

OHIO UNIVERSITY ADMINISTRATIVE SENATE

Minutes of August 17, 2000

NEXT MEETING: September 21, 2000

Location: Baker Center 334

Present: Dorothy Anderson, Sue Boyd, Patty Griffith, Sharon Huges, Judith Johnson, John Kotowski, Valaria McCabe, Wendy Merb-Brown, Barbara Montgomery, Chris Morris, Judy Piercy, Peggy Pruitt, Jean Radcliff, Chris Reghetti-Feyler, Cheryl Riley, Nancy Rue, Ralph Six, Rusy Smith, Jeff Spaulding, Linda Stroh, Marlene Wisowaty, Jean Witkowski

Excused: Rebecca Cale, Maggi Channell, Doug Franklin, Barbara Frye, Kim Lawson, Joyce Pae, John Ray, Gretchen Stephens, Stacia Stutzman, Kim Wortman

Absent:

Guests: Linda Lay, Gary Pfeifer, Janice Roach

Approval of June 2000 Minutes

It was suggested that Stacia Stutzman's message to Kelley Jolley on page one be deleted. Randy Smith requested that his name be corrected in the attendance section.

Peggy Pruitt moved that the June 2000 minutes be approved with the two corrections. Marlene Wisowaty seconded. The minutes were approved unanimously by voice.

Introductions

Everyone introduced himself or herself.

Discussion Group – Linda Lay, Leader

Agenda

- Expectations/Reality Check
- Introduction to today's session
- Rules of Engagement
- From Possibilities to Priorities
- Where are we now?
- Where were we last year?
- Where do we go from here?
- Who are you?
- Closing remarks

Expectations/Reality Check:

- Priority/goals focus issues
- Ideas/concerns – new senators
- Listen and learn – participants
- Positive meeting
- Cramming too much in – end by 3:00-3:30

Introduction to today's sessions:

Linda Lay reminded everyone to “think big” and throw ideas out to each other.
Hitchhiking (growing on other's ideas) was encouraged.

Rules of engagement:

No side conversations when someone else is talking.
Confidentiality.

From Possibilities to Priorities:

Professional Development Committee:

- 1) survey results
 - 2) new administrator's orientation quarterly (Oct. 2 – New Employee Fair by UHR)
 - 3) education – what opportunities are available?
 - 4) use satellite (doesn't work well for discussion)
 - 5) more networking opportunities
 - 6) meet at different locations periodically with different groups (campus tour)
 - 7) Senate sponsor a lecture
 - 8) bring in other MAC school chairs (Senate sponsor) for a campus visit
- Miscellaneous = central rental postings

Personnel & Policies Committee:

- 1) what is the role of the administration in terms of promotion and tenure (adm. understand/participate would like to see a process set – explore state law)
- 2) more continuing in membership of committee
- 3) domestic partner benefits (also Compensation Committee)
- 4) performance appraisal, performance management, grievance policy and procedure, continuing contracts, unpaid leave of absence/professional leave

Service Awards Committee:

- 1) keep up nice work – good ceremony
- 2) review format of awards – consider alternatives
- 3) look at other ways of awarding administrators – review criteria other than longevity (i.e., Employee of the Month)

Compensation Committee:

- 1) continuing time line – proposal in before budget decision by Oct/Nov
- 2) review IT compensation and classified compensation – new classified plan
- 3) increase personal/vacation accrual rate (based on longevity)
- 4) regional vs. Athens equity
- 5) cashing in sick leave at retirement
- 6) more involvement in administrative compensation salary survey
- 7) maternity/paternity policy

Outstanding Administrator's Award Committee:

- 1) collaborative/service award committee – include past winners
- 2) consider Senate's 30th anniversary
- 3) consider special accommodations for regional campus winners
- 4) more inclusion of supporters for winners
- 5) promote it more
- 6) picture to recipient

Elections Committee:

- 1) redistricting (number of senators vs. number of administrators) to Board of Trustees by Feb. 1 or April 5 (equal sizes of constituencies)
- 2) continue process and improving (short biographies and pictures of candidates)
- 3) encourage more volunteers to run
- 4) improve turnout and voter interest
- 5) reconsider "at large"

Miscellaneous – promote more of what Senate does

Executive Committee:

- 1) positive reinforcement
- 2) continue orientation
- 3) divide committees so each Executive Member advises (consultant)
- 4) new senators "buddy"
- 5) continue to meet with faculty and classified senators

Miscellaneous – change in bylaws – every member must serve on a committee

Where are we now?

Ideas today might not all be accomplished next year.

Where were we last year?

List was distributed.

Who are you?

- 1) difference in roles (at large)
- 2) no "defined" groups to talk with have to get out and talk to lots of people
- 3) get rid of "at large" and give everyone a district or multiple senators for each district

Distributed Mission Statement

Change, this year, to close with:

- 1) get out of your box (mingle)
- 2) probe (ask questions, be curious)
- 3) listen (have an open mind)
- 4) be flexible (and responsive)

Adjournment

Motion to adjourn was made by Judy Johnson, seconded by Jeff Spaulding. The meeting adjourned at 3:15 p.m.

Respectfully submitted,

Maggi Channell, Secretary
September, 2000

OHIO UNIVERSITY ADMINISTRATIVE SENATE

Minutes of September 21, 2000

NEXT MEETING: October 19, 2000

Location: Baker Center 334

Present: Dorothy Anderson, Sue Boyd, Rebecca Cale, Maggi Channell, Doug Franklin, Patty Griffith, Sharon Huge, Judith Johnson, John Kotowski, Kim Lawson, Valaria McCabe, Wendy Merb-Brown, Chris Morris, Judy Piercy, Peggy Pruitt, Chris Reghetti-Feyler, Cheryl Riley, Nancy Rue, Ralph Six, Rusty Smith, Jeff Spalding, Linda Stroh, Stacia Stutzman, Marlene Wisowaty, Jean Witkowski

Excused: Jean Radcliff, Kim Wortman

Absent: Cheryl Ewing, Joyce Pae, John Ray

Guests: Gary North

The meeting was called to order by Valaria McCabe at 12:05 p.m.

Approval of August 17, 2000, Minutes

There was one correction to the minutes of August 17, 2000. Barbara Montgomery was present and was not listed as such. Peggy Pruitt moved to approve minutes with correction. Chris Morris seconded. The minutes were approved unanimously by voice.

Chairman's Report (Valaria McCabe)

- Monday was the pre-meeting of the Benefits Advisory Committee. Regular meetings will begin tomorrow. Jean Witkowski, Valaria McCabe and Sharon Huge of the Compensation Committee will be attending these meetings.
- The New Employee Service Fair will be Monday, Oct. 2, from 4:00-6:00 p.m. Judith Johnson and Doug Franklin volunteered assist with the Administrative Senate booth.
- A volunteer is needed to serve on the Domestic Partners Benefits Task Force. If anyone is interested, they should contact Don Adelta.
- The Board of Trustees will meet on September 28 & 29. There is a briefing on the 27th. Members of the Executive Board will be attending certain parts of the meeting.

- UPAC began meeting last week. They will meet every Thursday from 3:00-5:00 through March 2001.
- Administrative Senate's 2000-01 goals and priorities from the August 17 meeting are on the web site.

