OHIO UNIVERSITY ADMINISTRATIVE SENATE
MINUTES of August 19, 1999

NEXT MEETING: September 16, 1999
Baker Center 203

Present: Dorothy Anderson, Sue Boyd, Rebecca Cale, John Gilmore, Sharon Huge, Carol Kline, John Kotowski, Jean Lewis, Joyce Pae, John Ray, Rusty Smith, Jeff Spalding, Gretchen Stephens, Stacia Stutzman, Larry Tumblin, Elizabeth Westenbarger, Marlene Wisowaty, Jean Witkowski

Excused: Judy Burke, Maggi Channell, Cheryl Ewing, Robert Hynes, Judith Johnson, Kim Lawson, Valaria McCabe, Peggy Pruitt, Jean Radcliff, Chris Reghetti-Feyler, Nancy Rue, Linda Stroh, Kim Wortman

Absent: Judy Piercy, Dave Puzzouli

Guests: Gary North

Approval of Minutes: Motion to approve June meeting minutes was made by John Kotowski and seconded by John Gilmore. Motion passed unanimously.

Roster passed around for any necessary changes. Preliminary Agenda for Orientation/Planning Meeting on Thursday, September 16 distributed. September 16th meeting will last from approximately 10:30 a.m. to 4:00 p.m. Morning session is designed to orient new senators to Administrative Senate and its history. Afternoon will begin with lunch, compliments of Dr. Gary North, followed by Planning and Goal-Setting for 1999-2000. Please put some thought into planning and goal-setting and share your thoughts with Sharon before the session.

Sharon Huge was invited to a preliminary meeting by the Department of Labor. They are doing a review of the University’s equal employment policy and affirmative action and making sure things are correct for federal funding we receive from various agencies. Apparently we are doing quite well, especially in the administrative area. There are some questions, although not serious concerns, regarding the way faculty are working through their pay plans.

Vice Chairman’s Report: Linda Stroh (by Sharon Huge)
Linda has been working hard to set up our committees and has identified a number of individuals for leadership of some of the committees:
• Compensation Committee – Chairman: John Gilmore, Vice Chairman – Jean Witkowski
• Professional Development – Chairman: Marlene Wisowaty, no Vice Chairman to date
• Service Awards – Chairman: Jean Radcliff, Vice Chairman – Judy Piercy
• Still working on leadership for the remaining committees

Letter will go out in September asking administrators to volunteer for various committees of Administrative Senate. Leadership must consist of Administrative Senate members. Once responses are returned, the chairmen will have the responsibility of choosing committee members.

Secretary’s Report: Maggi Channell – No report
**Treasurer’s Report:** Jean Lewis -- See printed report  
- Let Jean know if you are in need of money or additional information  
- Had carry forward money from previous year because not all of Outstanding Administrator awards were fully expended. Budget is essentially the same as 1998-99 with small increase for benefits.

**Vice President for Administration Report:** Gary North  
Dr. North discussed the following:  
- What it takes to be a good university  
- Where is Ohio University headed with community relations?  
- Projections for higher health care cost increases  
- UPAC  
- Domestic Partners  
- Performance Bonus Program  
- New Multicultural Recruiting Initiative headed by Chris Taylor

**Old Business:**  
None

**New Business:**  
None

**Announcements:**  
- Domestic Partners resolution from June has been forwarded to Dr. North.  
- Distributed copy of letter from Gary Pfeiffer to faculty regarding President Glidden’s salary increase. Letter covers numerous issues Gary Pfeiffer and the Executive Committee of Faculty Senate brought forward to Mr. Goodman, chairman of Board of Trustees. Many of his concerns might be shared by Administrative Senate. *Athens Messenger* only focused on one issue and this was certainly not the entirety of this letter, or even the tone of this letter. Sharon Huge has approached Gary Pfeiffer about having the Executive Committees of both groups meet occasionally to discuss shared concerns.  
- Sharon Huge encouraged all to attend orientation meeting on September 16, 1999.

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

Meeting adjourned at 1:15 p.m.

Respectfully Submitted,

Maggi Channell, Secretary  
August, 1999
Morning Orientation Session

Present: Dorothy Anderson, Maggi Channell, Sharon Huge, Judith Johnson, Kim Lawson, Jean Lewis, Judy Piercy, Rusty Smith, Jeff Spalding, Jean Witkowski, Kim Wortman

Lunch & Afternoon Planning Session

Present: Dorothy Anderson, Sue Boyd, Judy Burke, Rebecca Cale, Maggi Channell, John Gilmore, Sharon Huge, Robert Hynes, Judith Johnson, John Kotowski, Kim Lawson, Jean Lewis, Valaria McCabe, Joyce Pae, Judy Piercy, Peggy Pruitt, Jean Radcliff, John Ray, Chris Reghetti-Feyler, Rusty Smith, Jeff Spalding, Stacia Stutzman, Elizabeth Westenbarger, Marlene Wisowaty, Jean Witkowski, Kim Wortman

Excused: Carol Kline, Dave Puzzouli, Nancy Rue, Gretchen Stephens, Larry Tumblin

Absent: Cheryl Ewing

Guests: Gary North

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

Planning with Marjie Heyman and Dianne Bouvier as facilitators.

