

**Ohio University Administrative Senate
Minutes of June 21, 2007 Business Meeting
Baker University Center, Room 240/242**

**Next Meeting: July 19, 2007, 12:00 noon – 1:30 p.m.
Baker University Center, Room 240/242**

Present: Scott Blower, Rebecca Cale, Linda Clark, Eric Clift, Lisa Dael, Karen Dahn, Angela Davis, Michael Elliott, Marie Graham, Mick Harris, , Dawn Jenkins, , Andy Kranyik, David Kurz, Carolyn Bailey Lewis, Beth Lydic, Wendy Merb-Brown, Connie Pollard, Sarah Rist, Andrew Stuart, Joan Wigal, Jean Witkowski, Bev Wyatt

Excused: Doug Grammer, Rosanna Lemasters, Brenda Noftz, Rebecca Petty, Connie Romine, Jim Sand, Rusty Smith

Absent: Nikki Dioguardi, Chy Wooten

Guest: Brice Bible Terry Conry, Christopher Jackson, Lisa Kamody, Todd McGuire, Anita Martin, Cris Milligan, Paul Wiehl

Wendy Merb-Brown called the meeting to order at 12:00 p.m.

Approval of Minutes: Angela Davis moved that the minutes of the May 17, 2007 meeting be accepted. Lisa Dael seconded the motion, and the minutes were unanimously accepted.

Wendy Merb-Brown welcomed new senators, Lisa Kamody, Christopher Jackson, Cris Milligan, and Todd McGuire; recognized outgoing senators Linda Clark, Karen Dahn, Nikki Dioguardi, David Kurz and Jean Witkowski; gave an overview of Senate; and encouraged the new senators to review the website.

Guest: Brice Bible, Chief Information Officer, outlined his goals for the year: improved communication, building relationships between central and distributed IT and users, and new initiatives to develop new services. Discussion and questions followed.

Chairperson's Report: Merb-Brown reminded committee chairs to submit end-of-year reports and reported that

- Faculty Senate met on 6/11/07; Dr. Krendl discussed the new academic quality indicators for the new budget model (handout distributed); a motion on responsibility centered budgeting was put forth but not acted on.
- Health Benefits Committee held its last meeting on 6/19/07; there are some concerns about committee membership and makeup; an employee benefits survey will be top priority next year; the university is behind projected claims for the year; the committee recommended that the percentage paid by employees be returned to them and the percentage paid by the university be put into reserve; local provider relations is being discussed.

- Budget Planning Council met on 6/15/07 and will meet again on 6/25/07 to discuss state budget's impact on Ohio University if it is complete by then.
- The executive committee met with the Board of Trustees to provide evaluative comments on President McDavis.
- Senate will vote on the executive officers for 2007-08 at the July meeting.

Merb-Brown asked Andrew Stuart to submit the Public Relations ad hoc Committee Report (handout distributed).

Vice Chairperson's Report: Merb-Brown reminded committee chairs that their annual reports are due in July.

Secretary's Report: No report

Treasurer's Report: Michael Elliott submitted the Account Summary for May (attached) and announced that a telephone will be installed in the Administrative Senate Office, Lindley Hall 219.

Old Business: None

New Business: Jean Witkowski thanked Merb-Brown for her service over the past two years.

Discussion: None

Announcements: Merb-Brown asked Senators to make every effort to attend the July meeting; and announced that the Retreat will be held on 9/20/07 and that there will be no meetings in August or December.

Vice President for Finance and Administration Report: Terry Conry reported for Vice President Decatur that state budget should be completed shortly and it looks better than was hoped for higher education.

Adjournment: Jean Witkowski moved that the meeting be adjourned, Karen Dahn seconded the motion, and the meeting adjourned at 1:30 p.m.

Respectfully submitted,

Andrew Stuart
Secretary

Administrative Senate Account Summary
MAY 2007 ACTIVITY

Beginning Balance	\$ 50,620.24
Expenditures YTD	\$ 15,219.01
Ending Balance Available	\$ 35,401.23 69.9%

	Month	YTD
1190 Officer Contracts	\$ 1,083.34	\$ 7,416.73
1290 Other Academic Per	\$ -	\$ -
1760 Overtime	\$ 200.67	\$ 1,659.82
2000+ Benefits	\$ 326.11	\$ 2,502.54
3200+ Supplies	\$ -	\$ 134.59
4000+ Business Meetings	\$ 696.25	\$ 1,229.34
5000+ Information	\$ 537.50	\$ 1,362.50
6000+ Building Equip	\$ -	\$ 10.00
7000+ Gifts-Prize Expense	\$ -	\$ 903.49
Totals	\$ 2,843.87	\$15,219.01

Michael Elliott June 2007

**Ohio University Administrative Senate
Minutes of September 20, 2007 Business Meeting
Baker University Center, Room 240**

**Next Meeting: October 18, 2007, 12:00 noon – 1:30 p.m.
Baker University Center, Room 240**

Present: Lisa Dael, Angela Davis, Michael Elliott, Marie Graham, Doug Grammer, Mick Harris, Dawn Jenkins, Lisa Kamody, Andy Kranyik, Rosanna Lemaster, Carolyn Bailey Lewis, Beth Lydic, Wendy Merb-Brown, Cristina Milligan, Brenda Noftz, Patti Pennell, Sarah Rist, Connie Romine, James Sand, Andrew Stuart, Chy Wooten, Bev Wyatt

Excused: Eric Clift, Rebecca Cale, Christopher Jackson (resigned), Todd McGuire, Rebecca Petty, Connie Pollard (resigned), Joan Wigal (resigned)

Absent: Scott Blower, Leslie Johnson, Rusty Smith,

Guest: William Decatur, George Mauzy

Wendy Merb-Brown called the meeting to order at 10:15 a.m.

Approval of Minutes: Andrew Stuart moved that the minutes of the July 19, 2007 meeting be accepted; Cristina Milligan seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Chairperson's Report: Brenda Noftz reported that

- Senate has three vacancies due to the resignation of Chris Jackson, Connie Pollard and Joan Wigal and asked for suggestions to fill the vacancies.
- There have been two physical moves, Doug Grammer to HDL and Andy Kranyik to CSC.
- Karen Dahn volunteered to fill Jean Witkowski's vacant position in District I for one year. Andrew Stuart moved that the nomination of Karen Dahn be approved; Andy Kranyik seconded the motion; a vote was taken; and the nomination of Karen Dahn as District I senator was unanimously approved.
- Redistricting will be on hold pending the submission of changes to locations and personnel, which should be available after first week of October.
- A draft of the new Catering Policy proposed by Auxiliaries-Dining Services was distributed for review; Angela Davis stated that under the new policy food can be purchased outside Ohio University Catering up to \$250, but an exemption must be obtained from Catering, in addition to an exemption and food permit from EHS; comments and concerns about the new policy should be directed to Patty Pennell.
- Some policies backlogged in the system have finally gone forward.
- Wendy Merb-Brown reported that Budget Planning Council met for the first time on 9/7/07; the meeting focused on the new state system and the planning process; the university is in a good position because it has a strategic plan and is working on a 5-year academic and financial plan; minutes from meetings can be found on the Vice President for Finance and Administration website;

●Faculty Senate met on 9-17-07 and discussed the following:

◆Dr. McDavis reported that Chancellor Fingerhut has been charged with developing a master plan for State University System by December 2007 and implementation is scheduled for Spring, 2008; the five-year academic plan will build around the six goals of Vision Ohio and be vetted by the constituencies and community over next few months.

◆Kent Smith reported that consultants reviewed student health care and Hudson Health Center and made the following recommendations: the university restructure and partner with local entities and the COM; an interim executive director of student health services be hired to create efficiencies; the name of Student Health Education be changed to Wellness Education and relocate to Baker University Center; third party billing may not be possible because the university probably cannot get accredited due to the age and condition of Hudson Health Center.

◆David Descutner reported that enrollment news is good, selectivity is up and retention is down slightly.

◆It was reported that the three candidates for the position of the Vice President for Diversity will be on campus in late September and early October and that two of the candidates have strong backgrounds in recruiting graduate students; the candidates for Vice Provost for Enrollment Management are still being reviewed; the Dean of Alden Library search is still in the application stage.

◆University Communication & Marketing presented “The Promise,” the academic marketing initiative to reach potential students in the Columbus and southeastern quadrant of the state.

◆Sergio Lopez reported on the issue of semesters vs. quarters.

◆There was a great deal of discussion about Graduate Student Senate’s resolution to redefine the president’s evaluation and the process.

●Senate’s executive officers met with the president and executive vice provost last week and discussed the survey and upcoming retreat.

●This year she plans to work on the issue of administrative classification and numbers of administrators.

●The president will attend the January Senate meeting and the executive vice president and provost will also attend a meeting this year.

●Chancellor Fingerhut will be on campus to talk about the State System of Ohio on Wednesday 26, from 1:30 to 2:30 p.m., in Walter Hall Rotunda.

●Those who volunteered to serve on standing committees will be hearing from the president’s office about their appointments.

●The Health Benefits Committee meets for the first time on 10/25/07; Merb-Brown and Noftz will represent Senate.

