

**Ohio University Administrative Senate  
Minutes of July 17, 2008 Business Meeting  
Human Resources & Training Center, Room 141-145**

**Next Meeting: September 18, 2008, Time TBA  
Location TBA**

Present: Janelle Baney, Scott Blower, Carol Blue, David Carpenter, Lisa Dael, Jean Demosky, Marie Graham, Doug Grammer, Mick Harris, Lesli Johnson, Beth Lydic, Vijayanand Nadella, Brenda Noftz, Jerry Reed, Sarah Rist, James Sand, Andrew Stuart, Eileen Theodore-Shusta, Gwen Whitehead, Bev Wyatt

Excused: Thea Arocho, Eric Clift, Angela Davis, Lisa Kamody, Rosanna Lemasters, Wendy Merb-Brown, Cristina Milligan, Patti Pennell, Connie Romine,

Absent: Karen Dahn

Guests: Terry Conry (for Bill Decatur), George Mauzy

Brenda Noftz called the meeting to order at 12:10 p.m.

**Approval of Minutes:** Bev Wyatt moved that the minutes of the June 19, 2008 meeting be accepted; Lisa Dael seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Noftz welcomed the new senators, asked everyone to introduce themselves and announced that a roster and notices about meetings and issues will be sent out in the next few weeks; positions are still unfilled for representatives for the regional campuses, part-time constituents and the greens; listing of district constituents should be available in the next month; welcome letters are sent to all new administrators with carbon copies to their district senators; all meetings will be added to the Oracle calendar; the annual retreat will be held from 10 a.m.-3 p.m. on Thursday, September 18, 2008, location to be announced; no meetings are held in August or December, except new senators will have an orientation meeting in August.

**Chairperson's Report:** Noftz reported on the following:

◆ There were no Health Benefits or Chairs and Directors meetings in June and only one Budget Planning Council meeting, which was a year end wrap up; Noftz will replace Wendy Merb-Brown on BPC; the Committee on Committees met and discussed the wording of a charge for the international council relating to where members came from and a request from a student committee to form a standing committee on safety.

◆ Constituent heads have been asked to meet with the Provost on 6/21/08 to discuss issues relating to the health benefits surplus (premium holiday, payback, funds remaining in reserve).

**Vice Chairperson's Report:** Noftz asked those interested in chairing or co-chairing a committee to let Beth Lydic or her know. The following committees need chairs: Outstanding Administrator Award, Service Awards, Professional Development Advisory and Personnel/Policies.

**Ohio University Administrative Senate  
Minutes of September 18, 2008 Business Meeting  
Baker Center Ballroom**

**Next Meeting: October 16, 12:00 noon-1:30 p.m.  
Baker Center, Room 230**

Present: Thea Arocho, Scott Blower, Carol Blue, Scott Carpenter, Eric Clift, Lisa Dael, Karen Dahn Jean Demosky, Doug Grammer, Mick Harris, Lisa Kamody, Rosanna Lemasters, Beth Lydic, Wendy Merb-Brown, Vijayanand Nadella, Brenda Noftz, Patti Pennell, Jerry Reed, Sarah Rist, James Sand, Andrew Stuart, Eileen Theodore-Shusta, Gwen Whitehead

Excused: Janelle Baney, Marie Graham, Lesli Johnson, Cristina Milligan, Connie Romine, Bev Wyatt

Absent: Angela Davis

Guests: Steve Brooks, Terry Conry (for Bill Decatur), Casey Elliott, Rebecca Watts

Brenda Noftz called the meeting to order at 9:15 p.m., reviewed the retreat agenda, announced the October meeting will be in Baker 230, introduced Casey Elliott from Communications & Marketing and announced that Rebecca Watts from the President's Office will also be a guest.

**Approval of Minutes:** Wendy Merb-Brown moved that the minutes of the July 17, 2008 meeting be accepted; Eric Clift seconded the motion; a vote was taken; and the minutes were unanimously accepted.

**Chairperson's Report:** Noftz reported on the following:

- ◆Budget Planning Council's first meeting will be 10:00 a.m.-12:00 noon on 9/18/08 and that she will represent Senate this year.

- ◆Health Benefits Committee will not meet until early October. In July the chairs of the constituent groups met with Dr. Krendl, Bill Decatur, John Day and Greg Fialko and were informed of discussions relating to the surplus in a health benefits reserve. It is likely that the employee contribution to health care, currently held in one of the health care reserves, will be rebated; details are still being discussed. Faculty Senate is still concerned about what will happen to the portion the University contributes for employees; the committee recommended that those funds be used for health related initiatives.

- ◆Faculty Senate met on 9/8/08 and had the following discussions:

- Chancellor Fingerhut talked about shared commitment, the University System of Ohio (14 colleges and 23 community colleges) and focused on higher education as a force to drive the state economy by serving development and business needs and contributing to the work force and the benefits of international programs.

- President McDavis welcomed faculty back, thanked Chancellor Fingerhut, and reported that state revenues are two percent short of the estimate for the fiscal year; that the University did receive the \$10 million promised by the state for this fiscal year; and that contingency budget planning is taking place.

- Provost Krendl reported on retention and enrollment numbers and stated that the university is ahead of last year for pre-registration for next year; it did well on housing contracts; the numbers for retention, transfers, and international students are all up and grade point average and ACT numbers are higher than past years.

- The Quarters to Semesters Transition Team, made up of all the constituencies and representatives of offices, departments and areas, will meet once a week until March to look at big questions and issues relating to the change, which will take place in academic year 2012-13.

- Faculty unionization

- ◆Committee on Committees met the day before classes began. Administrative Senate will advocate again moving the Standing Committee link from the Faculty Senate website to another location since it is not a Faculty Senate committee; names for committee volunteers will not be forwarded to the President until after 9/24/08.

Noftz asked Senators to e-mail Lisa Kamoday at [kamody@ohio.edu](mailto:kamody@ohio.edu) or Irene Weigly at [weigly@ohio.edu](mailto:weigly@ohio.edu) if they cannot attend a meeting or plan to send a representative; she also announced that guests are always welcome.

**Vice Chairperson's Report:** Beth Lydic announced that the following Senators have agreed to serve as committee chairs: Doug Grammer, Elections Committee; Janelle Baney and Scott Carpenter, Outstanding Administrator Award Committee; Bev Wyatt and Karen Dahn, Service Award Committee; Cris Milligan, Personnel Policies & Procedures Committee; Lisa Dael and Lisa Kamody, Professional Development Committee. She asked for volunteers for the Compensation and Public Relations/Communication Committees. Thea Arocho volunteered to chair the Compensation Committee. Lydic also discussed Senate hosting an open house for administrators.

Lisa Dael announced that the new web site for Administrative Senate is [www.adminsenate.ohio.edu](http://www.adminsenate.ohio.edu).

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

- ◆Budget Update – the good news is higher education was spared in the last round of cuts, the balance sheet looks strong in terms of cash reserves partly due to receipts for construction of research building on West Green, and the increase in retention seems to be having a significant impact on current fiscal year revenue – the bad news is that one time dollars were used to plug base holes, fiscal year 2010 does not look good, and there may still be cuts after the election.

- ◆Ohio University has signed multiple articulation agreements with different schools and has a cooperative degree program in place with Columbus State Community College.

- ◆The Higher Education Consortium for Southern Ohio, a formal partnership to govern higher education in the 15 counties in southern Ohio (from Rt. 23 and east along Ohio River and includes Shawnee, Southern State, Rio Grande and Ohio University), was recently formed to promote cooperation and efficiencies in higher education.

- ◆Concur, a travel and entertainment software program that looks like Expedia.com., has all Ohio University travel policies, rules and regulations loaded into it.

- ◆Implementation of Vision Ohio is progressing; working with OIT to track year one projects; there will be a sample update at the October Board of Trustee meeting.

- ◆The Academic Support Review Committee has finalized policies and procedures, is reviewing Food Service, Campus Recreation and Kennedy Museum, has completed the review of Facilities & Auxiliaries and Printing Services; identified a seven-year cycle for all units on campus.

◆Searches for the Associate Vice President for Human Resources and Executive Director of Plant Operations are coming to conclusion; airport interviews for the Human Resources position will be September 30 and October 1 with final candidates on campus October 6 and 7; finalists for the Executive Director of Plant Operations will be on campus during the second week of October.

