

OHIO UNIVERSITY ADMINISTRATIVE SENATE
MINUTES of August 20, 1998

NEXT MEETING: September 17, 1998
Baker Center 203

Present: Salinda Arthur, Sue Boyd, Judy Burke, Rebecca Cale, Susan Downard, Robert Hynes, Valaria McCabe, Robert Moffat, Joyce Pae, Dave Puzouli, Peggy Pruitt, Jean Radcliff, John Ray, Nancy Rue, Patricia Smith-Hunt, Jeff Spalding, Linda Stroh, Elizabeth Westenbarger, Marlene Wisowaty

Excused: Patrick Bell, Maggi Channell, Sharon Huges, Jean Lewis, Chris Reghetti-Feyler, Stacia Stutzman

Absent: John Gilmore, Martin Hanlin, Carol Kline, John Kotowski, Mike Magyary, Randi Morgan, Brian Shapiro, Mike Sostarich, Beverley Wyatt

Guests: Nancy Schell

Approval of Minutes: Motion to approve May 28th minutes was made by Valaria McCabe, seconded by Robert Moffat. Motion passed unanimously. Motion to approve June 18th minutes was made by Peggy Pruitt, seconded by Nancy Rue. Motion passed unanimously.

Chairman's Report: Meeting called to order by Vice Chairman Judy Burke.

- Meeting Handouts: Members were encouraged to pick up a copy of available handouts (roster, agenda, May and June minutes, Draft copy of the Ethics Statement letter).
- Senate would like to recognize Joel Rudy for his service both to Ohio University and with Senate. Joel has been invited to the September meeting and at that time Senate will present him with a certificate.
- The budget was reviewed at the last Executive Committee meeting. There has been no increase for several years. Exec felt it was time for an increase. If all Outstanding Administrators requested their awards, Senate's budget would be in the red. Ted Kohan suggested doing business as usual for the year. He also suggested that Senate prepare a detailed budget by December of this year and request the appropriate increase. As of now Senate is in a deficit situation because there are three awards that have not been utilized by Outstanding Administrators; however those funds were used for other expenses.
- The Provost and President engaged Dr. Robert Zemsky, Pew Charitable Trust/Knight Foundation Member, to work with Ohio University for the next year discussing ways to deal with the budget. Dr. Zemsky has already met with a few groups and will continue to do so. Sharon has spoken with Dr. Zemsky.
- Elections for District 2 ended in a tie and a run-off election was held. Joyce Pae is the new senator for District 2. Senate expects to receive another resignation and will have another seat to fill.

Vice Chairman's Report:

- Two things on the agenda this year are a little different. In Exec, we discussed ways to make Senate more vocal, and visible. Two events were planned, one for full Senate and one for Exec. On September 22, 1998 from 9:00 to 2:00 at the Ohio University Inn in the Lindley Room, we will hold a full Senate orientation similar to last year's orientation. It will include some brainstorming about goals for 98/99. All Senators are encouraged to attend this retreat. We will review basic things such as how Senate works, how you bring a resolution to the floor, who Senate deals with, and why Senate is here. Breakfast and lunch will be provided.
- Exec will meet on October 29, 1998 from 1:00 to 5:00 at the Ohio University Inn for a retreat. During this time Exec will expand on the ideas from the full Senate retreat.
- Committee chairs: Elizabeth Westenbarger will chair the Personnel Policies Committee. A vice chairman is needed. Rob Moffat is chairman of the Compensation Committee and Jean Lewis is vice chairman. The Compensation Committee sent a survey to administrators regarding

questions about Human Resources. Tom Massey and Mike Hanek helped work on this survey. The Committee will update everyone on this matter at a later date. Working on getting a chairman for the Professional Development Committee. Susan Downard will be chairman of the Service Awards Committee; she still needs a vice chairman. Sue Boyd will be the Faculty Senate liaison.

Secretary's Report: Please send an e-mail (stroh@bobcat.ent.ohiou.edu) if you will not be attending the meetings. At the September meeting we will provide District Senators with labels for the people in their districts.

Treasurer's Report: Rob requested that committee chairman submit budgets for this year. He has copies of last year's budgets if you need to see them.

Vice President for Administration Report: Gary North was absent.

Old Business: There have been a few changes to the Ethics Statement draft letter since it was printed. At the bottom of the sheet, change "The administrator's function in higher education" to "The administrator's function is to serve".

Also add the word "and" between employment and programs on the line that reads "support, implement, and promote merit employment and programs of affirmative action to assure equal employment opportunity." This is the Ethics Statement and exact wording that Senate adopted and passed. John Gilmore drafted the language of the letter, and it will be sent to Gary North. It states our position on the familial relations issue on which Senate already voted. This is the final, complete response. The letter will be sent to Dr. North with a copy of the resolution that Senate voted down and a copy of the statement that was adopted. This letter is at Printing Resources. It will be sent to all administrators.

New Business: Notice in the roster there are a few adjustments in districting. Elizabeth's district is now called HDL. Most of the people she represented prior to the move are now in HDL, so her district is no longer Scott Quad. The remaining Scott Quad employees are being incorporated in District 7, which is Randi Morgan's.

Announcements: Nancy Schell, co chairman of the American Heart Association Heart Walk, asked for volunteers. The American Heart Association walk will be held on October 7, 1998 at 5:30 on the Bike Path. It is to raise funds to provide research dollars and educational materials for Athens County. Contact Nancy at 593-2293 for more information.

Jim Kemper will be attending the September meeting to discuss mediation.

Motion to adjourn was made by Valaria McCabe, seconded by Sue Boyd.

Respectfully Submitted,

Linda Stroh, Secretary
September 1998

OHIO UNIVERSITY ADMINISTRATIVE SENATE
MINUTES of September 17, 1998

NEXT MEETING: October 15, 1998
Baker Center 203

Present: Salinda Arthur, Patrick Bell, Sue Boyd, Maggi Channell, Susan Downard, Sharon Huge, Jean Lewis, Valaria McCabe, Robert Moffat, Randi Morgan, Joyce Pae, Dave Puzzouli, Jean Radcliff, John Ray, Chris Reghetti-Feyler, Brian Shapiro, Jeff Spalding, Linda Stroh, Stacia Stutzman, Elizabeth Westenbarger, Marlene Wisowaty

Excused: Judy Burke, Rebecca Cale, John Gilmore, Robert Hynes, Peggy Pruitt, Nancy Rue, Patricia Smith-Hunt, Beverley Wyatt

Absent: Martin Hanlin, Carol Kline, John Kotowski, Mike Magyary

Guests: Jim Kemper, Ted Kohan, Joel Rudy, Gary North, Dianne Bouvier, John Schmleding, Sharon Brehm

Approval of Minutes: Motion to approve August meeting minutes was made by John Ray, seconded by Robert Moffat. Motion passed unanimously.

Chairman's Report: Meeting called to order by Sharon Huge.

