Minutes
University of Southern Indiana
ADMINISTRATIVE SENATE
Wednesday, June 6, 2012
3 pm
UC 2217

In attendance were senate members Megan Black, Gary Burgdorf, Debbie Clark, Tim Fitzgibbon, Tim Jones, Ray Simmons, Susanne Stanley, Carmen Stoen, Jayne Tang, Stephanie Walden-Schwake, Lee Ann Shafer, Debbie Weigand and Steve Woodall. The meeting was chaired by Ms. Tang on behalf of Chairperson Linda Trible.

I. **APPROVAL OF MINUTES**
    a. On a motion made by Ms. Shafer, seconded by Ms. Stoen, the Senate voted unanimously to approve the minutes of the May 2, 2012 meeting as presented.

II. **MILESTONES OF SERVICE**
    a. Ms. Shafer provided a wrap-up report on the Milestones of Service reception that was held on May 23, 2012. A survey was provided to Senators for feedback on the event. Ms. Shafer asked the senators to provide thoughts and ideas on the event and how the event might be improved upon. She reported that feedback from fellow administrators has been positive and the event went smoothly primarily due to the exceptional help from the Special Events staff.

Employee Relations and Benefits
End of Year Report 6/1/2012

Membership 2011-2012

Representative	Department	District	Term

Work in Progress to continue in 2012-2013

1. Research discount possibility with Abenity. Team members are going to contact Abenity and some institutions that have implemented the program to ask some questions before presenting this to the full Senate.
2. Sick Bank Program
3. Review of salary equity and longevity increases.
4. Continue to request additional day(s) off, possibly the Wednesday before Thanksgiving and a date in the Spring term.
5. Request that the 300 hour cap on vacation days be increased, and ask for additional vacation days for staff who reach milestones of 25 years plus.
6. Continue to review the fee waiver policy.
7. Performance evaluation for administrators.
8. Research tuition exchange program with other universities.
9. Start working on what questions we would like asked on the Fall 2012 survey.

All members are willing to continue to serve on the committee for the next year.

Final Report of the Professional Development Committee 2011-2012

Respectfully submitted to the Administrative Senate on June 4 2012

By the members of the committee:

Membership 2011-2012
Tim Fitzgibbon, Chair
Stephanie Walden-Schwake, Vice Chair
Andrea Gentry
Phil Parker
Ginger Ramsden

The Professional Development Committee responded to the following charges during the 2011-2012 academic year.

Recommend promotion steps, assist in developing training for administrative staff including fall and spring meeting activities, and develop formal award and recognition programs for administrative staff. This committee addresses efforts to provide and encourage professional growth and development of administrators. In particular, the committee shall review, study, and recommend Senate action in regard to such matters as professional leave, continuing education, and recognition of professional achievement.

1. Developed two rounds of breakout sessions for the Spring 2012 University Meeting held on January 4, 2012. While attendance was open to all, these sessions were designed specifically for University administrators.

HOW TO PROTECT YOUR COMPUTER ONLINE

The focus will be on antivirus programs and steps on how to recover from an infection that gets by your antivirus program. Time will also be allowed for general questions regarding the Windows program.

Presented by: Larry Back, Academic Services Analyst, Information Technology

UNIVERSITY MARKETING AND COMMUNICATIONS

This session will provide an update on the marketing and communications efforts of the University.

Presented by: Todd Wilson, Assistant Vice President for Marketing & Communications

STRATEGIC PLAN PROGRESS: GOAL OF BECOMING A 24/7 CAMPUS

Are you curious about what is happening with the 24/7 strategic goal or have some ideas? Then this is the session for you. The committee will update you on what has been implemented over the past year

Membership
>   Carmen Stoen, Chair
>   Susanne Stanley
>   Debbie Weigand
>   Stephanie Walden-Schwake

Overview
Nominations and Elections: Composed of three continuing Senators appointed by the Executive Committee and chaired by the past chair; manages and oversees the annual elections process for senators and for Senate officers; monitors the number of administrators in each Senate district to ensure adequate and equitable representation and, if necessary, reconfigures the composition of districts.

Significant Events
1. The committee looked at the current structure of the districts and recommended several changes to the Administrative Senate that was approved. Majority of these changes were a direct result of reporting line changes on campus. It then became necessary to change a few areas to balance out the sizes of each district. This task was completed prior to the nomination and election process.
2. The nominations and elections set the following timeline for the 2012 election process.