**Secretary's Report:** No report.

**Treasurer's Report:** Doug Grammer submitted the Account Summary for September (attached) and reported that he is waiting for last year's carry forward to be loaded into the account.

**Announcements & Discussion:** The following issues were discussed and announced:

- ◆The Outstanding Administrator/Service Award Ceremony will be at the end of May, date TBA.
- ◆The interviews for the Associate Vice President of Human Resources will be held from 3:00-4:00 p.m., Monday, October 6, 2008, in Baker 226 and 3:00-4:00 p.m., Tuesday, October 7, 2008, in Baker 512.
- ◆Potential lack of staffing in some areas on December 24 due to the floating holiday being on December 26
- ◆Problems with parking this summer due to people using the dark green and purple lots for long term parking, workshops, etc
- ◆The approval of Amanda Hobson for the District 16 vacancy: Noftz moved to approve Amanda Hobson for the vacant position, Lisa Dael seconded the motion, a vote was taken and she was approved unanimously.
- ◆Noftz informed Senate that there has been no response from the Board of Trustees, President McDavis or Bill Decatur to Senate's letter regarding the president's raise.
- ◆Mark Hopton has been invited to the October meeting to give an update on shared services; Ann Fidler will be asked to talk about Vision Ohio initiatives; and Craig Cornell, Brice Bible and Tom Carpenter were suggested as future guests.

**Guest: Steve Brooks, Director of Compensation:** Brooks reported that the Pay Classification Plan is moving forward; an RFP was developed, bids were received and being reviewed; once a bidder is contracted, information will be collected and a methodology developed; one objective is communicate information about the plan as directly as possible and get input; plan will not be developed in isolation and regular updates will be provided; estimated that the project will take at least 15 to 18 months to finalize; a web site will be established to answer questions.

**Adjournment:** Andrew Stuart moved that the meeting be adjourned, Lisa Dael seconded the motion, and the meeting adjourned at 11:00 a.m.

Respectfully submitted,

Lisa Kamody  
Secretary

**Next Meeting: October 16, 12:00 noon-1:30 p.m.  
Baker Center, Room 230**

## September 2008 Administrative Senate Account Summary

Beginning Balance	\$31,271.00
Expenditures YTD	(\$703.01)
Current Budget Available	\$30,567.99

Salaries and Wages	(\$532.19)
Employee benefits	(\$77.98)
Supplies	\$0.00
Travel and Entertainment	\$0.00
Information and Communication	(\$92.84)
Miscellaneous	\$0.00
<b>Total Expenses</b>	<b>(\$703.11)</b>

Note I expect \$21,855.60 as carry forward from last year to appear later fall quarter.

dgrammer, 9/17/08

**Ohio University Administrative Senate  
Minutes of October 16, 2008 Business Meeting  
Baker Center, Room 230**

**Next Meeting: November 20, 12:00 noon-1:30 p.m.  
Baker Center, Room 240**

Present: Thea Arocho, Janelle Baney, Scott Blower, Scott Carpenter, Eric Clift, Lisa Dael, Karen Dahn, Doug Grammer, Mick Harris, Amanda Hobson, Lisa Kamody, Rosanna Lemasters, Beth Lydic, Cristina Milligan, Vijayanand Nadella, Brenda Noftz, Patti Pennell, Connie Romine, James Sand, Eileen Theodore-Shusta, Gwen Whitehead, Bev Wyatt

Excused: Jean Demosky, Marie Graham, Wendy Merb-Brown, Andrew Stuart

Absent: Carol Blue, Angela Davis, Lesli Johnson, Jerry Reed, Sarah Rist

Guests: Casey Elliott, Pam Harvey, Mark Hopton, Linda Lonsinger (for Bill Decatur), Rebecca Watts

Brenda Noftz called the meeting to order at 12:10 p.m.

**Approval of Minutes:** Karen Dahn moved that the minutes of the September 19, 2008 meeting be accepted with the time the meeting was called to order corrected to 12:05 p.m. and the time the meeting ended corrected to 1:35 p.m; Vijayanand Nadella seconded the motion; a vote was taken; and the minutes were unanimously accepted.

**Guest: Pam Harvey, Athens County United Appeal:** Harvey passed out this year's brochure, thanked Senate for its support, announced that Kent Smith and Terry Conry are the campus co-chairs and that United Appeal is working to bring 211 service to Athens County.

**Chairperson's Report:** Noftz reported that

- ◆ C. Daniel DeLawder, chair of the Board of Trustees, will attend the November meeting to address the president's raise and asked for ideas or topics for additional discussion.
- ◆The officers of Classified and Administrative Senates will meet with the consultant for president's evaluation during the first week of November and asked that any feedback for the meeting be sent to her.
- ◆The officers met with Mr. Decatur after September retreat.
- ◆The constituent heads met with President McDavis and Mr. Decatur in September and discussed issues related to budget and the beginning of the school year.
- ◆The Board of Trustees approved the Quarters to Semesters change for 2012; the Resources Committee had presentations on sustainability and funding issues; a special meeting will be held in November about pending issues related to SIS funding, bonds for the Courtyard Project, and renovations of Parks Hall and Hudson Health Center; committee audit reports were presented.

- ◆Provost Krendl will attend the March meeting, Craig Cornell will be asked to report on enrollment management and Tom Carpenter on Q2S; Noftz suggested Rebecca Skillings for a budget presentation in February and requested other suggestions for guests; Lisa Dael suggested someone from Information Technology.
- ◆Faculty Senate met on 10-12-08; the Provost reported on Group II compensation and an analysis of peer reports (<http://www.ohio.edu/provost/upload/EVPP-Faculty-Senate-Report-10-13-08.pdf>); a collective bargaining resolution passed 23-18 with 3 abstentions ([http://www.ohio.edu/facultysenate/upload/Resolutionon-Collective-Bargaining\\_second-reading1.doc](http://www.ohio.edu/facultysenate/upload/Resolutionon-Collective-Bargaining_second-reading1.doc)).
- ◆Employees will receive a health care premium rebate at the end of November equal to 1.4 or 1.5 times the amount of the monthly premium they pay.
- ◆Budget Planning Council met twice and will continue to meet weekly; higher education has been spared the last two cuts so it is unlikely that it won't have cuts after the first of the year; there is still a question about whether the tuition caps will continue; caps are popular with parents and student loans are getting harder to obtain (<http://www.ohio.edu/finance/bpa/council.cfm>).
- ◆The Q2S Committee is meeting weekly and reviewing how many hours it will take to graduate, the number of class hours, how general education fits into revisions, workload policies for faculty, the configuration of the calendar (15 week sessions/breaks, etc.) (<http://www.ohio.edu/provost/q2s.cfm>).
- ◆The Committee on Committees is composed of the chairs of all the constituent groups who manage the standing committees of the university; it has been requested that the standing committee website be moved off the Faculty Senate web page; this year committee nominations were not taken to the President for approval until after 9/24/08, so no standing committees had members until after that date; next year administrative volunteer forms will not go through Faculty Senate and will be collected and recommendations forwarded to the President by the end of May (<http://www.ohio.edu/facultysenate/standingcomm/Committee-on-Committees-page.cfm>).
- ◆Search Committees: Two candidates have been interviewed for the Associate Vice President for Human Resources and a third candidate, Tim Wagoner, will be interviewed at 3:00 p.m., October 24, in HRTC 241; candidates have been interviewed for the Executive Director of Facilities; candidates are being interviewed today (10/16) for the Executive Director of Communications & Marketing; Noftz informed Senate that she plans to bring up the issue that no representatives from Administrative Senate are on search for the Police Chief; two candidates have been interviewed for the Vice Provost for Diversity but no decision has been made.

**Guest: Mark Hopton, Business Service Center:** Hopton reported on the following progress of shared services:

- ◆Still talking about what shared services are at Ohio University.
- ◆Services expanded to include budget unit liaisons, accounts payable and payroll.
- ◆Benchmarking study took longer than expected, had broad audience participation, gathered information from four areas across campus—finance, procurement, human resources and information technology; found that a corporate tool is not always compatible with higher education and that there are huge opportunities in the procurement area to invest in technology to become more strategic and do different things across the university; study is only a starting point; and it is important to measure things, but measurements must be meaningful.
- ◆New document log will save labor, move accounts payable and payroll, be more strategic in budget planning and analysis and as an organization as a whole, and will focus resources on those back office administrative functions.