Vice Chairperson’s Report: Angela Davis reported that she is in the process of creating a standardized report so that consistent information is received from all committees; it was suggested that Senate hold a social on a Thursday or Friday around 5 p.m. where constituents could drop by for 10 or 15 minutes.

Secretary’s Report: No report

Treasurer’s Report: Michael Elliott submitted the Account Summary for August (attached).

Noftz requested feedback about providing portfolios for Senators to keep the roster, minutes, etc. and as a means to increase visibility. It was decided to discuss this issue further during the retreat.

Vice President for Finance and Administration Report: Bill Decatur reported on the following:

- University System of Ohio: With the governor's appointment of Chancellor Fingerhut, higher Education is now at the top of the state's political agenda; however, there is less state funding due to the states inability to generate tax revenue.
- Five-year implementation plan: The Board of Trustees directed the administration to provide a five-year implementation plan, which draws directly from Vision OHIO, the strategic plan, the work of the implementation teams and the strategic planning steering committee; academic priorities and action plans focuses on undergraduate learning, improving retention, selective investment in graduate and research program; provides specific action items, resources required, outcomes expected and measures; support operations (Finance & Administration, IT, Student Life, Marketing & Communications, Development) were never integrated into the Vision OHIO process and proposals from these areas have never been significantly reviewed and vetted; the president is committed to vet this plan this quarter.
- Five-year financial plan: The plan will be used as a planning tool in the Budget Planning Council where it will be reviewed extensively; it is comprehensive in nature and includes the general fund, auxiliaries, COM, regional campuses, restricted and endowment funds; all the priorities and funding for of 5-year academic implementation plan are included; the plan should be completed this fall; university is facing reallocations every year for next five year.
- Finance & Administration Budget Cuts: Three parts to reductions: 1) a \$600,000 delayed share of last year's realignment reduction and less retirements than expected; 2) \$530,000 for this year's share of the \$2 million reallocation; 3) achievement of reorganization goals – funding for three police sergeant positions, a risk manager, a director of compensation & human resources, associate vice provost of finance, and two analysts positions in the shared service center.
- Shared Service Initiative has recently been launched and includes Finance & Administration, Student Affairs, Marketing & Communication, Intercollegiate Athletics, Development, and Arts & Sciences.

New Business – Redistricting: Moved to October meeting

Discussion: None

Announcements: Brenda Noftz announced that Rebecca Petty had a baby boy last week.

Adjournment: Andrew Stuart moved that the meeting be adjourned, Lisa Dael seconded the motion, and the meeting adjourned at 12:05 p.m.

Respectfully submitted,

Andrew Stuart
Secretary

Administrative Senate Account Summary
AUGUST 2007 ACTIVITY

Beginning Balance	\$ 22,093.03
Expenditures YTD	\$ 9,177.97
Ending Balance Available	\$ 12,915.06 58.0%

	Month	YTD
1190 Officer Contracts	\$ -	\$ -
1290 Other Academic Per	\$ -	\$ -
1760 Overtime	\$ 172.26	\$ 172.26
1190+ Admin Awards	\$ -	\$ 7,000.00
1890+ Prof Services	\$ -	\$ -
2000+ Benefits	\$ 24.91	\$ 1,095.11
3200+ Supplies	\$ -	\$ -
4000+ Business Meetings	\$ 513.60	\$ 513.60
5000+ Information	\$ -	\$ -
6000+ Building Equip	\$ -	\$ -
7000+ Gifts-Prize Expense	\$ 397.00	\$ 397.00
Totals	\$ 1,107.77	\$ 9,177.97

OHIO University Administrative Senate
<http://www.ohiou.edu/admsen/>

Michael Elliott September 2007

**Ohio University Administrative Senate
Minutes of October 18, 2007 Business Meeting
Baker University Center, Room 240**

**Next Meeting: November 15, 2007, 12:00 noon – 1:30 p.m.
Baker University Center, Room 240**

Present: Eric Clift, Rebecca Cale, Lisa Dael, Angela Davis, Doug Grammer, Dawn Jenkins, Lesli Johnson, Lisa Kamody, Andy Kranyik, Beth Lydic, Wendy Merb-Brown, Cristina Milligan, Brenda Noftz, Patti Pennell, Connie Romine, James Sand, Rusty Smith, Andrew Stuart

Excused: Scott Blower, Karen Dahn, Michael Elliott (resigned) Marie Graham, Mick Harris, Rosanna Lemasters, Carolyn Bailey Lewis, Rebecca Petty, Sarah Rist,

Absent: Todd McGuire, Chy Wooten, Bev Wyatt

Guest: William Decatur, George Mauzy

Wendy Merb-Brown called the meeting to order at 12:15 p.m.

Approval of Minutes: Andrew Stuart moved that the minutes of the September 20, 2007 meeting be accepted; Cristina Milligan seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Chairperson's Report: Brenda Noftz reported that

- The Health Benefits Committee reviewed the budget at its September meeting. Since medical claims are less than projected, there will be a one month premium holiday in November or December. The number of catastrophic claims is also down. Wellworks' Healthy Ohio initiative began this quarter with classified staff going through the optional screening process; administrative staff will be screened winter quarter. The opening of Holzer's Athens Clinic in July 2008 could have huge implications for Ohio University health care and the medical school because Holzer has been unwilling to negotiate with Anthem for the same rates as the other providers in the network. Holzer made two offers (a 10% rebate to Ohio University or a 10% discount to each covered employee) but their significantly higher rates will raise insurance costs by 49% in the first year and the specialist care provided by Holzer is 100% higher than other providers in the network.

- Constituent Leaders met with Dr. McDavis last week and were updated on the University System of Ohio and the Five-Year academic and financial plans. McDavis announced the signing of a consortium agreement between Ohio University and some historically black colleges and universities (mostly in the south) to form a partnership allowing for some joint research, funding and grants and the potential to recruit graduate students.

- Michael Elliot has taken a new job on the Athens campus and has resigned his position on Senate.

- She is still waiting for the lists of constituents and has also requested information which delineates administrative employee groupings.

- Senate has been made aware of a foundation account in the amount of \$700 for professional development. Once guidelines are received, recommendations for use (by June 2008) will be made by the Professional Development Committee.
- Progress has been made on the following issues discussed at the retreat:
 - ◆Job Abolishment: She has been contacted by an administrator who is interested in the informal resume sharing service. Noftz would like Senate to consider the following ways to distribute the resume: with name attached at meetings and on wiki; without a name; by skill sets or experience (with or without a name). She also talked with Tom Korvas, Career Services, about resources for administrators whose jobs were abolished (e.g. resume writing, interviewing skills, head hunting).
 - ◆Communication: There will be a brown bag session in November on shared services and one in December about responsibility centered budgeting.
 - ◆Professional Development: No update
 - ◆Promotion Opportunities: No update
 - ◆Grievances: Grievance committee training will take place in November or December and no grievances are currently pending.
- Faculty Senate met on 10/15/07 and discussed the following:
 - ◆Center for Learning and Teaching
 - ◆Updates on the Five-Year Academic Plan, the emergency test, student enrollment, faculty numbers, and the budget.
 - ◆Sergio Lopez reported on the Ohio Faculty Council meeting.
 - ◆Work load policy.
 - ◆Extra meetings this quarter on October 29 and November 5
- Budget Planning Council: Wendy Merb-Brown had nothing to report at this time.

Vice Chairperson's Report: Angela Davis reported that

- Carolyn Bailey Lewis will not be able to attend some meetings because she has been accepted into a Leadership Development program in Athens County. Rusty Smith will be reporting for the Policy and Procedure Committee in her absence.
- Rusty Smith reported that the Policy and Procedure Committee had a meeting this weekend; Dr. Kemper was a guest; the committee decided to review the following policies this year: Performance Management for Administrators, Administrative and Professional Pay Plan, Administrative Appointments, Termination of Administrative Appointments, Reduction In Force of Administrators, and Grievance Procedure for Contract Employees.
- Andy Kranyik presented the Communications Committee's short term goals as follows:
 - ◆Develop Senate information card for new administrators which would be included in a welcome packet
 - ◆Set up a wiki for just for Senators to communicate, <http://ouadminsenate.wikispaces.com/>
 - ◆Update photos and bios on the web site
 - ◆Move web site into a content management application to allow more access for editing
 - ◆Video streaming of Senate meetings will begin in November
 - ◆Send out minutes earlier
 - ◆Send out regular communications once or twice a month (e.g. polls, newsletters, notices of events)
 - ◆Work with University Communication & Marketing to improve communication strategy
- Davis distributed the 2007-08 Committee Application for Senators to read over, reminded them that the majority of work of Senate is done in the committees, and asked that they return the committee sign up form to her via e-mail or hard copy by November 1.

Secretary's Report: No report

Treasurer's Report: No report

Vice President for Finance and Administration Report: Bill Decatur reported that

- Academic support area initiatives in IT, Student Affairs (enhancement of the student experience), and University Advancement (building up development staff to increase annual giving from \$18 to 30 million and to launch the next capital campaign) are part of the five year plan.
- The financial plan was built after the five year academic plan and follows its priorities; the plan is in the process of being vetted by the Budget Planning Council; based on all the assumptions and initiatives in the five year plan, it projects budget gaps every year for the next four years.