March	Promotion and Recruitment
Monday, April 2	**Announce Open Positions & Make applications available**
April 2-20	Contact those nominated to make sure interested in running Send out email requesting bios after calling
April 16-20	**Certification of applicants** (email certification of nomination)
April 23	Email nominees/candidates updating them on the process
Wednesday, May 9	**Electronic Ballots Emailed**
Tuesday, May 15	**Deadline to vote at 5 p.m.**
Friday, May 18	**Declare results to Executive Committee before this date**
Tuesday, May 22	Preferred date for validation by Executive Committee
Wednesday, May 23	Call individuals who won, email people who did not
Friday, May 25	Formal announcement of election results
Wednesday, June 6	**Executive Committee validate election prior to this date**

We received 45 nominations for open positions on Administrative Senate. After contacting each individual by phone, we had 20 individuals on the ballot in the following breakdown:

Vice Chair	1
Secretary/Treasurer	2
District 1 Senator	5
District 2 Senator	3
District 3 Senator	2
District 4 Senator	4
At-Large Senator	3

Elections were held Wednesday, May 9, 2012-Tuesday, May 15, 2012. Here is a chart showing the number of individuals that voted in each election.

	Total Votes	Eligible Voters	% Voted
Vice Chair	151	241	62.7%
Secretary/Treasurer	165	241	68.5%
At-Large Senator	159	241	66.0%
District 1 Senator	46	65	70.8%
District 2 Senator	38	59	64.4%
District 3 Senator	36	63	57.1%
District 4 Senator	45	54	83.3%
Total Voters	**166**	**241**	**68.9%**

We did have a tie in one of the district elections. The Nominations and Elections Committee in consultation with the Administrative Senate Executive Committee decided to follow Article IV, Section 5b to fill that position.

The election results are as follows:

Vice Chair	Tim Jones
Secretary/Treasurer	Carol Schmitt
District 1 Senator	Tim Fitzgibbon
District 2 Senator	Larry Back
District 3 Senator	Mandi Fulton
District 4 Senator	Tracy Adams
At-Large Senator	Andrea Gentry

Detailed election results have all been filed with the Administrative Senate Secretary/Treasurer for the records.

Recommendations
1. The Bylaws Committee needs to look at how we break a tie during the election process and make this part of the Constitution and Bylaws.
2. I would also recommend that the Bylaws Committee looks at terms served by members of standing committees and the process that these committee members are appointed and approved.
3. This year we sent out the ballot and one email reminder about the Administrative Senate elections that came from the system used to conduct the elections. I would recommend that next year's committee consider sending an email from Administrative Senate about the upcoming elections prior to the ballots being emailed with specific information about who the ballot will be coming from and what to do if they don't receive it. I would also recommend an additional email reminder, separate from the system.

Respectfully Submitted by Carmen Stoen, Chair of Nominations and Elections.

Administrative Senate Events and Outreach Committee

June 1, 2012 Report

Chair: Lee Ann Shafer
Vice-Chair: Gary Burgdorf
Members:

Tuesday, October 11   11:00 am - 12 noon
UC 2205
Dr. Katherine Draughon and Joe Wingo (OPRA)

Wednesday, November 9   11:00 am – 12 noon
Varsity Club Room
Rodney Watson

Wednesday, December 7   11:00 am – 12 noon
Rice Library Room 0012 *(38)*
Carmen StoCmonstralsa ORb2dstype-1P3S2dOMbJol7c1u.DotMsanage47B(tw)dal(i,l)50c)TwO(c)n2(w)-2n9n7(t)T16(3)sT2TV

Work in progress:

1. If approved by the Administrative Senate, continued participation and planning input for the "Milestones of Service" event.
2. If supported by the

Administrative Senate Constitution and By-Laws Committee
2011-12 Yearly Report

Committee Members:

Ray Simmons   Chair
Debbie Weigand   Vice Chair
Laura McDaniel
Sandy Frank

Purpose of the Constitution and By-laws Committee:

Reviews the constitution and by-laws of the Senate and proposes changes based on input from senate membership annually.

Summary of 2011-12 Activities:

After the original writing of the Administrative Senate Constitution and By-laws in 2009-10 and the full review in 2010-11, no significant actions were needed by the committee in 2011-12 until the completion of the senatorial elections in April.

At the direction of the chair of the Administrative Senate, the chair initiated research and writing of a proposal to break ties in senatorial elections and a procedure to amend Administrative Senate Constitution and By-Laws concerning internal operations by the Senate.

Both proposals will be brought to the July meeting of the 2012-13 Administrative Senate for discussion.