I. Constituent Issues
   A. Continuity of Leadership
      Steps
      - evaluate senate and role of At-large senators
      Who’s responsible
      - Ad-hoc committee
      By when
      - December 1999
   B. Constituent Identification/Communication
      Steps
      - create communication officer/PR person
      - put articles in “Outlook,” “OU Today,” “The Post”
      - get lists of constituents
      Who’s responsible
      - Senate Executive Committee
      By when
      - October
II. **Compensation Issues**
   A. Explore ways to recognize and reward outstanding administrative achievement
   B. Personal leave and sick leave payout
      Steps
      - compare benefits with other OU employee groups; check information with UHR
   C. Compensation study comparing OU administrators with other Ohio higher education schools, especially 81-84 pay grades.
   D. Explore early retirement/buy out for administrators

III. **Other Issues**
   A. Evaluation process for administrators should be strengthened
      Steps
      - provide workshops/training; collect data and forms
       Who’s responsible
       - Professional Development Committee/Chris Taylor’s Office/UHR
       By when
       - now continuing through 2000
   B. Quality of Life
      Steps
      - Ad Hoc Committees on Housing (Tom Hodson’s Committee)
       Who’s responsible
       - Senate Executive Committee/Gary North
       By when
       - October 16
   C. Eldercare Workshops
      Steps
      - workshops with College of Medicine, Visiting Nurse’s Association
       Who’s Responsible
       - Benefits Advisory Committee
   D. Active Real/Decision-making
      Steps
      - meet with other Senates and their executive committees
       Who’s responsible
       - Senate Executive Committee
       By when
       - now and continuing
   E. Open information forums
      Who’s Responsible
      - Professional Development Committee
      By when
      - November (quarterly)
OHIO UNIVERSITY ADMINISTRATIVE SENATE
MINUTES of October 21, 1999

NEXT MEETING: November 18, 1999
Baker Center 203

Present: Dorothy Anderson, Sue Boyd, Judy Burke, Maggi Channell, John Gilmore, Sharon Huge, Bob Hynes, John Kotowski, Jean Lewis, Valaria McCabe, Judy Piercy, Peggy Pruitt, John Ray, Chris, Reghetti-Feyler, Nancy Rue, Rusty Smith, Stacia Stutzman, Elizabeth Westenbarger, Marlene Wisowaty, Jean Witkowski, Kim Wortman

Excused: Becky Cale, Judith Johnson, Kim Lawson, Dave Puzzouli, Jean Radcliff, Gretchen Stephens, Larry Tumblin

Absent: Cheryl Ewing, Carol Kline, Joyce Pae, Jeff Spalding

Guests: Gary North

Approval of Minutes: Motion to approve September Planning Meeting minutes was made by John Kotowski and seconded by Peggy Pruitt. Motion passed unanimously.

Chairman’s Report: Sharon Huge
- Attended President’s Retreat at the end of September. Focus of the meeting was communication. Leonard Raley will be heading up university advancement and coordinating all efforts related to communication. Focus of retreat was to get to know this new organization and to focus on how the University wants to communicate internally. Also focused on getting the message out to the community of Athens and the larger constituencies within the state, nation, and world.
- Executive Committee met last week with Dr. Glidden and outlined, based on September planning meeting, some of the strategies and goals this body will be considering this year. Also talked about issues that were brought up at our planning meeting, specifically the quality of life on campus as well as our communication with the community. Asked for more information about Tom Hodson’s housing committee.
- Attended one of the new employee orientation sessions. New employees receive pertinent information for IDs, parking, e-mail accounts, health insurance, retirement, and payroll. Classified, administrative, faculty, and bargaining unit employees all in same session. Has been very positively received.
- UPAC is beginning to meet. Voted to realign how Administrative Senate gets represented on UPAC. It will be extremely helpful to have Compensation Chairman on UPAC because so much of the budget and compensation issues are discussed there. Also would be nice to have a Vice Chairman as a non-voting member of UPAC. John Gilmore and John Ray will attend UPAC Meetings.
- Attended meeting and became part of a steering committee on reclassification process for classified and IT employees. Will be reviewing the classification plan and asking employees to submit job information questionnaires

Vice Chairman’s Report: Sharon Huge
- We have a list of volunteers for committees by rank. Assignments have been distributed to Chairmen and Vice Chairmen. Will be contacting volunteers. Urge you to contact all volunteers whether you chose to include them or not.
- Elections – No report
- Personnel Policy – Dorothy Anderson – Sharon Huge, Sue Boyd, and I met with Jim Kemper to talk about where we’re going this year. I was very encouraged by this conversation. Might ask Greg Fialko to come to a meeting to update us on what’s happening with benefits cost projections.
- Professional Development – Marlene Wisowaty – No report
- Compensation – John Gilmore – Jean Witkowski and I have had a couple phone conversations. Trying to get in touch with Rusty Smith. We will meet at end of Administrative Senate meeting.
- Ad Hoc – John Ray – No report
Secretary’s Report: Maggi Channell – No report

Treasurer’s Report: Jean Lewis -- See printed report

- Budget transfer for $10,312 is a result of a request made last year from Board for increases in several areas. First for the Board to receive compensation for their time and for increase in Outstanding Administrator Awards. Also numerous areas for supplies, meetings, and orientations. Thanks to Gary North, Sharon Brehm and Dick Siemer for assistance in getting increases approved
- Amounts for compensation are: Secretarial Support (Kelley Jolley) - $1,500 (billed hourly), Chairman - $7,500, Vice Chairman - $1,000, Secretary - $500, and Treasurer - $500. Prior to increases the Vice Chairman, Secretary, and Treasurer received no compensation and Chairman received $5,000.

Vice President for Administration Report: Gary North
Dr. North discussed the following:
- Dale Tampke is working on programs to encourage better assessment in administrative areas and to determine “best practices” at other schools
- Dale will be working with Chris Taylor to develop an assessment of the Multi-Cultural Recruiting Program
- Homecoming Weekend
- New Peden Parking Lot Entrance and future plans for that area
- Halloween Weekend
- Report Greg Fialko made to UPAC on Health Benefits
- Performance contract and chilled water loop for general fund and auxiliary areas. A performance contract means a company, Rose Technologies, has been hired to manage energy and utilities usage.
- Inter University Council is hiring Mercer Incorporated to pull together benefits information from all 13 public universities to determine if there is a possibility of doing a state-wide benefits plan.
- Recognition for exceptional work contributions.
- Minority recruiting efforts for freshman class.
- Concerns about party image. OU is developing plans for controlling alcohol abuse and under age drinking.

Old Business:
- Gary North and John Kotowski took changes to the constitution and by-laws to the Board of Trustees Meeting; the Trustees approved the changes. We will change and reissue them and make the changes on the web page.