- Meeting Handouts: Members were encouraged to pick up a copy of available handouts (roster, agenda, August minutes, citation of appreciation for Joel Rudy).
- Updates:
 - Judy Burke – Has had an accident. She will return to work sometime during the fall quarter.
 - Randi Morgan – Resigning from Ohio University; going to Washington D.C. to work at George Washington University. John Sanders will now represent District 7.
 - Mike Sostarich – Has resigned from Administrative Senate because he is no longer eligible to serve because of his appointment to a higher administrative level. Senate is in the process of filling Mike's position for the remainder of his term.
- Administrator's Code of Ethics was distributed to all Ohio University administrators via campus mail.
- Presentation to Joel Rudy – Administrative Senate presented Joel Rudy with a certificate of appreciation.

Vice Chairman's Report: Sharon Huge

- Senator's Retreat – Tuesday, September 22, 1998 from 9:00 to 2:00 at the Ohio University Inn. There will be a facilitator not affiliated with the University at the retreat to assist with goal setting.
- Committee Chairmen Update – Many committees have chairmen in place for this year. Some committees still need vice-chairmen. The vice-chairmen must be Senators. A letter will be sent to administrators on all the campuses asking for volunteers for the various standing committees. The deadline for response will be October 9th. After October 9th, a list of volunteers for each committee will be sent to each chairman.

Secretary's Report: Linda Stroh

Roster: Jean Radcliff's e-mail address should be listed as radclifj@ohiou.edu.

Labels for the Administrators in each district will be mailed to Senators via campus mail.

Treasurer's Report: Robert Moffat

Reminder to the committee chairmen that budget requests for this year need to be turned in immediately. Rob has copies of last year's budgets if needed.

Vice President for Administration Report: Ted Kohan attended as Dr. North was unavailable.

Halloween – The City continues to sanction the event, however this is not a University event.

University will limit guest registration in the residence halls to one guest per student. The University

will ticket or tow cars parked illegally on campus. Encourage all departments to be cautious of security issues and protect the University property.

President Glidden has taken a strong stance regarding underage drinking. Ted Kohan announced a \$70,000 grant both the City and Ohio University received. The grant funds a task force of three officers, one from Liquor Control, one from Ohio University, and one from the City of Athens. One role of the task force is to meet with bar owners and carry out owners, and talk with them about their responsibility not to serve underage drinkers. The officers will work in the bars with the understanding and knowledge of the owners. The task force will also meet with fraternities, sororities, and residence hall students.

Special Guests:

Jim Kemper – Director of University Human Resources. Jim announced that an audit of UHR practices, procedures, and effectiveness will be conducted by a consultant from State College, Pennsylvania. Senate will be asked to participate in the audit. Thanks to Senate's request about 18 months ago, UHR is sponsoring a pilot program in mediation. The 1-year pilot funded by the vice president for administration's office includes UHR, and Athens Mediation Service. Dianne Bouvier of UHR and John Schmieding of Athens Mediation Service presented an overview of the program. The goal of the program is to find ways to solve workplace issues before the grievance procedure is invoked. The program is available on all campuses. For information on mediation, call UHR, or Athens Mediation Services at (740) 594-6169.

Sharon Brehm – Provost. Dr. Brehm presented her rationale for the Consensual and Familial Relations Resolution. She would like Senate to endorse such a resolution in addition to the Administrative Senate Code of Ethics.

Old Business:

None

New Business:

None

Announcements:

Bicycle Races are next weekend and volunteers are needed. Friday and Saturday night only.

Motion to adjourn was made by Linda Stroh, seconded by Rob Moffat.

Respectfully Submitted,

Linda Stroh, Secretary
September 1998

OHIO UNIVERSITY ADMINISTRATIVE SENATE
MINUTES of October 15, 1998
NEXT MEETING: November 19, 1998
Baker Center 334

Present: Sue Boyd, Rebecca Cale, Maggi Channell, Susan Downard, John Gilmore, Sharon Huges, Robert Hynes, Carol Kline, John Kotowski, Robert Moffat, Joyce Pae, Dave Puzouli, Peggy Pruitt, Jean Radcliff, Chris Reghetti-Feyler, Nancy Rue, John Sanders, Jeff Spalding, Linda Stroh, Stacia Stutzman, Elizabeth Westenbarger, Marlene Wisowaty, Beverley Wyatt

Excused: Salinda Arthur, Judy Burke, Martin Hanlin, Jean Lewis, Brian Shapiro,

Absent: Valaria McCabe, John Ray, Patricia Smith-Hunt,

Guests: Gary North

Approval of Minutes: Motion to approve August meeting minutes was made by John Kotowski, seconded by Maggi Channell. Motion passed unanimously.

Chairman's Report: Meeting called to order by Sharon Huges.

- Sharon Huges attended several meetings for Senate. Several representatives attended the Board of Trustees meetings.
- Attended a Compensation Advisory Meeting; Karen Hudson heads this committee. The committee is in the process of putting together a job description for Randi Morgan's replacement. It means some of the processing of PDQS, has slowed down. Karen hopes to have Randi's position filled by January. Human Resources is also hiring consultants to review the classification plan. Gary North noted that the university is bringing in Ray Fortunato to do an audit of Human Resources. The goal is an objective, in-depth review of Human Resources policies and procedures. One possible change is for evaluations for all classified employees to be done at the same time instead of the anniversary date when the employee was hired. Sharon Huges reminded Human Resources that many administrators on campus do not receive evaluations.
- UPAC – The group has gotten a little bit larger in size than in the past. Looking to make major changes for UPAC. Administrative Senate, Faculty Senate, and Classified Senate have been asked to have representatives attend UPAC. Maggi Channell will be sitting in for Judy Burke in her absence. This year things will not change much but there are plans to make radical changes to the way funds are gathered and distributed.
- RETREAT – The Senate retreat took place on September 22nd at OU Inn. Sixteen Senators participated with only one new senator in attendance.
- All-In-One - All subscribers function has been eliminated. This is the way that Senate was distributing the minutes. It will cost approximately \$140 a month to print and distribute one set of minutes via campus mail. Sharon Huges sent a letter to Dave Fritchley expressing Senate concerns regarding the issue.

Vice Chairman's Report: Sharon Huges

- Judy Burke is improving; she may be back in 4 weeks.
- Attendance – Discussed ways to encourage Senators to come to meetings. Would like some suggestions. The by-laws are very restrictive and stringent, and Senate does have some recourse if a Senator does not attend for 2 consecutive meetings. Linda Stroh noted that by-laws require that, if you can not attend, you send an alternate in your place. Sharon reminded Senators to call or e-mail if they can't attend a meeting.
- New Senator – Cathy Waller will be filling the remainder of Mike Sostarich's term.
- Almost all committees have chairmen in place except for Outstanding Administrator committee. Every committee has at least six or more volunteers to be on those committees. All committee vice chairmen must be on Senate. Volunteer lists have been distributed to committee chairs.
- Rob Moffat is the committee chairman for the Compensation committee. Jean Lewis is the vice-chairman.
- Jean Lewis is the chairman for Professional Development committee. Jean needs a volunteer for a vice-chairman.
- Still need a chairman for the Outstanding Administrator Committee.
- Susan Downard is the chairman for the Service Awards committee. No vice chairman yet. This committee does not begin work until January.
- Nancy Rue is the chairman for Committee on Committees.
- Bryan Shapiro is chairman for Elections Committee.
- Sue Boyd is Liaison for Faculty Senate; no report this month.
- Salinda Arthur is excused from the meeting because she is representing Senate at the Emerti Association meeting. They are discussing the funding of a park on campus.

