Ohio University Administrative Senate Retreat

Minutes of August 16, 2001

Next Meeting: September 20, 2001, 12:00 noon – 1:30 p.m.

Baker Center 334


Absent: Cheryl Ewing

Guests: Kari Chiki, Becky Bushey-Miller, Gary North

The morning session was devoted to presentation of information items for new Senators.

Dorothy Anderson called the afternoon session of the retreat to order at 12:00 p.m.

The session began with Dr. Gary North, vice president for Administration, who talked about the following:

• Senators keeping informed about issues that will affect the University and constituents.

• Gary Schumacher working with the URF Committee to define a mission for the University that can be used to sharpen priorities focusing on the following: commitment to undergraduate education; commitment to graduate education; commitment to research; commitment to service; and commitment to region. Within these five priorities, the University will attempt to identify the overarching mission of the institution; and in this year’s budget planning process will expect units to define needs based on that mission and how the dollars that might be appropriated will help advance the agenda of that mission.

• Dr. Schumacher’s commitment to coming up with a budget process that ties allocations to targets, goals, and purposes and to measurements to determine if they are achieved.

• Capital Campaign and its demands on President Glidden’s time

• New basketball and football coaches and enhanced football stadium; encouraged Senators to visit Grover Center
• Kim Greenfest replacing Karen Hudson.

• Health Benefits and transition to Med Mutual

• Energy costs going up; need to make people as sensitive as possible to managing energy utilization.

• Applying for major federal grant to build a state-of-the-art heating plant to use coal in cleanest way possible and for research (e.g. environmental pollution and clean coal technology).

Dr. North was followed by Becky Bushey-Miller, assistant director for training and development in the Office of the Vice President for Administration. She facilitated a goal-setting exercise for the group and helped begin work on a vision/mission statement for Senate.

Announcements: None

Adjournment: The retreat was over at 4:00 p.m.

Respectfully submitted,

Maggi Channell
Secretary
Administrative Senate Visions

- Respected, diverse and representative body committed to action based on well-informed positions
  - Listen to and articulate response to stakeholders
- Administrative Senate is a representative body for all administrators, serving as a conduit of information from administrators to senior executive officers; from senior executive officers to administrators
- Ohio University is the premier institution in which to work, teach and learn by providing an environment which advocates information sharing, collaborative decision making and promotes the administrative professional

Administrative Senate Goals

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<tr>
<th>Dots</th>
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<tr>
<td>0</td>
<td>More representation on university committees</td>
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<td>1</td>
<td>Budget increases through fundraising, donations and budget allocation</td>
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<td>0</td>
<td>Less need for administrative senate orientation due to increased education throughout the year</td>
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<td>Comprehensive policy review board including reps from all senates</td>
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<td>Establish administrative list serv</td>
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<td>Broaden professional development opportunities</td>
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<td>Improved benefit package (professional development leave)</td>
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<td>8</td>
<td>Strengthen recognition and reward program</td>
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<td>0</td>
<td>New compensation plan fairly initiated</td>
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<td>Increased number of vacation days</td>
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<td>7</td>
<td>Convert sick days to days at retirement</td>
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<tr>
<td>0</td>
<td>Facilitated major energy conservation</td>
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<td>0</td>
<td>Faculty Senate member regularly attended our monthly meetings</td>
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<tr>
<td>0</td>
<td>100 nominations for outstanding administrator</td>
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<tr>
<td>2</td>
<td>Increased number of senators (1 to 45 with all regional campuses represented)</td>
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<tr>
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<td>Increased number of minority senators</td>
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<tr>
<td>3</td>
<td>Initiated a mentorship program</td>
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<td>Administrative Senate helped to reduce health care costs by involvement in E.W. program</td>
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<tr>
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<td>Worked with professional development to create supervisory training</td>
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<td>Revised Administrative Senate’s constitution and by-laws</td>
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<td>4</td>
<td>Get more people to run for, vote for Senate and get more people involved in Senate</td>
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<td>Separate raise pools were maintained for faculty and staff</td>
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<td>Administrative Senate gets a seat at IUC</td>
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<td>10</td>
<td>Compensation reward system is implemented at least COLA pay increase</td>
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<td>Review all Ps &amp; Ps</td>
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Ohio University Administrative Senate

Minutes of September 20, 2001

Next Meeting: October 18, 2001, 12:00 noon – 1:30 p.m.

Baker Center 334


Excused: Tina Abdella, Blis Hanousek DeVault, Doug Franklin, Kim Wortman

Absent: Cheryl Ewing, John Kotowski, Kim Lawson, R. Douglas Pettit, Ralph Six

Guests: Gary North

Dorothy Anderson called the meeting to order at 12:05 p.m.

Approval of June Minutes: Gretchen Stephens moved to approve the minutes of June 21, 2001. Wendy Merb-Brown seconded. The minutes were approved unanimously.