Discussion

- 5 Year Academic and Financial Plans: Noftz distributed copies of the working draft of the Vision Ohio: Top Priority Initiatives—A Five Year Implementation Plan and its accompanying financial plan. She also referred Senators to the Provost's web site: <http://www.ohio.edu/provost/index.cfm>, where there is a link to view these documents and the Action Plan web pages for Academic, Athletics, Advancement, Information Technology, Marketing and Student Affairs, which is under construction. She asked Senators to review these materials and send feedback to her or directly to Chuck McWeeny.
- University System of Ohio Draft Statement: Merb-Brown distributed a two-part handout and asked Senators to review the revised USO Defining Statement for Ohio University. She asked that feedback be sent to her by 10/19/07 at merbw@ohio.edu.
- Guest, David Hopka, assistant vice president for safety and risk management talked about risk and safety initiatives on campus and asked for any ideas comments and suggestions to improve security.

Announcements: None

Adjournment: There was no motion to adjourn and the meeting ended at 1:50 p.m.

Respectfully submitted,

Andrew Stuart
Secretary

**Ohio University Administrative Senate
Minutes of November 15, 2007 Business Meeting
Baker University Center, Room 240**

**Next Meeting: January 17, 2007, 12:00 noon – 1:30 p.m.
Baker University Center, Room 240**

- Present: Rebecca Cale, Eric Clift, Lisa Dael, Karen Dahn, Angela Davis, Marie Graham, Doug Grammer, Mick Harris, Jeanie Jeffers *for Carolyn Bailey Lewis*, Lesli Johnson, Andy Kranyik, Beth Lydic, Todd McGuire, Wendy Merb-Brown, Cristina Milligan, Brenda Noftz, Patti Pennell, Connie Romine, James Sand, Andrew Stuart, Bev Wyatt
- Excused: Lisa Kamody, Rosanna Lemasters, Carolyn Bailey Lewis, Rebecca Petty, Rusty Smith
- Absent: Scott Blower, Dawn Jenkins, Sarah Rist, Chy Wooten
- Guest: Heidi Anderson, Krista Antle, Mary Frances Astrom, William Decatur, Greg Fialko, Jenny Jordan, George Mauzy, Teresa Nelson

Brenda Noftz called the meeting to order at 12:15 p.m.

Approval of Minutes: Cris Milligan moved that the minutes of the October 18, 2007 meeting be accepted; Eric Clift seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Guests: Greg Fialko, Director of Benefits and Compensation, Human Resources, reported on the total compensation statement sent to employees and asked for feedback to improve the process; he announced that employees in the alternative retirement plan can switch companies in January and that contributions to PERS will increase on January 1 (employee from 9.5% to 10%/employer from 13.5% to 14%).

Chairperson's Report:

- Noftz nominated Beth Lydic to replace Michael Elliot as treasurer; Andrew Stuart moved that the nomination be approved; Cris Milligan seconded the motion; a vote was taken; and the motion was unanimously approved.
- A draft of the 5-Year Academic Plan was distributed and Noftz explained that it is a synthesis of the committee's fall quarter work which will go to the provost for review, revision and recommendations, then to the vice presidents and deans for further revision, and finally to the president; the 5-year academic committee expects to get it back in January for further review and application.
- Wendy Merb-Brown reported that the Health Benefits Committee met a couple of weeks ago and reviewed the compensation statements distributed to all staff and looked at increased contributions for the next five years and how to manage costs; they also plan to send a survey to all employees about health care issues.

- Merb-Brown reported that the Budget Planning Committee meets every other week and are currently reviewing the 5-Year Financial Plan; they also discussed increased costs associated with the general fee areas (last year over \$500,000 from the general fund was used to supplement the general fee account).
- Bill Decatur discussed the following trade-offs and strategies to close the gap between available funding and prioritizing for achieving the initiatives:
 - ◆Increased costs of wages, benefits, utilities; combined with flat enrollment, the costs associated with planning initiatives, and increased funds to strengthen the balance sheet will result in reallocations of \$30 million over the next four years. Where the \$30 million will come from?
 - ◆How do we increase the number of freshmen and still ensure high academic standards and provide additional sections for core curriculum?
 - ◆How to increase transfer student (junior & senior level) enrollment?
 - ◆Strategies on regional campuses for growth through outreach, contract education and distance learning.
 - ◆Do we want to adjust cost variables, back off or slow down the 5-year plan, or use reallocation and cost saving strategies to close the budget gap?
 - ◆What would taking a deep dive 10% over the next 5, 6, 7 years look like?
 - ◆Is the university willing to give up service level to fund other initiatives?
 - ◆How can we improve services and cut costs?
 - ◆Brainstorming sessions by the deans and vice presidents about cost reductions, shared services and partnership strategies.
 - ◆Deans are engaged in discussions about net income and shortfalls due to responsibility centered budget model and will look at which colleges can close gaps either through increased enrollment or shifts in resources from one college to another.
- Noftz reported that Faculty Senate spent several meetings on resolutions relating to the five-year academic plan and may discuss issues related to committee on committees (chairs of constituent groups), which reviews all of the standing university committees at their next meeting.

Vice Chairperson's Report: Angela Davis

- Reported for Carolyn Bailey Lewis that the Policy & Procedures Committee met with Jim Kemper to do an overview of the new HR Committee form to review policies related to administrators and to development strategies over the issues related to administrative employees and announced that the next committee meeting will be on Monday, November 26 at 3:30 p.m. in R-TV, Studio A.
- Thanked all who turned in committee volunteer forms and announced that rosters will be available in early December.
- Announced that Baker Center will be open from 8:00 a.m.-8:00 p.m., Monday through Saturday and Sunday from 8:00 a.m.-10:00 p.m. during break; will be closed 11/22/07 through 11/25/07, 12/24/07 and 12/25/07 and 1/1/08.
- Announced that beginning 12/3/07 the escalators in Baker Center will be shut down for three weeks for state mandated inspections.
- Andy Kranyik reported that the meeting was being taped, the footage will be on Senate's website, and he hopes to have live web streaming of future meetings.

Secretary's Report: No report

Treasurer's Report: No report

Vice President for Finance and Administration Report: Bill Decatur had nothing further to report.

Discussion: Cris Milligan brought up the issue of Purchasing exercising more control over the vendors departments can use. Karen Dahn shared information about the danger of escalators and cros.

Announcements: Noftz announced that

- The Shared Services Open Form will be held from 10:00-11:00 a.m., Tuesday, 11/21/07 in Baker University Center, Room 240.
- There will be no Senate meeting in December and that President McDavis will be a guest at the January meeting.
- President and Mrs. McDavis' Holiday Reception will be next Tuesday, 11/21/07, immediate after the Shared Services Forum, in Baker University Center, Ballroom A.

Guests: Heidi Anderson and Mary Frances Astrom, from WellWorks reviewed the new Health Ohio initiative and stated that benefits eligible administrators will be able to participate winter quarter. Merb-Brown stressed that the goal of the program is to develop a healthy life style program for the university.

Adjournment: Angela Davis moved that the meeting be adjourned, Cris Milligan seconded the motion, and the meeting adjourned at 1:35 p.m.

Respectfully submitted,

Andrew Stuart
Secretary

**Ohio University Administrative Senate
Minutes of January 17, 2008 Business Meeting
Baker University Center, Room 240**

**Next Meeting: February 21, 2008, 12:00 noon – 1:30 p.m.
Baker University Center, Room 240**

- Present: Scott Blower, Rebecca Cale, Eric Clift, Lisa Dael, Karen Dahn, Angela Davis, Doug Grammer, Mick Harris, Lisa Kamody, Andy Kranyik, Rosanna Lemasters, Beth Lydic, Todd McGuire, Wendy Merb-Brown, Brenda Noftz, Rebecca Petty, Steve Riesbeck *for Carolyn Bailey Lewis*, Sarah Rist, James Sand, Rusty Smith, Andrew Stuart, Bev Wyatt
- Excused: Marie Graham, Dawn Jenkins, Lesli Johnson, Carolyn Bailey Lewis, Connie Romine
- Absent: Cristina Milligan (maternity leave – ordered bedrest), Patti Pennell, Chy Wooten
- Guest: Larry Corrigan, Bill Decatur, David Garcia, Kathy Gilmore, George Mauzy, Roderick McDavis, Rich Neuman, Douglas Orr

Guest – President Roderick McDavis: Dr. McDavis reported that

- Provost Krendl and Bill Decatur presented the Five-Year Vision Ohio Implementation Plan at the joint meeting of the Vision Ohio Executive Steering Committee and the Five-Year Academic Action Plan/Five Year Vision Ohio Implementation Plan Committee on 1/20/08.
- The University System of Ohio initiative continues to move forward. Chancellor Fingerhut is working on a strategic 10 year plan for the system and taking input from a number of groups. The plan is built around four goals – affordability, access, quality, and economic improvement and includes all the two year, four year and technical colleges in the state and reflects the mission of Ohio University. A critical part of the plan is the Voluntary System of Accountability (VSA), which assesses student success. It will be submitted to legislature at the end of March.
- The biggest challenge the University faces now and in the future is financial. The university is responding to this challenge by finding ways to do a better job with the resources that have been allocated and looking for ways to get more resources via recruitment, retention and enrollment management, and fundraising.
- Conversations about the issue of quarters vs. semesters have taken place in Columbus, but no mandate has been received from the state. He stated that he will not make a singular decision while it is still be discussed at the state level. The University of Cincinnati, Ohio State, Ohio University and Wright State are the four state institutions still on quarters. Cincinnati has formed a planning committee to begin the process of moving from quarters to semesters.
- The Office of Legal Affairs came under the Ohio Attorney General in 1983; the director's position is the only senior administrative position not made solely by the president. Dr. McDavis is working with the Attorney General's office to identify candidates to serve on an interim basis; and he hopes to make that appointment in the near future. In the meantime, he is handling the administrative responsibilities of the office and the assistant attorney general is handing all

legal matters. A search committee has been formed, which Bill Decatur will chair and on which and Brenda Noftz will serve. Dr. McDavis hopes to have the decision made in next three to six months.