Secretary's Report: Linda Stroh

There is a new roster. A booklet is being put together for new members with information about the by-laws, roster, code of ethics, how to get a motion to the floor, etc.

Treasurer's Report: Robert Moffat

Chairmen, please submit budgets as soon as possible. The budget for 1998-99 \$19,667.

Vice President for Administration Report: Gary North

- Jim Kemper will be sending each administrator an Outstanding Employee Award nomination form. Enrollment Management Committee met and focused on "What the real numbers are and who's included". There are 16,200 undergraduate students, 2,700 graduate students, and 400 Ph.D. students on campus for a total of 19,300. Undergraduate and Ph.D. enrollments are up but we are down about 168 in master's degree students. This drop poses a significant problem because it will cost \$1 million in subsidy to the University. The committee discussion focused on moderating freshman and transfer admissions and placing more effort to increase the Master's level enrollment. The over-all ceiling is 20,000 for the Athens campus.
- President Glidden held a retreat for senior staff and deans to discuss the 2004 Campaign.
- Human Resources has sent out the benefits packets for 1998-1999.
- Human Resources also mailed out a summary of the issues that came out of the Union Organizing campaign six months ago and what's been done to respond to them. In reviewing the list they talk about classification compensation, training, classified employee changes, etc. Please review the News for YOU brochure when you receive it. A consultant, Patti Hathaway is coming to campus to work through some of the workplace concerns.
- Halloween – Call Human Resources to see if staff are still needed to work Friday and Saturday for Halloween. They have had over 100 people volunteer to work over the weekend. The University is doing whatever it can to minimize problems and be as fair and objective as possible. All the extra help will ensure safety of all.
- Day Care – There is a committee looking at what type of facility is needed and ways to bring a good quality day care at a good affordable rate to Ohio University. It will have to be subsidized and fees may go to staff and to operate the facility. It should complement Putnam, and will not put Putnam out of business. Regents have earmarked funds for day care that we may access. Nancy Crist is chairing Day Care committee.
- Insurance – No supplement this year. The program is working very well but utilization has been higher than expected. Expect 10-12% increase in health care costs for next year.

Old Business: None

New Business:

- John Kotowski asked our UPAC representative to be watchful about the taxing issue. Taxing units may have more of a detrimental rather than beneficial effect on small units.
- Robert Hynes mentioned that all should be apprised of changes and implications as discussion continues. The changes should be brought to Administrative Senate for review before UPAC finally decides.

Announcements:

- The Provost has asked to meet with the Executive Committee to discuss the Consensual and Familial Relationships issue. Exec will be meeting on November 16th.
- Public radio fund drive begins on October 16, 1998.
- The President's State of University Address is scheduled for October 16, 1998 at 3:00 in Irvine 194.

Motion to adjourn was made by Robert Moffat, seconded by Maggi Channell

Respectfully Submitted,
Linda Stroh, Secretary
October 1998

OHIO UNIVERSITY ADMINISTRATIVE SENATE
MINUTES of November 19, 1998

NEXT MEETING: January 21, 1999
Baker Center 334

Present: Salinda Arthur, Sue Boyd, Judy Burke, Maggi Channell, Sharon Huge, Robert Hynes, Carol Kline, John Kotowski, Jean Lewis, Valaria McCabe, Robert Moffat, Peggy Pruitt, Jean Radcliff, John Ray, Nancy Rue, John Sanders, Linda Stroh, Stacia Stutzman, Marlene Wisowaty

Excused: Rebecca Cale, Susan Downard, John Gilmore, Martin Hanlin, Dave Puzzouli, Chris Reghetti-Feyler, Brian Shapiro, Jeff Spalding, Elizabeth Westenbarger, Cathy Waller, Beverley Wyatt

Absent: Patrick Bell, Joyce Pae, Patricia Smith-Hunt

Guests: Karen Hudson, Mike Williford, Gary North

Approval of Minutes: Linda Stroh corrected the Vice President's report under item #2, the by-laws do not require sending an alternate. Under New Business the items should be moved to the chairman's report under item 3 -- UPAC. Motion to approve corrections was made by Linda Stroh, seconded by Maggi Channell. Motion passed. Motion to approve October minutes made by Rob Moffat and seconded by Carol Kline.

Chairman's Report:

- Board Retreat took place on November 16, 1998 at Baker Center. The order of business was to set goals and priorities. The Administrators Handbook should be published in January and Senate will try to produce it on a yearly basis.
- President's Retreat took place on October 26 – 27, 1998. It was held in Columbus and included the Vice Presidents and Deans. This is the first year that representatives from Administrative Senate and Classified Senate were asked to attend the retreat. Robert Zemsky was the moderator for the retreat. A major theme in the retreat was changes in budget process. Also focused on the identity of Ohio University in the market of universities of similar size. This was an opportunity for many new people on campus to talk about Ohio University.
- UPAC has been meeting weekly. Next year's budget process is still being talked about; probably a taxing system will be adopted in some fashion. Will continue to discuss tax plan and will probably come up with $\frac{1}{2}$ - $\frac{3}{4}$ of 1% from planning unit budgets. Tax from administrative units will be applied to administrative initiatives. Provost has sent a memo to planning unit heads asking for proposals for a minimum of \$20 thousand dollars. The theme of those proposals will be Retention of Undergraduate Students and Graduation Rates. Gary North suggested combining proposals in and among units.
- Benefits Advisory Committee meetings have taken place. No problems with insurance plan. Unicare was purchased by Well Point which has its own prescription plan so OU will now use Well Point instead of Express Scripts for mail order prescriptions. Everyone will be receiving new prescription cards in January.
- All-in-One system will be ending soon. Dave Fritchley and Dwayne Starkey put together an administrator's list so that Senate can send announcements. There are restrictions in the length of the messages. We will be able to access the minutes through the Senate web page.
- Child Care Committee – The first committee was chaired by Pat Gyi. That committee submitted a report to the president. A second committee was formed and Administrative Senate was asked to send a representative to that committee. That committee never met. Richard Siemer, VP for Finance, spearheaded a third effort to get things moving. He worked with John Kotowski and they found a place on the Ridges for childcare on campus. A new committee has been formed. Nancy Crist will be chairing this committee. There are no Senators on the committee but there are administrators on it. Sharon Huge will pursue issue.
- Sharon was asked to meet with Tom Daniels, Greg Coen, Louis Wright, and Darien Moss at the old Nickolodeon bar site. They are considering using the space as a meeting place for all the constituent societies. It needs renovated.