New Business:
- Linda Stroh resigned from Administrative Senate because of her new duties at airport. Sharon Huge nominated Valaria McCabe to be new Vice Chairman. Motion passed unanimously.
- John Gilmore met with the Executive Committee to discuss work of the Compensation Committee. Need to start working on salary recommendations. John discussed process for salary recommendations. Asked people to e-mail him with issues and comments that the committee should consider. Discussed various suggestions for salary resolution.

Meeting adjourned at 1:40 p.m.

Respectfully Submitted,

Maggi Channell, Secretary
October, 1999
## Administrative Senate
### Treasurer’s Report
#### October 21, 1999

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## Ohio University Foundation

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OHIO UNIVERSITY ADMINISTRATIVE SENATE
MINUTES of November 18, 1999

NEXT MEETING: December 16, 1999 (special meeting on Compensation Resolution)
Baker Center 334

Present:  Dorothy Anderson, Judy Burke, Rebecca Cale, Maggi Channell, Cheryl Ewing, John Gilmore, Nicole Henry, Judith Johnson, Carol Kline, John Kotowski, Jean Lewis, Valaria McCabe, Joyce Pae, Judy Piercy, Peggy Pruitt, Jean Radcliff, John Ray, Nancy Rue, Rusty Smith, Gretchen Stephens, Stacia Stutzman, Elizabeth Westenbarger, Marlene Wisowaty, Jean Witkowski,

Excused:  Sue Boyd, Sharon Huge, Robert Hynes, Kim Lawson, Chris Reighetti-Feyler, Larry Tumblin

Absent:  Dave Puzzuoli, Jeff Spalding, Kim Wortman

Guests:  Gary North, Ted Kohan, Mary Alice Casey, Greg Fialko, Susan Rohrbaugh (substituting for Sharon Huge), Darrell Winefordner

Approval of Minutes:
Corrections:
•  Vice Chairman’s Report
  •  Personnel Policy Committee should be Dorothy Anderson, not Elizabeth Westenbarger
  •  Compensation Committee should be Jean Witkowski, not Jean Radcliff

Motion to approve corrected October Meeting minutes was made by Gretchen Stephens and seconded by John Ray. Motion passed unanimously.

Chairman’s Report:  Valaria McCabe for Sharon Huge
•  Welcomed Nicole Henry as replacement for Linda Stroh.
•  Assessment Involvement – Sharon Huge has spoken with Gary North about Dale Tampke’s involvement in the new assessment process. Executive Committee will meet with Dale Tampke in January.
•  Received letter from Brian McCoy, Chair for Benefits Committee of CSAC, soliciting members for the Domestic Partners Benefits Committee. Any interested senators can contact Valaria McCabe or Brian McCoy in the Admissions Office.

Vice Chairman’s Report:  Valaria McCabe
•  Need Faculty Senate liaison. Please contact Valaria if interested.
•  Compensation – John Gilmore – report will be discussed under Old Business
•  Professional Development – Marlene Wisowaty – met and decided on three projects – (1) Roundtable Committee, (2) Brown Bag Committee, and (3) Information Package Committee.
•  Service Awards – Jean Radcliff – Will have a report for the next meeting.
•  Elections – Stacia Stutzman – No report
•  Personnel Policy – Dorothy Anderson – reviewing Leave of Absence, Grievance, and Performance policies.

Secretary’s Report:  Maggi Channell
•  Working with Publications to update Administrator’s Handbook
• Proof and correct roster

Treasurer’s Report: Jean Lewis (see printed report)
• Sick Leave Task Force – met last month and will be meeting again next week. Discussing moving toward a donated sick leave policy. Individuals could donate time to a pool so employees with a catastrophic illnesses could pull from the pool when their leave is exhausted. We are discussing how “catastrophic” should be defined and record-keeping issues.

Benefits - Greg Fialko (see handouts received at meeting)
• Present information on this year’s benefits costs and next year’s projections; a consulting firm has been hired to evaluate our current situation and make recommendations for possible cost savings or other improvements.

Budget Planning – Darrell Winefordner (see handout received at meeting)
• Senior officers plan to present a proposed budget to the Board of Trustees at its April meeting, but will begin preliminary budget discussions about health care and compensation issues at the December meeting. Because of the earlier process, they’ll be working with less complete information.
• Reallocation process continues with a .75% cut this year.

Vice President for Administration Report: Gary North
Discussed the following topics:
• New alumni magazine, Ohio Today
• Performance contract and chilled water loop; Sherwood Wilson can do 15-20 minute presentation on this issue
• Carolyn Sabatino has presentation on new Human Resources payroll process
• New construction and renovation projects on campus
  • Training Center on Ridges
  • Child Care Center
  • Center for Public Policy
  • ILGARD Center
• Dr. North suggested inviting Leesa Brown, director of News Services, to a Senate meeting to discuss some of her ideas and plans.

New Business:
• John Ray moved and John Gilmore seconded appointment of Nicole Henry to replace Linda Stroh as Senator at-large. Motion passed unanimously.

Old Business:
• All responses on compensation issue need to be forwarded to John Gilmore
• Summarized concerns and suggestions for responses he has received to date
• Judy Piercy suggested dedicating a meeting to compensation discussion; Judy Burke suggested special meeting in December
• Motion to have a special meeting in December for sole purpose of coming to agreement on a compensation resolution to submit to senior officers was made by Judy Piercy and seconded by Judy Burke. Motion passed unanimously.
• Faculty Senate Report - Dorothy Witkowski
• Resolution based on comparisons of salary with professors at other institutions; especially Research II institutions; OU salaries below 1st quartile
• Over next three years - $2,000 – Professor; $1,400 – Associate Professor; $1,000 – Assistant Professor. All in addition to “normal” raises. Resolution passed under a suspension of rules.
• John Ray moved and Elizabeth Westenbarger seconded motion for Compensation Committee to draft resolution for December meeting. Motion passed unanimously.

Motion to adjourn was made by Judy Burke, seconded by Becky Cale.

Meeting adjourned at 1:45 p.m.