Approval of August Retreat Minutes: Barb Montgomery moved to approve the corrected minutes of the afternoon session of August 16, 2001 Retreat. Judith Johnson seconded. The minutes were approved unanimously

Chairman’s Report: Dorothy Anderson

• Reported that Doug Franklin has been called to active duty at the Pentagon for an unknown period of time and that Chris Morris has agreed to fill in as interim Senate treasurer.

• Announced that President Glidden’s State of the University address and reception will be held at 4:00 pm today in Templeton-Blackburn Alumni Memorial Auditorium and requested that Senators make an effort to attend since they are among the intended audience.

• Asked for assistance at the Administrative Senate table at the new employees welcome celebration at 4:00 p.m. on Tuesday, October 2, 2001. Karen Dahn, Judith Johnson, and Wendy Merb-Brown volunteered to help.

• Reported that there are 3,783 new first-year students.

• Announced that Jean Witkowski and she will attend a project-planning meeting for the continued study of the administrative pay plan in early October.
• Announced that the three-year study of the administrative and professional employees’ pay plan is completed and that Mike Williford will attend the October meeting to discuss the highlights of his findings.

• Reported that the performance management project is fine-tuning all the instructions and forms for training purposes; pilot training sessions will be on October 31 and November 1, 2001; and official training begins on November 14, 2001 and will continue through December 13, 2001.

• Informed Senate that Patrick Madden, a PhD candidate in English, is the Administrative Senate web master and asked Senators to e-mail her with any updates or corrections for the site.

• Announced that Executive Committee’s fall quarter meeting with President Glidden is scheduled for October 16, 2001 and requested that Senators e-mail her if they have issues they would like her to raise at this meeting.

• Reported that Jim Kemper and staff have developed a comprehensive pay delivery policy and are looking for feedback; and requested that Senators e-mail her if interested in seeing a draft of the policy.

Vice Chairman’s Report: Jean Witkowski

• Passed out list of Administrative Senate Executive Officers and Committee Chairs.

Committee on Committees: Gretchen Stephens reported that they have met with chair of Faculty Senate and representatives from Graduate Student Senate, Student Senate, and Classified Senate and have been working on all the appointments, which should go to the President by tomorrow for approval.

Professional Development: Wendy Merb-Brown – No report but announced that the committee will meet soon to plan a roundtable.

Personnel/Policies: Sharon Huge – No report.

Outstanding Administrator Award: Valaria McCabe – No report.

Service Awards: Sue Boyd – No report.

Elections: Chris Morris reported that at the retreat, many items relating to elections came up and asked for support generating more interest in Senate.

Compensation: Jean Witkowski and Kim Lawson will co-chair this committee and John Ray will be vice-chair. Jean announced that the second reading of the Increase of Sick Days Paid Upon Retirement proposal will be under Old Business.
Drug and Alcohol Policy Biennial Review Committee: Cheryl Riley – No report.

Secretary’s Report: Maggi Channell – No report.

Treasurer’s Report: Chris Morris – distributed a written report (attached). Gretchen Stephens asked for an explanation of the Foundation Account. Chris Morris advised Senate that it was made up of charitable contributions.

Vice President for Administration Report: Gary North reported on the following:

- Academic year got off to an incredibly smooth start; offered thanks to everyone who helped.
  
  - Undergraduate admissions are up and graduate admissions at master’s and PhD levels in certain colleges are down.
  
  - The University is dealing with state revenues being far below predictions and trying to determine how that and the K-12 circumstances will impact higher education.
  
  - The University’s mission statement has been revised to provide a framework for goals to be written and to then give the Provost a framework for budget planning. Provost will continue to use UPAC in this process but also wants unit heads to do a bit more in terms of defining budget expectations and budget needs. His intent is to put it in framework of mission and goals and examine how it impacts the University over a five-year period.
  
  - Committee received 57 applications for the Provost position, and narrowed them to 10. Currently in process of doing background checks to narrow applications down to 6 or 7. Interviews will most likely take place during winter quarter; and the chosen candidate will likely be here next summer.
  
  - Bill Jones and Deb Benton identified areas where there would be problems meeting first-year students’ demands, and shared that information with the colleges early on. That allowed department chairs and others to work to ensure that sufficient classes would be available.
  
  - Gretchen Stephens’ asked how the golf course was funded. Dr. North said there was a special appropriation for the re-channeling of the river to pay for the debt service on the project and for the on-going maintenance. The loan was paid for three years ago and the University has continued to receive the river corridor appropriation and used it for several purposes (Ping tennis court area, landscaping, football practice fields), including the golf course. It is a capital appropriation from the State earmarked for that purpose.
  