◆Concur Technologies is an end-to-end solution for booking travel and automatically submitting reimbursement requests; automated travel can save 5-7% on overall travel costs; hope to have it implemented by early spring (<http://www.concur.com/forms/total-webinar.html>).

**Vice Chairperson's Report:** Beth Lydic thanked Senators for volunteering for committees and encouraged them to add people to their committees; she will continue to forward names to chairs as she receives them; the Professional Development and Public Relations Committees have the fewest members and she asked that names of potential members be forwarded to the chairs; she reported that last year's chairs are being contacted for updated committee information and that notebooks will be sent out early next week.

**Secretary's Report:** Lisa Kamody thanked Senators for informing her when they cannot attend a meeting.

**Treasurer's Report:** Doug Grammer submitted the Account Summary for October (attached) and reported that he still has not seen last year's carryover.

**Vice President for Finance and Administration Report:** None

**New Business:** None

**Old Business:** Lisa Dael inquired about the public records/data request; Noftz responded that she was assured that she would have it by 10/20/08.

**Discussion:** None

**Announcements:** Bev Wyatt announced that the Administrative Service Awards Ceremony will be held at 3:00 p.m., 5/21/09, in Baker Center Ballroom and that the Conference Service Resource Fair will be held from 10:00 a.m.-2:00 p.m., 10/22/08 in Baker Center, Room 240-242.

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

Respectfully submitted,

Lisa Kamody  
Secretary

**Next Meeting: November 20, 12:00 noon-1:30 p.m.  
Baker Center, Room 240**

## October 2008 Administrative Senate Account Summary

Beginning Balance	\$ 31,271.00
Expenditures YTD	(\$3,344.05)
Current Budget Available	\$27,926.95
Salaries and Wages	(\$2,533.50)
Employee benefits	(\$371.21)
Supplies	\$0.00
Travel and Entertainment	(\$346.50)
Information and Communication	(\$92.84)
Miscellaneous	\$0.00
<b>Total Expenses</b>	<b>\$ (3,344.05)</b>

dgrammer, 10/16/2008

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

**Next Meeting: January 15, 2009, 12:00 noon-1:30 p.m.  
Baker Center, Room 240**

Present: Thea Arocho, Janelle Baney, Scott Blower, Carol Blue, Scott Carpenter, Eric Clift, Lisa Dael, Karen Dahn, Angela Davis, Jean Demosky, Marie Graham, Doug Grammer, Mick Harris, Amanda Hobson, Lesli Johnson, Lisa Kamody, Wendy Merb-Brown, Cristina Milligan, Vijayanand Nadella, Brenda Noftz, Patti Pennell, Jerry Reed, Sarah Rist, Connie Romine, James Sand, Andrew Stuart, Eileen Theodore-Shusta, Gwen Whitehead,

Excused: Rosanna Lemasters, Beth Lydic, Bev Wyatt

Absent: None

Guests: Terry Conry, Tom Davis, C. Daniel DeLawder, Casey Elliott, Greg Fialko, Rebecca Vazquez-Skillings, Rebecca Watts

Brenda Noftz called the meeting to order at 12:10 p.m.

**Approval of Minutes:** Jim Sands moved that the minutes of the October 16, 2008 meeting be accepted; Andrew Stuart seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Noftz introduced Board of Trustee Chair, C. Daniel DeLawder and explained that he was here to address Senate's concerns about President McDavis' raise.

**Guest: C. Daniel DeLawder, Chair, Ohio University Board of Trustees:** DeLawder began with background information on the Board of Trustees' decisions about the president's contract, performance evaluation and compensation adjustment. He stated that in a perfect world the Board might have been able to forecast today's economic environment and acknowledged that the university now faces a very different economic condition. He explained that several years ago the Board instituted the unique process of soliciting input from constituent groups about presidential performance. A more formal review of the presidential evaluation process was then suggested and an *ad hoc* committee appointed. The review policy was not adopted until January 2008 and was not in place in September 2007 when the Board was deliberating the above issues. The new policy calls for a comprehensive evaluation to be conducted in the next to last year of the president's term. He further explained that the president was given a five year contract when hired, met all of the objectives set forth by the search committee and the Board (develop an objective strategic plan, enhance academic quality, increase national visibility and profile, generate resources, improve diversity, establish strong partnerships with local communities), and was well on the path to continue advancing the mission of the university. The Board decided to renew the president's contract because they felt it was not fair to wait until the fifth and final year of the contract to do a comprehensive review and have a question about the contract renewal

hanging over him. While deliberating the contract renewal and evaluation issues, the president's compensation was also evaluated. Since faculty are receiving a \$1.2 million increase bringing them up to fourth in the Ohio publics, excluding Ohio State, the Board felt it was appropriate to bring President McDavis up to the same level in order to be competitive. He also stated that in today's economy they might have phased the increase in over a longer period of time.

**Guest: Rebecca Vazquez-Skillings, Assistant Vice President for Budget Planning and**

**Analysis:** Vazquez-Skillings presented the following information on the budget planning:

◆**Economic Environment** – Currently facing international financial crisis which is not unique to the university and is impacting every sector of our economy; since last fiscal year the State of Ohio has made reductions amounting to approximately \$1.3 billion but higher education has continued to remain a high priority of the administration and the legislature, however, the Voinovich School and College of Medicine have been impacted by reductions; total state support for Athens campus is about 25%, COM 48%, and regional campuses 38% of budget; and state revenues for October are down and it is unlikely that higher education will continue to be protected.

◆**Threats to Revenue** – It is projected that the number of Ohio high school students will decrease by 10% in the next 10 years, however, enrollment management is working on efforts to get a larger share of Ohio students and recruit international and other non-traditional students; endowed scholarships depend on investment performance and student loans are becoming more difficult to obtain; and tuition and general fee caps are popular with the legislature and public and may not be increased.

◆**Shortfall in the Current FY** – The FY09 budget is built on about \$8 million from investment income which due to the economic situation is no longer being projected; an additional shortfall of \$5 million is being planned for, for a total shortfall of \$13 million; the situation is being monitored and changes will be communicated.

◆**Budget Planning Council** – BPC is working on developing assumptions and scenarios for the FY10 budget, which include investment income continuing to do poorly, a 5% to 15% reductions in state subsidy, no increases in instruction and general fees, and potential enrollments deficits; they are planning for shortfalls between \$15 million and \$40 million in total revenue; Athens campus budget is about \$335 million for the general fund and investment income represents about 1% of that amount or \$5 to 8 million.

◆**Other Concerns** – Financial aid is fine for this fiscal year, however, aid for next fiscal year is a concern due to losses in investments; the goal of the hiring freeze is to slow down hiring and capture one time savings from funded vacant positions; more will be known in January when the governor's budget is presented; other areas for reduction are being looked at before layoffs; and buyouts are mandated if more than 50 people are laid off.

She requested that comments and suggestions be sent to her at [skillinr@ohio.edu](mailto:skillinr@ohio.edu) or Brenda Noftz at [noftz@ohio.edu](mailto:noftz@ohio.edu).

**Chairperson's Report:** None

**Vice Chairperson's Report:** None

**Secretary's Report:** None

**Treasurer's Report:** Doug Grammer submitted the Account Summary for November (attached).

**Vice President for Finance and Administration Report:** None

**New Business:** None

**Old Business:** None

**Discussion:** None

**Announcements:** None

**Adjournment:** Eric Clift moved that the meeting be adjourned, Jerry Reed seconded the motion, and the meeting adjourned at 1:45 p.m.

Respectfully submitted,

Lisa Kamody  
Secretary

**Next Meeting: January 15, 2009, 12:00 noon-1:30 p.m.  
Baker Center, Room 240**

## November 2008 Administrative Senate Account Summary

Beginning Balance	\$ 53,187.32	(Note: The difference from the last meeting is the carry forward was added)
Expenditures YTD	(\$3,575.43)	
Current Budget Available	\$49,611.89	
Salaries and Wages	(\$2,701.04)	
Employee benefits	(\$435.05)	
Supplies	\$0.00	
Travel and Entertainment	(\$346.50)	
Information and Communication	(\$92.84)	
Miscellaneous	\$0.00	
<b>Total Expenses</b>	<b>\$ (3,575.43)</b>	

dgrammer, 11/19/2008

**Ohio University Administrative Senate  
Minutes of January 15, 2009 Business Meeting  
Baker Center, Room 240**

**Next Meeting: February 19, 2009, 12:00 noon-1:30 p.m.  
Baker Center, Room 240**

Present: Thea Arocho, Carol Blue, Scott Carpenter, Eric Clift, Lisa Dael, Karen Dahn, Angela Davis, Jean Demosky, Marie Graham, Doug Grammer, Mick Harris, Lisa Kamody, Rosanna Lemasters (online), Beth Lydic, Wendy Merb-Brown, Cristina Milligan, Vijayanand Nadella, Brenda Noftz, Patti Pennell, Jerry Reed, Sarah Rist, Connie Romine, James Sand, Andrew Stuart, Eileen Theodore-Shusta, Gwen Whitehead, Bev Wyatt

Excused: Janelle Baney, Scott Blower

Absent: Amanda Hobson

Guests: Craig Cornell, Bill Decatur, Casey Elliott, Luis Lewin, Rebecca Watts,

Brenda Noftz called the meeting to order at 12:10 p.m.