Respectfully Submitted,

Maggi Channell, Secretary

November, 1999
Administrative Senate
Treasurer’s Report
November 18, 1999

Current Budgeted Amount $33,457.00
Total Revenue/Obligations $ 2,678.51

Ohio University Foundation

Current Budgeted Amount $ 899.00
John Gilmore, chairman of the Compensation Committee, provided information on projected enrollments and income for OU for the year 2000-01, benefits costs, comparative salary figures from CUPA (College and University Personnel Association), information on the Consumer Price Index (CPI), and information about the costs to the University for a 3%, 4%, and 5% raise pool. Also discussed the way raises are distributed.

- Cost of:
  - 3% raise pool - $3.6 million - $4.8 million
  - 4% raise pool - $4.8 - $6 million
  - 5% raise pool - $6 - $7.5 million

- Comparative salary figures:
  - 86 & above are doing better than colleagues at comparable institutions
  - 84 & below are doing worse
  - 85 is the “break-even” point – tend to be equal with other schools

Jean Witkowski and John Gilmore presented two possible recommendations for compensation to the Senate; Judy Piercy moderated and facilitated the discussion.

**Option #1** – a 6% raise pool recommendation, based on:
- 2.7% - CPI
- 2.7% - average merit raise according to CUPA
- .3% to recoup the deficit incurred because of last year’s raise amount
- .3% in recognition of the “difference” in employment conditions for administrative employees, including no overtime pay, no job security, no longevity bonus, no personal days, etc.
Option #2 – a 4% raise pool recommendation but NO additional costs passed on to employees for health benefits increases

John Ray proposed a third option:

Option #3 – a 5.4% raise pool recommendation, based on:
• 2.7% - CPI
• 2.7% - average merit raise according to CUPA

A straw poll of Senators revealed the greatest amount of support for Options #1 and #3. Several mentioned the addition to the written resolution of an expression of concern about the state of administrators’ morale. Judy Burke moved to suspend the rules to vote on a compensation recommendation; Jeff Spalding seconded. The motion passed unanimously.

John Ray moved recommendation of a 5.4% salary pool for 2000-01, with a strong expression of concern about administrators’ morale to be included in the text. Rusty Smith seconded; the motion passed unanimously.

Members of the Compensation Committee will draft a resolution, for review by the Executive Committee and ultimately, presentation to Dr. North for him to share with UPAC.

Motion to adjourn was made by Judy Piercy, seconded by Jean Witkowski

Meeting adjourned at 1:35 p.m.

Respectfully Submitted,

Maggi Channell, Secretary
December, 1999
OHIO UNIVERSITY ADMINISTRATIVE SENATE
MINUTES of January 20, 2000

NEXT MEETING: February 17, 2000
Baker 203


Excused: Judy Burke, Kim Lawson, Joyce Pae, Dave Puzzuoli, Jeff Spalding, Gretchen Stephens, Larry Tumblin, Kim Wortman

Absent: Rebecca Cale, John Gilmore

Approval of December Minutes:
Corrections: Marlene Wisowaty and Bob Hynes excused

Motion to approve corrected December Meeting minutes was made by Peggy Pruitt and seconded by Judy Piercy. Motion passed unanimously.

Chairman’s Report: Sharon Huge

• Carol Kline has left OU; Cheryl Riley will fill position through June 30, 2000.
• UPAC
  • Senate’s salary proposal presented last week. UPAC members expressed support for the concept of the resolution.
  • Encouraged Compensation Committee to proceed with its study of pay grades, CUPA data, and other information with an eye toward next year’s recommendation.
  • $1.1 million “surplus” in this year’s budget – part from conservative enrollment projections, part from “Success Challenge” funding. Provost Brehm presented to UPAC a proposal for expenditures of the $1.1 million, largely in support of undergraduate education
  • Comment from John Kotowski – Encouraged Compensation Committee to pursue revision to the amount of sick leave time allowed to contract administrators upon retirement. Civil Services employees receive significantly more sick leave time upon retirement than either contract employees or faculty members. Sharon Huge responded that the Benefits Advisory Committee is examining this issue, too.
  • Comment from Jean Witkowski – Compensation Committee has devoted some discussion to issues of inequity in benefits.
• Distributed copies of the new Administrator’s Handbook.

Vice Chairman’s Report: Valaria McCabe
• Update on Committee Chair and Vice Chair appointments – still seeking Chairman and Vice Chairman for Outstanding Administrator Committee. Rusty Smith volunteered to be Chairman! Peggy Pruitt volunteered to be Vice Chairman.

• Compensation Committee – Judy Piercy
  • Request to commit one senate meeting per quarter to discussion of compensation issues, or to schedule one special meeting per quarter for that purpose. Group agreed one extended meeting per quarter was a good idea.
  • Distribution of raise pool – What kind of input should we prepare?
  • other kinds of compensation issues
  • Robert Hynes called for strong emphasis on consideration of equity issues in administrative salaries.

• Personnel/Policies – Dorothy Anderson
  • examining tools for performance evaluations
  • discussing maternity leave policy
  • reviewing all “old” policies for needed updating and revisions
  • working on both Grievance and Leave of Absence policies

• Service Awards – Jean Radcliff - May 18 ceremony from 3-5 in Baker Center Ballroom

• Elections – Stacia Stutzman – Judith Johnson will be vice chairman, will be looking at balance in districts

• Committee on Committees – Nancy Rue – will meet later this quarter to review status of committees

• Professional Development – Marlene Wisowaty (see Meeting Minutes distributed at meeting)
  • Round Table Subcommittee – considering campus-wide social event
  • Brown Bag Subcommittee – 2 seminars scheduled: Performance Management for Administrators & Administrative Compensation
  • Information Packet Subcommittee – considering a county-wide listing of professional development opportunities

• Faculty Senate – Sue Boyd
  • raise pool will be 3-5% according to Provost
  • concern about matriculation rates
  • heard report from Synergy Committee
  • discussion of health benefits usage/cost
  • discussion of domestic partners benefits

Secretary’s Report: Maggi Channell
• Dwight Woodward, University News Servides and Periodicals, called to express interest in being kept informed about Senate activities for possible coverage in Outlook

Treasurer’s Report: Jean Lewis (see printed report)

Vice President for Administration Report: Gary North – No Report

Old Business: none
New Business:

Revision of Policy 40.106 (see handout from meeting)
- Chairman Huge explained that the intent of the proposed policy revision is to establish a continuing contract for administrators who have received satisfactory performance evaluations for three successive years.
- Robert Hynes expressed disbelief that we still can not assure that all administrators receive annual evaluations. Huge replied that the Provost is most supportive of across-the-board evaluations, and that the new Enterprise Project also is expected to help address and monitor the issue.
- Robert Hynes moved first reading & John Kotowski seconded.