- The Coalition with Historically Black Colleges and Universities gives Ohio University opportunities for exchange programs for students and faculty, to learn from each other and share ideas about best practices and to align with institutions in five states.
- The Financial Controls Survey presented by Kathy Gilmore and Larry Corrigan is one of the tools developed to strengthen the financial condition of the institution.

Guests – Kathy Gilmore and Larry Corrigan – Financial Controls Survey: Larry Corrigan, Associate Vice President for Finance and Treasury Management and Kathy Gilmore, Director of Internal Audit presented the Control Self-Assessment Survey (CSA) developed by the Control Environment Improvement Committee. Corrigan reported that in 2006 the Committee was charged with reviewing the university's control environment and developing a plan to improve internal controls using higher education best practices. To date, the committee has developed a code of conduct, a financial code of ethics and the Control Self Assessment Survey (CSA).

Gilmore explained that the survey will be administered to all benefits eligible employees in February and the results will be used as a baseline to help the university determine the current status of controls and strengthen the control environment and manage risks. It will also set the ethical tone of the university by evaluating integrity and ethical values, commitment to competence, management philosophy and operating style, organizational structure, assignment of authority and responsibility, and Human Resources policies and practices.

Brenda Noftz called the meeting to order at 12:45 p.m.

Approval of Minutes: Angela Davis moved that the minutes of the November 15, 2007 meeting be accepted; Eric Clift seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Chairperson's Report:

- Noftz distributed the Shared Governance Quick Reference Card created by the chairs of the shared governance groups explaining shared governance.
- Andrew Stuart informed Senators that they will be receiving a postcard with a link to the nomination forms for the Outstanding Administrator Award and that the nomination deadline is 5 p.m., Friday, February 1, 2008.
- Noftz reminded Senators that registration for WellWork's health assessment for administrators is taking place this quarter and that participants will receive \$50.00 (before taxes) upon completion of the assessment.
- Noftz announced that a second shared services forum will be held in late February or early March and that the search for a director of shared services is underway.
- Noftz thanked Andy Kranyik for developing the draft text (distributed at meeting) for an information card for all new administrators and asked that feedback be sent to him.
- Noftz thanked Lisa Deal for her work on the web page and reported that a link will be set up for volunteer opportunities and requests.
- Noftz reported that the Budget Planning Committee is continuing to meet and that Faculty Senate is discussing the same issues.

Vice Chairperson's Report: No reports

Secretary's Report: No report

Treasurer's Report: No report

Announcements: Mick Harris announced that this year's Outstanding Administrator Awards ceremony will be held at 3 p.m., Tuesday, May 20, 2008, in Baker University Center Ballroom.

Vice President for Finance and Administration Report: **Vice President** Decatur reported that the deans and vice presidents met in half-day retreats over the holiday break to review the feedback from the stakeholder groups, the Five-Year Plan, and information from the planning units. The result was an integrated comprehensive plan built upon Vision Ohio, which includes the following priorities:

- ◆Improving the undergraduate learning experience
- ◆Improving undergraduate education
- ◆Improving recruitment and retention
- ◆Selective investment in graduate and research areas
- ◆Improving student experience outside the classroom
- ◆Development and implementation of a comprehensive Human Relations plan which addresses compensation issues for all employee groups

He talked about how the priorities could be funded in spite of declining state revenues and caps on tuition. Next year the plan will be funded by using the state funding increase to provide a continuation budget for FY '09; by making base allocations from base budget reserves of \$1 to \$1.5 million; by using \$3 to \$4 million of one time monies through a tax on carry forward funds. The goal is to put together a budget that makes strategic investment without additional reallocations. In future years, the strategy is to generate resources through retention improvements, enrollment grown and private fundraising; improve productivity and efficiency to reduce costs and free up resources; and strategic reallocation based on institutional priorities not across the board cuts.

Discussion: None

Adjournment: Lisa Dael moved that the meeting be adjourned, Bev Wyatt seconded the motion, and the meeting adjourned at 1:20 p.m.

Respectfully submitted,

Andrew Stuart
Secretary

**Ohio University Administrative Senate
Minutes of February 21, 2008 Business Meeting
Baker University Center, Room 240**

**Next Meeting: March 20, 2008, 12:00 noon – 1:30 p.m.
Baker University Center, Room 240**

- Present: Rebecca Cale, Lisa Dael, Karen Dahn, Angela Davis, Doug Grammer, Mick Harris, Lesli Johnson, Lisa Kamody, Andy Kranyik, Beth Lydic, Wendy Merb-Brown, Cristina Milligan, Brenda Noftz, Rebecca Petty, Sarah Rist, James Sand, Rusty Smith, Andrew Stuart
- Excused: Scott Blower, Eric Clift, Marie Graham, Dawn Jenkins, Rosanna Lemasters, Carolyn Bailey Lewis, Connie Romine
- Absent: Todd McGuire, Patti Pennell, Chy Wooten, Bev Wyatt
- Guest: Joyce Childs, Terry Conry, Jim Kemper, Sonia Marcus, George Mauzy, Rich Neumann

Approval of Minutes: Andrew Stuart moved that the minutes of the January 17, 2008 meeting be accepted; Lisa Dael seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Chairperson's Report: Noftz reported on the following:

● **Faculty Senate** met on 2/11/08.

◆ President McDavis reported on the emerging goals of the University System of Ohio grouped generally to graduate more students, keep graduates in Ohio, and bring more talent to Ohio and spoke about the favorable reaction of the Board of Trustees reaction to the Five Year Vision Ohio Implementation plan.

◆ Dr. Descutner reported for Dr. Krendl that the search for the Vice Provost for Diversity, Access and Equity is continuing; William Allen will serve as Interim Director of the Office of Diversity, Access and Equity; the searches for the Vice President for Research and the Dean of the Graduate College are ongoing; the Vice Provost for Enrollment Management has been chosen and accepted and Ryan Lombardi has been named Dean of Students; the university had a good recruitment year with nine out of 10 students visiting campus applying, a 9 percent increase in applications over last year, and an increased number of applications from international, multicultural and out of state students and students with high ACT scores; the Dean Evaluation committee is going back to the original evaluation format.

◆ Joe Brennan reported on the results of "The Promise" marketing campaign, stating that awareness of Ohio University rose significantly.

◆ Senators were encouraged to participate in the Control Environment Survey which will be coming out this week.

● **The Board of Trustees** met 2/7 & 8/08 and approved the purchase of HDL Center, effective 7/1/08 for \$9.25 million; approved a bachelor of science in neuroscience, a graduate certificate in environmental sustainability, undergraduate certificates in Jewish studies and in construction

management; approved changing the name of the School of Telecommunications to the School of Media Arts and Studies; accepted the program reviews of Classics & World Religions, African American Studies and Army ROTC; awarded emeriti status to John Burns and Alan Geiger; authorized the leasing of university property on Stimson Avenue to National Church Residences for a retirement community; were updated on the Early Retirement Incentive Plan (132 took the ERIP, 42 vacant positions were abolished, for an annual savings of \$2.45 million); accepted a policy on new process for the president's annual and comprehensive performance review; had a presentation on a medical complex to replace Hudson Health Center and discussed a possible partnership between the COM, Student Health Services and UMA.

●**Shared Services Open Forum:** The next forum will be held in April since the director will be named at the end of February or early in March.

●**First Generation College Graduate survey:** Faculty and staff will be asked to complete a three question survey for the Academic Advancement Center about who are first generation college graduates in order to begin programs to match first generation OU students with mentors/advisors who have had a similar college experience.

●**Executive Officers:** Senate's executive committee met with the executive officers to discussed support for defining who administrators are, succession development and promotions, compensation and planning issues.

Vice Chairperson's Report: Angela Davis

Policy and Procedure Committee: Davis reported for Carolyn Bailey Lewis as follows:

The Committee met on 2/11/08 and discussed raising the issue, regarding Policy #40.036 of the Administrative Pay Plan, of adopting a version of the classified staff policy calling for a 7% to 12% increase for either an upgrade or a promotion and concluded that the issue should be raised and that the policies should be consistent and be either/or across the board; other issues discussed were the timeline for hiring a new Compensation Director; salary flexibility for new hires at market value but not for current employees, with the exception of top administrators (i.e., length of service, education, institutional value, etc., are not taken into consideration); how external funds are held to OU raise pool standards, even if grants support more of a raise; a review of vacation benefits—currently administrators start with more, but do not get as much as classified employees in the long term; job security—administrators are the least protected group; the big salary gap between mid-management and upper management; shared services and how the model will work at OU; a more of a uniform policy on comp time for administrators.