Vice Chairman's Report: Judy Burke

Committee Reports:

- Faculty Senate – Main topic is revising the 7-year reviews. Ohio Faculty Council is looking at ways to present higher education in positive ways to legislature.
- Still looking at options for changing the summer schedule.

Secretary's Report: Linda Stroh

- Exec reviewed a guide for new senators; there are about 7 categories. All new senators will receive a copy.

Treasurer's Report: Robert Moffat

- See printed report.

Vice President for Administration Report: Dr. Gary North

- Ohio University will be closed on December 24 – 25, 1998. Reopens on December 28 – 31, 1998. Closed again on January 1, 1999.
- Postings – New position are being created without postings. From now on, UHR or Institutional Equity will no longer make exemptions without checking with each unit to make sure exemption is appropriate.
- All campus meetings – Faculty assessment awards were distributed. These were cash awards given to academic units for outstanding assessment of their programs. Dr. North suggested that Administrative and Service Units be included in these awards. Also should look at higher education initiatives from Chancellors goals.
- Carolyn Sabatino is retiring. She will be leaving Financial Aid. She has agreed to stay on to consult on the Human Resources Technology Initiative. Soni Williams will be acting director. Search will begin in January.
- Halloween cost was \$97,000.
- Awards program: Long-term employees were rewarded for their years of service.
- Fortunato study is back. Will share executive summary.
- Reminder about United Appeal.

Old Business:

None

New Business:

None

Happy Holidays!

Motion to adjourn was made by John Ray, seconded by Rob Moffat.

Respectfully Submitted,

Linda Stroh, Secretary
November 1998

Administrative Senate Treasurer's Report

November 19, 1998

Current Budgeted Amount	19,688
1997-98 Carry-forward Funds	3,870
Total Revenue/Obligations	4,341
Unobhgated Budget Balance	19,217

Ohio University Foundation

Current Budgeted Amount	799
Total Revenue/Obligations	-0-
Unobligated Budget Balance	799

OHIO UNIVERSITY ADMINISTRATIVE SENATE
MINUTES of January 21, 1999

NEXT MEETING: February 18, 1999
Baker Center 334

Present: Salinda Arthur, Sue Boyd, Judy Burke, Rebecca Cale, Maggi Channell, John Gilmore, Martin Hanlin, Sharon Huge, Robert Hynes, Kim Lawson, Jean Lewis, Valaria McCabe, Robert Moffat, Joyce Pae, Dave Puzzouli, Peggy Pruitt, John Ray, Chris Reghetti-Feyler, Nancy Rue, John Sanders, Jeff Spalding, Linda Stroh, Stacia Stutzman, Cathy Waller, Elizabeth Westenbarger, Marlene Wisowaty, Beverley Wyatt,

Excused: John Kotowski, Jean Radcliff, Patricia Smith-Hunt

Absent: Susan Downard, Carol Kline,

Guests: Chris Taylor representing Gary North

Approval of Minutes: Motion to approve November meeting minutes was made by Nancy Rue, seconded by Peggy Pruitt. Motion passed unanimously

Chairman's Report: Sharon Huge

- Board of Trustees Report – attended the November meeting that dealt with Educational Reviews. Sharon has detailed minutes if anyone is interested.
- UPAC will be meeting on January 21, 1999.
- Benefits Advisory Committee Report – Meeting was held in December, and the January meeting was cancelled due to the bad weather. There will be a full report in February regarding the actual experience of the entire year on the new Health Care Plan. Health care costs even with the new plan, are in excess of 15% of inflation. If the University had stayed with the previous comprehensive plan, those inflation rates would be at 20 to 21%.
- Sick Leave Task Force – Rob Moffatt
Meeting was held on Tuesday, January 19, 1999. The committee is charged with looking at other options for sick leave. Main focus has been on a sick leave pool or bank into which people could pay or from which they could draw.
- Patrick Bell has retired after many years of wonderful service to Ohio University. Exec recommended that a certificate of service be given at the Service Awards Ceremony. Motion to approve certificate was made by John Ray, seconded by Jean Lewis. Motion passed unanimously. Kim Lawson is taking the place of Patrick Bell.
- Brian Shapiro is stepping down. Senate will need to replace him. Stacia Stutzman has agreed to replace Brian Shapiro as Elections Chair.

Vice Chairman's Report: Judy Burke

Committee Reports:

- Personnel Policies – Elizabeth Westenbarger
Working on Administrative handbook with Chris Taylor.
- Compensation Committee – Rob Moffatt
Working on Compensation Resolution for February meeting.
- Still need a chair for Outstanding Administrative Committee. Stacia Stutzman kindly sent out nomination forms. Please call Judy Burke if you would like to chair this committee.
- Professional Development Committee – Jean Lewis
May provide "Where to Go" manual for new administrators or "What do we do" for each building on campus.
- Elections – Stacia Stutzman – no report Valaria McCabe is co-chair.
- Faculty Senate – Sue Boyd – no report

Secretary's Report: Linda Stroh

Board of Trustees Meeting

- Motion passed unanimously to name the new policy center for Senator George Voinovich. President Glidden read the citation and presented it to Senator and Mrs. Voinovich.
- There was a second reading on the Alternative Retirement Program. Attorney General asked that we modify or adapt our program to match other Ohio institutions. One plan will govern all of the state institutions in Ohio.
- Approved the University's audit. The 4–5 month budget analysis is right on track. The University fell \$750,000 short in student revenue. However it has \$900,00 interest income that wasn't budgeted so this will offset the shortfall.
- The endowment for Ohio University is \$167 million dollars; \$32 million of that is the University's and \$135 million is the Foundation's. There was a 21% return on investment.
- Richard Siemer, vice president for finance, reported on the Y2K review. Ohio University CUFS systems is 98% done, Human Resource's system is 98% done, Development and the College of Osteopathic Medicine have new systems which are compliant, CICS is compliant. Siemer predicted that problems will be with interface issues such as the power companies, phone, etc.
- Concerns expressed about students graduating on time. Is it a counseling or advising problem? Also some concern about the size of the student body. The University cap is 20,000 people. This year we have 19,250 bodies on campus. The goal is 3,500 freshmen. Would like to see more graduate students on campus. Looking at ways to attract more MS/MA students.
- The IBM computer lease program was discussed. There is an issue regarding leasing computers. All students would have a laptop. The IBM program would cost \$60 a month for a 3-year lease, or \$80 month for a 2 year lease with new hardware after 2 years.

Treasurer's Report: Robert Moffat

- See printed report.

Vice President for Administration Report: Chris Taylor

No report.

Old Business:

None

New Business:

None

Announcements:

- Bob Hynes – ethics issue. Sharon reiterated the status of the issue to date.
- John Sanders reported a change in corporate service for the College of Osteopathic Medicine. As a result 3 contract positions will be eliminated, 2 classified staff members will be re-assigned.

Motion to adjourn was made by John Ray, seconded by Jeff Spaulding.