Vice Chairman (Dorothy Anderson)

- The Integrated Project, Ohio University at Work, is comprised of three project teams (Pay Design Team, Pay Delivery Team, Performance Development Team. Dorothy will be serving on the Performance Development Team. The team is charged with developing a fair, equitable and consistent system that is both easy to understand and encourages employees to improve. President Glidden would like to see this system completed by the end of the Fall Quarter.
- There was talk at the August meeting about redistricting. Dorothy will chair the ad hoc committee on redistricting. Members will be John Kotowski, Jeff Spaulding and Doug Franklin. The committee intends to bring a plan for discussion before the Senate by the end of the year.

Compensation (Judy Piercy) -- No report

Professional Development (Wendy Merb-Brown) – She is still in the process of forming a committee. There will be a Roundtable on October 25 from 3:00-5:00 p.m. at the Lindley Cultural Center.

Policy & Procedures (Sharon Huge) – The first meeting will be on September 28. She will be meeting with Jim Kemper to find out where the various policies are that are pending approval

Outstanding Administrator Awards (Rusty Smith) -- No report.

Service Awards (Sue Boyd) -- No report.

Elections (Jeff Spaulding) -- He is in the process of organizing the first meeting.

Committee on Committees (Nancy Rue) -- Requests to fill all vacancies have gone forward.

Faculty Senate Liaison (Sue Boyd) -- Health care costs are \$1.5 million over last year.

Secretary (Maggi Channel) – No report

Treasurer (Jean Witkowski) – The budget report was distributed at the beginning of the meeting.

Gary North, Vice President for Administration

- O.U. had a good opening this year. Everyone seems to be working extremely well together.
- Admissions are stable. There were 3,660 freshmen, 180 new multicultural students and upper class level dropped slightly. The overall enrollment is +20 over last year.
- Bob Hynes has expressed an interest in working on the Policy Manual and the 2004 Celebration. He has not committed, yet, but Dr. North felt that he was interested.
- The Outlook is printed every two weeks. One week is online and the next week is hard copy. It is the university's desire to print this publication every week. Administrative Senate is encouraged to give their minutes to Mary Alice Casey. The Outlook is an improved publication this year.
- The employee opinion study that was recently completed showed an unusually positive outlook. A large number of employees responded and the results showed that employees like their jobs and colleagues. The study also expressed needs for improved two way communications. Administrative Senate was encouraged to look at ways to facilitate discussion and improve approaches to communicating with employees.
- The Regents are working hard on the state budget. The State is in good economic condition. There is a statewide budget addressing technology needs at universities.
- UPAC is now meeting and considering ways to generate new revenues.
- Health care costs are escalating. We were short approximately 1 ½ million last year and an anticipated 2 million this year. The university is looking at how to deal with these serious problems. The Benefits Advisory Committee is encouraged to look at possibilities.
- A new shuttle, Bobcat Express, began this fall it provides transportation between the main campus and The Ridges. The first day there were twenty riders. They are currently 55 riders per day. It is anticipated that the shuttle could assist with parking problems.
- An email from John Cunningham was received that flu shots would be delayed. The cultures didn't grow this year and they were having trouble pinpointing the particular strain of flu to provide protection. The flu serum is in short supply and everyone is encouraged to get the shots wherever possible.
- Sam Crowl and Louis Wright will be serving as co-chairs on Campaign Cabinet. They will be looking for ideas and appreciate suggestions.
- There was brief discussion regarding O.U. purchasing Athens Lumber and expanding parking and the congestion near The Oasis.

Old Business – None

New Business – None

Announcements – None

Barbara Montgomery announced that the numbers listed for her was incorrect. Her actual campus phone number is 774-7281.

Adjournment

John Kotowski moved to adjourn and Jeff Spaulding seconded. The meeting adjourned at 12:47 p.m.

Respectfully submitted,

Maggi Channell, Secretary
September, 2000

OHIO UNIVERSITY ADMINISTRATIVE SENATE

Minutes of October 19, 2000

NEXT MEETING: November 16, 2000

Location: Baker Center 334

Present: Dorothy Anderson, Sue Boyd, Maggi Channell, Doug Franklin, Patty Griffith, Sharon Huge, Valaria McCabe, Wendy Merb-Brown, Chris Morris, Judy Piercy, Peggy Pruitt, John Ray, Chris Reghetti-Feyler, Nancy Rue, Rusty Smith, Stacia Stutzman, Marlene Wisowaty, Jean Witkowski

Excused: Judith Johnson, John Kotowski, Kim Lawson, Barbara Montgomery, Joyce Pae, Jean Radcliff, Ralph Six, Jeff Spalding, Linda Stroh, Kim Wortman

Absent: Rebecca Cale, Cheryl Ewing

Guests: Kim Greenfest, Karen Hudson, Chris Knisely, Gary North

The meeting was called to order by Valaria McCabe at 12:12 p.m.

Approval of September 21, 2000, Minutes

The following changes were made to the September 21, 2000, minutes.

Page 1 – (Chairman's Report – 1st bullet) --- Jean Witkowski, Valaria McCabe and Sharon Huge will be attending these meetings.

Page 2 – (Vice Chairman's Report – 1st bullet) --- change word *conformed* to *comprised* and put a parenthesis after the word Team in the third sentence.

Page 2 – (Social Awards) --- This should be changed to Service Awards.

Page 2 – (Faculty Senate) --- This should be changed to Faculty Senate Liaison.

Page 3 --- (Gary North – 5th bullet) --- *classification study* should be changed to read *employee opinion survey*.

John Ray moved to approve the minutes with the above listed corrections. Peggy Pruitt seconded. The minutes were approved unanimously by voice.

Chairman's Report (Valaria McCabe)

Kim Greenfest and Judy Burke (not present at meeting today) have indicated that they are interested in sitting on the Senate as replacements for individuals who have left the campus. John Ray moved to ratify the appointment of these two individuals that the Executive Officers have approved. Sue Boyd seconded. Senate members unanimously approved the two new appointments.

Last week Executive Council members attended the President's Retreat. The retreat was very positive regarding moving forward with strategic planning and continuing stressed for diversity on this campus.

Special Guest: Karen Hudson, University Human Resources

Karen Hudson distributed a three-page handout. She gave a brief overview of the project and where it might go in the future. The project started a little over one year ago and just finished the first phase [discover]. It is anticipated that phase two [invent] will wrap up in December and the finish phase [deliver] will be finished by March 2001. UHR has received a 60% response on surveys that were sent out. Once this project is completed, UHR intends to look at the administrative and professional pay plan.

Vice Chairman (Dorothy Anderson) – Dorothy reminded Senators that the 2000 Outstanding Employee Awards deadline has been extended to November 3. She encouraged everyone to take time to nominate any outstanding employees that they work with.

Policy & Procedures (Sharon Huger) – The committee has meet and discussed where various policies were in the channels. The committee looked at how Bob Hynes might work with the committee. Collaboration with Classified Senate on policies was also discussed.

Outstanding Administrator Awards (Rusty Smith) – The committee is currently seeking committee members from other constituent groups.

Committee on Committees (Nancy Rue) – No report.

Professional Development (Wendy Merb-Brown) – The committee will be meeting on Wednesdays. The first round table will meet next week from 3:00-5:00 p.m. There are currently 27 people who have confirmed their attendance. This number does not include committee members or facilitators.