  - The discussion about going to semesters is ongoing. University officials are looking particularly at issues of General Education and its implications, as well as the implications on the current Student Information System, which is about ten years old and is starting to show wear and tear. Because of the complexity of these systems and the small markets, none of the software companies is investing in SIS development.
**Old Business:** Jean Witkowski presented the *Increase of Sick Days Paid Upon Retirement* proposal (attached) for a second reading. She went over the current language of policy 40.029; the proposed language of the new policy; the rationale for this change; and additional information. There was no discussion and Gretchen Stephens moved that the proposal for the *Increase of Sick Days Paid Upon Retirement* be approved. Tim Kern seconded the motion and it passed unanimously.

**New Business:** Dorothy Anderson presented the final draft of the Administrative Vision Statement and Priorities to Senate for approval. After much discussion Senate concurred with the edited version of the vision statement and priorities (see attached) with no objections.

**Announcements:** Reminded Senate of the President’s State of the University Address, at 4:00 p.m.

**Adjournment:** Judith Johnson moved to adjourn. Rusty Smith seconded. The meeting adjourned at 1:15 p.m.

Respectfully submitted,

Maggi Channell
Secretary
## Operating Budget Fiscal Year 2002

### Operating Account

#### Benefits and Salaries
- Exec Comm Salary – Chair $7,000.00
- Exec Comm Salary – Vice Chair $1,000.00
- Exec Comm Salary – Secretary $500.00
- Exec Comm Salary – Treasurer $500.00
- Clerical Support (Overtime) $1,042.00
- Associated Benefits $2,761.00

#### Supplies Through Benefits
- Office Supplies $500.00
- Computer Supplies $750.00
- Travel/Living Expenses $250.00
- Business Meetings $1,538.00
- Printing $3,000.00
- Postage $100.00
- Employee Awards (non-cash service awards) $3,500.00

#### Unallocated Reserve $8,200.00

Total Operating Budget $30,641.00
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*In most cases carry forward represents Outstanding Administrator Awards that have yet to be claimed.

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INCREASE OF SICK DAYS PAID UPON RETIREMENT

Administrative Senate Compensation Committee recommends an increasing the payment of unused sick leave as follows:

Current language (policy 40.029):
Conversion and Payment of Unused Sick Leave at Retirement. An employee retiring with ten (10) or more years of creditable state service may elect to be compensated for one-fourth of his/her accrued but unused sick leave not to exceed thirty (30) days.

Proposed language:
Conversion and Payment of Unused Sick Leave at Retirement. An employee retiring with ten (10) or more years of creditable state service may elect to be compensated for one-half of his/her accrued but unused sick leave not to exceed sixty (60) days.

Rationale:

1. This change would bring the administrative policy in line with current OU classified staff policy; thus, the same policy applies to all.

2. At OU, it can be difficult encouraging classified staff to take administrative positions due to the difference in benefits (e.g., overtime, accrual of 60 vacation days).

3. This adds to the administrative staff benefits package, which aids in recruitment and retention of administrative staff.

Additional Info:

1. There are approximately 1250 administrative employees on campus.

2. In 2000, 80 administrative employees retired from the university. Of these 80 employees 63 were eligible to be paid for 30 days of sick leave at retirement.

3. If the policy were changed to payment of up to 60 days of sick leave at retirement, 61 of the 80 employees retiring in 2000 would have been eligible to receive payment for 60 days of sick leave at retirement.

4. The average salary for an administrative employee is $48,000.
Vision:

- Administrative Senate is a respected, diverse, representative body committed to action based on well-informed and well-considered positions.
- Senate is a representative body for all administrators and conveys information from administrators to senior University Officers and from senior University officers to administrators.
- This body is committed to action through collaborative decision-making.
- Each senator listens to and is responsive to issues articulated by his or her constituents.

*Note: John Ray's proposed:*

*Senate is a representative body for all administrators and is a key participant in the university decision making process affecting issues that impact the lives of Ohio University administrators.*

Priorities:

1. Investigate and encourage efforts that will improve the quality of life for Ohio University administrators.
   a. Work toward strengthening recognition and reward for administrators
   b. Work to change the current professional development leave for administrators policy to include pay for the leave period.
   c. Initiate a mentorship program for new Ohio University administrators.
   d. Support the Ohio University Professional Development office in its creation of a comprehensive supervisor-training program.
2. Work with appropriate University officials to implement an annual compensation system that includes at least a cost-of-living pay increase.
3. Support efforts to initiate a new administrator compensation plan fairly and equitably.
4. Investigate, with officials from the Public Employees Retirement System and State Teachers Retirement System, the possibility of converting sick day balances to service credit at retirement.
5. Improve Senate visibility and representation.
   a. Investigate ways to increase administrator representation on University committees.
   b. Consider restructuring Senate to reflect a decreased ratio of constituents to senators and additional representation from regional campuses.
   *Note: Barb Montgomery proposed: …additional representation from each regional campus.*
   c. Increase the number of senators from under-represented populations.
   d. Establish an administrator list serve.
6. Improve participation in Senate.
   a. Develop and implement a program to increase involvement in Senate, its programs and committees.
   b. Work to attract a large number of nominations for the Outstanding Administrator Award.
   c. Work to increase voter turn out for Senate elections.
Ohio University Administrative Senate

Minutes of October 18, 2001

Next Meeting: November 15, 2001, 12:00 noon – 1:30 p.m.

