

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

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

Present: Rebecca Cale, Lisa Dael, Karen Dahn, Angela Davis, Doug Grammer, Mick Harris, Lesli Johnson, Lisa Kamody, Andy Kranyik, Beth Lydic, Wendy Merb-Brown, Cristina Milligan, Brenda Noftz, Rebecca Petty, Sarah Rist, James Sand, Rusty Smith, Andrew Stuart

Excused: Scott Blower, Eric Clift, Marie Graham, Dawn Jenkins, Rosanna Lemasters, Carolyn Bailey Lewis, Connie Romine

Absent: Todd McGuire, Patti Pennell, Chy Wooten, Bev Wyatt

Guest: Joyce Childs, Terry Conry, Jim Kemper, Sonia Marcus, George Mauzy, Rich Neumann

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

Chairperson's Report: Noftz reported on the following:

● **Faculty Senate** met on 2/11/08.

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

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

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

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

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

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

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

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

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

Vice Chairperson's Report: Angela Davis

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

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

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

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

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

Secretary's Report: No report

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

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

Discussion:

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

Guests:

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

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

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

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

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

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

Respectfully submitted,

Andrew Stuart
Secretary

January 2008 Administrative Senate Account Summary

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

blydic, 2/18/08

Administrative Senate Re-Districting Proposal

Current

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

District 4 – 123 (86)

- District 5 – 101 (Baker, RTV)

District 6 – 60

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

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

District 12 – 104 (69 IT/CNS)

District 13 – 56(28 VPFA)

District 14 – 119(102)

- District 15 – 70

District 16 – 25 (61)

District 17 – 39

Proposed

Green highlight goes together; yellow highlight goes together

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

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

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