Respectfully Submitted,

Linda Stroh, Secretary
January, 1999

Administrative Senate
Treasurer's Report
January 21, 1999

General Operating Fund

Fiscal Year -To-Date	1998 - 1999		Current	
	Unobligated			
Outstanding	Revenue/	Total Revenue/	Amount	Budget
Encumbrances	Expenditures	Obligations	Budgeted	Balance
0.00	6,976.87	6,976.87	23,558	16,581.13

Fiscal Year -To-Date	1997 - 1998		Current	
	Unobligated			
Outstanding	Revenue/	Total Revenue/	Amount	Budget
Encumbrances	Expenditures	Obligations	Budgeted	Balance
0.00	5,576.79	5,576.79	23,874	18,297.21

Ohio University Foundation

Fiscal Year -To-Date	1998-1999		Current	
	Unobligated			
Outstanding	Revenue/	Total Revenue/	Amount	Budget
Encumbrances	Expenditures	Obligations	Budgeted	Balance
0.00	0.00	0.00	392	392.00

Fiscal Year -To-Date	1997-1998		Current	
	Unobligated			
Outstanding	Revenue/	Total Revenue/	Amount	Budget
Encumbrances	Expenditures	Obligations	Budgeted	Balance
0.00	0.00	0.00	699	698.73

Rob Moffat, Treasurer

OHIO UNIVERSITY ADMINISTRATIVE SENATE
MINUTES of February 19, 1999

NEXT MEETING: March 18, 1999
Baker Center 334

Present: Judy Burke, Rebecca Cale, Maggi Channell, Susan Downard, Sharon Huge, Robert Hynes, Carol Kline, John Kotowski, Kim Lawson, Jean Lewis, Valaria McCabe, Robert Moffat, Joyce Pae, Jean Radcliff, John Ray, Chris Reghetti-Feyler, Nancy Rue, John Sanders, Jeff Spalding, Stacia Stutzman, Elizabeth Westenbarger, Marlene Wisowaty,

Excused: Salinda Arthur, John Gilmore, Peggy Pruitt, Linda Stroh, Cathy Waller, Beverley Wyatt,

Absent: Sue Boyd, Dave Puzzouli, Patricia Smith-Hunt

Guests: Nancy Crist, Larry Lafferty and Gary North

Approval of Minutes: Motion to approve January meeting minutes was made by Robert Hynes, seconded by Valaria McCabe. Motion passed unanimously.

Chairman's Report: Sharon Huge

- Child Care Center – Nancy Crist
President Glidden charged the committee to find out what we need to do about expanding the child care center and/or building an onsite center. The committee developed a needs assessment that identified a need for childcare. Issuing a RFP to local and national providers to see if they would be interested in operating a child care center onsite. Might open in September/October 2000. Hours would be 7:00 a.m.-6:00 p.m., 52 weeks a year. There will be at least 230 students with approximately 140 from the ages 0-5. Would be available for faculty, staff and students of Ohio University and the community.
- Emeriti Park – Larry Lafferty
The Emeriti Park consists of a boulder and a bench to commemorate emeriti faculty. The idea is to expand on this concept. The goal for the Emeriti Park campaign was to raise \$100,000 principally from emeriti members. The campaign kicked off in January. Chuck Carlson is serving as chair on the campaign. Chuck made a \$5,000 gift. The goal is to approach all the emeriti members and talk to them about the campaign. To date there is \$60,000 toward the campaign. The pond is already in and being filled. There will be an overlook around the pond. Reception will be held in the fall to dedicate the park.
- Brian Shapiro has resigned. Gretchen Stephens has been asked to replace him. Motion to approve was made by John Sanders, seconded by Robert Hynes. Motion passed unanimously.
- Martin Hanlin from the regional campus has resigned. Senate is looking for a replacement for him but it must be someone from a regional campus.
- Board of Trustees Meeting – Rob Moffatt and Maggi Channell attended.
- Provost Sharon Brehm talked about the budget process. Will begin University budget reviews and will begin the collection and re-allocation of University funds. There will be .5% cut to all in this year's base budgets to make next year budget numbers. With the exception of the College of Osteopathic Medicine and Regional Higher Education, this reduction will be phased in over a three year period with .5% next year, .75% the following year, and a full 1% year after that. Initially academic and administrative units would be retreated separately, but eventually, they will be merged. Gary North suggested that Senate appoint a monetary committee to start immediately to keep an eye on things so that Senate is prepared for the review instead of waiting until after the fact.

Vice Chairman's Report: Judy Burke

Committee Reports:

- Personnel Policies – Elizabeth Westenbarger
Backing off on the handbooks and looking at performance evaluations policy. Would like copies of other unit's performance evaluation policies and procedures. Trying to get some overall picture. Gary North noted that if Elizabeth was looking for a model document she should take a look at the one that was used for the Pay for Performance Plan.
- Compensation Committee – Rob Moffatt
Karen Hudson and Greg Fialko from Human Resources, attended their meeting and discussed some things that the committee is looking at. Also they were there to answer some of the questions that the committee had on policies, pay plan issues and sick day payback issues. There are some differences between the classified and the administrative sick leave benefit that the committee doesn't understand.

The classified staff person retiring with a minimum of 10 year's service to the University can get back up to ½ not to exceed 60 days. Whereas, an administrator with the same requirements can get back ¼ not to exceed 30 days. This difference should be resolved by the end of the year.

- Judy Burke is now chair of the Outstanding Administrator Committee. If interested in helping take care of the administrative selection process please let Judy know.
- Professional Development Committee – Jean Lewis
Chris Taylor attended their meeting. Hope to have web registration for spring quarter. Trying to obtain a space on The Ridges for training classes. Committee talked about having a brochure and about the new administrator orientation. Discussed Senate sending a letter to all new administrators and including an OU decal. Also all the district reps should contact all the new administrators and welcome them.
- Service Awards – Susan Downard
The ceremony for the outstanding administrator awards and service awards is scheduled for Monday, May 10, 1999 from 3:00 – 5:00 in Baker Center ballroom.
- Faculty Senate – Judy reported for Sue Boyd
Louis Wright objected to the salary enhancement program, which was passed by the trustees. The amount of money that the University pays faculty members has eroded over the years. Faculty does not receive as big a percentage as they did in previous years. What this means in practice is that if the budget is increased 5.5% then the amount of money budgeted for faculty salary's should increase 5.5%. If the number of faculty remain constant then faculty would receive 5.5%; if the number of faculty rises then the raise would be smaller. New faculty should be Group 1 faculty to maintain and enhance the status of the University as a research facility.
- Committee on Committees – Nancy Rue, no report

Secretary's Report: Linda Stroh

- No report

Treasurer's Report: Robert Moffat

- See printed report.

Vice President for Administration Report: Gary North

- Will be getting a group together soon to look at the year 2000 opening and possibility of Y2K problems. Hope for the best and prepare for the worst. Biggest concern is the loss of utilities.