●**Outstanding Administrator:** Andrew Stuart reported that the committed met for the first time and is waiting for verification from Human Resources on the list of nominees (28 nominees appear to meet nomination qualifications).

Announcements: Angela Davis announced that the Maggi Davis Room will be offline from March until September, on June 15 the floor in Room 240 will be replaced, and the floors in the front room refinished. Brenda Noftz announced that Grievance Committee training will take place on 2/29/08 in Room 154, HR and Training Center.

Budget Planning Committee: Wendy Merb-Brown reported that the BPC is looking at larger budget issues (state economy, enrollment, and recruitment) and focused on VisionOhio's Five year academic plan; there is not enough money to fund all the goals; need to look at what are we doing as an institution to monitor where are monies going and be accountable; David Descutner is the new chair of the Vision Ohio Implementation Committee, which is going to focus on the accountability pieces as well as strategic priorities for the upcoming years.

Secretary's Report: No report

Treasurer's Report: Beth Lydic submitted the Account Summary for January (attached).

Vice President for Finance and Administration Report: Terry Conry represented Bill Decatur and reported that the goals of the 5 year plan will be limited by existing resources; the new director of shared services may be able to attend Senate's March 20 meeting and that an open forum will be held in April; the 5 year implementation plan needs to look at revenue projections during 2008-09 and that everyone should realign resources with the priorities of VisionOhio.

Discussion:

- a. **Redistricting proposal:** Noftz distributed Administrative Senate's Re-Districting Proposal (attached) for a first reading and review
- b. **Letter of support for Faculty Senate Benefits Committee:** Noftz also distributed an information sheet describing the function and purpose of Faculty Senate's Committee on Committee. She put forth Faculty Senate's request for a letter of support for making committees that meet for more than a year or two part of the Committee on Committee structure, specifically the Health Benefits Committee. After discussion, a poll was taken and all were in favor of supporting the request to make the Benefits Committee a Standing Committee.

Guests:

Jim Kemper & Joyce Childs in place of Chris Clifford – Vacation reporting:

Kemper and Childs reported on the administrators' vacation tracking project resulting from a Deloitte Management finding that administrators' vacation tracking should be centralize and mechanize; the new practices will go into effect on 4/1/08; prior to 4/1/08 departments will must perform a final reconciliation and turn in vacation balances; the sick leave form will be changed to include vacation leave and be submitted within a month of taking leave; the issue of carrying a balance of 32 days at the end of the fiscal year will still be valid; the university is fiscally responsible for 32 days; exceptions to the 32 day limit will follow the existing policy with the requirement that the department heads approve the balance that exceeds 32 days; formerly administrators completing sick and personal leave forms were required to use time off in quarter day increments, this will no longer be the case as the forms will reflect actual time used, which can be less than two hours; the policy needs to be rewritten to reflect these changes.

Rich Neumann – Bobcat cash program: Neumann passed out a flyer detailing the Bobcat cash purchasing event, being held from 2/18 to 3/1/08; students, faculty and staff can get up to 10% back when they load Bobcat cash onto their OU IDs, it can be used at West 82, dining halls, markets, Grab n'Go's, Front Room, Latitude 39, Bobcat Essentials, vending, laundry, Café Bibliotech; this can be done at Baker Center (first & fourth floors), the housing office, the bursar or online.

Sonia Marcus – Sustainability: Marcus talked about the Office of Sustainability established in 2006 and committed to improving the efficiency of facilities, greening practices and processes, and strengthening campus-wide culture of environmental issues. She also talked about ResChallenge, an event where Residence halls on each green compete for "top energy conserver" and Recyclemania, a 10 week nationwide intercollegiate recycling competition, which started on

1/24 and runs through 4/5/08. For more information, visit <http://www.facilities.ohiou.edu/conservation/>.

Adjournment: Andrew Stuart moved that the meeting be adjourned, Lisa Dael seconded the motion, and the meeting adjourned at 1:30 p.m.

Respectfully submitted,

Andrew Stuart
Secretary

January 2008 Administrative Senate Account Summary

Beginning Balance	\$60,177.23
Expenditures YTD	(\$15,909.48)
Current Budget Available	\$44,267.75
Salaries and Wages	(\$12,625.44)
Employee benefits	(\$1,898.14)
Supplies	(\$29.20)
Travel and Entertainment	(\$953.70)
Information and Communication	(\$6.00)
Miscellaneous	(\$397.00)
Total Expenses	(\$15,909.48)

blydic, 2/18/08

Administrative Senate Re-Districting Proposal

Current

- District 1 – 87
- District 2 – 69
- District 3 – 76

District 4 – 123 (86)

- District 5 – 101 (Baker, RTV)

District 6 – 60

- District 7 – 75
- District 8 – 98 (COM)
- District 9 – 68
- District 10 – 105 (Athletics, Ping, Bird, Aquatic)

District 11 – 63 (80)(Facilities, Central Foods and associated)

District 12 – 104 (69 IT/CNS)

District 13 – 56(28 VPFA)

District 14 – 119(102)

- District 15 – 70

District 16 – 25 (61)

District 17 – 39

Proposed

Green highlight goes together; yellow highlight goes together

The numbers in parentheses are what the district number would be after redistricting.

1. Move McCracken from District 4 to District 16 (26 people currently in McCracken)
Would change District 4 from 123 to 97 and District 16 from 25 to 50
2. Move Putnam and Seigfried from District 4 to District 16 (11 people currently in those two buildings). If 1. above was accepted and 2. accepted it would change District 4 currently at 123 to 86 and District 16 from 25 to 61.
3. Move VP Finance and Administration depts. from District 14 to District 11 (currently 17 people – Mail Services, Moving Services, Printing Services, Planning). If accepted it would it would make District 14 from 119 to 102 and District 11 from 63 to 80.

District	Buildings in District
1	Bentley, Bentley Annex, Cutler, Ellis, Lindley, McGuffey, RTECH, Wilson
2	Alden Library, Alden Annex, Crewson House, Scripps, Sing Tao House
3	Bromley, Chubb, Pilcher House
4	Brown House, Yamada International House, Claire Oates Ping Cottage, Galbreath Chapel, Glidden, Hudson, Jennings House, Kantner, Konneker Alumni, Lin Hall, TBAMA, McCracken, McKee, Putnam, Sculpture Studio, Siegfried, Trisolini Gallery, Tupper
5	Baker Center, Beckley Building, RTV
6	Computer Services, Copeland, PSAC
7	Grover, Anderson, Porter, Walter, West Green Residence Halls
8	Grosvenor, Grosvenor West, Parks
9	Clippinger, Edwards Accelerator, Irvine, Life Sciences, Surface Science Lab, Wilson West, Zoological Animal Science
10	Aquatic Center, Bird Arena, Carin Center, Convo, Golf & Tennis Facility, Peden Stadium, Ping, Visitor's Center, Wren Stadium
11	Central Food, Facilities Management, Factory Street, University Garage
12	BioChem, Corrosion Center, HDL (IT/CNS staff), HRTC, Innovation Center
13	Central Classroom, Haning, HDL Center, Lasher
14	The Ridges Buildings 8, 9, 19, 21, 22, 27, 37
15	Airport, McFarland Engineering, Stocker, Tech and <i>Enterprise</i>
16	East Green Residence Halls, Konneker Research, Nelson, Wolfe & Mill St. Apartments, South Green Residence Halls, Tech and Enterprise
17	35 Park Place, Botanical Research, Gordy, Morton, Oasis, President's Residence, Scott Quad

**Ohio University Administrative Senate
Minutes of March 20, 2008 Business Meeting
Baker University Center, Room 240**

**Next Meeting: April 17, 2008, 12:00 noon – 1:30 p.m.
Baker University Center, Room 240**

Present: Eric Clift, Lisa Dael, Karen Dahn, Angela Davis, Doug Grammer, Mick Harris, Dawn Jenkins, Lesli Johnson, Lisa Kamody, Beth Lydic, Todd McGuire, Wendy Merb-Brown, Brenda Noftz, Patti Pennell, Sarah Rist, James Sand, Rusty Smith, Andrew Stuart

Excused: Rebecca Cale, Marie Graham, Rosanna Lemasters, Carolyn Bailey Lewis, Rebecca Petty, Connie Romine, Bev Wyatt

Absent: Scott Blower, Andy Kranyik, Cristina Milligan, Chy Wooten

Guests: Bill Decatur, Mark Hopton, George Mauzy, Connie Pollard

Approval of Minutes: No quorum; February minutes not approved.

Guest: Bill Decatur introduced and welcomed Mark Hopton, Director of Shares Services; Hopton held a number of fiscal positions at American Greetings in Cleveland before coming to Ohio University. Brenda Noftz announced that a shared services open forum is scheduled 4/9/08, from 1-2 p.m., in Baker Center Ballroom A.

Chairperson's Report: Noftz reported on the following:

- **Faculty Senate:** President McDavis gave an update on the University System of Ohio stating that the Chancellor's deadline for a strategic plan is late March, but to date nothing has been distributed; no additional cuts have been made to the state budget for higher education.