Service Awards (Sue Boyd) – The ceremony will be May 9, 2001, from 3:00-5:00 p.m. in the Baker Center Ballroom. There was brief discussion on how to

structure the ceremony. It seemed to be the general consensus that the buffet was preferred, but that the seating with long aisles discouraged mingling. It was suggested that perhaps the reception should begin at 3:00 p.m. with the awards presentation at 3:30.

Compensation (Judy Piercy) – The minutes from the October 5 and October 12 meetings were shared with Senators. The October 5 minutes show all the issues that the committee will be addressing this year. One of the biggest issues that the Compensation Committee is looking at is the salary raise recommendation. The committee felt that the Policy & Procedure Committee perhaps should handle the Domestic Partner Issue, which received endorsement from Faculty Senate and Student Senate.

Ad Hoc for Redistricting (Doug Franklin) – This committee has met two times. They have come up with two options. Option A is close to how Administrative Senate currently functions, but links more to geography. Option B is has more of a radical approach. They are no dividing areas it is strictly a geography distribution. Option B changes the basic organizational structure and, therefore, requires bylaw changes. This model is something that we've been using forever. After discussion a show of hands regarding preference of the two options was asked. Twelve (12) Senators expressed an interest in Option A. Two (2) Senators expressed an interest in Option B. It was questioned if division by functionality was feasible. This was referred to as Option C. Eleven (11) Senators expressed an interest in Option C. There was questioning whether the numbers on the reports were accurate. Due to insufficient data available the numbers are not accurate. The committee will meet again and discuss Option A and Option C.

Secretary (Maggi Channell) – no report

Treasurer (Jean Witkowski) – The budget report was distributed. There is a carry forward from last year totaling almost \$9,000.

Vice President for Administration (Gary North)

Classified Senate's Executive Committee met with Gary yesterday and addressed the issue of health benefit and compensation study. There was also concern regarding the rumor of charging for parking.

There is concern how employees will be impacted by the performance-based approach. There seems to be support for this change, but there are suggestions that supervisors be trained in job expectations, goal setting and assessment. Senators were encouraged to think of these issues since shortly

they will be looking at the same things when they go through the administrative pay plan.

There has been discussion for several years to charge for parking. Parking issues (paving, building and enforcing) are paid through general funds.

Old Business – None

New Business – There was discussion on sending emails to constituents encouraging them to check web sites. One idea as to send all administrators a summary of meetings and in the summary a reminder about the web site. The Executive Committee will discuss this.

Announcements

The fundraising drive is going on and Senators were reminded to call WOUB with their pledge.

Adjournment

John Ray moved to adjourn and Rusty Smith seconded. The meeting adjourned at 1:40 p.m.

Respectfully submitted,

Maggi Channell, Secretary
October, 2000

Ohio University Administrative Senate

Minutes of November 16, 2000

NEXT MEETING: January 18, 2001
Location: Baker Center 334

Present: Dorothy Anderson, Judy Burke, Rebecca Cale, Doug Franklin, Patty Griffith, John Kotowski, Wendy Merb-Brown, Chris Morris, Joyce Pae, Judy Piercy, Peggy Pruitt, John Ray, Chris Reghetti-Feyler, Cheryl Riley, Nancy Rue, Rusty Smith, Jeff Spaulding, Stacia Stutzman, Jean Witkowski

Excused: Sue Boyd, Maggi Channell, Cheryl Ewing, Kim Greenfest, Sharon Huge, Judith Johnson, Kim Lawson, Barbara Montgomery, Ralph Six, Marlene Wisowaty, Kim Wortman

Absent: Jean Radcliff, Linda Stroh

Guests: Gary North

Approval of October 19, 2000 Minutes

Special Guest: Karen Hudson, UHR: Change second sentence from “She gave a brief overview of the project....” to “She gave a brief overview of the Classified and IT Pay Plan....”

Ad Hoc for Redistricting.... Make changes suggested by Doug Franklin’s e-mail.

Peggy Pruitt moved to accept the minutes as corrected. Nancy Rue seconded. The minutes were passed unanimously, by voice.

Chairman’s Report

Valaria McCabe reported she made a presentation to the MPD yesterday and, hopefully, generated some interest in attendees, at least shared Senate’s interest and work toward shared governance.

Vice Chairman’s Report

Performance Project – Dorothy Anderson

Outstanding Administrator -- Rusty Smith
No report

Service Awards – Sue Boyd
In the absence of Sue, Dorothy Anderson reported

Faculty Liaison – Sue Boyd

In the absence of Sue, Dorothy Anderson reported

Policies and Procedures – Sharon Huge

In the absence of Sharon, Dorothy Anderson reported

Compensation Committee – Judy Piercy

Judy reported

Response: Address second part of resolution as separate
equity money separate
promotion & tenure money
all raise pool money be spent on salaries

Functional Redistricting – Doug Franklin (Option C)

22 budgeting units at O.U.
would not be the optimum
recommend not proposing option C

What is impact?

Accurate – closely as possible – HR office

Executive Committee will discuss proposal.

Benefits Advisory – Jean Witkowski

Goals

Update

Principals

Quality affordable
Diminished erosion of salaries
Employee contribution % of salary

Professional Development Committee – Wendy Merb-Brown

The brown bag was held at Lindley Cultural Arts Center was a success. There was 35 in attendance. Next meeting is January 10.

Vice President for Administration Report – Gary North

Ed Yost, faculty member in Management, is studying “grievance policy.”

Classified Compensation moving through stages by this week.

Bob Hynes responsible for Administration Development Campaign – good kick off for campaign.

UPAC moving rapidly – seeking support for scholarship offerings – need early offers.

Synergy money committed.

Benefits Advisory – progress is being made and currently seeking a wider network and better discounts. Choices still remain important/continuing statewide efforts – particularly in prescriptions.

New Business

Compensation Committee – draft salary recommendation for 2001-02 – Judy Piercy

Draft Salary proposal – Judy Piercy

A 6.3% raise pool for the 2001-2002 fiscal year is recommended. The recommendation is comprised of a 3.5% cost of living increase and a 2.8% merit increase. The 3.5% increase is based on the CPI as of September 30, 2000. The 2.8% merit is based on information obtained from the CUPA. Last year the Senate requested 5.4%. John Ray moved to accept. Rusty Smith seconded.

Announcements

Judy Burke was welcomed as a new senator.

Adjournment

Peggy Pruitt moved to adjourn. Doug Franklin seconded. The meeting adjourned at 1:30 p.m.

Respectfully submitted,

Maggi Channell
Secretary

DRAFT SALARY PROPOSAL 2001-02

The Compensation Committee presents the following resolution for consideration and discussion:

Administrative Senate recommends that the Ohio University administration award a 6.3% raise pool for the 2001-02 fiscal year for administrative employees. The 6.3% recommendation is comprised of a 3.5% cost of living increase and a 2.8% merit increase.

The 3.5% represents an annualized cost-of-living increase based on the CPI (Consumer's Price Index) as of September 30, 2000. The 2.8% merit increase is based on information obtained from the CUPA (College and University Personnel Association) 1999-2000 Mid-Level Administrative/Professional Salary Survey. This survey indicates that projected merit pay salary increases for the next salary planning year will average 2.8%.

Administrative Senate is also concerned about the current process and procedure used in distributing the salary raise dollars. Senate would appreciate an explanation from Ohio University's senior administrators about the process currently used to determine raise distributions as well as actual policy practiced by all budget units. Additionally, we request an opportunity to provide input for future changes to the process.

