

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

In attendance were senate chair, Carmen Stoers, senators Megan Black, Jaclyn Dumont, Robert Howell,

Also present was Katherine Draugh

I. SPECIAL GUESTS President Linda

- a. President Bennett led discussion of the Senate.

II. APPROVAL OF MINUTES

- a. The minutes of May, 2011

III. REPORT OF OFFICERS & STAFF

- a. Officers

1. Chairperson- Carmen

Carmen presented

Recommendation

meeting for

Council has

Carmen will

presentations

Carmen also

Founders

meeting in

- Jacob reviewed the end of year wrap report (Attachment 2)
- 3. Nominations and Elections Barry Schonberger, Chair Absent  
No report
- 4. Events and Outreach Lee Ann Wambach, Chair  
Lee Ann reviewed the end of year wrap report (Attachment 3) She also asked the Senate for feedback on the Toolkit series implemented by the committee. Ms. Tribble asked if it would be possible to stagger the Toolkit dates. Discussion also held on the possibility of opening up the series to all employees and the potential to partner with both Faculty Senate and Staff Council.
- 5. Administrative Affairs Stephen Woodall, Chair  
Stephen reviewed the end of year wrap report (Attachment 4)
- 6. Constitution and Bylaws Robert Howell, Chair  
Robert reviewed the end of year wrap report (Attachment 5)
- c. Presidential Council 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 30 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 Burgdorf. Ann Wambach made a motion to accept the nomination of Gary Burgdorf. Linda Tribble seconded the motion and the Senate voted unanimously in favor of the motion.

#### VI. ANNOUNCEMENTS

- a. Ms. Stoen thanked the Senators for their efforts and participation throughout 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



Final

Employment Processes- Where do I begin?!?!

Come learn 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 of this 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 the service 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 Administrative 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 collaboration. The members coordinated the following:

Dr. Paul Doss	Professor of Geology and Chair of USI's Environmental Stewardship
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Healthy Campus Panel

Tuesday, March 15 3:30–4:30 pm(28)

Representatives from Student Health 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, Director of Security)

Marketing USI: Telling the USI Story

Tuesday, April 19 3:30-4:30 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



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, review existing policies, and report recommendations for changes or implementation.

Items Considered:

Members

Barry J. ...  
Layman ...

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