Baker Center 334


Excused: Doug Franklin, Patty Griffith, Valaria McCabe, Barbara Montgomery

Absent: Cheryl Ewing, Julio Friere, Ralph Six

Guests: Tina Bryson, Kim Greenfest, Jim Kemper, Ted Kohan, Bob Marinelli, Nellie Mitchell, Mike Williford

Dorothy Anderson called the meeting to order at 12:05 p.m.

Special Guest: Dr. Michael Williford. Dr. Williford, from Institutional Research, summarized the information in the Analysis of Administrative and Professional Pay Plan submitted to Drs. Glidden and Schumacher on September 14, 2001. He explained that it is really not a salary study for administrators but an analysis of the pay plan; and has been done every three years for the past 20 years. This is a report on the most recent analysis of 2000-2001 full and part-time administrators on the Athens and regional campuses. He explained that purpose of study is to give Human Resources some evaluative information on how the pay plan is administered. There are two parts to study: an external analysis, which makes some comparisons with outside institutions, and an internal analysis. Sue Boyd asked if the IT salaries were included.

Dorothy Anderson invited visitors (Kim Greenfest, Nellie Mitchell, Bob Marinelli, Tina Bryson, Ted Kohan) to introduce themselves.

Approval of September Minutes: Sharon Huge moved to accept the minutes of September 20, 2001. Tim Kerns seconded. The minutes were accepted unanimously.

Chairman’s Report: Dorothy Anderson

• Thanked Senators for participating in the State of the University address on September 20th.
• Thanked Judith Johnson and Karen Dahn for their assistance at the Administrative Senate table at the New Employees Welcome Celebration at 4:00 p.m. on Tuesday, October 2nd.

• Announced that Focus Group training for the implementation of the new Performance Management Program is scheduled for Tuesday, November 6th and asked Senators to participate if they are contacted. After Focus Group training, training for IT employees and supervisors will start. Implementation of the Performance Management Program will begin January 1, 2002 with a shortened program time-line for IT administrative and classified staff.

• Reported that she learned from Gary North how to handle policies approved by Senate. First, policies should be sent to Jim Kemper, Bob Courtney and Nicky Dioguardi for review, and then to Gary North and Provost Schumacher for review with the executive officers. There are currently two policies being considered: Increase of Accrued Vacation Days and Increase of Sick Days to be paid out Upon Retirement.

• Reminded Senate that the Provost will be present at the November 15 meeting to talk about the budget, highlights of his plans for the University for the coming year, and what he sees as Senate’s role in those plans.

• Asked that if any Senators are members of a state or regional organization that might be interested in having its 2003-04 annual meeting at Ohio University to contact her with details.

• Announced that Betty Hollow is still accepting contributions for the history book for the Bicentennial and she can be contacted by e-mail at hollowb@ohio.edu or by calling 593-2654. There is also a web site for the book www.ohio.edu/memories.

• Informed Senate that Provost Schumacher is not able to fund the continuation of the compensation plan study for administrators due to a lack of fiscal resources. He is, however, committed to doing the work of the plan.

• Announced that two Brown Bag Meetings have been scheduled to discuss ideas for continuing with the compensation plan study: October 25th, noon-1 pm in 304 Baker Center and October 31st, noon-1 p.m., in 113 Ellis. All administrators will be invited to the October 31st meeting.

Vice Chairman’s Report: Jean Witkowski

• Informed Senate that they are in the process of revising the handbook and are hoping it will be available for distribution soon.

Professional Development: Wendy Merb-Brown reported that the committee had its first meeting this week and is focusing on planning Brown Bag sessions for next quarter, specifically in the areas of supervision and diversity. They are also working on the first roundtable, scheduled for the first week of December (date undecided). First choices of locations for the roundtable are Grover Center or the Ridges.
**Personnel/Policies:** Cheryl Riley reported that the committee had its first meeting on October 16th and finalized membership on the committee. Fourteen members are interested and committed to serve. The predominant focus of this meeting was looking at the Pay Delivery Policy being reviewed by Human Resources. They also looked at the Administrative Senate Constitution and By-laws.

**Outstanding Administrator Award:** Valaria McCabe – No report.

**Service Awards:** Sue Boyd announced that Service Awards Ceremony will be on Tuesday, May 7, 2002.

**Elections:** Chris Morris announced that this committee will have its first meeting in a week or so and that it has a lot of broad ideas came out of retreat that the committee is planning to refine into operational goals.