New Senator for District 9 – Dorothy Anderson moved and Sue Boyd seconded appointment of Cheryl Riley to replace Carol Kline as Senator for District 9. Motion passed unanimously.

Announcements
- Sharon Huge distributed brochures on the services of the Ombudsman’s Office and on Mediation Services.

Motion to adjourn was made by Robert Hynes, seconded by Jean Radcliff.

Meeting adjourned at 1:32 p.m.

Respectfully Submitted,

Maggi Channell, Secretary
January, 2000
## Administrative Senate
### Treasurer’s Report
#### January 20, 2000

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## Ohio University Foundation

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OHIO UNIVERSITY ADMINISTRATIVE SENATE
MINUTES of February 17, 2000

NEXT MEETING: March 16, 2000
Baker 334


Excused: Maggi Channell, Joyce Pae, Chris Reghetti-Feyler

Approval of January Minutes:
Motion to approve January Meeting minutes was made by John Kotowski and seconded by John Gilmore. Motion passed unanimously.

Chairman’s Report: Sharon Huge
- Kelley Jolley was awarded an outstanding employee award.
- Human Resources is reviewing and redesigning the classified and IT pay plans. There will be an opinion survey regarding the working climate at Ohio University. The survey will be going to all classified, administrative, and IT personnel.
- Thank you to Marlene Wisowaty and the Professional Development Committee. Attended one of the sessions in Baker Center that was co-sponsored by University Professional Development & Administrative Senate Professional Development Committee. The session was full and was on how to complete PDQs by Karen Hudson and Nellie Mitchell from University Human Resources.
- Executive Committee is discussing how to be more inclusive of branch campuses. Decided it would be too problematic to have Administrative Senate meetings at branch campuses. In lieu of having the Senate go to them, the Executive Committee would make visits to the branch campuses once a quarter to have an open meeting for all administrators.
- Discussed Benefits & Employee Contributions 2001-2005 information (see handouts given at meeting). This is the information that was put forward from the Benefits Advisory Committee for redesign of our health benefits plan and also a long-term plan to bring employee contributions in closer alignment with other health plans where employees make contributions. A change would be with the prescription drug plan and encouragement to utilize generic drugs and mail order long-term prescriptions.
- Discussed four quartiles for health benefits contributions based on income brackets. Benefit was given to people in the lower quartiles to keep costs down for these employees in the lower income brackets.
• Consultants recommended the University buying stop loss insurance on an individual basis instead of a group basis. Will pay more in the beginning but hoping in the end we will pay less because we will be paying less of the money for the large claims that we do have.

• Distributed article from *Chronicle of Higher Education* about college administrators’ salaries. Our recommendation was reasonable and fell right in the middle based on this article.

**Vice Chairman’s Report:** Valaria McCabe

• Committee on Committees – Nancy Rue – No report

• Professional Development – Marlene Wisowatya – met on February 2nd, doing Roundtable Discussion in the future. Will be Networking Session led by Chris Taylor. Information Packet subcommittee reviewing how often packet should be done of avoid duplication.

• Compensation Committee – John Gilmore
  • Thanked all Senators for getting out word to constituents about the new compensation plan proposal. Had good response.
  • Committee is breaking into four subcommittees. John is working on a “defense” of Senate’s proposal. Everyone should be aware that there is not a standard cost of living adjustment. Supervisors can give a 1-7% raise without review. Second subcommittee is being led by Rusty Smith to weigh the pros and cons of whether we want to stay with a single compensation pool or separate administrator and faculty compensation pools. Third subcommittee is being headed by Judy Piercy and will be looking at alternate forms of compensation. Jean Witkowski will be moving forward on how to bring our compensation proposal for next year.

• Personnel/Policies – Dorothy Anderson
  • Maternity leave policy on hold because (1) need for legal research, (2) costs, (3) gender based, (4) lack of evidence that other colleges and university offering this benefit, and (5) not impacting recruitment.
  • Vacation policy – 32 days is all that can be earned – want to increase amount to 54 days that can be accrued. Must use all 54 days in a fiscal year or you will go back to 32 days the next year.

• Elections – Stacia Stutzman – Have begun the process of identifying how many administrators are housed where to determine what re-districting may be necessary. Talked about timetable for mailing out call for nominations in March. Election day must be three weeks prior to June meeting – have to accept ballots up to two weeks after election day. Makes it very difficult to notify elected Senators in time for the June meeting.

• Outstanding Administrator Awards – Rusty Smith - Nomination forms have been mailed out, currently receiving responses. Meeting February 25th to start reviewing nominations.

• Service Awards – Jean Radcliff - Had first meeting, six volunteers attended. All working on various tasks for the ceremony. Going to have an emcee and our first choice is Robert Hynes because of his long service to Administrative Senate and his upcoming retirement. He has graciously accepted. Ceremony is May 18th from 3-5.

• Faculty Senate – Sue Boyd
• President discussed sprinklers and fire systems in the dorms.
• Ohio Faculty Council has adopted the Domestic Partners resolution; Administrative Senate passed a resolution to review the Domestic Partners issue.
• Addendum to the Faculty Senate proposal for Compensation – Sharon Huge – got a call from Margaret Cooper, Chairman of Classified Senate. Classified staff are more under the Ohio Revised Code rules, therefore, they cannot make a recommendation to UPAC or to anyone formally as far as a raise recommendation because that looks like they are forming a union. Margaret would like their organization to have a voice and has asked me to fax a copy of our proposal and letter of reasoning. Classified Senate is writing a letter of support of that proposal.