Old Business:

- None

New Business:

- The Administrator Compensation Resolution for 1999-2000 states that Administrative Senate recommends that Ohio University award a salary increase of 3% to administrative employees for 1999-2000. It is further recommended that an additional 1% be made available for merit increases. Move to read was made by Robert Hynes and seconded by John Sanders.

Announcements:

- John Sanders announced that on February 24th the Department of Athletics and Human Resources will be sponsoring an employee appreciation night at the Ohio vs Akron game. Present ID at the game and receive two free tickets.
- John Ray – Friends of the Library Read-A-Thon will be held on April 21st. Senate has 10:15 – 10:30 am slot held for them to read. This could be one person or several people reading for 15 minutes. This read-a-thon is held to raise money for endowed scholarships for library assistants.
- Jeff Spalding – March is public television fundraising month. Looking for volunteers; if interested contact Doug Partuch.

Motion to adjourn was made by Jeff Spalding, seconded by Rebecca Cale.

Respectfully Submitted,

Linda Stroh, Secretary
February, 1999

**Administrative Senate
Treasurer's Report
February 18, 1999**

Fiscal Year -To-Date

1998 - 1999

Outstanding	Revenue	Total Revenue	Current Amount	Unobligated Budget
Encumbrances	Expenditures	Obligations	Budgeted	Balance
0.00	7,617.48	7,617.48	23,558	15,940.52

Fiscal Year -To-Date

1997 - 1998

Outstanding	Revenue	Total Revenue	Current Amount	Unobligated Budget
Encumbrances	Expenditures	Obligations	Budgeted	Balance
0.00	6,518.21	6,518.21	23,874	17,355.79

Ohio University Foundation

Fiscal Year -To-Date

1998 - 1999

Outstanding	Revenue	Total Revenue	Current Amount	Unobligated Budget
Encumbrances	Expenditures	Obligations	Budgeted	Balance
0.00	0.00	0.00	799.00	799.00

Fiscal Year -To-Date

1997-1998

Outstanding	Revenue	Total Revenue	Current Amount	Unobligated Budget
Encumbrances	Expenditures	Obligations	Budgeted	Balance
0.00	0.00	0.00	699.00	698.73

Rob Moffat, Treasurer

OHIO UNIVERSITY ADMINISTRATIVE SENATE
MINUTES of March 18, 1999

NEXT MEETING: April 15, 1999
Baker Center 203

Present: Salinda Arthur, Sue Boyd, Rebecca Cale, Maggi Channell, Susan Downard, John Gilmore, Sharon Huge, Robert Hynes, John Kotowski, Jean Lewis, Valaria McCabe, Robert Moffat, Joyce Pae, Dave Puzzouli, John Ray, Chris Reghetti-Feyler, Nancy Rue, John Sanders, Jeff Spalding, Linda Stroh, Stacia Stutzman, Cathy Waller, Elizabeth Westenbarger, Marlene Wisowaty,

Excused: Judy Burke, Carol Kline, Kim Lawson, Peggy Pruitt, Jean Radcliff, A. Patricia Smith-Hunt, Gretchen Stephens, Beverly Wyatt

Guests: Gary North

Approval of Minutes: Motion to approve amended February meeting minutes was made by Robert Hynes, seconded by Robert Moffatt. Motion passed unanimously.

Chairman's Report: Sharon Huge

- Archives - housed in Chairperson's Office. Library has paper copies of all minutes back to beginning of Administrative Senate. A history of Administrative Senate has been recorded and is also housed in the Archives. If anyone has relevant material that should be saved, send to Sharon Huge.
- Health Care Costs – will probably be a recommendation from the Benefits Advisory Council to increase premium for PPO and possibly the comprehensive plan. BAC is developing a strategy to increase premiums in an incremented basis so the increase would be according to income. Co-pay amount will not be increased.
- New Human Resources Management System – Carolyn Sabatino directing this upgrade. Executive Committee met with Carolyn to discuss what information should constitute the database. May form ad hoc group to meet with Carolyn.

Vice Chairman's Report: Sharon Huge for Judy Burke

Committee Reports:

- Outstanding Administrator – Judy Burke - Generated 37 valid nominations
- Personnel Policies – Elizabeth Westenbarger – No report
- Service Awards – Susan Downard
Meeting on March 19, 1999. Ceremony will be on May 10, 1999 from 3:00 to 5:00 in the Baker Center Ballroom.
- Compensation Committee – Rob Moffat – see printed report
- Professional Development Committee – Jean Lewis – No report
- Faculty Senate – Sue Boyd – No report
- Committee on Committees – Nancy Rue - No report
- Elections – Stacia Stutzman –
Meeting with Brian Shapiro to learn process. Sue Boyd will serve as third Senator. April – call for nominations; election in May.

Secretary's Report: Linda Stroh

- Introduced Kelley Jolley. Handbook being distributed to all administrators on all campuses.

Treasurer's Report: Robert Moffat

- See printed report.

Vice President for Administration Report: Gary North

- Referred to news report and Glidden's press conference. Economy has caused a lot of the development projects to come together simultaneously. Provided University's perspective and addressed rumors.
- Emeritus status for administrators
 - Report after spring break
 - No active retirees program
 - Unique to Ohio University that Administrators can be granted emeriti status

- Health Care
 - Debating Ohio University/employer percentage
 - A benefit not an entitlement
- Admissions
 - 11,500 admitted to date – similar to 97-98; expect 11,700 – 11,800 to yield 3,400 (38%) freshmen
 - retention is stable; transfers are stable

Old Business:

Compensation Resolution Second Reading – read by Rob Moffat

- Comments:
 - Marlene Wisowaty – Why doesn't resolution match Governor's recommended 4.3%? Is this same as Faculty Senate resolution? Why not a blanket 4%?
 - Gary North – Governor's recommendation has blanket lines that are a part of the 4.3%. Subsidy piece is 3%. Tuition is still capped at 6%
 - John Kotowski – Not enough difference between 3% for service and 1% merit. Merit should be more.
- Bob Hynes motioned to modify salary increase to 2% and 2% merit. Seconded by John Kotowski. Motion voted down.
- Marlene Wisowaty motioned to modify salary increase to 3 ½% and merit to 1 – 1 ½%; failed for lack of a second.
- Bob Hynes called to vote on original resolution; approved.
- Vote on original resolution – 18 yes, 5 no – motion passed.

New Business:

Sick Leave Task Force

- Four policies to review; looking at Policy #1
- Representative from FOP, Faculty Senate, Classified Senate, Administrative Senate, Bargaining Unit (all units represented)
- Reasons for a sick leave policy: list of standards for supervisor, list of expectations for employees, stability of staff, and reduce abuse.
- Gathering statistics to determine if there is a sick leave problem.
- Writing a policy summary to the media.
- Human Resources will write policy and present to various groups.
- Request for policy is coming from employees.

Announcements:

- Next Senate Meeting is April 15, 1999 in Baker 203. Leonard Raley and Richard Siemer will make presentation on OU Foundation. Provost Sharon Brehm will make a budget presentation.

Motion to adjourn was made by Rob Moffat, seconded by Valaria McCabe.