**Committee on Committees:** Gretchen Stephens – No report.

**Faculty Senate:** Sue Boyd reported that Faculty Senate talked about the budget; announced that the Provost search is moving faster than anticipated and a new Provost may be announced by the beginning of the year; that Ohio State has pushed back its conversion to semester by two years due to a need for a new SIS system; and as a result, OU will probably do the same.

**Drug and Alcohol Policy Biennial Review Committee:** Cheryl Riley reported on the task force convened by Vice President for Research, Jack Bantle, to conduct the mandated biennial review of compliance with the Drug Free Schools and Communities Act. The task force was charged with determining the effectiveness of and any needed implementation changes to the alcohol and other drug (AOD) program at Ohio University, and to ensure that the disciplinary sanctions for violating the standards of conduct are consistently enforced.

They met five times this summer and reported to Gary North that the University is compliant with all of the regulations; however, recommend the following be immediately improved:

*Change the method in which AFSCME employees receive required information to ensure that employees receive clear descriptions of the consequences of violations of the AOD policies.*

Additional recommendations for continued support and improvement of the program were:
- Continue evaluations for student programs to allow for the most effective use of scarce resources; increase funding for alternative programming, including true “late night” programming extending beyond 10 p.m. and consider waiving all or part of the rental and set up fees associated with use of university facilities for these programs to encourage a wider variety;
- Evaluate the programs providing information to regional campuses to determine if they are being effectively managed and include regional campus representation on future task forces;
- Continued strong support for student AOD programming;
- Expand support for EAP program, consider a move of the program from Human Resources, and increase provided services, including a 24-hour hotline.
Compensation: Jean Witkowski reported that the main topic of discussion at the first meeting was the Administrative Pay Plan and Compensation Study. Dorothy Anderson and she met with Jim Kemper and other HR staff and expressed their desire to be included as part of the process. Discussion occurred about the following: on-going morale issues; other employee groups “having the ear” of university more than the administrator group; posting of vacant positions; problem of moving classified staff to administrative positions in some units; discrepancy of benefits level and types of benefits administrators have vs. other employee groups; lack of posting of administrative positions in some units; dilemma of administrators who are serving as budget managers being able to balance what they know about budgets with the needs/desires of their colleagues; awarding of merit increases and inconsistency across campus; addressing equity at department level; inflexibility in operating units vs. flexibility in auxiliary units; lack of and need for Performance Management tool; need for career ladders under a new plan; clearer distinction between hourly and salary employees; need for new plan to be market based; need for job and system documentation; need for regular method of reviewing current job descriptions; the budget being a real challenge for the committee in arriving at a compensation recommendation for 2002-2003; and cost of living raises and benefits being major issues to address this year.

Secretary’s Report: Maggi Channell – No report.

Treasurer’s Report: Chris Morris – distributed a written report (attached).

Vice President for Administration Report: Ted Kohan reported for Gary North that

- Human Resources has been asked to look at the component parts of what is needed to bring the Administrative and Professional Pay Plan into place; that the Provost is hoping to generate money internally within his area to get started with this process, but needs to see the component costs before a commitment can be made.

- Employee Assistance Program has a fairly active case load and the bottom line is that the University would like to do more but needs funds; however, they will continue to look at the Drug Free Schools task force report and recommendations but that it is a cost item.

- Gary North sent a memo to all deans, directors and department heads informing them that 11/3/01 is the scheduled date for the uptown Halloween celebration and reminding them to make sure their areas are secure from Friday, 11/2 through Sunday, 11/4/01.

- University is meeting with campus police, environmental health and safety and student health Services, mail services, and the US Postal Service and will issue a press release describing procedures being taken to ensure the physical safety of the University community in regards to the anthrax outbreaks.

- There is no new news on budget.

Old Business: None
New Business: None

Announcements: Fund drive for public radio and Blis Hanousek DeVault announced that WOUB will be taping a program called “Juggling Work & Family” on Saturday, October 20 in Studio A, 5th Floor of R-TV Communication Bldg. Child care will be provided for those who wish to participate. This program will air on Saturday, October 28, 2001 at 5 pm. It will deal with child and elder care issues and what companies are doing to help families deal with these issues.

Adjournment: John Ray moved to adjourn. Suzanne Boyd seconded. The meeting adjourned at 1:15 p.m.

Respectfully submitted,

Maggi Channell
Secretary
Administrative Senate
Treasurer’s Report

Current as of 18 October 2001

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*This represents payroll deductions for staffing needs, office supplies, printing services, mail services, and gifts/awards.

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Ohio University Administrative Senate

Minutes of November 16, 2001

Next Meeting: January 17, 2001, 12:00 noon – 1:30 p.m.
Baker Center 334


Excused: Sherry Barnes, Sue Boyd, Blis Hanousek DeVault, Doug Franklin, Jim Gilmore, Judith Johnson, Timothy Kern, Kim Lawson, Chris Morris, Ralph Six, Kim Wortman

Absent: Karen Dahn, Janice Edwards, Cheryl Ewing, R. Doug Pettit, John Ray, Cheryl Riley

Guests: Susan Green, Beth Lydic, Gary North, Gary Schumacher

Dorothy Anderson called the meeting to order at 12:00 noon

Approval of October Minutes: John Kotowski moved to accept the minutes of October 18, 2001. Heather Krugman seconded the motion and the minutes were approved unanimously.