**Approval of Minutes:** Andrew Stuart moved that the minutes of the November 20, 2008 meeting be accepted; Connie Romine seconded the motion; a vote was taken; and the minutes were unanimously accepted.

**Guest, Craig Cornell, Vice Provost for Enrollment Management:** Cornell introduced himself and reported that

- Enrollment management is a concentrated strategic effort to build enrollments at an institution taking into account demographic, statistical and student changes to bring in enrollments to meet budgets, shape classes, and grow diversity and out of state student populations.
- Structures/committees have been created to assist with this collaborative effort, which requires a significant amount of assessment, the development of strategic planning and strategies, working on target enrollment, the leveraging of scholarship programs, and the reduction of bottlenecks within the division.
- Fall quarter enrollment was excellent; approximately 80,000 inquiries were received, 14,000 students applied (1,000 more than previous year/10% increase), 10,000 students were admitted and 3,985 registered (includes new freshmen and transfer students).
- The yield rate is the difference between the admit number and those who actually register (historically 36 to 38%); campus enrollment is at an all time high, retention rate is 80% (2% increase).
- The University is facing enrollment challenges due to costs, limited scholarships, declining yield rates, shifting demographics, state budget priorities, and a decline in the number of high school graduating seniors after 2008-09 (projected 10% decline in seven years) and fiscal challenges due to families looking closely at fees and costs and student loan issues.
- The good news is that the University is developing ways to personalize and target recruitment and keep higher education affordable.

- The nursing program will admit 150 new students this year.  
He concluded by asking Senators to help every student, stating that this could increase yield and retention rate.

**Chairperson's Report:** Noftz reported that

- The governor cut the state budget again but left Ohio University mostly intact; the proposed budget is due 2/3/09 but it will be late spring before we know what we are dealing with.
- Budget Planning Council is meeting weekly to look at options and costs.
- The Board of Trustees will meet next week (1/22 and 1/23/09) at the Eastern campus.
- She distributed feedback about cost savings possibilities.
- The Committee on Committee web site will be moved soon to a neutral site.
- The Quarters to Semesters Transition Team (Q2S) minutes are available at <http://www.ohio.edu/provost/q2s.cfm> and the committee is currently discussing academic calendar time frame logistics; a Curriculum Conversion Team has been established with Dean Gary Neiman and Dr. Jeff Giesy leading the efforts to address issues related to the conversion process.
- Provost Krendl will be leaving in June to become President of Otterbein University; Lisa Kamody has been appointed to the search committee.
- New hires at the university are Brian Bridges, Vice Provost for Diversity, Access & Equity; Andrew Powers, Chief, Ohio University Police Department (OUPD); and Mike Gebeke, Executive Director of Facilities Management.

**Vice Chairperson's Report:** Beth Lydic requested the following committee reports:

**Service Awards:** Bev Wyatt reported that the committee will hold its first meeting next week.

**Compensation:** Thea Arocho reported that the committee had one organization meeting and that the University Compensation Committee has not met.

**Personnel Policies:** Cris Milligan distributed a written report and verbally reported that the committee reviewed and approved proposed changes to the Retirement Separation and Solicitation policies and did not approve the draft of the Safety Management policy.

**Outstanding Administrator:** Noftz announced that she will send out an e-mail requesting nominations and that the deadline is 1/31/09.

**Professional Development:** Lisa Dael reported that the committee has been working since the fall to develop a professional development survey to solicit ideas for training, careers plans, etc.; the survey will be distributed to administrators for feedback by February; they are also looking at having seminars or open houses to answer questions from constituents.

**Public Relations:** Karen Dahn reported that the committee met many times about how to raise the Senate's profile and as a result, *Outlook* announced this month's meeting in advance with an article; they have reviewed the web page to see how it could be improved; they looked at ways to involve constituents, e.g. regional open houses, a Tuesday Speak Out where constituents can talk to Senators about any issues; she also passed out "Ask me about Administrative Senate" buttons with a Senate information handout/card to give to constituents.

**Secretary's Report:** None

**Treasurer's Report:** Doug Grammer submitted the Account Summary for January 2009 (attached).

**Vice President for Finance and Administration Report:** Bill Decatur reported that his office is working hard on the budget and that the key dates are the Governor's state of the state address

on 1/28/09 and the release of the executive budget on 2/3/09, at which point they will be able to hone in on a budget scenario and take action for balancing the budget for next year; there are a lot of unknowns-the state and national economy and whether higher education will continue to be a priority for the Governor and legislative leadership; they are planning for a worst case scenario and hoping for the best; a balanced budget will be presented to the Board of Trustees in June.

**New Business:** None

**Old Business – Update on Shared Services:** Noftz reported that the university is going to paperless payroll; all pay stubs and tax documents will be online next year, which will result in a saving of over \$100,000.

**Discussion:**

**Options for cost savings:** Noftz reported that the Budget Planning Council has been discussing anything that might be a cost savings (e.g. fee waivers, allowances, parking, no raises next year) and that the administrative pay plan is on hold due to consultation and implementation costs. The Faculty Senate noted that it passed a resolution in 1999, incorporating the health benefits plan into the Faculty Handbook and any changes to the plan would have to go through the resolution and approval process used for the Handbook.

**Early Retirement Incentive Plan (ERIP):** Wendy Merb-Brown asked Decatur to explain the ERIP proposal that will be presented to the Board of Trustees. Decatur explained that it is an action item authorizing the president to move forward with three different retirement incentive plans.

Plan I for Ohio Public Employee Retirement System) (OPERS) members (55 or older with 25 years of service, 60 or older with five years of service, or any age with 30 years of service) consists of a one-year service credit, six month's life insurance coverage and a \$5,000 lump-sum payment or a six-month extension of current medical coverage for employees who announce their retirements within 90 days after the plan is implemented; would also have a full year to decide whether to participate.

Plan II for alternative retirement plan members (59½ years or older as of June 30) and consists of a cash incentive of 75% of one year's salary (paid over five years) and one year of medical coverage and life insurance; would have 90 days to accept the offer.

Plan III for employees who have worked for the university for 15 to 23 years and decide to voluntarily terminate their employment consists of one year of medical and life insurance and a one-time payment of \$60,000 for faculty; \$50,000 for administrators and a cap of \$25,000 for classified (paid over eight years); would have 60 days to choose to participate.

**Health Benefits Committee:** Merb-Brown asked for Senators' input on how to manage health care if \$1, \$3 or \$5 million needed to come out of the health care budget. Decatur informed them that the university could be looking at a 15% to 30% reduction in the state share of instruction or \$15 to \$30 million at a time when investment income has evaporated, potentially creating a \$20 to \$30 million reduction scenario. Examples cited: Mandatory generic drugs and mandatory mail order would result in a \$800,000 savings; a \$5 increase in co-pay would generate \$250,000; increasing premiums by 1% would produce \$300,000; including a deductible of \$100/200 would produce \$400,000, increasing co-insurance would generate \$55,000, a spouse surcharge of \$50.00 per month (for those who have alternative plans) would generate \$180,000;

elimination of the dental coverage would save \$700,000; elimination of vision coverage would save \$200,000. She also reported that the committee is looking at options for enhancements to the plans offered by the university at a cost to the employee. Examples cited: changing dependent coverage age to 25, enhancing dental, increasing life insurance, short term disability, adoption benefits, increasing dependent and supplemental life insurance, long term care, legal services. Input should be sent to Noftz at [noftz@ohio.edu](mailto:noftz@ohio.edu) and Merb-Brown at [merbw@ohio.edu](mailto:merbw@ohio.edu).