Dr. Krendl reported on the following: the AQIP accreditation team will visit 4/23 to 4/25/08; the search for the vice president for research and dean of the graduate college is in its final stage and an announcement is expected soon; finalists for the director for the Center for International Studies will visit Athens in April; a record number of admission applications have been received. She also gave an update on faculty compensation and the positioning of faculty salaries related to peers.

Dr. Lopez introduced a resolution in support of Student Senate's resolution regarding changes to the president's evaluation and reported on the following: the executive officers will meet with Daniel Delawder, chair of the Board of Trustees, this month; the resolution making the benefits committee a standing committee will move forward this month; distributed and discussed the Preventive Screening Benchmark Report from Anthem.

- **Executive Officers:** Senate's executive officers met with Vice President Decatur and Provost Krendl about ongoing issues and policies relating to administrators. They also meet with Brice Bible and Tom Davis this month.

- **Number of Administrators:** The following are reasons why the numbers of administrators vs. faculty, and classified employees differ: all data relating to employment status is in the same

database; groups are entered as classified, hourly, administrative or faculty, with a smaller category for research (grant funded employees); part-time term employees, post docs and research assistants are currently categorized as administrative; part time employees stay in system until purged, which can take as long as a year; accuracy of numbers depends on how and when the data is requested.

●**Grievance Training:** Wendy Merb-Brown and Doug Franklin for held a grievance training session on 2/29/08 for Grievance Committee volunteers.

●**Committee on Committees:** The committee discussed the specific composition of the Council for Research, Scholarship and Creative Activity and the relocation of the web page to a more central location.

General Counsel Search: This search is being conducted by Hudepohl and Associates and the application deadline is 4/4/08.

●**Service Awards Database:** Mick Harris reported that the database issue will not be resolved for another year.

●**Student Trustee Selection:** Noftz read Tracy Kelly's e-mail inquiring if Senate would like to be included on the student trustee selection committee. After discussion about the role of a student trustee, there was no opposition to representation.

●**Vacation Reporting:** Noftz called Senator's attention to the Administrative Vacation Process notice that appeared on *Outlook* and announced that the new policy begins 4/1/08.

●**Graduation Fair:** University Events is sponsoring a Graduation Fair on 4/16/08, from 9 a.m.-4 p.m., in Baker Center Ballroom.

●**Shared Services Open Forum:** The forum is scheduled 4/9/08, from 1-2 p.m., in Baker Center Ballroom A.

Vice Chairperson's Report: Angela Davis reported that the Maggie Davis Room will be off-line while the new storage facility is constructed; Baker Center will operate on limited hours over Spring break (8 a.m.-8 p.m./closed on 3/23/08). She also requested the following committee reports:

Outstanding Administrator Committee: Andrew Stuart reported that the committee will meet on 3/21/08 to begin the screening process for eligible nominees.

Service Awards Committee: Mick Harris announced that the awards ceremony will be held on 5/20/08, at 3 p.m., in Baker Center Ball room

Elections Committee: Doug Grammer announced that an e-mail about the election process will be sent out during the first week in April; there are 12 open positions; the vote will be in May.

Policy & Procedure Committee: Noftz reported for Carolyn Bailey Lewis that Policy 40.036 will go to the committee in the next two weeks.

Secretary's Report: No report.

Treasurer's Report: No report.

Discussion: Second reading and approval - **Redistricting proposal:** No quorum; no second reading performed or vote taken.

Vice President for Finance and Administration Report: Bill Decatur reported on the following:

Budget: Higher education was exempted entirely from the governor's January budget cuts; the Budget Planning Council met on 3/21/08 to hear recommendations from the general fee committee; the university's budget is being built on the state budget holding intact with a 9.5%

increase in state funding and no increase in tuition and general fees; this will provide for salary increases of 3% for faculty, administrative, classified employees, increases in health care and utility costs and the \$1.2 million salary adjustment for faculty; it is a continuation budget without any reallocation or budget cuts; the university is using \$1.7 million from the base budget reserve and \$700,000 of one time monies to make a strategic investment in the first year priorities of the VisionOhio implementation plan; each planning unit head has been given a target to find the funds; the BPC is also engaged in contingency planning, which includes the possibility of slowing down the investments in the strategic priorities, delaying the salary increase date, and reviewing the health care budget, to minimize budget cuts and layoffs from any additional state budget cuts.

Capital Budget: The new control totals from the Board of Regents were less than anticipate; the university met with the Facility Planning Council and reduced its request by \$3.4 million; universities lobbying to get capital budget restored; will know by the end of April.

Director of Compensation: Human Resources is interviewing final candidates; when the director is hired a study will be launched to review administrative compensation, the compensation structure, market analysis and classification.

Administrative Vacation Process Change: This results from Deloitte & Touche's external audit finding that the use of vacation has not been recorded on a current basis; it is important because real dollars are involved; when vacation time is not used, the university records a liability on its balance sheets; unused vacation time must be paid out when an employee leaves or retires; the new practices will go into effect on 4/1/08.

New Student Health Center: Student Affairs, the College of Medicine and University Medical Associates will join to build a 75,000 sq. ft. facility on Tailgate Park to replace Hudson Health Center; it will include approximate 30,000 sq. ft. for Student Health Services, 30,000 sq. ft. for UMA and space for a diagnostic center; it will be financed through a bond issue and rent from UMA and the diagnostic center and an increase in student general fees will pay for it; the university would like to break ground as soon as possible because it is important for recruitment and retention.

Health Care Reserves: This is one of the largest carry forwards; funds have accumulated over the years when the health care budget has not been spent; these funds come from two sources—the university budget and the employees' share of health care; the reserve is necessary since the university is self-insured; Anthem is the third party administrator negotiating rates with providers and to handling paperwork; the Budget Advisory Council is working on a proposal for wellness and health strategies, which are critical to contain the growth of health care costs.

Announcements: None.

Adjournment: No quorum.

Respectfully submitted,

Andrew Stuart
Secretary

**Ohio University Administrative Senate
Minutes of April 17, 2008 Business Meeting
Baker University Center, Room 240**

**Next Meeting: May 15, 2008, 12:00 noon – 1:30 p.m.
Baker University Center, Room 240**

Present: Scott Blower, Rebecca Cale, Lisa Dael, Karen Dahn, Angela Davis, Doug Grammer, Dawn Jenkins, Lesli Johnson, Lisa Kamody, Andy Kranyik, Rosanna Lemasters, Beth Lydic, Wendy Merb-Brown, Cristina Milligan, Brenda Noftz, Sarah Rist, Connie Romine, James Sand, Rusty Smith, Andrew Stuart, Bev Wyatt

Excused: Eric Clift, Mick Harris, Carolyn Bailey Lewis, Rebecca Petty

Absent: Marie Graham, Todd McGuire, Patti Pennell, Chy Wooten

Guests: Terry Conry, George Mauzy

Brenda Noftz called the meeting to order at 12:05 p.m.

Approval of Minutes: Bev Wyatt moved that the minutes of the February 21 and March 20, 2008 meetings be accepted; Andrew Stuart seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Vice President for Finance and Administration Report: Terry Conry reported for Bill Decatur on the following:

- ◆Mike Williford's analysis of the ratio of faculty to administrators, which shows where Ohio University is in relations to peers in other state institutions, will be presented to the Board of Trustees.

- ◆John Day's power point tutorial on how to budget for benefits is posted on the Finance & Administration website <http://www.facilities.ohiou.edu/vpfa/> under Understanding Health Care Budgeting.

- ◆Conry encouraged all administrators to go to the Provost website <http://www.ohio.edu/provost/index.cfm> to read the document, Vision Ohio-Year I.

- ◆Conry encouraged senators to read the Chancellors Plan for the University System of Ohio at <http://www.regents.ohio.gov/>.

- ◆The search for the director of compensation is in the process of making an offer.

- ◆Housing has become an issue in recruitment over the past year and a half.

- ◆Enrollment numbers for international students are up; undergraduate numbers are down a little but should settle out in the finalization process, which is just beginning.

- ◆The University is still running models, discussing and data gathering regarding another buy out.