Chairman’s Report: Dorothy Anderson

Thanked all who are participating in the provost candidate open forums and informed Senate that the third candidate, Stephen Kopp, will present at 4:30 p.m. today in Memorial Auditorium and the fourth candidate, Robert Hampton, will present at 4:30 p.m., Monday, November 19. She further informed Senate that exec, along with AFSCME and Classified Senate representatives, has met with the candidates in a smaller group setting; and believes it is important for all of us to take advantage of the opportunity to be involved in the selection of our next academic leader.

Thanked those who participated in the brown bags scheduled in late October to talk about the A & P Comp Plan Study and advised that there will be some incremental funding for this project.

Encouraged those who supervise an IT employee or are an IT employee to enroll in the appropriate performance management program-training seminar.

Asked for volunteers for the elections committee. Rebecca Cale, Julio Friere, and Heather Krugman volunteered.
Announced that Tom Murray, program director for HeartWorks, will be presenting at our January meeting about a new service for those who are at risk for, but may not yet have suffered, a heart attack. HeartWorks is part of the WellWorks program.

Briefed Senate on President Glidden’s meeting with the executive committees of all the Ohio University Senates, at which he provided details about the budget cuts and plans and discussed the following:

- The Ohio Senate, House, and Governor each have their own proposals for meeting the state's shortfall. If they are not able to resolve the differences informally, it is likely that the matter will go to a formal conference committee and that there would be no vote until December 4-5. At that time we will know whether additional cuts will be imposed.

- Ohio University received a 6% ($9.2 million) base budget cut. This cut includes regional higher education, OUCOM, and general fund operations ($6.4 million).

- The funds to meet the cut for this fiscal year have already been identified, primarily from reserve, central pools, rainy day fund, interest income, carry forward, and tuition income (from higher enrollment and retention than budgeted).

- There will be no mid-year tuition increase unless things get much worse.

- To meet the permanent cut for next year, planning unit heads are being asked to "hire prudently." There will not be a hiring freeze but units are being asked to look carefully at resignations and retirements as a way of coming up with needed funds, as well as combining functions. We all will have to work harder; however, no layoffs or firings are expected.

- The University wants to "protect and enhance the quality and salaries of its people, even if it means uncomfortable cuts and tuition increases." A modest salary increase can be expected unless things get much worse.

- Ohio University is more popular than ever. Applications increased 43% from November 1, 2000 to November 1, 2001 and there has been a 100% increase in admits for the same period. Only top-notch students are accepted this early in the cycle.

- Several options for possible budget cuts are being implemented (e.g., summer hours over break and changes in temperature) and considered (e.g., a differential tuition increase structure, higher tuition for first-year students than for upperclassmen). The president guesses that there may be a 10% tuition increase next year.

- Planning units have been asked to prepare 3-5 year plans and to present scenarios for 1-3-5% cuts to their units. Different levels of cuts can be expected—not across the board cuts.

- Buyouts are being discussed but the up-front costs are prohibitive; and therefore, it is unlikely that this will be an option.
Any program -- academic or support -- which is especially expensive, will be carefully scrutinized. This budget situation forces us to prioritize.

Employee cost-sharing for benefits will probably not be increased beyond planned levels for next year.

President said that we "will be very concerned about morale." The morale of everyone has great impact on the reputation the campus enjoys.

President also asked that we do all we can to stop rumors about layoffs. Positions will be lost through attrition, but layoffs and firings are not being considered. He doesn't know about academic program cuts; however, there probably will not be any because the process takes about four years and he thinks we'll be in this budget crisis situation for the remainder of this biennium and the next (three years).

A committee to assist the Provost with analysis and advising of UPAC and the Board of Trustees has been formed. It is composed of Vice President Siemer, Vice President North, Dale Tampke, Professors John Day and Gary Small, and Darrell Winefordner.

Questions:

A question was asked about whether buy-outs would be more beneficial for certain groups or across the board? Gary North responded that the issue of buy-outs is still being explored; that they typically only work if you do not replace the position that has been bought out; that you cannot control who takes the buy-out so you could lose a lot of experienced, quality personnel; that if you lay off 50 or more employees, you have to offer a buy out.

Dr. North asked Senators for feedback about whether employees would be interested in voluntarily going on 10-month contracts (12 months of benefits with 10 months of salary). Members responded that employees with younger children might be interested, especially when the cost of summer day care is factored in; that it would also be important to consider supervisors; that it could be very difficult to accomplish the needs of the department in ten months; that it would have to be very individualized. He further stated that he would appreciate hearing any ideas Senators might have for cost reductions and revenue enhancement.