Bill Decatur also responded to a question about mandatory furloughs by stating that they are not an option this year because employees have annual contracts.

**Announcements:** Noftz asked Senators to check the web site <http://www.adminsenate.ohio.edu/> for upcoming events. Merb-Brown announced that Founders Day is 2/6/08.

**Adjournment:** Carol Blue moved that the meeting be adjourned, Thea Arocho seconded the motion, and the meeting adjourned at 1:45 p.m.

Respectfully submitted,

Lisa Kamody  
Secretary

**Next Meeting: February 19, 2009, 12:00 noon-1:30 p.m.  
Baker Center, Room 240**

## January 2009 Administrative Senate Account Summary

Beginning Balance	\$ 53,187.32
Expenditures YTD	(\$ 5709.65)
Current Budget Available	\$47,477.67
Salaries and Wages	(\$4,550.50)
Employee benefits	(\$719.81)
Supplies	\$0.00
Travel and Entertainment	(\$346.50)
Information and Communication	(\$92.84)
Miscellaneous	\$0.00
<b>Total Expenses</b>	<b>\$ (5,709.65)</b>

dgrammer, 1/15/09

**Ohio University Administrative Senate  
Minutes of February 19, 2009 Business Meeting  
Baker Center, Room 240**

**Next Meeting: March 19, 2009, 12 noon-1:30 p.m.  
Baker Center, Room 240**

Present: Thea Arocho, Scott Blower, Carol Blue, Scott Carpenter, Eric Clift, Lisa Dael, Karen Dahn, Angela Davis, Marie Graham, Doug Grammer, Mick Harris, Amanda Hobson, Lisa Kamody, Rosanna Lemasters, Beth Lydic, Wendy Merb-Brown, Cristina Milligan, Brenda Noftz, Jerry Reed, James Sand, Andrew Stuart, Eileen Theodore-Shusta, Gwen Whitehead, Bev Wyatt

Excused: Janelle Baney, Patti Pennell, Sarah Rist, Connie Romine

Absent: Jean Demosky, Vijayanand Nadella

Guests: Bill Decatur, Casey Elliott, Greg Fialko, Luis Lewin, Rebecca Watts

**Budget Summit:** Bill Decatur, Senior Vice President for Finance and Administration, reported on the budget challenges facing the university during the next fiscal year and the plans to deal with them.

<http://www.ohio.edu/budget/upload/Feb09-BudgetSummits.pdf>

Greg Fialko, Director of Benefits, reported on the Benefits Advisory Council's recommendations to the Budget Planning Council.

<http://www.ohio.edu/budget/upload/2009-2-19-2-18-09BenefitsAdvisoryComRecns.pdf>

**Call to Order:** Brenda Noftz called the meeting to order at 1:12 p.m.

**Approval of Minutes:** Andrew Stuart moved that the minutes of the January 15, 2009 meeting be accepted; Lisa Dael seconded the motion; a vote was taken; and the minutes were accepted unanimously.

**Chairperson's Report:** Noftz reported that

◆The Budget Planning Council (BPC) have been discussing the issues presented today and the constituent representatives are concerned about jobs and the quality of life of employees after cuts take place.

◆The Quarters to Semesters (Q2S) Transition Team is in the process of completing their work and have proposed two 15 week semesters. They are still working on the timeframe for the semesters and the winter and holiday break schedules. A Conversion Office will move forward with specifics. The minutes are available at <http://www.ohio.edu/provost/q2s.cfm>.

◆Noftz thanked Wendy Merb-Brown and Beth Lydic for providing grievance training.

**Vice Chairperson's Report:** Noftz requested the following committee reports:

**Public Relations Committee:** Noftz reported that Brown Bag lunches will take place on the third Tuesday of each month (the Tuesday before the Administrative Senate meeting) for

Senators and constituents to meet informally to discuss pertinent issues. The next meeting will be held from 11:30 a.m. to 1 p.m., 3/17/08, in Baker Center 512 and Brice Bible will discuss the IT consolidation.

**Professional Development Committee:** Noltz reported that the survey is out and Lisa Dael reported that 70 responses have been received.

**Service Awards Committee:** Bev Wyatt reported that the committee will meet at 2 p.m. today (2/19/09), is looking at changing the awards for 10, 15, 20, 25 years of service, and will be putting together a projected budget.

**Outstanding Administrator Committee:** Andrew Stuart reported that they have a smaller list of nominees this year.

**Secretary's Report:** None

**Treasurer's Report:** None

**Old Business:** None

**New Business:** None

**Discussion:**

**IT proposal for strategic realignment of IT resources:** Eric Clift gave a brief report on plans to consolidate all IT resources at the university. He stated that currently there is a central IT at the HDL Center and a distributed IT in buildings and departments. The plan is to bring everyone together, break the university into zones and assign support people to the zones based on the number of full time employees and computers, which could improve some zones and reduce service to others. The plan is projected to save \$1,650,000 based on not filling positions and attrition.

**Healthcare benefits increase:** Noftz called Senators attention to the opposite sex domestic partners provision in the health care benefits recommendation.

**Executive Vice President & Provost (EVPP) Search:** Lisa Kamody reported that the search is progressing and a position description is available at <http://www.ohio.edu/president/>.

**Announcements:** None

**Adjournment:** Karen Dahn moved that the meeting be adjourned, Lisa Dael seconded the motion, and the meeting adjourned at 1:40 p.m.

Respectfully submitted,

Lisa Kamody  
Secretary

**Next Meeting: March 19, 2009, 12 noon-1:30 p.m.  
Baker Center, Room 240**

**Ohio University Administrative Senate  
Minutes of March 19, 2009 Business Meeting  
Baker Center, Room 242**

**Next Meeting: April 16, 2009, 12 noon-1:30 p.m.  
Baker Center, Room 240**

Present: Thea Arocho, Patti Barnes, Scott Blower, Carol Blue, Scott Carpenter, Lisa Dael, Karen Dahn, Angela Davis, Jean Demosky, Doug Grammer, Mick Harris, Amanda Hobson, Lisa Kamody, Rosanna Lemasters, Beth Lydic, Wendy Merb-Brown, Cristina Milligan, Vijayanand Nadella, Brenda Noftz, Sarah Rist, Connie Romine, James Sand, Andrew Stuart, Gwen Whitehead

Excused: Janelle Baney, Marie Graham, Eileen Theodore-Shusta, Bev Wyatt

Absent: Eric Clift, Jerry Reed

Guests: Terry Conry, Luis Lewin

**Call to Order:** Brenda Noftz called the meeting to order at 12:10 p.m.

**Approval of Minutes:** Lisa Dael moved that the minutes of the February 19, 2009 meeting be accepted; James Sand seconded the motion; a vote was taken; and the minutes were unanimously accepted.

**Chairperson's Report:** Noftz reported on the following:

◆Faculty Senate approved two resolutions on 3/9/09. The first would require employees to select generic drugs when available; use mail-order prescriptions for maintenance drugs; have premiums, for couples who both work at the university, be based on the highest wage earner's salary; and continue in-network status for Holzer Clinic and Holzer Hospital, while negotiating with Holzer to drop their rates. The second resolution called for employee premiums for fiscal 2010 to remain at fiscal 2009 levels.

◆Luis Lewin reported that the following new and expanded benefits will be added to the health care benefits: increasing child eligibility to age 25 if full-time student with \$50 monthly surcharge, extending coverage to legal dependents; a \$5,000 adoption benefit; expanding domestic partner eligibility to include opposite gender partner; increasing medical lifetime maximum to \$3 million; increasing mental health benefits; expanding coverage for survivor health care to five years; the addition of Healthy Ohio benefit; and increasing flexible spending account annual limit to \$5,000.

◆The Budget Planning Council is still in the process of reviewing all scenarios related to what the cuts and projections might mean (e.g. health benefits, education fee waivers).

◆Noftz thanked the Policy Committee for getting back quickly the proposed severance package (continuation of salary/health benefits) for those whose positions were abolished.