Ohio University Administrative Senate

Minutes of January 18, 2001

NEXT MEETING: February 15, 2001
Location: 334 Baker Center

Present: Dorothy Anderson, Sue Boyd, Judy Burke, Maggi Channell, Cheryl Ewing, Kim Greenfest, Patty Griffith, Sharon Huge, Judith Johnson, Kim Lawson, Valaria McCabe (Chair), Wendy Merb-Brown, Barbara Montgomery, Chris Morris, Judy Piercy, Peggy Pruitt, John Ray, Chris Reghetti-Feyler, Nancy Rue, Rusty Smith, Jeff Spaulding, Linda Stroh, Stacia Stutzman, Marlene Wisowaty, Kim Wortman

Excused: Rebecca Cale, Doug Franklin, John Kotowski, Joyce Pae, Jean Radcliff, Cheryl Riley, Jean Witkowski, Sherry Barnes, Blis Hanousek DeVault, Patty Griffith, Sharon Huge, Kim Larson,

Guests: Gary North, Vice President for Administration; Sherwood Wilson, Associate Vice President for Facilities and Auxiliaries, Cindy Irwin and Rich Newman, Members of the Senate Compensation Committee

Chairman Valaria McCabe called the meeting to order at 12:06 p.m.

Because of technical difficulties, the minutes from the November meeting were incomplete. Copies were distributed for information only.

Valaria McCabe introduced Sherwood Wilson, who reported on the Central Chilled Water Project and the Energy Efficiency Project.

Chairman's Report

Carol Blum has asked for a representative to serve on a task force to examine OU's status as a drug-free workplace. Judy Piercy is already on that task force and volunteered to represent Senate, too. If that is not acceptable to Dr. Blum, Judith Johnson volunteered to serve.

UPAC – the President has asked that UPAC defer discussion about compensation issues until the state budget situation is a bit clearer. Currently, there is an expectation of a 6% tuition increase and a 4% room and board increase. Expectations for an increase in state support range from 0 – 2%.

Bob Hynes is working on the Policies and Procedures Manual, and has proposed that a task force be appointed to review the current documents.

Vice Chairman's Report

Elections Committee – Jeff Spaulding reported that the committee has reviewed the redistricting documents prepared by Doug Franklin and is examining the elections process.

Outstanding Administrator – Rusty Smith had no report.

Professional Development – Wendy Merb-Brown reported that the committee is co-sponsoring workshops on Compensation and University Planning with University Professional Development.

Service Awards – Sue Boyd reported that the committee has met and made assignments. There is a desire to mention all retirees at the Service Awards ceremony.

Compensation Committee – Judy Piercy reported that sub-committees are working on 1) personal days for administrators, 2) a comparison of benefits, 3) pay-off of sick leave on retirement, 4) an increase in accrued vacation days, and 5) the three-year analysis of the pay plan.

Faculty Senate – Sue Boyd reported that the Senate is discussing General Education reform.

Secretary's Report – no report.

Treasurer's Report – Jean Witkowski reported a balance of \$27,996.21 in the operating account; \$998.73 in the OU Foundation account.

Vice President for Administration Report – Gary North reported that the grim budget predictions are pretty “real” and suggest cause for concern.

Old Business

Compensation Resolution – second reading; presented by Judy Piercy.

The committee has determined that there is no consistent policy for the distribution of raise-pool dollars across the campus.

Discussion centered on the CPI figure, and whether the national figure was appropriate in our region. Judy Piercy will get regional CPI figures. Gary North suggested separating the salary recommendation from the statement about the process of distribution of raise dollars. John Kotowski asked whether it was wise to specify that all raise dollars had to be used for raises, and whether we should send forward a “pie in the sky” request. Jean Witkowski asked whether Senators wanted to include a clause in the raise request that indicated “if funds are available.” Sharon Huge asked whether Senate wished to ask for an across-the-board amount. Jeff Spaulding suggested making a request with no qualifiers. Kim Larson suggested that a phrase such as “...cost-of-living increases should be provided to every administrator before merit issues are considered.”

The Compensation Committee members will review all the questions and suggestions, and bring revised proposals to the February meeting.

New Business – none

Announcements – none

Adjournment – Moved by Jeff Spaulding, seconded by Judy Burke. The meeting adjourned at 1:28 p.m.

Respectfully submitted,

Maggi Channell
Secretary

OHIO UNIVERSITY
ADMINISTRATIVE SENATE
MINUTES
FEBRUARY 15, 2001

NEXT MEETING: MARCH 15, 2001
LOCATION: 334 BAKER CENTER

Present: Dorothy Anderson, Sue Boyd, Rebecca Cale, Doug Franklin, Patty Griffith, Sharon Huge, Judith Johnson, Kim Lawson, Valaria McCabe, Wendy Merb-Brown, Barbara Montgomery, Chris Morris, Joyce Pae, Judy Piercy, Jean Radcliff, John Ray, Chris Reghetti-Feyler, Cheryl Riley, Nancy Rue, Rusty Smith, Jeff Spalding, Stacia Stutzman, Kim Greenfest

Excused: Judy Burke, Maggi Channell, Peggy Pruitt, Ralph Six, Linda Stroh, Marlene Wisowaty, Jean Witkowski, Kim Wortman

Absent: Cheryl Ewing, John Kotowski

Guests: Cathy Brooks, Joyice Childs, Gary North, Carolyn Sabatino

Chairman Valaria McCabe called the meeting to order. She introduced Carolyn Sabatino and Joyice Childs. They were at the meeting to update Administrative Senate on the Enterprise Project.

Sabatino explained that the contracts that are currently issued are not legally binding documents. They only notify employees that they will continue to be employed and if they have received a raise. This system has been labor - and paper-intensive. Contracts will be replaced with a "salary notification letter." The letter will be generated by Payroll, signed by the President, and will not need the employee's signature. Sabatino thought that for the first time, the letters would be sent to departments for distribution to employees. The intention is that the letter go directly to the employee in the future. New hires will receive a different letter. Sabatino encouraged employees to e-mail or call with their concerns.

Approval of January Minutes:

John Ray moved to approve the minutes of January 18, 2001. Barbara Montgomery seconded, the minutes were approved as submitted.

Chairman's Report: Valaria McCabe

McCabe thanked the Compensation Committee for its diligent work on the salary proposal, personal leave and sick leave, vacation carry forward, service credit for PERS and STRS, and continuing contracts. Due to the Committee's efforts, the Executive Committee was able to discuss these issues with President Glidden at its quarterly meeting with him.

McCabe reported about UPAC. The State of Ohio budget is not looking good for higher education and there is concern that there will be only a 2% - 4% increase for the coming year. This will be compounded by the fact that utility costs are increasing at an alarming rate.

McCabe reported the Benefits Advisory Committee continues to meet on a regular basis and to discuss the quartile system currently in place at the University. It has been suggested that a 5th section be put in place for those administrators holding positions above Group 86.

Vice Chairman's Report: Dorothy Anderson

Anderson reported that the Task Force on Performance Management has had a couple of meetings.

Professional Development: Wendy Merb-Brown

Reported that Judy Piercy facilitated a brown bag regarding compensation. Attendees felt there is a morale issue among administrators due to increased expectations and decreased appreciation.

Merb-Brown reported there would be another Brown Bag coming up with John Kotowski.