Another question was asked about whether there has ever been an administrative buy-out in history of OU. Dr. North responded that he did not know about OU, but that there have been at other schools; and that the dilemma is how it is applied; that it cannot be applied selectively.

Vice Chairman’s Report: Jean Witkowski called upon the following committees for reports:

Professional Development: Wendy Merb-Brown reported that in the past, ideas for opportunities for professional development for administrators were submitted to the University Professional Development Committee. They are not putting together a calendar for fall, winter, and possibly spring since they are focusing on IT training; therefore, our committee’s focus has
changed from recommending to planning. They are also running into issues regarding space for the Roundtable Discussion for early December.

**Personnel/Policies:** Sharon Huge reported that the committee met to review the Pay Delivery Policy. It was sent to Human Resources and appears to be going forward as a way of determining salaries, especially IT, in the future. In addition, a small sub-committee is being formed to review the Constitution and By-laws.

A lot of interest was generated by the recently formalized catering policy. Gary North commented that this policy was formulated as the result of issues that emerged about the increasing number of non-union, minimum wage, off-campus caterers coming on campus and the University’s responsibilities regarding food handling, health and sanitation. The policy basically states that events on campus where food is served should be catered by University Food Services whenever possible. It was noted that the regional campuses are exempt from this policy.

**Outstanding Administrator Award:** Valaria McCabe – No report.

**Service Awards:** Heather Krugman reported that she and Karen Dahn will be contacting people over the break and that there was concern on the committee about who technically is an administrator and eligible to receive a chair at the end of service (e.g., faculty member who became chair of department). They are asking Human Resources to clarify this and are also looking at pricing for the chairs.

**Elections:** Tina Abdella thanked Senators who volunteered to be on this committee.

**Committee on Committees:** Gretchen Stephens announced she will be contacting exec for a replacement for someone unable to serve on a particular board.

**Compensation:** Jean Witkowski reported that this committee met several weeks ago and decided to break into smaller groups and look at the issues that they want to deal with this year. Several people will gather information in preparation for putting forth an annual increase recommendation. The possibility of drawing up guidelines for the distribution of annual increases will also be examined. The committee is also pursuing the possibility of the conversion of sick leave to retirement credit with PERS.

**Faculty Senate:** Sue Boyd absent – No report.

**Drug and Alcohol Policy Biennial Review Committee:** Cheryl Riley absent – No report.

**Guest – Interim Provost Gary Schumacher:** Dr. Schumacher addressed Senate on his plans for the academic year and ways that administrators can be involved in the workings of the University. He stated that the University is facing a budget shortfall of what appears to be $700 to $725 million for the next couple years. The direct and immediate implication is about $650 million for this year, which has been taken care of. This reduction is six percent of what the state provides and roughly accounts of half the budget, so in effect it is a three percent decrease for total budget. The University is also facing substantial expenses (e.g., new buildings coming on line, utility and insurance costs).
Schumacher stated that the problem could be approached with across-the-board cuts, but believes this would be short-sighted. There may be a short-term cycle of three to four years where budget will be tight; and if we took a hiatus in moving the University forward, it could have long-term negative impact on our ability to attract high quality students and faculty. The question is how to move forward in a way that allows the University to make progress and yet makes sure that we value and protect our faculty, staff, and employees. If we move forward in ways that do not take that into account, it affects our ultimate long-term ability to be successful as an institution.

Principles used in approaching budgetary process should be clear about the central mission of the University, which is the ability to provide a high-quality education. Budget units, deans, and vice presidents have been asked to think about where they want the university to be in terms of three to five years. Need to balance as much as possible tuition increases with expenditure reductions and try to avoid layoffs and protect our employees. A small group has been put together to look at revenue enhancements, various kinds of tuition increases (e.g., differential, in-state, out-of-state, raising tuition without raising general fee) and ways to reduce expenditures. All budgetary units have been asked to consider how they would handle budget reductions of one, three and five percent.

The key emphasis for the year has not dramatically changed. Things that were important four months ago are still important (e.g., creating an environment of teamwork, re-articulating the sense of mission of the University; general education). Movement from a more traditional education style (lectures format) to a much more active learning environment, which engages students in that interaction, is crucial to the future of the University. It will be a culture change and a big move for the institution.

The Board of Regents has been unhappy with the status of graduate education in the State of Ohio (not enough nationally ranked programs), and told universities that one-tenth of doctoral subsidy will be withheld until a plan for selective enhancement of doctoral programs has been developed. Ohio University saw this as an opportunity to do what was important and designated physics and psychology as the first programs for selective enhancement and put significant resources into them. The University plans to do this every 2-3 years.