Secretary’s Report: Maggi Channell – No Report

Treasurer’s Report: Jean Lewis (see report distributed at meeting)

Vice President for Administration Report: Gary North – No Report

Old Business:
Proposed Revision of Policy 40.106 “Administrative Appointments”
• No changes since last month with the exception of item 1D which speaks about what happens to someone who has already been here for a while who gets a new appointment or changes positions. Item 1D states that s/he would go back into the rotation of being evaluated satisfactorily three successive times and then would be on a continuing contract.
• Bob Hynes pointed out that new item 1D suggests an administrative process that is clearly and unequivocally marked by performance evaluations and that without these, such actions as taking a person off a continuing contract is not possible.
• Dorothy Anderson said the Personnel/Policies Committee is working on Performance Evaluation Policy, especially in regards to the declarative sentence at the end of the policy that states that performance evaluations are not grievable. When you go through the peer review process as a faculty member or if you have an evaluation as a classified employee, there is an appeal process. Want to make sure we have in place the protection, as well as the accountability, for performance evaluations, knowing that there are supervisors who do not do them or who give poor evaluations when they are forced to do them. There needs to be an appeal process in place for administrators.
• Jean Witkowski moved and Gretchen Stephens seconded that we accept Policy 40.106 as it reads today. Motion passed unanimously.

New Business
• John Gilmore – evaluation process is structured so formally at the faculty level and at the administrator level it is more problematic. Proposed that every employee with a satisfactory evaluation or without an evaluation be guaranteed some type of quota adjustment as part of his/her compensation review. This ties a mechanism to the evaluation that will encourage supervisors to complete evaluations. John will put together a proposal and submit to Executive Committee prior to the next meeting.
Announcements
• Dale Tampke will be coming to March meeting to talk about his efforts regarding administrative unit assessment.
• March meeting will be the last one for Robert Hynes.

Motion to adjourn was made by John Kotowski, seconded by Judith Johnson

Meeting adjourned at 1:47 p.m.

Respectfully Submitted,

Maggi Channell, Secretary
February, 2000

Excused: Judy Burke, John Ray, Cheryl Riley

Guests: Gary North

Approval of February Minutes:
Motion to approve February Meeting minutes was made by Bob Hynes and seconded by Gretchen Stephens. Motion passed unanimously.

Chairman’s Report: Sharon Huge
- Distributed draft copy of the FY 2000-01 budget; 4.25% raise pool (see handout from meeting)
- Gave a very fond farewell to Bob Hynes; presented him with a certificate of appreciation.

Vice Chairman’s Report: Valaria McCabe
- Professional Development – Marlene Wisowaty – Roundtable date will be April 26 3-5 in Baker Center. Dale Tampke will discuss Best Practices and Chris Taylor will discuss Networking. Refreshments will be served.
- Compensation – John Gilmore – subcommittees organized
  - Judy Piercy – Alternative Compensation Sub-Committee – contacting other schools regarding non-compensation benefits; expects to submit formal proposal on compensatory time and on vacation accrual
- Personnel/Policies – Dorothy Anderson – unpaid leaves of absence policy submitted to Dr. North; working on performance appraisal
- Outstanding Administrator Awards – Rusty Smith – 36 nominations; 30 eligible
- Service Awards – Jean Radcliff – No report
- Faculty Senate – Sue Boyd – No report
- Elections – Stacia Stutzman – evaluating needs for redistricting; will report findings at April meeting. Determined what seats are up for election (see handout from meeting).

Secretary’s Report: Maggi Channell – No Report
Treasurer’s Report:  Jean Lewis – See Attached Report

Vice President for Administration Report:  Gary North
• Budget reflects solid effort to address issues which had been identified
• Commend Senate for early start on salary recommendations
• Appears OU will lead the state in amount of raise pool
• Health care will continue to be a concern
• Success of AFSCME negotiations
• 12,000 applications for admission
• Employee survey – results will be distributed to Human Resources and then to Planning Unit Heads. Administrative Senate will also get results.
• Commended Dorothy Anderson for work on leave policy.

Assessment Project Summary:  Dale Tampke – see handout from meeting

Old Business:  None

New Business:  None

Announcements:
• Bob Hynes thanked the Senate for their kindness and thoughtfulness. Noted that he is glad that the Senate has moved away from a masculine makeup to a far more gender representative group.
• In the middle of the March membership drive from Public Television and will continue through the 25th.

Motion to adjourn was made by Gretchen Stephens, seconded by Bob Hynes.

Meeting adjourned at 1:32 p.m.

Respectfully Submitted,

Maggi Channell, Secretary
March, 2000
### Administrative Senate

**Treasurer’s Report**  
**March 16, 2000**

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### Ohio University Foundation

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<tr>
<td>Current Budgeted Amount</td>
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Present: Sue Boyd, Judy Burke, Rebecca Cale, Maggi Channell, Cheryl Ewing, Sharon Huge, Judith Johnson, Kim Lawson, Jean Lewis, Valaria McCabe, Judy Piercy, Peggy Pruitt, Dave Puzzouli, John Ray, Chris Reghetti-Feyler, Cheryl Riley, Nancy Rue, Rusty Smith, Jeff Spalding, Stacia Stutzman, Elizabeth Westenbarger, Marlene Wisowaty, Jean Witkowski, Kim Wortman

Excused: Dorothy Anderson, John Gilmore, Joyce Pae, Jean Radcliff, Gretchen Stephens

Absent: Nicole Henry, John Kotowski, Larry Tumblin

Guests: Ted Kohan, Carolyn Sabatino

Approval of March Minutes:
Motion to approve March Meeting minutes was made by Becky Cale and seconded by Judy Piercy. Motion passed unanimously.