Suggestions for future meetings would be:

- Compensation
- Balancing roles as administrators
- Child care

Merb-Brown encouraged anyone with topic ideas to e-mail her.

Compensation: Judy Piercy

The committee has been working to “flesh out” details for their proposal on accruing vacation days. 18 schools were surveyed and the range was 32 to 47.5 days. Classified employees and AFSCME at Ohio University are able to accrue up to 60 days. It was suggested that a proposal be made to bring administrators into line with the other employee groups over a 4 year period. The committee will continue to work on this and come up with cost projections and report back to Senate.

Four options were presented for sick leave:

- 1) ability to be paid out for 60 days at retirement
- 2) ability to convert sick leave days to service credit for retirement
- 3) ability to receive payoff for sick leave days accumulated over a set amount, i.e. selling sick leave days back to the university
- 4) ability to convert some sick leave days to personal days

Personnel/Policies: Sharon Huge

No Report

Outstanding Administrator Awards: Rusty Smith

The nominating ballots are in the process of being printed and will go out soon.

Service Awards: Sue Boyd

Still checking on who will be retiring by June 30th.

Elections: Jeff Spalding

Met with previous chair and process is moving ahead. The committee will need to meet between now and April. There is plenty to do for those who would still like to serve on the committee. Sue Boyd suggested that those who stand for a Senate seat have their picture posted on the web site. Dr. North offered the use of a digital camera if that was to be done.

Faculty Senate: Sue Boyd

President Glidden talked about the State budget. He also spoke to the issue of Domestic Partners – giving a strong statement in favor of it. The State University Presidents are continuing to talk about it and will keep the issue on the table, but there will be no action until the budget issue is settled.

Secretary's Report: Maggi Channell – No Report

Treasurer's Report: Jean Witkowski – attachment

Vice President for Administration Report: Dr. Gary North

Dr. North reported that he had spoken to President Glidden and the President had spoken to his Executive Staff and was very optimistic about the issues Administrative Senate had brought to his attention.

There are concerns about the rising energy costs, yet there are measures that can be taken to minimize this by encouraging staffs to conserve by turning off computers when not in the office.

HR continues to look at the health care companies who submitted proposals in response to the RFP. There seem to be good proposals and cost savings in health care administration looks likely.

Old Business:

The 3rd reading and vote on the Salary Proposal:

A 6.3% raise pool for the 2001-2002 fiscal year is recommended. The recommendation is comprised of a 3.5% cost of living increase and a 2.8% merit increase. The 3.5% increase is based on the CPI as of September 30, 2000. The 2.8% merit is based on information obtained from the CUPA. Last year the Senate requested 5.4%. John Ray moved to accept. Kim Lawson seconded. A voice vote was taken and the proposal passed.

New Business: None

Adjournment

Dough Franklin moved to adjourn. John Ray seconded.

Respectfully submitted,

Maggi Channell, Secretary
February 2001

OHIO UNIVERSITY
ADMINISTRATIVE SENATE
MINUTES
MARCH 15, 2001

NEXT MEETING: APRIL 19, 2001
LOCATION: 334 BAKER CENTER

Present: Dorothy Anderson, Sue Boyd, Judy Burke, Maggi Channell, Kim Greenfest, John Kotowski, Valaria McCabe, Wendy Merb-Brown, Judy Piercy, John Ray, Chris Reghetti-Feyler, Cheryl Riley, Nancy Rue, Ralph Six, Rusty Smith, Jeff Spalding, Stacia Stutzman, Jean Witkowski, Kim Wortman

Excused: Rebecca Cale, Cheryl Ewing, Doug Franklin, Patty Griffith, Sharon Huges, Judith Johnson, Kim Lawson, Chris Morris, Joyce Pae, Peggy Pruitt, Jean Radcliff, Linda Stroh, Marlene Wisowaty

Absent: Barbara Montgomery

Guests: Robert Hynes and Gary North

Chairman Valaria McCabe called the meeting to order at 12:10 pm.

Approval of February Minutes:

Spelling of Cheryl Riley's, Judy Burke's, and Joyce Childs' names corrected.

Nancy Rue moved to approve the minutes of February 2001, as corrected; Stacia Stutzman seconded. The minutes were approved as corrected.

Valaria McCabe introduced guest Robert Hynes. He was at the meeting to inform Senate about his work on the University's Policies and Procedure Manual.

Hynes said that many policies are outdated, lengthy, or difficult to understand and, therefore, need to be revised and updated. A task force, co-chaired by Nancy Crist and Anita James is working with Hynes on the process. Representatives from various offices and constituencies across the University also will be involved. The task force will meet in the early part of April, data will be collected by the end of spring quarter, and Hynes hopes to have some revisions completed by the end of fall quarter.

Hynes said that some policies are still pending including bereavement leave for classified and administrative staff, birthday holiday for classified staff, sick leave, and reorganization. The presidential appointment policy is also still being worked on.

Hynes can be reached at 7-1597 and hynes@ohiou.edu.

Chairman's Report: Valaria McCabe

McCabe reported that the 30 new faculty that may be added will mean that new administrators and support staff also will be needed. The issues need to be kept on the table at UPAC. Judy Piercy reported that Sharon Huges raised this issue at the UPAC meeting on Monday.

Vice Chairman's Report: Dorothy Anderson

Professional Development: Wendy Merb-Brown

Merb-Brown encouraged Senators to give her committee suggestions for next quarter.

The round table is scheduled for April 26; location to be determined.

Compensation: Judy Piercy

1.) Increasing the number of accrued vacation days allowed from 32 to 60. Committee suggested phasing in over a 5-year period. Committee members don't feel that it will be an additional cost to the University. They want to put the 60-day accrual forward because it would be the same as other employee groups on campus.

2.) Converting 3 accrued sick days to 3 personal days annually, providing that there are at least 30 accrued sick days. The committee members, again, do not feel that it would be an additional cost to the University. AFSCME and classified staff both have this option. Currently, 61% of administrative employees would qualify for this option.

3.) Pay-off of accrued sick leave at retirement. Committee is still interested in looking at the options.

- a. Payout of one-half of accrued but unused sick leave not to exceed 60 days. The payout will be calculated as one-fourth of all sick days up to 60. In order to get the maximum payout, an employee will have had to accrue 240 sick days. 41 employees are eligible for this maximum payout.
- b. Convert unused sick leave to additional service credit to apply towards retirement. (Has to be looked at legally.)
- c. Payout of sick leave at regular intervals.

A straw poll was taken, with the consensus being a b, a, c ranking of these issues. The committee will continue working on them.

Personnel/Policies: Sharon Huges

No Report

Outstanding Administrator Awards: Rusty Smith

Today is the deadline for returning ballots. The committee has received 22 unique nominations so far. Smith has contacted all the people who said they would be on his committee. At this point, only the faculty person said that she could not do it.

Service Awards: Sue Boyd

Boyd reported that everything is ready for the ceremony.

Elections: Jeff Spalding

The committee is trying to “nail down” new districts and who is running where. They have a mock-up of the requests for nominations that will go out in a month or so. There are four district seats up for election: 1, 3, 10, and 11. There are four at-large seats with 3-year terms, one with a 2-year term, and one with a 1-year term open.

Faculty Senate: Sue Boyd

Boyd reported that the Faculty Senate meeting was largely taken up by discussion of General Education. Faculty feel that they are being asked to approve an outline with no details.