Meeting adjourned at 1:25 p.m.

Respectfully Submitted,

Linda Stroh, Secretary
March, 1999

OHIO UNIVERSITY ADMINISTRATIVE SENATE
MINUTES of April 15, 1999

NEXT MEETING: May 20, 1999
Baker Center 203

Present: Salida Arthur, Melissa Blevins (for Rebecca Cale), Judy Burke, Maggi Channell, Susan Downard, John Gilmore, Sharon Huge, Robert Hynes, Carol Kline, John Kotowski, Jean Lewis, Robert Moffat, Joyce Pae, Anne Pearch (for Bev Wyatt), Peggy Pruitt, Jean Radcliff, John Ray, Chris Reghetti-Feyler, Nancy Rue, John Sanders, A. Patricia Smith-Hunt, Jeff Spalding, Linda Stroh, Stacia Stutzman, Cathy Waller, Elizabeth Westenbarger, Marlene Wisowaty

Excused: Sue Boyd, Rebecca Cale, Kim Lawson, Valaria McCabe, Dave Puzouli, Beverley Wyatt

Guests: Alexis Cline, Gary North, Leonard Raley, Richard Siemer

Approval of Minutes: Motion to approve March meeting minutes was made by John Kotowski, seconded by Maggi Chanell. Motion passed unanimously.

Chairman's Report: Sharon Huge

Introduced Richard Siemer and Leonard Raley for OU Foundation Presentation

- Investment performance: 12% in 1986; 4% in 1990; 26% in 1996; over 20% in 1998
- Growth of endowment fund: 1978 – \$8.4 million; 1988 - \$55 million; 1998 - \$173.9 billion
- 80th ranked foundation among public universities based on amount of endowment per full-time student
- Foundation Board is made up of about 60 individuals; all are volunteers
- One of the most aggressive spending policies among private and public universities
- Approximately \$6 million was available in the past year for immediate expenditures from cash gifts that were not endowments
- Campaign – trying to identify best donors and donor prospects, solidify those relationships and move them toward a leadership gift

Benefits Advisory Committee will be meeting tomorrow. Looking at sliding scale for PPO and Comprehensive Plans. Comprehensive Plan will be increased at a higher rate than the PPO. Will be four increase increments according to people's income.

Vice Chairman's Report: Judy Burke

Committee Reports:

- Outstanding Administrator – Judy Burke – working on nominations, expect to finish by end of next week
- Personnel Policies – Elizabeth Westenbarger – No report
- Service Awards – Susan Downard -- Ceremony will be on May 10, 1999 from 3:00 to 5:00 in the Baker Center Ballroom; 6 retirees, approximately 100 service awards
- Compensation Committee – Rob Moffat – No report
- Professional Development Committee – Jean Lewis – Looking at creating a pamphlet for administrators called "Where Do I Go if...."
- Faculty Senate – Sue Boyd – No report
- Committee on Committees – Nancy Rue - No report
- Elections – Stacia Stutzman – Nomination forms going out this month, looking at ways to increase voter turnout

Secretary's Report: Linda Stroh -- Administrator's Handbook has been sent via campus mail to all administrators.

Treasurer's Report: Robert Moffat -- See printed report.

Old Business:

Sick Leave Task Force – see printed Summary of April 13, 1999 Meeting

Vice President for Administration Report: Gary North

- University putting \$1,006,000 into health benefits, \$225,000 short which is reason for increase in employee contributions.
- No time change disturbance
- Board of Trustees on campus April 15th and 16th

New Business:

None

Announcements:

- Salida Arthur leaving to take a position at University of Iowa.
- NCAA Self-Study
 - reviews all institutions every ten years; 5 reviewers
 - Looked at governments and regulations – academic responsibility, fiscal responsibility, equity issues, and student athlete well being
 - Expect full certification
- Read-a-Thon – to be held on April 21, 1999 to raise money for scholarships

Motion to adjourn was made by Peggy Pruitt, seconded by Salida Arthur.

Meeting adjourned at 1:15 p.m.

Respectfully Submitted,

Linda Stroh, Secretary
April, 1999

OHIO UNIVERSITY ADMINISTRATIVE SENATE
MINUTES of May 20, 1999

NEXT MEETING: June 17, 1999
Baker Center 334

Present: Maggi Channell, Susan Downard, John Gilmore, Sharon Huges, John Kotowski, Kim Lawson, Jean Lewis, Robert Moffat, Joyce Pae, Peggy Pruitt, Dave Puzouli, John Ray, Nancy Rue, John Sanders, Nancy Schell for Carol Kline, Jeff Spalding, Gretchen Stephens, Linda Stroh, Stacia Stutzman, Cathy Waller, Elizabeth Westenbarger, Marlene Wisowaty, Beverly Wyatt

Excused: Judy Burke, Rebecca Cale, Robert Hynes, Carol Kline, Valaria McCabe, Jean Radcliff, Chris Reghetti-Feyler

Absent: A. Patricia Smith-Hunt

Guests: Greg Fialko

Approval of Minutes: Motion to approve April meeting minutes was made by John Ray, seconded by John Kotowski. Motion passed unanimously.

Chairman's Report: Sharon Huges

Introduced Greg Fialko of University Human Resources for presentation on new health care rates:

- all non-bargaining employees are under these rates
- larger increase for comprehensive plan
- budget is 21 million: employee contribution - 1.3 million; university contribution – 19.7 million, employee contributions are 5% of the total cost of the plan
- rates take affect January 2000 – see attached

Vice Chairman's Report: Judy Burke

- Sharon Huges announced that Judy Burke has a 8+ pound, 21 inch baby girl on May 10th named Lacie.
- Sharon Huges commended Susan Downard and Judy Burke on Service Awards Banquet.

Committee Reports:

- Outstanding Administrator – Judy Burke – No report
- Personnel Policies – Elizabeth Westenbarger – No report
- Service Awards – Susan Downard – reported on May 10th awards ceremony – changed format, 100 service awards, 64 or 68 of the awardees attended
- Compensation Committee – Rob Moffat – No report
- Professional Development Committee – Jean Witkowski - working on brochure – have all ideas and now working on layout and costs
- Committee on Committees – Nancy Rue
 - soliciting new members for university committees, 8 committees need administrators
 - nominations due end of May; will meet in July to choose administrative and classified members
 - address on fac.senate web site to learn about different committees
- Elections – Stacia Stutzman – 5/14 – nominations closed; ballots going out by 5/27; election ballots due back 6/10
- Ad-Hoc Committee on UPAC – John Ray
 - asked Provost to keep committee informed on ½% - 1% change
- Child Care Center – John Kotowski, Valaria McCabe, and Cathy Waller
 - reviewing three proposals from possible providers (2 national & Putnam group)
 - three vendors asked to submit more information regarding subsidy/no subsidy/graduated fee, number of kids, quality of staff, and any other parameters affecting center

Secretary's Report: Linda Stroh – No report

Treasurer's Report: Robert Moffat -- See printed report.