Chairperson's Report: Noftz reported on the following:

- ◆198 staff attended the Shared Services Open Forum; Mark Hopton gave a power point presentation (available at <http://www.ohiou.edu/admsen/>), answered questions, and indicated his willingness to attend staff meetings to discuss shared services (schedule by e-mailing him at hopton@ohio.edu); a consultant from Accenture provided a broad overview of shared services and indicated that the timeframe is lengthy and there will be time to identify jobs that may be eliminated; efforts will be made to place, train or retrain to minimize people separating from Ohio University; specifics of services to come are just now being discussed and evaluated.
- ◆The Board of Trustees will meet today (4/17) and tomorrow (4/18) and discuss the medical center, the president's evaluation, and defining of shared governance.
- ◆Senate executive officers met with the president and provost and discussed the shared services open forum and its impact on jobs, concerns about not having a compensation director, all associated policies regarding the pay plan, and concerns individual administrators have brought forward.
- ◆Senate executive officers did not meet with Vice President Decatur this month but are scheduled to meet with him next week.
- ◆Noftz met with John Biancamano, Interim General Counsel, who informed her that he is unfamiliar with administrative senates but suggested several initiatives that senate could be involved in and is very willing to talk about issues if they arise.
- ◆Chairs of all constituent groups met with president and provost and were provided with an overview of the University System of Ohio and also discussed the state budget.
- ◆Student Senate is considering a resolution, proposed by Tracy Kelly, to change the way student trustees are chosen to include a representative from Administrative, Classified and Faculty Senates on the committee.
- ◆Noftz sent out e-mails this month about the cash handing policy and a survey about internal control.
- ◆Classified Senate asked us to remind administrators that next week is Administrative Professionals Week and activities are planned throughout the week.
- ◆Noftz sent Mike Williford a letter about administrator numbers varying based on the database used (total numbers vs. categories) and asked the Faculty Senate member to provide source of his information.
- ◆Noftz talked to two administrators this month with concerns about employment status as it relates to policies of job abolishment and call back and job demotions and to administrators who are concerned about pay equity and promotional opportunities relating to gender; these issues have been raised with Human Resources.
- ◆Senate executive officers are talking with some senators and committee members about special projects over the summer for implementation in the fall.
- ◆Senate executive officers have been asked by the President's Office for input for the evaluations of Vice President Decatur and Provost Krendl.
- ◆The Provost is rescheduling to attend a meeting in spring or fall.
- ◆Wendy Merb-Brown reported that the Health Benefits Committee meets monthly; university health care costs have been under budget every month and are about \$1.5 million under projections; the employee share of health care premiums is about 7% and in the past when the claims are lower, the employee share has been refunded as a premium holiday; recently, the premium holiday has been contingent on the premium being equal to the value of one months premium; at the end of this year, there will be about a \$4 million reserve, a portion of which is employee health care contributions and when the one month premium status is reached, employees should receive a premium holiday; the remainder of the \$4 million in health care reserve comes from units and one option is to use

those funds to offset for a budget shortfall; there will be no changes to next year's benefits plan; after enrollment period is complete, a survey will be sent to all employees asking about benefits and what employees want.

◆Merb-Brown reported on Budget Planning Council's motion of 4/4/08 delaying fiscal year 2009 investments (salary increases, Vision Ohio implementations, and funds to improve the University's debt ratio) until October when more knowledge is available about the state economy and enrollment numbers; the delay is an attempt to be conservative and avoid potential budget cuts to units; the university hopes to know by July if the state will be able to provide the \$9 million promised for the second year of the biennium; the delayed investments and reserve funds amount to almost \$9 million in contingency funding; another option is if the state does not prove the funds promised, it will permit tuition and fee increases; the decision needed to be made now because reappointment time for employees begins now; the goal is to have salary increases given retroactive to July 1.

Vice Chairperson's Report: Angela Davis reported on the following

Baker Center Updates: approximately 250,000 people came through Baker Center during Winter Quarter; it is booked to capacity from now until June 13 with the Ballroom is booked everyday; every Thursday and Friday night Midnight Movies are shown in the theater and concessions are now available; the Multipurpose Room will be offline for the installation of bamboo flooring from June 13-21, 2008; the Front Room will also be offline for floor refinishing.

Outstanding Administrator/Service Awards Committees: Everything is moving along as planned and the committee would like to remind you to mark your calendars for 3 p.m., Tuesday, 5/20/08, in Baker Center Ballroom.

Personnel/Policies Committee: The Committee will meet on Monday, 4/21/08 at 2 p.m. in RTVC 309; Brenda Noftz will join them and Rosanna Lemasters will be available on the phone from Zanesville; the following agenda items will be discussed: 1) Matthew Dalton, OIT Security will speak with the committee regarding a security policy OIT would like to create; 2) Policy 40.036 Administrative and Professional Pay Plan; and 3) Karen Deardorff will give a brief update on the group evaluating policies affecting administrative employees (chaired by Jim Kemper).

Elections Committee: Doug Grammer reported that Senate elections will be take place May 13-20, 2008; ten nominations have been received; there are vacancies in District 16 and possibly 17, two regional vacancies and one part-time vacancy; applications are still being accepted; voting will take place online and by paper ballot upon request

Secretary's Report: No report.

Treasurer's Report: No report.

Discussion: Second reading and approval - Redistricting proposal: Noftz asked if there were any questions or discussion about the Redistricting proposal submitted in February. Since there were none, she asked for a motion to approve. Cris Milligan moved that the proposal be approved; Andrew Stuart seconded the motion and the proposal was approved unanimously.

Announcements: Jim Sands announced that the Offices of Judiciaries is recruiting people to serve on the University Hearing and Appeal Boards and requested that anyone interested call Judiciaries at 593-2629.

Adjournment: Andrew Stuart moved that the meeting be adjourned, Cris Milligan seconded the motion, and the meeting adjourned at 1:30 p.m.

Respectfully submitted,

Andrew Stuart
Secretary

**Ohio University Administrative Senate
Minutes of May 15, 2008 Business Meeting
Baker University Center, Room 240**

**Next Meeting: June 19, 2008, 12:00 noon – 1:30 p.m.
Baker University Center Ballroom A**

Present: Scott Blower, Rebecca Cale, Eric Clift, Lisa Dael, Angela Davis, Doug Grammer, Mick Harris, Lisa Kamody, Andy Kranyik, Rosanna Lemasters, Beth Lydic, Wendy Merb-Brown, Cristina Milligan, Brenda Noftz, Rebecca Petty, Patti Pennell, Sarah Rist, James Sand

Excused: Carolyn Bailey Lewis, Todd McGuire, Connie Romine, Andrew Stuart

Absent: Karen Dahn, Marie Graham, Dawn Jenkins, Lesli Johnson, Rusty Smith, Chy Wooten, Bev Wyatt

Guests: Thea Arocho, Terry Conry, George Mauzy

Brenda Noftz called the meeting to order at 12:05 p.m.

Approval of Minutes: Rebecca Cale moved that the minutes of the April 17, 2008 meeting be accepted; Beth Lydic seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Vice President for Finance and Administration Report: Terry Conry reported for Bill Decatur on the following:

◆The Baker University Center deficit is being discussed and studied in terms of staffing for the number of locations, hours, and meals being provided; the deficit is putting pressure on the system and is getting very serious attention; some options being considered are providing a different special each night at a reduced cost, meal plans for off-campus students and staff, delivery service within Baker, e-mailing menus to staff; additional suggestions should be sent to Patti Pennell at hawkp@ohio.edu.

◆Jim Kemper will start his new position at The Ohio State University on June 2 in an internal consulting unit where he will work with employee development, internal organizational consulting and employee relations; a search committee for his replacement is being formed and discussions are taking place about whether to use a search firm.

◆Assuming that there are no additional cuts from the state, the 2008-09 budget will be balanced and provide for the strategic investments; this is also due in part to an increase in international student enrollment.

Chairperson's Report: Noftz reported on the following:

◆She met with Mark Hopton to describe senate's work and priorities; he encouraged communication and invited administrators to share information; she also shared concerns about policies; the lack of succession and professional development opportunities, and sought his support for placing university administrators, whose jobs may be eliminated, in existing vacancies and providing the support and development for their success.

- ◆ She met with Kent Smith about the same issues and concerns.
- ◆ Faculty Senate met 5/12/08; David Descutner reported for the Provost on a record number of applications, higher selectivity, higher average ACT, and housing contracts being down by 135; John Day report on how the faculty salary increase will be divided; Howard Lipman gave a presentation on University Advancement; Hugh Bloemer reported on the Ohio Faculty Council (all the chairs of all the Faculty Senates who meet monthly in Columbus); Sergio Lopez was elected as chair, David Thomas as vice chair and Jeremy Webster as secretary; held lengthy discussions about how merit pay should be distributed and about requirements of advising as mandated by each college.
- ◆ Anthem made a presentation to the Health Benefits Committee about the services they offer as part of our package and additional services that are available at an additional cost; the committee voted to go to whatever preventative care was best; open enrollment forms have been mailed and a survey about health care usage will be coming during the next year.
- ◆ The Board of Trustees met on 5/17/08 and dismissed the recommendation of administration for a contingency plan to delay raises and the implementation of some Vision Ohio initiatives; the President emphasized that this decision could jeopardize jobs but the Trustees felt the University needed to make necessary cuts and some hard decisions to get better; President McDavis received positive evaluation and a four year extension of his contract.
- ◆ She attended Student Senate's meeting to address the proposal to include a rotating representative from Administrative, Classified and Faculty Senate in the selection process for the student trustee, which was voted down by 2 votes.
- ◆ She heard back from Dr. Williford that the data used for the number of administrators in his report was from the IPEDS report available on Institutional Research's website; the faculty member who presented information to the chair of the Board of Trustees confirmed that he got it from the institutional research web site.
- ◆ Senate officers were asked to give input into Bill Decatur and the Kathy Krendl's evaluation.
- ◆ The Provost will attend the 6/19/08 meeting, which will be held in Baker Center Ballroom A and asked for suggestions about where to hold the 7/17/08 meeting; the Friends of Library Room, HR & Training Center, and The Governance Room, Walter Hall were proposed.
- ◆ The General Legal Counsel Search Committee will meet next week to screen applicants.
- ◆ The Committee on Committees met to address changes in the University International Council and apportionment of representatives to the University Research Council; applications for university standing committees are out; only three committees that have vacancies for administrators.
- ◆ An offer has been made to the candidate for Compensation Director, who is expected to come to campus in June.
- ◆ She read a note from Jim Kemper expressing his appreciation to Administrative Senate over the years.
- ◆ **Budget Planning Council:** Wendy Merb-Brown reported that the contingency planning is taking place in case the University does not get the anticipated funds the state; options are lifting fee caps, using a combination of student fees and state funds, and generating additional revenue (send ideas to Rebecca Skillings); the raise pool is 3%; feedback was requested about whether the 3% increase for administrators should be given across the board cost-of-living or as a combination of merit and across the board cost-of-living with individual units make the distribution decisions; the combination option was preferred.