Secretary’s Report: Maggi Channell – No Report

Treasurer’s Report: Jean Witkowski

Witkowski reported that two-thirds of the way through the fiscal year, only 1/3 of the budget has been expended. Major expenses, however, such as the service awards reception, are still to come.

Vice President for Administration Report: Dr. Gary North

Dr. North reported that the budget is in balance and includes a 3% salary increase pool. The health benefits program has been put out for bid, and if a successful conclusion is reached with a new vendor, the University could save somewhere around \$1.5. We were looking at a \$3.5 million additional cost this year because of health benefits, but it is now down to \$2.5 million. The budget is in balance and will cover the essential items.

There are still concerns about the rising energy costs.

Time change coming up. Dr. North encouraged everyone to do what he or she can to encourage students to “low-key” it.

Old Business: None

New Business: None

Announcements:

John Kotowski reported that the development of the smart classroom building on one of the old baseball field sites is proceeding. It will include meeting space for the Board of Trustees, and Classified, Administrative, and Faculty senates would also be encouraged to take advantage of the space. Kotowski will represent the Administrative Senate in the discussions concerning the building and will keep the Senate updated.

Jeff Spalding reported that the WOUB-TV pledge drives stand at 63% of its \$80,000 goal.

Adjournment:

John Ray moved to adjourn. Sue Boyd seconded. Meeting was adjourned at 1:27 pm.

Respectfully submitted,

Maggi Channell, Secretary
March 2001

Ohio University Administrative Senate

Minutes of April 19, 2001

Next Meeting: May 17, 2001; 12 noon – 1:30 p.m.

Baker Center 334

Present: Dorothy Anderson, Sue Boyd, Rebecca Cale, , Doug Franklin, Kim Greenfest, Patty Griffith, Sharon Huge, Judith Johnson, Kim Lawson, Wendy Merb-Brown, Judy Piercy, Peggy Pruitt, Jean Radcliff, John Ray, Chris Reghetti-Feyler, Nancy Rue, Ralph Six, Rusty Smith, Stacia Stutzman, Jean Witkowski

Excused: John Kotowski, Valaria McCabe, Barbara Montgomery, Chris Morris

Absent: Cheryl Ewing, Joyce Pae, Cheryl Riley, Linda Stroh, Kim Wortman

Guests: Marty D'Augustino, Jimmy Matthews, Jeff Campbell, Chuck Hart, Environmental Health & Safety; Gary North, senior officer liaison.

Dorothy Anderson called the meeting to order at 12:08 p.m..

Approval of March Minutes: Peggy Pruitt moved to approve the minutes of March 15, 2001. Sharon Huge seconded. The minutes were approved unanimously.

Jeff Campbell, OSHA Coordinator, Environmental Health and Safety introduced Marty D'Augustino, who made a short presentation on ergonomics. He stated that Environmental Health and Safety have been promoting ergonomics at Ohio University for several years. The points covered were muscular-skeletal disorders, ergonomics on campus, and elements of an ergonomics program. Requests can be made for departmental/unit presentations through Environmental Health and Safety. Judy Piercy suggested that the Professional Development Committee might consider ergonomics as a topic for a "Brown Bag Seminar."

Chairman's Report: Dorothy Anderson (for Valaria McCabe)

- Anderson shared a copy of a letter Executive Committee sent to President Glidden regarding issues of morale and non-monetary compensation.
- Anderson thanked Administrative Senate on behalf of Jeff Spalding's family. Jean Witkowski shared information regarding memorial contributions, and circulated a copy of the program from the funeral service.
- The task force on policy development met on April 3. The *Policy and Procedure Manual* will be distributed to deans and department heads for their review. Timeline for review

will be May 1-June 20, 2001. The task force will reconvene in July and August to consider revisions and suggested changes by deans and department heads.

- Sharon Huge announced that the Board of Trustees received a preliminary budget at the April meeting. A final budget will be presented at the June meeting. Huge distributed a copy of Athens General Fund Comparison of Budget Allocations that was given out at UPAC.

Vice Chairman's Report:

Professional Development: Wendy Merb-Brown distributed a flier regarding the Roundtable Discussion scheduled for Thursday, May 3, 2001, 3-5 pm. The roundtable will be held at the Alumni Lounge, Templeton-Blackburn Alumni Memorial Auditorium. Tours of the newly renovated Auditorium will be available throughout the session.

Service Awards: Sue Boyd – reminded Senators that the ceremony is May 9.

Compensation: Judy Piercy – Will report under New Business.

Personnel/Policies: The new committee has been appointed and Bob Hynes is working on the process.

Outstanding Administrator Awards: Rusty Smith reported that over 30 valid nominations had been received.

Faculty Senate: Sharon Huge attended Faculty Senate for Sue Boyd. She reported that Faculty Senate had a long discussion regarding the Enterprise Project and expressed particular concern about the absence of written contracts.

Elections: Doug Franklin has agreed to chair the Elections Committee. Franklin reported that the process has been reviewed and appears to be in order. Materials to conduct the election are being printed. Dorothy Anderson encouraged senators to consider running for re-election if their term is up.

Anderson reminded committee chairmen to have their year-end reports to her before the next meeting.

Secretary's Report – Maggi Channell – no report.

Treasurer's Report – Jean Witkowski – distributed written report.

Vice President for Administration Report: Dr. Gary North

- Dr. North announced that Walk America (for the March of Dimes) is scheduled for Saturday, May 12. There will be an auction at the Ohio University Inn to raise money for the March of Dimes on Thursday, May 11 at 7:00 p.m.

- There are still expected budget constraints for next year. North reported that some buildings will be closed and openings delayed on others as a cost-saving measure.

Discussion Item: Potential Impact of Proposed Enrollment Increase

Dorothy Anderson opened a discussion regarding potential impact of proposed enrollment increases. Although there are plans to hire additional faculty, there has been no discussion about additional administrative or clerical staff.

The general consensus of Administrative Senate was concern about the long-term impact on administrative and support staff and the diminishing quality of life for students and staff at Ohio University as enrollment continues to increase. Several noted that students already have trouble getting into required classes, and that many students have to enroll for additional quarters to complete graduation requirements. Concern was expressed that various student service areas cannot absorb 200 more students without additional staff or, in some cases, space.

Huge noted that she would like to see Administrative Senate “take a stand on quality of life issues at OU.” A letter of concern will be drafted by Administrative Senate Executive Committee and sent to the Provost and President. Anderson requested that specific comments and suggestions be sent to Huge.

Old Business – None

New Business - Proposal for Implementation of a Personal Days policy – first reading.

Announcements: None

Adjournment: Judy Piercy moved to adjourn. Judith Johnson seconded. The meeting adjourned at 1:34 p.m.

Respectfully submitted,

Maggi Channell
Secretary

Ohio University Administrative Senate

Minutes of May 17, 2001

Next Meeting: June 21, 2001, 12 noon – 1:30 p.m.

