

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

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

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

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

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

Guests: Terry Conry, George Mauzy

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

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

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

- ◆Mike Williford's analysis of the ratio of faculty to administrators, which shows where Ohio University is in relations to peers in other state institutions, will be presented to the Board of Trustees.
- ◆John Day's power point tutorial on how to budget for benefits is posted on the Finance & Administration website <http://www.facilities.ohiou.edu/vpfa/> under Understanding Health Care Budgeting.
- ◆Conry encouraged all administrators to go to the Provost website <http://www.ohio.edu/provost/index.cfm> to read the document, Vision Ohio-Year I.
- ◆Conry encouraged senators to read the Chancellors Plan for the University System of Ohio at <http://www.regents.ohio.gov/>.
- ◆The search for the director of compensation is in the process of making an offer.
- ◆Housing has become an issue in recruitment over the past year and a half.
- ◆Enrollment numbers for international students are up; undergraduate numbers are down a little but should settle out in the finalization process, which is just beginning.
- ◆The University is still running models, discussing and data gathering regarding another buy out.

Chairperson's Report: Noftz reported on the following:

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

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

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

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

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

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

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

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

Secretary's Report: No report.

Treasurer's Report: No report.

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

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

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

Respectfully submitted,

Andrew Stuart
Secretary