**Guest – Dr. Kathy Krendl, Executive Vice President and Provost:** Dr. Krendl reported on the following:

- ◆ In a difficult economy and demographic situation, the university is in a very good position and has surpassed last year's record number for applications received (13,650 as of early March).
- ◆ The quality of the freshman applicant pool is very strong with an average high school grade point average of 3.28 and an average ACT score of 23.45.
- ◆ The University continues to see growth in multicultural applications (up by 259 or 14%); international applications also continue to climb (up by 183 or 64% fall quarter); the transfer target has been exceeded (up by 190 or 44%).
- ◆ The University will be challenged to meet financial aid needs of students this year due to the economy in the State of Ohio and they are currently behind in final admits.
- ◆ Targets to improve retention by 1% each year are being met and last year retention went up by more than 2%.
- ◆ The deans have been working on a blueprint for academic restructuring over the past few months. The white paper can be viewed at <http://www.ohio.edu/provost/loader.cfm?csModule=security/getfile&PageID=873802>.

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

- ◆ The budget is in the reconciliation process and targeted cuts are in the \$15 million range; that every unit will not be cut at their share of that amount; and they are waiting to see impact of ERIP.
- ◆ The Position Review Committee approved positions for on-campus employees.
  - ◆ Administrative positions are on hold and the university will try to redeploy people as much as possible.
- ◆ The State Office of Budget and Management put out a more optimistic revenue report for February.
- ◆ Unpaid furloughs are being looked at as an option for the next fiscal year.
- ◆ All vacancies will be made available to employees who have been displaced as well as outplacement services.

**Vice Chairperson's Report:** Beth Lydic requested the following committee reports:

**Personnel Policies Committee:** Cris Milligan reported that the committee discussed the employee fee waiver policy and submitted those recommendations.

**Outstanding Administrator Committee:** Scott Carpenter reported the committee has narrowed the candidates to five and is proceeding with final interviews.

**Professional Development Committee:** Lisa Dael reported that the survey has been completed (350 responses received) and the committee will meet next month to compile the results.

**Grievance Committee:** Wendy Merb-Brown and Beth Lydic reported that they received grievance training.

**Public Relations Committee:** Karen Dahn reported that the second Brown Bag session was successful and was well publicized thanks to Casey Elliott. She also reminded Senators to wear the "Ask me about Administrative Senate" buttons and the information handout.

**Elections Committee:** Doug Grammer reported that information will be distributed in April and the election will be held in May.

**Secretary's Report:** Lisa Kamody reported that the Provost search is on task and starting next month they will begin reviewing applicants.

**Vision Ohio Report:** Wendy Merb Brown reported that they have been given an opportunity to prioritize the budgetary Vision Ohio requests in the hope of funding some of them in the future and that the list of priorities have been forwarded the President and Provost

**Treasurer's Report:** Doug Grammer submitted the Account Summary for March 2009 (attached).

**Old Business – IT Reorganization:** Jean Demosky announced that security issues can be reported by e-mail to security@ohio.edu.

**New Business:**

**College of Health and Human Services changes:** None

**Educational fee waiver proposal:** Noftz reported that this proposal requires pay back of funding in the case of class failure and explained that it is tied to successful completion of classes.

**Discussion:** None

**Announcements:** Noftz announced that two information sessions for non-bargaining classified employees are scheduled today (3/19) from 3-5 and 5-7 p.m. to discuss displacement. A Powerpoint will be available on the HR website for those who cannot make it.

**Adjournment:** Andrew Stuart moved that the meeting be adjourned, Karen Dahn seconded the motion, and the meeting adjourned at 1:35 p.m.

Respectfully submitted,

Lisa Kamody  
Secretary

**Next Meeting: April 16, 2009, 12 noon-1:30 p.m.  
Baker Center, Room 240**

## March 2009 Administrative Senate Account Summary

Beginning Balance	\$ 53,187.32
Expenditures YTD	(\$ 6,269.23)
Current Budget Available	\$46,918.09
Salaries and Wages	(\$5,017.64)
Employee benefits	(\$788.25)
Supplies	\$0.00
Travel and Entertainment	(\$346.50)
Information and Communication	(\$111.84)
Miscellaneous	(\$5.00)
<b>Total Expenses</b>	<b>\$ (6,269.65)</b>

dgrammer, 3/19/09

**Ohio University Administrative Senate  
Minutes of April 16, 2009 Business Meeting  
Baker Center, Room 240**

**Next Meeting: May 21, 2009, 12 noon-1:30 p.m.  
Baker Center, Room 240**

Present: Thea Arocho (online), Janelle Baney, Scott Blower, Carol Blue, Eric Clift, Lisa Dael, Karen Dahn, Angela Davis, Doug Grammer, Amanda Hobson, Lisa Kamody, Rosanna Lemasters (online), Beth Lydic, Wendy Merb-Brown, Brenda Noftz, Jerry Reed, Connie Romine, James Sand, Eileen Theodore-Shusta, Bev Wyatt

Excused: Patti Barnes, Jean Demosky, Marie Graham, Cristina Milligan, Sarah Rist, Andrew Stuart

Absent: Scott Carpenter, Vijayanand Nadella, Gwen Whitehead

Guests: Casey Elliott, Sandy Hill, Luis Lewin, Rebecca Watts

**Call to Order:** Brenda Noftz called the meeting to order at 12:10 p.m.

**Approval of Minutes:** Angela Davis moved that the minutes of the March 19, 2009 meeting be accepted; Lisa Dael seconded the motion; a vote was taken; and the minutes were unanimously accepted.

**Chairperson's Report:** Noftz reported on the following:

- ◆The Academic Restructuring Report, which outlines changes to the College of Health & Human Services and the options being explored; a series of open forums/town hall meetings were held on the main and regional campuses to provide information and get feedback (<http://www.ohio.edu/provost/>).
- ◆ Randy Leite was named Interim Dean of the College of Health & Human Services.
- ◆The Quarters to Semesters (Q2S) Committee completed its work and recommendations are being forwarded to a group of deans and vice presidents for review; a 17 week fall and spring semesters, with either a three or four week break between semesters, was recommended; the deans will consult with the provost before making the final decision on the length of the break and other calendar options (see report at <http://www.ohio.edu/provost/upload/Q2S-Transition-Report-4-13-09.pdf>).
- ◆Faculty Senate met on 4/13/09 and will have a special meeting on 4/27/09 to consider three resolutions brought forward but not acted on; discussion centered on health benefits and what has and will be approved. The Provost presented a report addressing FAQ about faculty and administrator compensation (see <http://www.ohio.edu/institres/faculty/FAQContractEmpComp.pdf>).
- ◆Senate's Compensation Committee has offered to assist with research and support to help move the compensation review process forward.
- ◆Noftz thanked Senators for information and feedback on policies being considered, e.g. education benefits and potential furloughs.
- ◆The Health Benefits Committee will meet on 4/16/08.
- ◆The President's Council on Campus Safety met on 4/15/09 and discussed crosswalks, lighting and parking.

- ◆Wendy Merb-Brown reported that the Vision Ohio Steering Committee recommended funding for six areas selected for contributions to academic excellence and revenue growth and are also dealing with accountability for funds already appropriated.
- ◆Lisa Kamody reported that the committee narrowed the candidate pool for the Executive Vice President and Provost position to six, one candidate withdrew, and five will participate in airport interviews; campus visits for the final candidates will be scheduled during the weeks of April 27 and May 4 and the committee expects to have a final candidate chosen and announced by the end of May.
- ◆Eric Clift reported that Information Technology is working with the timeframe for the infrastructure upgrade, which may be challenging due to the new SIS system for the Q2S change.
- ◆Noftz is sending out e-mails soliciting candidates for the election and volunteers for university standing committees.
- ◆The chairs met with the president and provost and discussed the budget, the cuts and their impact on the university.
- ◆Rebecca Watts reported that current revenues still do not look good; the hole in the budget will be plugged with stimulus dollars so there will be no more reductions in the current fiscal year; and there is new concern about the pace of the recovery.
- ◆The Budget Planning Council is discussing scenarios for FY 08-09 and 09-10 and the impact of additional fee implementation and changes on students.
- ◆35 administrative jobs were abolished; the Outplacement Program is in effect and Lee Hecht Harrison is working with and providing resources to those who have lost their jobs (<http://www.ohio.edu/hr/outplacement/index.cfm>).
- ◆To date 60 individuals took the Early Retirement Incentive Program (ERIP), which will be open until 8/31/09; the deadline for the monetary incentive expired on 4/2/09; and it appears that the new ERIP rules will pass the state legislature.
- ◆Luis Lewin announced that the benefits open enrollment period will be April 22 to May 8; all information will be sent via campus mail; there will be meetings in Baker University Center on April 28 and 29; as of May 1 opposite sex partners will be eligible for health benefits, the age of dependents eligible for health coverage will increase to 25 years, health benefits will be extended to dependents of legal guardians, and survival health benefits will be provided for up to five years at active rates.