Secretary's Report: No report.

Treasurer's Report: Beth Lydic submitted the account summary for May (attached) and reported that balances are good, expenses are on average with year and do not include awards.

Vice Chairperson's Report: Angela Davis requested the following committee reports:

Elections Committee: Doug Grammer reported that 164 people voted; there were a few minor problems with building names; elections will close on 5/20/08; the only contested races are the at-large positions; positions are still open for the regional campus, part-time, and some districts; send names of people to fill these openings to noftz@ohio.edu.

Service Awards Committee: Mick Harris announced that the Awards ceremony will be next Tuesday, 5/20/08 at 3:00 p.m. in Baker University Center Ballroom.

Baker Updates: Davis announced that Baker University Center operating on limited hours the week after Commencement for cleaning and maintenance.

Discussion: Noftz announced that the report of the AQIP visit is available. She reported that she plans to submit a public records request to Legal Affairs for the following data on administrative employees: number of full time employees, number of part-time employees, status, gender, race, age, base pay, pay grade, planning unit, number of years in current position, number of years in current pay grade, total number of years at university; positions held, number of positions held, length of time in each position. The purpose for obtaining this information is to draw some conclusions about where administrators are in relation to pay and promotion and how far out of alignment they are.

Announcements: It was announced that Craig Cornell, the vice provost for enrollment management, will start on 5/28/08 and Steve Brooks, the new compensation director will start on 6/30/08.

Adjournment: Lisa Dael moved that the meeting be adjourned, Lisa Kamody seconded the motion, and the meeting adjourned at 1:30 p.m.

Respectfully submitted,

Andrew Stuart
Secretary

Next Meeting: June 19, 2008, 12:00 noon – 1:30 p.m.
Baker University Center Ballroom A

May 2008 Administrative Senate Account Summary

Beginning Balance	\$ 60,177.23
Expenditures YTD	(\$19,019.03)
Current Budget Available	\$ 41,158.20
Salaries and Wages	(\$15,124.78)
Employee benefits	(\$2,265.30)
Supplies	(\$58.39)
Travel and Entertainment	(\$953.70)
Information and Communication	(\$219.86)
Miscellaneous	(\$397.00)
Total Expenses	(\$19,019.03)

blydic, 5/14/08

**Ohio University Administrative Senate
Minutes of June 19, 2008 Business Meeting
Baker University Center, Room 240**

**Next Meeting: July 17, 2008, 12:00 noon – 1:30 p.m.
Human Resources & Training Center, Room 141-145**

- Present: Rebecca Cale, Eric Clift, Lisa Dael, Angela Davis, Doug Grammer, Lisa Kamody, Rosanna Lemasters, Carolyn Bailey Lewis, Beth Lydic, Wendy Merb-Brown, Cristina Milligan, Brenda Noftz, Sarah Rist, Andrew Stuart, Chy Wooten, Bev Wyatt
- Excused: Karen Dahn, Mick Harris, Dawn Jenkins, Lesli Johnson, Andy Kranyik, Patti Pennell, Rebecca Petty
- Absent: Scott Blower, Marie Graham, Todd McGuire, Connie Romine, James Sand, Rusty Smith,
- Guests: Kapil Bajaj, Terry Conry, Connie Pollard

Brenda Noftz called the meeting to order at 12:07 p.m.

Guest – Dr. Kathy Krendl, Executive Vice President and Provost: Dr. Krendl gave an update on the reorganization of the Office of the Executive Vice President and Provost stating that the purpose of the reorganization was to consolidate all academic functions across the institution to better integrate focus and services and to get a better focus on academic excellence. The new units added to this area are Office of the Vice President for Research, Regional Higher Education, University Outreach and Diversity. She also identified three criteria used to evaluate and promote academic excellence—leadership, establishing unit goals that would tie to academic priorities and reviewing and adjusting unit and financial resources. She talked briefly about the Office of Nationally Competitive Awards tripling the number of award recipients over the past five years.

Approval of Minutes: Angela Davis moved that the minutes of the May 15, 2008 be approved with unanimous consent.

Chairperson's Report: Noftz reported on the following:

- ◆She thanked outgoing senators (Becky Cale, Dawn Jenkins, Andy Kranyik, Carolyn Bailey Lewis, Todd McGuire, Rebecca Petty, Rusty Smith and Chy Wooten) for their contributions during their terms and encouraged them to volunteer in the future.
- ◆Health Benefits has not met since last meeting.
- ◆Steve Brooks is the new compensation director; he began work two weeks ago; his office is 210 HRTC; he was unable to attend today but plans to be at the July meeting.
- ◆The General Counsel's search is almost completed.
- ◆The new chair of Classified Senate is Marlene Swartz and the past chair is George Cheripko.

◆Administrative Senate is partnering with Environmental Health, OUPD, Risk Management and Emergency Programs to put together opportunities for training and awareness building about work place violence.

◆The Board of Trustees will be meeting on campus on Thursday, June 26 and Friday June 27. Agendas for these meetings can be found at the Board of Trustee's web site: <http://www.ohio.edu/trustees/>.

◆Wendy Merb-Brown reported that the Budget Planning Council recently reviewed regional campus fees to see how they align with other fees; a balanced budget is still being projected for next year but on hold pending state revenue totals; if the state's share of instructional funds are not received, there is confidence that fee caps will be lifted.

◆Eric Clift gave an update on the Information Technology Advisory Council (ITAC) and reported that the student and employee ID center will move from HDL Center to Baker Center and a satellite office of the HELP desk will open in Baker Center; that ground work is being laid to move to a new e-mail system for faculty and staff (probably Microsoft Exchange) and early discussions are taking place about outsourcing student e-mail (possibly to g-mail or Microsoft).

Vice President for Finance and Administration Report: Terry Conry reported for Bill Decatur on the following:

◆The University has contracted with Hudepohl of Dublin, Ohio to perform the search for the Vice President for Human Resources; the search team has been form, the position description and advertisement have been written; the first sampling of candidates is expected with three weeks with interviews in four to five weeks.

◆The Administrative pay Plan is going forward.

◆Frank Corris is the new director of Procurement.

◆Budget contingency plans are in place that do not involve reallocation, but do involve things like strategic procurement.

◆The State's revenue reports were good for April but bad for May.

◆Executive officers have signed off on the Academic Support Unit Program Review; academic deans and vice presidents will receive a request from Gary Neiman to schedule for FY2009-10 through FY2012-13; it is excellence in higher education based; the second phase is a peer review followed by a stakeholder review.

Secretary's Report: No report.

Vice Chairperson's Report: Angela Davis requested the following committee reports:

Baker Updates: The floors have been refinished in the Front Room and Latitude 39; a technology depot will be located on the first floor in the computer lab area and will be open before Pre-College begins; Baker Center will be back to regular hours next week.

Elections Committee: Doug Grammer reported that 181 people voted in the elections and the newly elected Senators are: At-Large: James Sand, Eileen Theodore-Shusta, Thea Arocho and Douglas Grammar; District 2: Andrew Stuart; District 6: Jean Demosky; District 7: Vijayanand Nadella; District 15: Janelle Baney; District 17: David Carpenter. Gwen Whitehead will fill the Regional Campus position, Jerry Reed will fill the an open two year At-large position and Carol Blue will fill an open one year At-large position

Treasurer's Report: Beth Lydic submitted the account summary for June (attached) and reported that expenses are up due to the awards ceremony and that \$ 37,175.95 is available in the current budget.

Announcements: Noftz announced that the July meeting will be in HRTC 141-145; the newly elected senators will be attending and election of new officers will take place. She also announced that the public records request for data on administrative employees was submitted.

Adjournment: Andrew Stuart moved that the meeting be adjourned, Eric Clift seconded the motion, and the meeting adjourned at 1:25 p.m.

Respectfully submitted,

Andrew Stuart
Secretary

Next Meeting: July 17, 2008, 12:00 noon – 1:30 p.m.
Human Resources & Training Center, Room 141-145

June 2008 Administrative Senate Account Summary

Beginning Balance	\$ 60,177.23
Expenditures YTD	(\$23,001.28)
Current Budget Available	\$ 37,175.95
Salaries and Wages	(\$15,627.21)
Employee benefits	(\$2,339.10)
Supplies	(\$104.37)
Travel and Entertainment	(\$2,590.20)
Information and Communication	(\$1,688.97)
Miscellaneous	(\$651.43) (flowers and stuff)
Total Expenses	(\$23,001.28)

blydic, 6/19/08