Baker Center 334

Present: Dorothy Anderson, Sue Boyd, Rebecca Cale, Maggi Channell, Kim Greenfest, Patty Griffith, Sharon Huge, Judith Johnson, John Kotowski, Valaria McCabe, Wendy Merb-Brown, Joyce Pae, Judy Piercy, Peggy Pruitt, John Ray, Chris Reghetti-Feyler, Cheryl Riley, Rusty Smith, Stacia Stutzman, Jean Witkowski, Kim Wortman

Excused: Judy Burke, Barbara Montgomery, Chris Morris, Ralph Six

Absent: Cheryl Ewing, Doug Franklin, Kim Larson, Jean Radcliff, Nancy Rue, Linda Stroh

Guests: Rich Neumann, Gary North

Valaria McCabe called the meeting to order at 12:07 p.m.

Approval of April Minutes: Peggy Pruitt moved to approve the minutes of April 19, 2001. John Kotowski seconded. The minutes were approved unanimously.

Chairman's Report: Valaria McCabe

- Reported that President Glidden was very supportive of the Personal Leave Days proposal during Executive Committee's April 27, 2001 meeting with him.
- Reported that the news on the budget from the State is not promising.
- Thanked Sue Boyd, Rusty Smith and their committees for all their work on the Outstanding Administrator and Service Awards presentations.

Vice Chairman's Report: Dorothy Anderson

- Reported that the President's Bicentennial Commission held its first meeting on May 14, 2001 to review and coordinate all of the Bicentennial events, which are currently scheduled from the Honors Convocation (September 2003) through Commencement (June 2004). This time frame may change due to discussion on including some summer events.
- Reported that the Performance Management Task Force is currently working on finalizing the Performance Appraisal Tool and Behavior Statements attached to it. President Glidden will meet with Task Force on Monday, May 21, 2001; as soon as information about that meeting is

available, it will be sent to you via e-mail or reported at next month's meeting. Twenty-eight to 30% of the funds needed to bring IT employees up to market have been or will be allocated to planning units. It will be up to the planning units to disburse the funds. The dates for implementation of the Classified Staff Comp Plan have not yet been determined. Plan sponsors are currently being trained. All IT and classified employees, and their supervisors, should receive a memo about training opportunities early next week. The deadline to register for training is May 31, 2001. If you do not receive this memo by the end of next week, you need to contact Human Resources.

•Distributed written 2000-2001 Year-End Reports for the following committees: Service Awards, Committee on Committees, Compensation, Elections, Outstanding Administrator Award, Personnel/Policies, and Professional Development.

Compensation: Judy Piercy – No report.

Professional Development: Wendy Merb-Brown reported that 15 people attended the Roundtable Discussion from 3-5 p.m., May 3, 2001, in the Alumni Lounge, Templeton-Blackburn Alumni Memorial Auditorium. She stated that fall quarter seems to be a more popular time for Roundtables; however, those who attended had a very personal tour of the newly renovated Memorial Auditorium.

Gary North commented that it might be beneficial for Senate to rotate meetings around campus (i.e., Grover Center, Child Development Center) and offered to arrange transportation from Baker Center to other locations for these meetings.

Personnel/Policies: Sharon Huge – No report.

Service Awards: Sue Boyd requested suggestions for improvements for next year's ceremony.

Faculty Senate: Sue Boyd reported that Hugh Bloemer was elected as the new chair, Margaret Appel as vice chair, and Martin Tuck as secretary. She also reported that there was much discussion about General Education Requirements.

Outstanding Administrator Award: Rusty Smith – No report.

Elections: Doug Franklin -- Not in attendance – No report.

Anderson announced that several major committees are in need of chairs and vice chairs for next year. She requested that any member who is interested contact her by e-mail.

Secretary's Report: Maggi Channell welcomed Irene Weigly.

Treasurer's Report: Jean Witkowski -- distributed a written report (attached).

Vice President for Administration Report: Gary North

- Reported that the budget was beginning to come into focus, that he did not foresee additional cuts, and that the Senate version is removing tuition caps immediately. OU has already passed a 6% tuition increase; and President Glidden has expressed strong concern that he does not want to go beyond that. He stated that it will be seen in the next two or three weeks whether the budget will address the K-12 problem to the satisfaction of the Supreme Court.

- Reported that the University plans to go forward with the Classified Employees Compensation Plan in terms of its structure, and that the majority of the groups defined as under market were in the IT category with a few positions in broadcast, library, and health, and only a handful in all others.

Dr. North noted Chris Taylor's concern that there is a healthy skepticism about whether or not supervisors will follow through and work with classified employees to define goals declared by expectations, to do training, and then evaluate. He noted that that makes it especially important that supervisors attend training sessions and also stressed that "Pay for Performance" is not a part of this program.

Kim Greenfest emphasized that the plan is a good one and that the most crucial part to the whole plan is the training of supervisors to do performance evaluations.

Old Business: Judy Piercy presented the Personal Leave for Administrative Employees for a second reading. It was moved by Sharon Huge and seconded by Sue Boyd that this proposal be approved as amended (attached). The motion passed unanimously.

There was no additional Old Business.

New Business: Judy Piercy presented the Increase of Accrued Vacation Days Proposal for first reading. Amendments were made to #1 and #4 of the Rationale (attached). A show of hands was requested of all in favor of continuing to work on this item.

Announcements: The next Administrative Senate meeting (June 21, 2001) will be the final meeting for senators not standing for re-election and election of new officers will take place. Lunch will be served. A request was made for volunteers to work Commencement, June 8 & 9, 2001. International Street Fair will be Saturday, May 19, 2001.

Adjournment: John Ray moved to adjourn. Rusty Smith seconded. The meeting adjourned at 1:12 p.m.

Respectfully submitted,

Maggi Channell
Secretary

PERSONAL LEAVE FOR ADMINISTRATIVE EMPLOYEES
(Second Reading – Amended 5/17/01)

The Compensation Committee presents the following proposal to Administrative Senate for consideration and discussion:

Administrative Senate recommends that eligible administrative employees be allowed to convert three (3) sick leave days to personal leave days each fiscal year. These personal leave days would provide administrative employees time which could be utilized to conduct personal business and/or deal with family matters that may need to be carried out during regular working hours. This benefit is similar to the one already being provided for Classified Civil Service and employees represented by the AFSCME bargaining unit.

Eligibility:

- (1) Full-time and part-time administrative employees
- (2) Employee must have accrued 120 hours (15 days) of sick leave as of the beginning of the fiscal year to be eligible to convert sick leave to personal leave

Procedure

- (1) Each July 1 administrative employees with a minimum of 120 hours (15 days) accrued sick leave will be credited with 24 hours (3 days) of personal leave, and The 24 hours of sick leave will be deducted from the total accrued.
- (2) Personal leave may be used in minimum units of two (2) hours.
- (3) Personal leave not used by June 30 will revert to sick leave.

INCREASE OF ACCRUED VACATION DAYS
(First Reading – Amended 5/17/01)

Administrative Senate recommends an increase in the number of accrued vacation days from 32 to 60 days for administrative employees. This increase would be phased in over four years as follows:

2001-2002	39 days
2001-2003	46 days
2001-2004	53 days
2001-2005	60 days

Rationale:

1. A survey conducted by the Compensation Committee found that administrative employees of colleges and universities with 15K-25K students are allowed to accrue on average 47.5 days of vacation. The range was 30 to 60 days. (18 respondents)
2. Ohio Comparison:
Miami University and Bowling Green State University: 44 accrued vacation days
Kent State University: 60 vacation days
3. The OU classified staff allowed to accrue up to 60 vacation days.
4. At OU, it can be difficult encouraging classified staff to take administrative positions because of the difference in benefits (e.g., overtime, accrual of 60 vacation days).
5. Supervisors will still approve vacation days. Therefore, if an employee's absence for an extended period of time would pose a hardship to the department, the supervisor has the ability to refuse the request.