**Vice Chairperson's Report:** Beth Lydic requested the following committee reports:

**Compensation Committee:** Eileen Theodore-Shusta reported that the committee talked with Steve Brooks before he left and expressed its desire to provide support when the administrative compensation plan is ready to move forward.

**Personnel Policies Committee:** No report.

**Outstanding Administrator Committee:** Janelle Baney reported that three individuals have been selected by the committee and approved by the president for the Outstanding Administrator Award; the ceremony will be held at 3 p.m. on 5/21/09 in Baker University Center Ballroom. Wendy Merb-Brown informed her that the Outstanding Administrator plaque has not been updated since 2002.

**Service Committee:** Beverly Wyatt reported that the committee has been meeting monthly since January; all gift items have been ordered and collected; they are working with Human Resources to capture the names of retirees; the date of the ceremony and names of the awardees will be announced in *The Post* and via flyers.

**Elections Committee:** Doug Grammer reported that the following positions are open: District I Karen Dahn, District 4 Connie Romine, District 8 Eric Clift, District 12 Brenda Noftz, District 13 Lisa Dael, District 14 Amanda Hobson; the At-Large positions held by Carol Blue, Sarah Rist, Beth Lydic, and

Wendy Merb-Brown; and Rosanne Lemaster's Regional position. He also reported that he received five or six applications for the 11 open positions; the nomination deadline is Tuesday, 4/21/09; and the election period will begin 5/11/09.

**Professional Development Committee:** Lisa Dael reported that the committee will meet in late April or early May to discuss and analyze the survey.

**Grievance Committee:** Wendy Merb-Brown reported that four individuals contacted her about grievances, two decided not to pursue, and two active grievances are taking place.

**Public Relations Committee:** Karen Dahn introduced Sandy Hill and reported that Dr. Tracy Leinbaugh, College of Education, met with the committee to discuss avenues for Faculty and Administrative Senates to communicate better. She asked that Senators send her their suggestions for the guests for the lunch meetings.

**Secretary's Report:** No report.

**Treasurer's Report:** Doug Grammer submitted the Account Summary for April 2009 (attached).

**Old Business:** None

**New Business:** None

**Discussion:** Merb-Brown reminded Senate that 36 administrative positions were eliminated; that it is easier to eliminate administrative positions than other employee groups and it is also a greater cost savings on average due to higher salaries; concern about the length of service in the abolishment of positions was also mentioned.

**Announcements:** Jim Sands announced that Judiciaries is recruiting individuals to serve as University Hearing Board members and directed those interested to contact Kelly Pero at perok@ohio.edu.

**Adjournment:** Karen Dahn moved that the meeting be adjourned, Lisa Dael seconded the motion, and the meeting adjourned at 1:10 p.m.

Respectfully submitted,

Lisa Kamody  
Secretary

**Next Meeting: May 21, 2009, 12 noon-1:30 p.m.  
Baker Center, Room 240**

## April 2009 Administrative Senate Account Summary

Beginning Balance	\$ 53,187.32
Expenditures YTD	(\$ 8,462.09)
Current Budget Available	\$44,725.23
Salaries and Wages	(\$6,930.26)
Employee benefits	(\$1,068.49)
Supplies	\$0.00
Travel and Entertainment	(\$346.50)
Information and Communication	(\$111.84)
Miscellaneous	(\$5.00)
<b>Total Expenses</b>	<b>\$ (8,462.09)</b>

dgrammer, 4/16/09

**Ohio University Administrative Senate  
Minutes of May 21, 2009 Business Meeting  
Baker Center, Room 240**

**Next Meeting: June 18, 2009, 12 noon-1:30 p.m.  
Baker Center, Room 240**

Present: Thea Arocho (Audra Huddy), Patti Barnes, Scott Blower, Carol Blue, Scott Carpenter, Lisa Dael, Karen Dahn, Angela Davis, Jean Demosky, Doug Grammer, Amanda Hobson, Lisa Kamody, Wendy Merb-Brown, Vijayanand Nadella, Brenda Noftz, Sarah Rist, Connie Romine, James Sand, Andrew Stuart, Gwen Whitehead

Excused: Eric Clift, Marie Graham, Rosanna Lemasters, Beth Lydic, Jerry Reed, Bev Wyatt, Eileen Theodore-Shusta

Absent: Janelle Baney, Cristina Milligan

Guests: Luis Lewin, George Mauzy

**Call to Order:** Brenda Noftz called the meeting to order at 12:10 p.m.

**Approval of Minutes:** Angela Davis moved that the minutes of the April 16, 2009 meeting be accepted; Connie Romine seconded the motion; a vote was taken; and the minutes were unanimously accepted.

**Guest: Joe Adams, Director, Environmental Health & Safety:** Adams talked about safety as part of an ongoing effort to reduce approximate \$2 million a year in Workers Compensation costs related to job injuries. A 12-step Workplace Safety Initiative (WSI) is being established to reduce these costs and keep employees healthy and safe. The first part of this program includes safety performance in all classified, administrative and supervisory employee performance evaluations. New evaluation forms and instructions will be available on the Human Resources website prior to July 1. The second part is the modified Return to Work program. The remaining steps are being developed and will be implemented later this year (visit [www.ohio.edu/ehs](http://www.ohio.edu/ehs)).

**Chairperson's Report:** Noftz reported on the following:

◆ Faculty Senate elected Joe McLaughlin chair, David Thomas vice chair, and Elizabeth Sayrs secretary; they continue to oppose health care plan changes and remain committed to their belief that benefits for all employee groups must be approved by them pursuant to the Faculty Handbook before enactment.

◆ Committee on Committees solicitations for administrators to serve on university standing committees will go out from us next week.

◆ A representative group from faculty, classified, chairs and directors met with Frank Corris and Mark Hopton to discuss concerns and frustrations with Concur and were informed that plans were being made to improve training and respond to concerns from users in a more timely and responsive manner.

◆ Dr. Pam Benoit is the only candidate for the Provost position asked to return to campus for a second visit; Lisa Kamody reported that Dr. Benoit will be back on campus on May 28<sup>th</sup>.

- ◆Human Resources will send out a survey related to professional development needs for administrative staff, which Noftz asked Senators to take the five minutes or less to fill it out.
- ◆She will continue to send out job postings for internal applicants.
- ◆28 administrative employees were laid off (the number is down from 36 due to ERIPS and recalls that have reduced the original number)
- ◆To date 72 people have taken the Early Retirement Incentive Program (ERIP)
- ◆Four classified employees will be laid off due to position abolishment where there is no job in their employment group to go to and the layoff process is on-going for AFSMCE with bumping happening now and for some time.

**Vice Chairperson's Report:** In Beth Lydic's absence, Noftz asked for the following committee reports:

**Elections Committee:** Doug Grammer reported on the results of the elections; the newly elected Senators are: At Large – David Dudding, Mary Lydic, Juan Cueto, Eric Clift; District 4 – Connie Romine; District 12 – Brenda Noftz; District 13 – Lisa Dael; District 14 – Cathleen Waller; there are openings in Districts 1 and 8 and for the Regional Campuses.

**Service Committee:** No report

**Outstanding Administrator Committee:** Scott Carpenter reported that they are ready for the ceremony being held this afternoon in the Ballroom.

**Personnel Policies Committee:** No report

**Professional Development Committee:** Lisa Dael reported that 300 people returned the survey with Finance & Administration having the largest participation; most participants had master's degrees and were middle or low management with between one and 15 years of service; most felt that professional development helped them in their job and that it was encouraged, however, they also felt that they were not rewarded for their participation; the biggest problem was finding the time to get out of the office and participants would like a half-day training in a webinar over winter break; they would also like to investigate cross training; a full report will be posted on the website.

**Grievance Committee:** Wendy Merb-Brown reported that four staff members initiated grievances, two went through the process completely, and to date no other have come forth.

**Public Relations Committee:** Karen Dahn reported that the Tuesday open Brown Bag was attended by several folks with good discussion on current campus events.

**Compensation Committee:** No report

**Secretary's Report:** Lisa Kamody asked that Senators e-mail her if they will not be attending the meeting.

**Treasurer's Report:** Doug Grammer submitted the Account Summary for May 2009 (attached) and announced that the expenses for the service awards are not in yet.