Chairman’s Report: Sharon Huge – No report

The Enterprise Project – Carolyn Sabatino – see handouts from meeting

Vice Chairman’s Report: Valaria McCabe
- Professional Development – Marlene Wisowaty – Administrative Roundtable on April 26; 50 have signed up so far
- Compensation – Judy Piercy for John Gilmore
  - Rusty Smith working on whether there should be a separate raise pool for faculty and administrators
  - Judy Piercy finalizing proposal for alternative compensation ideas
  - hope to have time during a regular Senate meeting to discuss compensation issues
- Personnel/Policies – Rusty Smith for Dorothy Anderson
  - some legal issues with continuing contracts
  - working on evaluation form
- Outstanding Administrator Awards – Rusty Smith – selection process complete
- Service Awards – Valaria McCabe for Jean Radcliff – everything is ready for awards ceremony on May 18, 3-5 in Baker Center Ballroom
- Committee on Committees – Nancy Rue – No report
- Faculty Senate – Sue Boyd
  - Passed resolution for tuition benefits for Group II faculty.
- Voted that they did not like the recommendation regarding the proposed health care contribution by employees. They voted on a “flat rate” instead of quartiles.
- Resolution on Faculty Investment Initiative
  - designed to provide a pool of money ($300,000 to $500,000) to reward the top 25% of faculty – on the Athens campus alone
  - justification was that this initiative was designed to “strengthen scholarship and permanently securing our status as a Carnegie Research II University” by strengthening our ability to keep outstanding faculty
  - reasoned that the Research II status was based on graduate study alone, and therefore only affected Athens Group I faculty
  - vote on the floor was a tie, which was broken when the three officer voted for the resolution
  - quite contentious, especially for the regional campus faculty
- Elections – Stacia Stutzman – will report under “new business”

**Secretary’s Report:** Maggi Channell – No Report

**Treasurer’s Report:** Jean Lewis – See Attached Report

**Vice President for Administration Report:** Ted Kohan for Gary North
- Enterprise Project is going very well
- Gary North has signed off on policy revisions for vacation accrual and compensation for classified employees during a declared emergency

**Old Business:** None

**New Business:**

**Resolution on Senate Redistricting – First Reading**

Handout distributed listing changes in redistricting:
- District 1 – Deleted HDL Center and added residence halls
- District 2 – Added Copeland Hall
- District 3 – no changes
- District 4 – Added Nelson Dining Hall and University Garage
- District 5 – Added President Street Academic Center
- District 6 – HDL Center and Airport
- District 7 – Added 29 Park Place
- District 8 – Added Library Annex and Computer Services
- District 9 – Grosvenor includes Grosvenor West
- District 10 – no changes
- District 11 – no changes
- District 12 – took out Grosvenor West and added Nelsonville Hospital
- District 13 – no changes
- District 14 – Making this district totally the Ridges – taking out residence halls and Airport
Motion to suspend rules and read Resolution on Senate Redistricting was made by John Ray and seconded by Sue Boyd. Motion passed unanimously.

Motion to accept proposed redistricting was made by Judith Johnson and seconded by Nancy Rue. Motion passed unanimously.

**Announcements:** None

Motion to adjourn was made by Jeff Spalding, seconded by Rusty Smith.

Meeting adjourned at 1:28 p.m.

Respectfully Submitted,

Maggi Channell, Secretary
April, 2000
### Administrative Senate
#### Treasurer’s Report
##### April 20, 2000

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### Ohio University Foundation

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<td>Current Budgeted Amount</td>
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OHIO UNIVERSITY ADMINISTRATIVE SENATE
MINUTES of May 18, 2000

NEXT MEETING: June 15, 2000
Baker 334

Present: Dorothy Anderson, Sue Boyd, Judy Burke, Rebecca Cale, Maggi Channell, John Gilmore, Nicole Henry, Sharon Huge, John Kotowski, Jean Lewis, Valaria McCabe, Joyce Pae, Peggy Pruitt, Dave Puzzouli, Chris Reghetti-Feyler, Cheryl Riley, Nancy Rue, Rusty Smith, Jeff Spalding, Elizabeth Westenbarger, Marlene Wisowaty, Jean Witkowski, Kim Wortman

Excused: Judith Johnson, Kim Lawson, Judy Piercy, Gretchen Stephens, Stacia Stutzman

Absent: Cheryl Ewing, Jean Radcliff, John Ray, Larry Tumblin

Guests: Gary North

Approval of April Minutes:
Motion to approve April meeting minutes was made by John Kotowski and seconded by Chris Reghetti-Feyler. Motion passed unanimously.

Chairman’s Report: Sharon Huge
• Asked by Secretary of the Board of Trustees to supply names of individuals who would participate in an evaluation of the President. The Board of Trustees will be hearing a series of discussions with different constituent groups including students, faculty members, and administrators on June 2. Asked Judy Piercy and John Kotowski to participate.
• Attended a couple of sessions with the Steering Committee and Project Team for the university’s classified and information technology compensation project. They are moving along and concluding the first phase. They will be reporting some results from the opinion survey and information they have gathered from the JIQ process to the executive members in the University in early June.

Vice Chairman’s Report: Valaria McCabe
• Professional Development – Marlene Wisowaty – 29 attended round table; survey will be distributed to determine a fall activity, possibly a business card exchange
• Outstanding Administrator Awards – Rusty Smith - ceremony today 3-5; former recipients have been invited
• Committee on Committees – Nancy Rue
  • proposal to change Frontiers in Science to standing committee status
  • forms in campus mail for applications/nominations for next year’s committees
• Faculty Senate – Sharon Huge for Sue Boyd – Gary Pfeiffer re-elected Chairman; Mike Kellogg – Vice Chairman; Hugh Bloemer – Secretary
• Elections – Valaria McCabe for Stacia Stutzman –
• candidates for upcoming election - District 3 – Marlene Wisowaty; District 6 – no candidates; District 9 – Cheryl Riley and John Schriner; District 11 – John Ray; Athens at large (6 seats available) – Maggi Channell, Sharon Huge, Chris Moore, Barbara Frye, Douglas Franklin, Wendy Merb-Brown; Regional campus (3 seats available) – Jane Morris, Patricia Griffin, and Barbara Montgomery

• Policies and Procedures – Dorothy Anderson (see handout regarding administrative evaluation)
  • asked for feedback within the next week
  • Gary North suggested entire Policy and Procedure manual needs to be revised and overhauled

• Compensation Committee – John Gilmore – will report under discussion item

Secretary’s Report:  Maggi Channell – No Report

Treasurer’s Report:  Jean Lewis – See Attached Report
• Received $100.00 contribution from Dr. Annette Sturdevant for professional development