- received \$100 gift from former senate member

Vice President for Administration Report: John Kotowski

- health care costs are a major concern
- State Street and Hooper Street developments still moving forward
 - State Street
 - Continental submitting hydraulic report to city by May 21 with regard to building on flood plain; going to zoning board for variance on building on flood plain
 - still discussing who tenants will be
 - Hooper Street – looking at feasibility on what can/should be developed on property
- Private development behind OU Inn won't impact either development

Faculty Senate – Sue Boyd

- discussing starting summer term a week after commencement, possibly summer 2000
 - teachers taking summer classes would be impacted because second summer term won't be over before school starts in districts; would help OU faculty and auxiliary services
- option program for faculty to put some of salary in investments or deferred income for new hires as incentive to keep experienced high level administrators on board
 - faculty wants amounts to be public record
 - if someone takes advantage, they must agree to stay at OU for stated number of years
- looking at use of copyright material

Old Business:

Pay Increases

- 3% from Board of Trustees for raise pool
 - planning unit heads have discretion on how to distribute – all should receive 1% to 7%. Over 7% has to have approval of Provost.
- bargaining and classified expected to be 3%

New Business:

None

Announcements:

- June Administrative Senate lunch to be held during June meeting
- Provost coming to June meeting to discuss budget
- Read-A-Thon – John Ray – raised over \$2,000 for scholarships
- Heart Walk promoted by Nancy Schell, Grobes are honorary chairs – see attached
- Commencement – Gretchen Stephens – need volunteers for all three commencements, classified staff is paid from commencement budget on Saturday
- Sharon Huge congratulated Dave Puzzouli -----, thanks to Dave

Motion to adjourn was made by Rob Moffatt, seconded by Maggi Channel

Meeting adjourned at 1:05 p.m.

Respectfully Submitted,

Linda Stroh, Secretary
May, 1999

OHIO UNIVERSITY ADMINISTRATIVE SENATE
MINUTES of June 17, 1999

NEXT MEETING: August 19, 1999
Baker Center 334

Present: Sue Boyd, Rebecca Cale, Maggi Channell, Cheryl Ewing, John Gilmore, Robert Hynes, Judith Johnson, John Kotowski, Jean Lewis, Valaria McCabe, Robert Moffat, Joyce Pae, Peggy Pruitt, Dave Puzzouli, John Ray, Chris Reghetti-Feyler, Nancy Rue, Rusty Smith, A. Patricia Smith-Hunt, Jeff Spalding, Gretchen Stephens, Linda Stroh, Stacia Stutzman, Elizabeth Westenbarger, Marlene Wisowaty, Jean Witkowski, Beverly Wyatt

Excused: Judy Burke, Susan Downard, Sharon Huge, Carol Kline, Kim Lawson, Jean Radcliff

Absent: John Sanders, Cathy Waller, Beverley Wyatt

Guests: Sharon Brehm, Alexis Cline, Ted Kohan

Approval of Minutes: Motion to approve May meeting minutes was made and seconded. Motion passed unanimously.

Vice Chairman's Report: Judy Burke (by Linda Stroh)

Committee Reports:

- Elections – Stacia Stutzman – discussed results of election – (see attached); thanked elections committee and other personnel who assisted; and discussed improvements for future elections.
- Linda Stroh thanked the exiting Senators and welcomed new senators; all retiring Senators will receive service certificates.
- Personnel Policies – Elizabeth Westenbarger – No report
- Compensation – Rob Moffat – No report
- Professional Development – Jean Lewis – No report
- Outstanding Administrator – Judy Burke – No report
- Service Awards – Susan Downard – No report
- Committee on Committees – Nancy Rue – has nominations for volunteers; will meet with AS Exec first week of July to review.
- Faculty Senate – Sue Boyd – No report
- Child Care – John Kotowski – Child Care Committee made recommendations to the president regarding the three possible providers in priority order (1. Putnam, 2. Bright Horizons & 3. Child World); Siemer is looking at the economic impact of each provider and will make a recommendation to the president by the end of the month. Proceeding with the design work for the child care center and will let the chosen provider have input. Target is to open center in fall 2000.
- Ad-Hoc Committee on UPAC – John Ray – still meeting on various issues.

Secretary's Report: Linda Stroh – No report

Treasurer's Report: Robert Moffat -- See printed report

Vice President for Administration Report: Ted Kohan

- thanks to everyone involved with commencement activities.
- closed out academic year; a committee has been meeting to organize September's opening.
- admissions figures continue to look favorable for fall; main topics at upcoming Board of Trustees' meeting will be residence and dining hall budgets and computers in the residence halls
- John Kotowski will talk about developments (East State, Hooper, & Stewart)

Linda Stroh introduced Sharon Brehm for presentation on **Budget Planning Process** at Ohio University (see handout provided at meeting):

- discussed goals of the budget planning process;
- previous budget planning process – rapid growth of enrollments (1965-1985);
- current budget planning process – leveling off of enrollments;

- (near) future budget planning process – intent to increase master’s enrollments, enhance undergraduate experience, and invest in doctoral programs (end of spring 1999);
- discussed University budget reviews and university reallocation funds – regional campuses and OUCOM not involved because they are kept at separate budgets.

Old Business:

None

New Business:

- Elections Committee presented 4 individuals for the 99/00 Executive Committee; new senators and senators leaving are eligible to vote.
 - Chairman – Sharon Hugel (nominated by John Kotowski, Elizabeth Westenbarger seconded)
 - Vice Chairman – Linda Stroh (nominated by John Kotowski, Robert Hynes seconded)
 - Secretary – Maggi Channell (nominated by Rob Moffat, Peggy Pruitt seconded)
 - Treasurer - Jean Lewis (nominated by John Ray, Rob Moffat seconded)
 - Motion made to approve slate of officers was made by Robert Hynes; seconded by Gretchen Stephens – slate of officers approved by acclamation).
 - resolution from Personnel Policies Committee – Elizabeth Westenbarger (see attached)
 - Faculty Senate has presented a resolution regarding benefits for domestic partners
 - Committee feels definition of domestic partner & implications of them receiving benefits needs looked at closer and given more clarification
 - Motion to adopt motion to recommend the University look at the creation of a domestic partners benefit plan. Motion passed unanimously.

Announcements:

Developments – John Kotowski – market analysis shows need for an additional 3,500 sleeping spaces.

- Hooper Street
 - will soon change name to Hooper Street Property
 - Ambling, Inc., Atlanta looking at property for apartment complex
 - Will generate some income for OU
 - good, affordable housing for graduate and professional students; 600 beds
 - recommendation to be made to Board of Trustees at fall or winter meeting
- Dairy Lane – 1,000 beds; private developer.
- East State Street – Continental Properties working toward site plan and development proposal with tenants; 6-9 months for 3 phase project

Motion to adjourn was made by Rob Moffat, seconded by Robert Hynes

Meeting adjourned at 1:40 p.m.

Respectfully Submitted,

Linda Stroh, Secretary
June, 1999