

Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday, July 7, 2010
3:00 pm
UC 206

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

2. Vice Chairperson – Linda Tribble

Linda Tribble stated that the Executive Committee met to evaluate the other senate committees and as well as to determine the chair and vice-chair for each committee. The Executive Committee focused on the strengths of each member within the senate when making the appointments.

Ms. Tribble then announced the chair and vice-chair for each committee. (Attachment one)

Ms Tribble addressed the need for additional committee members. The chair and vice-chair of each committee is free to reach out to other administrative staff for committee members. Ms. Tribble recommended that the individuals which made up the exploratory group and administrators which ran for senate seats be utilized for the vacant committee appointments.

3. Past Chairperson – Barry Schonberger

Barry Schonberger addressed his role on the Senate. Mr. Schonberger will focus on the Nominations and Elections Committee and will begin the process of working on interested individuals now for the next election.

4. Secretary/Treasurer – Timothy Jones

Timothy Jones addressed the proposed meeting dates. (Attachment two) Mr. Jones also addressed the need to develop the senate budget. Mr. Jones asked that each committee evaluate their needs, based upon the committees' role and potential resource needs. Mr. Jones then asked that those needs be submitted so that the Executive Committee can evaluate and create a complete budget request to Dr. Linda Bennett and Mark Rozewski.

b. Standing Committees

1. Employee Relations and Benefits – Jayne Tang, Chair

No Report

2. Professional Development – Jennifer Briggs, Chair

Absent - No Report

3. Nominations and Elections – Barry Schonberger, Chair

No Report

4. Events and Outreach – Lee Ann Wambach, Chair

Lee Ann Wambach and the vice-chair, Kathy Jones, met to focus on potential committee members. Ms. Wambach inquired as to how the committee should communicate the need for additional members. Ms. Stoen stated that she will send out an email to the exploratory group and administrators which ran for senate seats asking for those individuals to respond for the member need.

5. Administrative Affairs – Steve Woodall, Chair

No Report

6. Constitution and Bylaws – Robert Howell, Chair

Robert Howell and the vice-chair, Jaclyn Dumond, have a meeting scheduled to establish the committee's goals and discuss the process on modification of the Constitution and Bylaws.

c. Presidential Council Liaisons

1. Mark Rozewski

Mark Rozewski stated that he will act as a vehicle for communication for the group with the Presidential Council, and will also help the senate inform other administrators on the direction of the University.

2. Katherine Draughon

Katherine Draughon stated that she will serve as a resource for brainstorming and information gathering for the senate.

III. NEW BUSINESS

a. Meeting Dates

1. Discussion on the current meeting date schedule was lead by Ms. Stoen. After discussion by the senate it was determined that the current schedule will be kept for the next year.

b. Charges to Senate

1. Discussion on the process for the submission of charges to the senate was lead by Ms. Stoen. Ms. Stoen communicated possible ways to set-up the process. Feedback from senate members was given to Ms. Stoen as to how the process could be set-up. This feedback focused on how the charges should be handled, who should the charges be submitted to, who would act to facilitate the charges once acted upon by the senate, and if a standard form was created how would that be available to other administrators. Ms. Stoen will evaluate all the feedback given by the senate and propose a process to the senate for consideration.

IV. ANNOUCEMENTS

- a. No announcements were made.

V. ADJOURNMENT

- a. There being no further business, the meeting was adjourned at 4:20 p.m.

Timothy Jones