**Old Business:** None

**New Business:** None

**Discussion:** None

**Announcements:** Angela Davis announced that all units in Baker Center will be shut down during the week after graduation.

**Adjournment:** Lisa Dael moved that the meeting be adjourned, Connie Romine seconded the motion, and the meeting adjourned at 1:25 p.m.

Respectfully submitted,

Lisa Kamody  
Secretary

**Next Meeting: June 18, 2009, 12 noon-1:30 p.m.  
Baker Center, Room 240**

## May 2009 Administrative Senate Account Summary

Beginning Balance	\$ 53,187.32
Expenditures YTD	(\$ 9,233.58)
Current Budget Available	\$43,953.74
Salaries and Wages	(\$7,358.96)
Employee benefits	(\$1,172.90)
Supplies	\$0.00
Travel and Entertainment	(\$346.50)
Information and Communication	(\$150.22)
Equipment Rentals	(\$5.00)
Miscellaneous	(\$200.00)
<b>Total Expenses</b>	<b>\$ (9,233.58)</b>

dgrammer, 5/21/09

**Ohio University Administrative Senate  
Minutes of June 18, 2009 Business Meeting  
Baker Center, Room 240**

**Next Meeting: July 16, 2009, 12 noon-1:30 p.m.  
Baker Center, Room 240**

- Present: Patti Barnes, Scott Carpenter, Lisa Dael, Karen Dahn, Angela Davis, Jean Demosky, Doug Grammer, Amanda Hobson, Lisa Kamody, Rosanna Lemasters (via internet), Wendy Merb-Brown, Cristina Milligan, Vijayanand Nadella, Brenda Noftz, Jerry Reed, Sarah Rist, James Sand, Andrew Stuart, Eileen Theodore-Shusta, Bev Wyatt
- Excused: Thea Arocho, Janelle Baney, Carol Blue, Beth Lydic, Connie Romine
- Absent: Scott Blower, Eric Clift, Marie Graham, Gwen Whitehead
- Guests: Casey Arnold, Rebecca Watts

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

**Approval of Minutes:** Lisa Dael moved that the minutes of the May 21, 2009 meeting be accepted; Amanda Hobson seconded the motion; a vote was taken; and the minutes were unanimously accepted.

**Chairperson's Report:** Noftz thanked all involved in the Service and Outstanding Administrator Awards Ceremony and reported on the following:

- ◆ Faculty Senate discussed and passed two resolutions (one to update language on the composition of Graduate Council and the other to delete language concerning the Graduate Student Contract Grievance Board in the Faculty Handbook) and tabled a resolution to censure President McDavis regarding changes to health care benefits.
- ◆ The Health Benefits Committee has not met.
- ◆ The University Planning Council cancelled several meetings because there has been no agreement on the state budget.
- ◆ The Committee-on-Committees will have names for the president's recommendation by the end of summer and discussed moving the link for standing committees to the president's web page.
- ◆ The Board of Trustees will meet on Thursday, 6/25/09, and Friday, 6/26/09. For agenda, go to <http://www.ohio.edu/trustees/agendas/index.cfm>.
- ◆ The new provost will be invited to a Senate meeting as soon as possible.
- ◆ Luis Lewin sent his apologies for not attending due to another commitment.

**Vice Chairperson's Report:** In Beth Lydic's absence, Noftz asked for the following committee reports:

**Compensation Committee:** No report

**Personnel/Policies Committee:** Cris Milligan submitted and reported on the attached written report.

**Outstanding Administrator Committee:** No report.

**Service Committee:** Bev Wyatt reported that the Service Awards ceremony went well and that the committee has a list of things to change and improve for next year. She also announced that 5/12/10 is the date for next years' ceremony and offered to chair the committee again.

**Election Committee:** Doug Grammer announced that officers will be elected next month. Noftz reported that Karen Dahn volunteered to fill the vacancy in District 1; Rosanna Lemaster will continue as a regional representative; and volunteers will be solicited to fill the following vacancies: regional, part-time and District 11.

**Professional Development Committee:** Lisa Dael reported that she forwarded the results of the survey to Human Resources.

**Public Relations Committee:** Karen Dahn reported that the committee has not met and is waiting for the new configuration.

**Secretary's Report:** No report

**Treasurer's Report:** No report

Rebecca Watts, Chief of Staff and Special Assistant to the President, gave an update on the university budget situation. She reported that a recommendation is going forward at the Board of Trustees meeting built on the Senate Bill currently being discussed in Conference Committee; the state could end up with a continuation budget and we may not know on July 1 what the actual state budget for the biennium will be; the numbers keep changing with state revenue projections; some agencies have taken cuts close to 30% while in the current bill there is an increase for higher education; there is support for maintaining state support for instruction, however, special appropriations (COM and Voinovich School) are at risk; increases are planned according to Vision Ohio priorities; the university achieved approximate \$14 million in savings through efficient and the ERIP; tuition and fee caps could potentially be lifted if there are additional cuts. Watts also reported that total enrollment numbers are strong due to retention and a record number of applications; the Board of Trustees' leadership has changed; the Graduate Centers of Excellence proposed to the Chancellor are Scripps College of Communication, Energy and the Environment and Health and Wellness; the Undergraduate Centers have been put on hold due to the transition from quarters to semesters; University Advancement continues to exceed it goals.

**Old Business:** None

**New Business:** None

**Discussion:** None

**Announcements:** Patti Barnes announced that Baker University Center will be open again starting Monday, 6/22/09.

**Adjournment:** Chris Milligan moved that the meeting be adjourned, Amanda Hobson seconded the motion, and the meeting adjourned at 12:45 p.m.

Respectfully submitted,

Lisa Kamody  
Secretary

**Next Meeting: July 16, 2009, 12 noon-1:30 p.m.  
Baker Center, Room 240**

**May 2009**  
**Administrative Senate**  
**Personnel/Policies Committee Report**  
**June 2009**

The Personnel/Policies Committee reviewed numerous draft policies (current policies with changes) and the request to eliminate a policy at the request of the Chief of Human Resources, Luis Lewin.

Draft policies to review changes:

40.106 Administrative Appointments

41.012 Termination for Cause: Non-Renewal, Suspension, Demotion, or Dismissal of a Contract Administrator

41.013 Termination: Non-Renewal Based on Discontinuance of Position of Administrators

41.111 Relocation Expenses

Consideration for Elimination:

40.037 Rehiring of Retired Administrative and Classified Employees

The committee reviewed and approved the proposed changes to Policy 40.106: Administrative Appointments with additional suggestions.

We reviewed Policy 41.012: Termination for Cause: Non-renewal, Suspension, Demotion, or Dismissal of a Contract Administrator (soon to be known as Termination of Administrative Appointments). We submitted a page of suggestions. Several individuals felt the policy was incorrectly named as a termination policy. Rather the policy is a discipline policy with termination being one form of discipline. We also submitted concerns regarding the lack of definitions for insubordination and incompetence as well as the use of the word 'may' in the draft policy. In a policy of this type we cannot afford to be vague or ambiguous. We also suggested adding a paragraph addressing what to do with an involuntarily terminated employee, for discipline purposes, who is seeking re-employment at Ohio University.

During our meeting, we reviewed and approved the proposed changes to Policy 42.550: Solicitation, with additional minor corrections and suggestions.

Policy 41.013: Termination: Non-renewal Bases on Discontinuance of Position o Administrators (soon to be known as Reduction in force of Administrators) was reviewed. We submitted a page of suggestions to the draft. Concerns were raised about the removal of the phrase "If an appointment is subject to a reduction in force due to the discontinuance of a position, the position will not be filled by a replacement for a period of two (2) fiscal years unless the released person has been offered reappointment." We recommended the statement be returned to the draft policy. We also suggested including a statement regarding the eligibility of accumulated sick leave benefits to transfer when reappointed or reinstated as per policy 40.029.

Policy 41.111: Relocation Expenses was approved with minor changes.

We agreed to the elimination of Policy 40.037: Policy on Rehiring of Retired Administrative and Classified Employees. The Board of Trustees' approval is required for the rehire of a retiree, therefore making the current policy unnecessary.

Currently we are in the process of reviewing Policy 44.104: Hazardous Materials Management.

Respectfully submitted,

Cristina D. Milligan  
Chair, Personnel/Policies Committee