

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday, February 1, 2012
3 pm
FC 206 (RFW Quiet Room)

In attendance were senate chair, Linda Tribble; senate members Megan Black, Debbie Clark, Tim Fitzgibbon, Tim Jones, Lee Ann Shafer, Ray Simmons, Susanne Stanley, Carmen Stoen, Jayne Tang, Stephanie Walden-Schwake, Debbie Weigand, and Steve Woodall. Also present was Presidential Council Liaisons Mark Rozewski and Kat Draughon, as well as special guest President Linda Bennett.

I. SPECIAL GUEST – PRESIDENT BENNETT

- a. President Bennett presented the budget outlook for the University of Southern Indiana and how the funding is to be allocated. Based upon the current status there will no monies available for compensation increases or any new budget lines.

II. APPROVAL OF MINUTES

- a. The minutes of January 4, 2012 were approved as submitted.

III. REPORT OF OFFICERS & STANDING COMMITTEES

a. Officers

1. Chairperson – Linda Tribble

Linda provide the Senate with an update on the budget items the Senate was prepared to present to President Bennett and due to the current outlook those requests will be addressed at a different time.

2. Vice Chairperson – Jayne Tang

No Report.

3. Past Chairperson – Carmen Stoen

No Report.

4. Secretary/Treasurer – Tim Jones

A formal request for an updated list of Administrators has been submitted to HR.

b. Standing Committees

1. Employee Relations and Benefits – Megan Black, Chair

The committee is continuing to gather data from HR on topics of research and consideration.

2. Professional Development – Tim Fitzgibbon, Chair

Tim announced that a special professional development opportunity will be available to administrators on February 16th. Writer and speaker Jeff Beals will provide a presentation in UC 2217-2218 at noon.

3. Nominations and Elections – Carmen Stoen, Chair

Carmen presented the *Administrative Senate Proposed District Realignment* (Attachment 1). She also stated that the process for nominations and elections is set to begin in the near future. Carmen encouraged current senators to approach potential candidates for the open positions. This election will have two executive positions open Vice Chair and Secretary/Treasurer.

4. Events and Outreach – Lee Ann Shafer, Chair

Lee Ann announced that the Milestones Event is scheduled for the afternoon of May 23, 2012.

5. Administrative Affairs –Susanne Stanley, Chair

The committee has discussed the possibility of potentially expanding the current RFW benefits to spouses and/or family. The committee has also discussed the topic of

visibility for employees that do or can work in multiple areas and how those employees might need more visible identification. The committee will continue to discuss and research these topics.

6. Constitution and Bylaws – Ray Simmons, Chair
No Report.
- c. Presidential Council Liaisons - Mark Rozewski and Kat Draughon
 1. No Report.

IV. NEW BUSINESS

- a. Administrative Senate Proposed District Realignment.
 1. Carmen Stoen, on behalf of the committee, made a motion to accept the proposal as submitted. The Senate unanimously approved the motion.

V. UNFINISHED BUSINESS

- a. None.

VI. ANNOUNCEMENTS

- a. Next meeting: March 7th – HP 1079

VII. ADJOURNMENT

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

Timothy Jones
Secretary/Treasurer

Administrative Senate Proposed District Realignment
Wednesday, February 01, 2012

| OrgName | District | # of Administrators |
|-------------------------------------|----------|---------------------|
| District 1 | | |
| Academic Affairs | 1 | 1 |
| Academic Skills | 1 | 7 |
| College of Business | 1 | 1 |
| College of Education & Human Servs | 1 | 1 |
| College of Liberal Arts | 1 | 2 |
| College of Nursing & Health Prof | 1 | 10 |
| College of Science and Engineering | 1 | 2 |
| Development | 1 | 8 |
| Grad Studies & Sponsored Research | 1 | 1 |
| Honors Program | 1 | 1 |
| Library Services | 1 | 1 |
| Management and Information Sciences | 2 | 1 |
| Office of the President | 1 | 1 |
| Planning, Research, & Assessment | 1 | 3 |
| Registrar | 1 | 5 |
| Teacher Education | 1 | 2 |
| Theatrical Productions | 3 | 1 |
| University Division | 1 | 12 |
| | | 60 |

| | | |
|-----------------------------------|---|----|
| District 2 | | |
| Academic Computer Services | 2 | 3 |
| Accounting Services | 2 | 2 |
| Bookstore Operations | 2 | 4 |
| Bursar | 2 | 3 |
| Business Affairs | 2 | 5 |
| Business Office | 2 | 5 |
| Computer Center | 2 | 20 |
| Distance Education | 3 | 2 |
| Instructional Technology Services | 3 | 2 |
| Library Technology | 2 | 2 |
| Physical Plant | 2 | 7 |
| Security | 2 | 2 |
| Travel Services | 2 | 1 |
| | | 58 |

| OrgName | District | # of Administrators |
|-----------------------------------|----------|---------------------|
| District 3 | | |
| Alumni Services | 3 | 1 |
| Athletics Administration | 4 | 15 |
| Center for Applied Research | 3 | 3 |
| Center for Human Resource Dev | 3 | 4 |
| Children's Learning Center | 3 | 1 |
| College Achievement Program | 3 | 1 |
| Continuing Education | 3 | 3 |
| Graphic Design | 3 | 1 |
| Historic Southern Indiana | 3 | 1 |
| Human Resources | 3 | 11 |
| New Harmony Gallery | 3 | 1 |
| New Harmony Operations | 3 | 3 |
| News and Information Services | 3 | 5 |
| Outreach & Engagement | 3 | 3 |
| Photography | 3 | 1 |
| Publishing Services | 3 | 2 |
| Special Events & Scheduling Servs | 3 | 3 |
| Volunteer Services | 3 | 1 |
| Web Services | 2 | 2 |
| | | 62 |

| | | |
|-------------------------------------|---|----|
| District 4 | | |
| Admission | 4 | 9 |
| Career Counseling | 4 | 1 |
| Career Services & Placement | 4 | 4 |
| Counseling Center | 4 | 4 |
| Dean of Students | 4 | 1 |
| Distribution Services | 3 | 1 |
| Housing & Residence Life Operations | 4 | 7 |
| International Programs & Services | 3 | 2 |
| Intramural Operations | 4 | 2 |
| Multicultural Center | 4 | 2 |
| Procurement Services | 2 | 4 |
| Rec & Fitness Center Operations | 4 | 5 |
| Risk Management and Safety | 2 | 2 |
| Student Development Programs | 4 | 4 |
| Student Financial Assistance | 4 | 8 |
| | | 56 |