Vice President for Administration Report:  Gary North
• administrative personnel survey results are back; Karen Hudson should be invited to review responses with Senate
• commencement volunteers still needed
• Board of Trustees – June 28 & 29
• possibility of office space for constituent groups in President Street Academic Center
• numbers up by approximately 200 in paid admissions deposits
• web-based registration program has been put up; has had a very positive response
• Facilities (Sherwood Wilson) and Auxiliaries (Randy Shelton – formerly Bob Hynes) merged – Sherwood Wilson is responsible for this group
• John Kotowski has been retitled Assistant Vice President for University Planning
• Kip Howard has been retitled Assistant Vice President for Enrollment Management

Discussion Item:  Alternative Compensation – John Gilmore
Alternative Compensation Sub-Committee identified three major items of alternative compensation and asked Senators to indicate which they supported.
• Compensatory Time – when an administrative staff member works over 40 hours/week he/she will receive time off equivalent to 1/2 of overtime worked – 2 votes
• Personal Days – Convert three sick leave days per year to be used as the employee wishes – 21 votes
• Additional vacation days – increase in accrual of vacation days determined by number of years in service – 18 votes

Old Business:  None

New Business:  None
Announcements: None

Motion to adjourn was made by Judy Burke, seconded by Peggy Pruitt.

Meeting adjourned at 1:42 p.m.

Respectfully Submitted,

Maggi Channell, Secretary
May, 2000
Administrative Senate
Treasurer’s Report
May 18, 2000

Current Budgeted Amount $33,457.00
Unobligated Budget Balance $17,317.31
Total Revenue/Obligations $16,139.69

Ohio University Foundation

Previous Budgeted Amount $898.75
Total Revenue $100.00
Current Budgeted Amount $998.75

$100.00 contribution from Dr. Annette Sturdevant
OHIO UNIVERSITY ADMINISTRATIVE SENATE
MINUTES of June 15, 2000

NEXT MEETING: August 17, 2000
Location TBD

Present: Sue Boyd, Judy Burke, Rebecca Cale, Maggi Channell, Barbara Frye, Sharon Huge, Judith Johnson, John Kotowski, Jean Lewis, Valaria McCabe, Wendy Merb-Brown, Chris Morris, Peggy Pruitt, Dave Puzzouli, John Ray, Chris Reghetti-Feyler, Cheryl Riley, Nancy Rue, Ralph Six, Rusty Smith, Jeff Spalding, Linda Stroh, Stacia Stutzman, Elizabeth Westenberger, Marlene Wisowaty, Jean Witkowski, Kim Wortman

Excused: Dorothy Anderson, John Gilmore, Patty Griffith, Barbara Montgomery, Joyce Pae, Judy Piercy, Jean Radciff, Gretchen Stephens

Absent: Cheryl Ewing, Doug Franklin, Nicole Henry, Kim Lawson, Larry Tumblin

 Guests: Gary North

Approval of May Minutes:
Motion to approve May meeting minutes was made by John Kotowski and seconded by Peggy Pruitt. Motion passed unanimously.

Chairman’s Report: Sharon Huge
• Welcomed newly elected Senators and expressed gratitude to those who are concluding terms on Senate.
• Thanked all Senators, and the Executive Committee, for their on-going support and involvement; noted that Senate has had a good year because it is fortunate to have very good people.

Vice Chairman’s Report: Valaria McCabe
• Professional Development – Marlene Wisowaty – planning another round table for early fall; teaming up with University Professional Development for a web site
• Outstanding Administrator Awards – Rusty Smith – will order name plates for Chubb Hall plaque
• Committee on Committees – Nancy Rue – No report
• Faculty Senate – Sue Boyd – meeting on Monday, June 19
• Personnel/Policies – Sharon Huge for Dorothy Anderson – met with Jim Kemper and Nicolette Dioguardi on continuing contracts.
• Compensation Committee – Jean Witkowski – No report
• Elections – Stacia Stutzman – see handout from meeting.
• On behalf of the Executive Committee and the entire Senate, Vice Chairman McCabe congratulated outgoing Chairman Huge for two years of outstanding leadership.
Secretary’s Report: Maggi Channell – No Report

Treasurer’s Report: Jean Lewis – See Attached Report
• budget is set for next year

Vice President for Administration Report: Gary North
• graduation went well
• asked Bob Hynes to help with updating Policy and Procedure manual

Old Business: None

New Business:
• Evaluation of President with Board of Trustees – John Kotowski – met with several Board members and several of his colleagues. Went very well. The Board Members were very interested in the comments being made. Great deal of discussion about the positive things President Glidden has done.

Election of Senate Offices for 2000 – 2001
• Elections Committee Chairman Stacia Stutzman presented the proposed slate of officers.
  Candidate for Vice Chairman – Dorothy Anderson. Stutzman called for nominations from the floor. John Kotowski moved that nominations be closed; John Ray seconded. Motion passed unanimously. Elizabeth Westenbarger moved election by acclamation; Peggy Pruitt seconded. Motion passed unanimously.
  Candidate for Secretary – Maggi Channell. Stutzman called for nominations from the floor. Sue Boyd moved that nominations be closed; Peggy Pruitt seconded. Motion passed unanimously. Peggy Pruitt moved election by acclamation; Rusty Smith seconded; Motion passed unanimously.
  Candidate for Treasurer – Jean Witkowski. Stutzman called for nominations f from the floor. Peggy Pruitt moved that nominations be closed; Randy Smith seconded. Motion passed unanimously. John Ray moved election by acclamation; Jeff Spalding seconded. Motion passed unanimously.
Announcements:
- Meeting schedule for 2000-2001 distributed

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

Meeting adjourned at 12:43 p.m.

Respectfully Submitted,

Maggi Channell, Secretary
June, 2000
Administrative Senate
Treasurer’s Report
June 15, 2000

Current Budgeted Amount $33,457.00
Unobligated Budget Balance $12,025.33
Total Revenue/Obligations $21,431.67

Ohio University Foundation

Previous Budgeted Amount $998.75