Ohio University Administrative Senate

Minutes of June 21, 2001

Next Meeting: August 16, 2001, 10:30 a.m. – 4:00 p.m.

Baker Center 334

Present: Tina Abdella, Dorothy Anderson, Sue Boyd, Rebecca Cale, Maggi Channell, Karen Dahn, Doug Franklin, Julio Freire, Jim Gilmore, Judith Johnson, Timothy Kern, John Kotowski, Heather Krugman, Valaria McCabe, Wendy Merb-Brown, Barbara Montgomery, Chris Morris, Joyce Pae, R. Douglas Pettit, Judy Piercy, Peggy Pruitt, John Ray, Chris Reghetti-Feyler, Cheryl Riley, Nancy Rue, Rusty Smith, Gretchen Stephens, Jean Witkowski, Kim Wortman

Excused: Sherry Barnes, Blis Hanousek DeVault, Patty Griffith, Sharon Huge, Kim Larson, Jean Radcliff, Linda Stroh, Stacia Stuzman

Absent: Cheryl Ewing, Kim Greenfest, Ralph Six

Guests: Rich Neumann, Gary North

Valaria McCabe called the meeting to order at 12:17 p.m.

Approval of April Minutes: John Ray moved to approve the minutes of May 17, 2001. Judy Piercy seconded. The minutes were approved unanimously.

Chairman's Report: Valaria McCabe

- Reported that on 6/21/01 she met with the University Policy/Procedure Task Force, whose goal is two-fold: 1) to evaluate the current policies on the books and recommend updates of language, changes or deletions, and 2) to establish a process for suggesting and implementing new policies in the future; and announced that the next meetings are July 25 and August 21.

- Reported that the Continuing Contract Policy has been approved by President Glidden and extended appreciation to Bob Hynes and Dr. North for steering process through correct channels.

- Reported that the policy for *Personal Leave for Administrative Employees* has been signed by President Glidden and thanked Dr. North, for his timely effort in getting this to the president's desk, and those who served on the Compensation Committee, for their diligent work this year.

Thanked senators and executive committee for serving this year and Dr. North for his continuing support.

Vice Chairman's Report: Dorothy Anderson

•Reported on meeting with Performance Management Task Force on 6/20/01 and informed Senate that the Performance Management Tool and Behavior Statements will be distributed by the second week of July. She announced that there is room in the Focus Group if anyone is interested in previewing and offering input on these documents and explained that the tool is four pages and uses competencies that have been created by the Compensation Group over the last couple years. The behavior statements are seven pages long for each of the roles. The tool will go into effect for information technology employees and their supervisors in October or November and for the rest of university employees in July 2002. It will affect salary increases for the 2004 fiscal year.

•Distributed copies of the following: the Personal Leave Days document signed by President Glidden; June 19 draft of a letter from Jim Kemper to "All Planning Unit Heads," and draft of the Ohio University Policy & Procedure *Personal Leave for Administrative Employees* issued by Gary North. She explained that for the first year this new benefit will be managed at the department level and that a letter and a list of all administrators and their sick leave balances will be sent to planning unit heads to be distributed to departments. Payroll will view this new benefit as an additional authorized use of sick leave.

•Distributed the Ohio University Policy & Procedure *Administrative Appointments* policy and explained it accomplishes everything Senate wanted.

Compensation: Judy Piercy – No report.

Professional Development: Wendy Merb-Brown – No report.

Personnel/Policies: Sharon Huge – No report.

Service Awards: Sue Boyd – No report.

Outstanding Administrator Award: Rusty Smith – No report.

Elections: Doug Franklin -- Not in attendance – No report.

Faculty Senate: Sue Boyd reported on the following items discussed by Faculty Senate:

Faculty determined to maintain 3% salary increase

Possible tuition increase greater than 6%

Move to semesters by The Ohio State University and how that would impact Ohio University

Provost search

Faculty salaries and debt reduction

General Education and Student Information System

Anderson announced that Senate is still in need of chairs and vice chairs for some standing committees and requested that senators respond positively when called to serve.

Secretary's Report: Maggi Channell – No Report.

Treasurer's Report: Jean Witkowski – distributed a written report (attached).

Vice President for Administration Report: Gary North

- Reported that Ohio State University will explore moving to semesters; that this is not a final decision.

- Explained that General Education is a complex issue; that it is impossible under the current Student Information System to accommodate the transition to General Education; that there is currently no SIS on the market anywhere that will accommodate this move; and that the University is, therefore, looking into this problem.

Reported that due to the budget situation, President Glidden is exploring moving to an 8% increase in tuition; that this year is probably the only “open window” to adjust tuition and the University is looking at taking advantage of it due to the budget reduction and the fact that next year's subsidy will be less than this year.

Reported that he met with the Classified Senate and related that there is a “healthy concern/lack of trust” of supervisors on the part of classified employees regarding the implementation of the Performance Management Plan; and stated that the best way to alleviate these concerns is to understand what is going on and encourage supervisory participation in the program and assured that “Pay for Performance” is not currently a part of this Plan.

Reported that enrollment for 2001-02 is looking good.

Reported that a consulting group is on campus working on statement of job responsibilities for the Provost's Position and that there are already 40 applications on file.

Old Business: Judy Piercy presented the *Increase of Accrued Vacation Days* proposal for a second reading and informed Senate that anything in italics is a change from the first reading. John Kotowski expressed his concern that vacation is a benefit employees should be encouraged to use. John Ray moved to accept the proposal for Increase of Accrued Vacation Days as amended. Barbara Montgomery seconded the motion. The motion passed with three opposing votes.

New Business:

Valaria McCabe recognized and distributed certificates to all departing senators.

Doug Franklin moved that the Administrative Senate Election Results be certified. John Kotowski seconded the motion. The motion passed unanimously. The Executive Committee's proposed slate of officers was presented. Nominations were requested from the floor. No nominations were brought forward and John Kotowski moved that nominations be closed. Judy Piercy seconded. The motion passed unanimously. John Ray moved that the slate of candidates

for the Executive Committee be approved. Timothy Kern seconded. The motion passed unanimously.

Administrative Senate officers for 2001 – 2002 are Dorothy Anderson, chairman; Jean Witkowski, vice chairman; Doug Franklin, treasurer; and Maggi Channell, secretary.

Judy Piercy presented the proposal for *Increase of Sick Days Upon Retirement* for a first reading. Discussion occurred about the impact this proposal would have in terms of its cost to the University. Dr. North suggested that Human Resources review the proposal in terms of cost to the university, policy implications on units, and legality, and report findings to the Executive Officers. John Ray asked about PERS converting sick leave into retirement time. Judy Piercy responded that this would require legislative action, which would be a lengthy process involving a state-wide initiative. John Ray requested Senate work through our representative to get someone from PERS assigned to work with the Compensation Committee to see what steps could be taken to make it a legal possibility.

Announcements: Planning Retreat scheduled for August 16, 2001, from 10:30 a.m. – 4 p.m.

Adjournment: **Gretchen Stephens** moved to adjourn. Timothy Kern seconded. The meeting adjourned at 1:20 p.m.

Respectfully submitted,

Maggi Channell
Secretary

