administrative Senate liaison for the Associate Provost for Student Affairs. She also mentioned that during the month of October administrators will have an opportunity to provide feedback and input on both the job description and professional qualities needed for the Associate Provost for Student Affairs position. Ms. Draughon noted that candidates for the position will have an on campus visit in January 2011 and also stated that the Administrative Senate should make sure that there is a dedicated time for the group to meet with the candidates.

2. Vice Chairperson – Linda Tribble – report read by Carmen Stoen on behalf of Linda Tribble

Ms. Stoen announced the full set of committees and their members. She also mentioned the use of the Administrative Senate website in disseminating information. See Attachment 1 for the full report.

3. Past Chairperson – Barry Schonberger

Barry Schonberger spoke on the use of the Administrative Senate website and how the Senate should continue to utilize and improve the website so that it will be the go to source for communication and updates.

4. Secretary/Treasurer – Timothy Jones

Timothy Jones reiterated that each committee should evaluate their needs, based upon the committees' role and potential resource needs. Once all needs have been submitted for consideration, the Executive Committee will prioritize those needs and submit a complete budget request to Dr. Linda Bennett and Mark Rozewski.

b. Standing Committees

1. Employee Relations and Benefits – Jayne Tang, Chair

Jayne Tang announced the committee members and stated that an effort was made to spread the composition of members across the administrative districts.

2. Professional Development – Jennifer Briggs, Chair
Jennifer Briggs announced the committee members.
 3. Nominations and Elections – Barry Schonberger, Chair
No Report
 4. Events and Outreach – Lee Ann Wambach, Chair
Lee Ann Wambach discussed the Administrator’s Toolkit series. The upcoming series dates will be communicated to the administrative body by utilizing the Administrative Senate’s email. A copy of the upcoming dates and programs was passed out, see Attachment 2.
 5. Administrative Affairs – Stephen Woodall, Chair
Stephen Woodall stated that the committee had recently met and addressed potential topics of evaluation.
 6. Constitution and Bylaws – Robert Howell, Chair
Robert Howell distributed a copy of the both the Vision and Mission statement. These statements were developed by the committee based upon the feedback given at the recent administrative retreat as well as wording used within the by-laws. He asked the Senate members to review the drafts and provide any feedback to either he or Jaclyn Dumond. The final version of each statement will be voted on at the October 6th meeting.
- c. Presidential Council Liaisons
1. Katherine Draughon
No report

III. UNFINISHED BUSINESS

- a. No unfinished business was reported.

IV. NEW BUSINESS

- a. Committee Priorities
 1. Ms. Stoen addressed the issue as to how committee resources and time should be allocated and prioritized. Discussions on the subject lead the Senate to determine that each committee will need to develop a list of items they would like to concentrate on. These goals should be broken down into three categories; immediate; short-term and long-term. After these goals have been established the full Senate will then prioritize and provide direction to the committees so that resources can be aligned and time can be utilized in an efficient manner.
- b. University’s Strategic Plan
 1. Ms. Wambach discussed the opportunity the Senate may have in developing and implementing the University’s Strategic Plan, particularly in the goal of becoming a “24/7 Campus”. Ms. Draughon stated that now would be a great time for the administrative body to contribute to the process. The University is seeking out more concrete steps on how to establish and achieve the strategic goals. After discussion, it was determined that the Senate will hold two open forums for feedback by administrative staff. These sessions will be held on Friday, September 10th and Monday, September 13th.
- c. Items for Consideration
 1. An item for consideration was submitted by an administrator and brought forth to the Senate by Ms. Dumond. The item for consideration addressed the issue of ongoing professional development for administrative staff and the opportunity for continuing education through a doctoral program. Ms. Wambach made a motion to refer the item regarding continuing education to be funded by the University to the committees of Professional Development and Employee Relations and Benefits. Ms. Briggs seconded the motion and the Senate voted unanimously to move the item for consideration forward.

V. ANNOUNCEMENTS

- a. No announcements were made.

VI. ADJOURNMENT

- a. There being no further business, the meeting was adjourned at 4:25 p.m.

Timothy Jones
Secretary/Treasurer

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