There is also a need to look at innovative master’s programs in professional areas; however, it is difficult for us to build the critical mass in terms of faculty. In order to have nationally recognized programs, we must think in innovative ways (e.g., look at collaborative programs where three or four cluster areas are selected to allow units to work together to create larger critical masses of faculty and have an impact). For example, the University is strong in the area of rural health because we have combined resources from the medical school, rural psychology, physical therapy, etc.

Distributive Learning (formerly distance learning) will be important in next ten years, especially at graduate level. There is a need to have programs that are convenient to individuals but still view humans as social beings who need to interact with each other. That is part of what goes on in an educational setting. The distributive learning system that makes sense in terms of this university’s mission emphasizes person-to-person interaction as well as convenience to students.

Questions:
Dorothy Anderson asked if summer hours and temperature changes would continue through rest of academic year? Schumacher responded that senior administrators would look at this over break to get sense of what savings are realized and decide later. He commented that electric consumption is big issue and urged people to turn off lights, computers, etc.

Gretchen Stephens asked if the University would look at exterior lighting? Gary North responded that safety concerns would need to be considered, that Ted Fares is doing a review, and requested that he be called with ideas. Also all ideas for potential savings to should be sent to the Provost’s Office.

Ann Teske asked when units would know about the one, three, or five percent cuts. Schumacher responded that it would be a few weeks prior to April board meeting.

Secretary’s Report:  Maggi Channell – No report.

Treasurer’s Report:  Chris Morris – distributed a written report (attached).

Vice President for Administration Report:  Gary North – No report.

Discussion Item – Administrative Comp Plan Study:  Postponed. Please e-mail concerns to Jean Wikowski.

Old Business:  None

New Business:  None

Announcements:  Provost Interviews occurring this evening.

Pledge drive for Public TV, December 1-12, 2001

Adjournment:  Patty Griffith moved to adjourn and Rusty Smith seconded the motion. The meeting adjourned at 1:30 p.m.

Respectfully submitted,

Maggi Channell
Secretary
Administrative Senate
Treasurer’s Report

Current as of 15 November 2001

Operating Account

Fiscal Year 2002 Budget Total $30,641.00
Carry Forward from FY 2001 $12,642.00
Expenditures YTD $(6,998.88)
Updated Balance $36,284.12

* This represents payroll deductions for staffing needs, office supplies, printing services, mail services, and gifts / awards

OU Foundation Account

Previous Balance $875.74
Update Balance $875.74
Ohio University Administrative Senate

Minutes of January 17, 2002

Next Meeting:  February 21, 2002, 12:00 noon – 1:30 p.m.

Baker Center 334


Absent:  Blis Hanousek DeVault, Janice Edwards, Cheryl Ewing, Ralph Six

Guests:  Tom Murray, Gary North

Dorothy Anderson called the meeting to order at 12:05 p.m.

Approval of October Minutes:  Rebecca Cale moved to accept the minutes of November 16, 2001.  Valaria McCabe seconded the motion and the minutes were approved unanimously.

Special Guest: Tom Murray, HeartWorks:  Tom Murray, Director of HeartWorks, made a presentation about two programs run through WellWorks and a partnership with O’Bleness Hospital—the HeartWorks program and the Risk Reduction program.  HeartWorks is a cardiopulmonary rehabilitation program.  It emphasizes cardiac risk factor reduction by making the person aware of what his or her individual risk factors are and what he or she can do to improve his or her health.  Anyone who has experienced any of the following within the past year is eligible for this program: heart attack, coronary artery bypass graft, stable chest pain (angina), balloon procedure, valve replacement, heart failure, or transplant.  Participants must also have a prescription referral with diagnosis by their primary care physician or cardiologist.  HeartWorks offices are located on the second floor of O’Bleness Hospital, (740) 592-9457, or interested persons can call Tom Murray at 593-2278 for more information.  The Risk Reduction program is a hybrid between WellWorks’ healthy population and HeartWorks’ cardiac rehabilitation program.  It is a pro-active 90-day program designed for individuals with several risk factors for heart disease but who have not yet developed the disease.  Its focus is to identify and reduce risk factors with an aggressive plan that includes pre- and post-assessments, individual nutrition counseling, stress management counseling, as well as a three-month membership to WellWorks.  Costs for this program are out-of-pocket since insurance will not pay for primary prevention.
Chairman’s Report: Dorothy Anderson

Announced that UPAC meetings have resumed again after a hiatus in November and December.

Informed Senate that she has been appointed to a subcommittee of UPAC formed to discuss parking. The purpose of the committee is to figure out what parking fees would look like and what would be needed if the University would charge for parking. She requested that members e-mail her with their thoughts and ideas.

Distributed policy outlining the voluntary reduction of FTE and asked that members read the document carefully and contact UHR with questions. Employees interested in this arrangement should begin discussions with immediate supervisors very soon.

Vice Chairman’s Report: Jean Witkowski called upon the following committees for reports:

Professional Development: Wendy Merb-Brown reported that about 12 people showed up for the Roundtable Discussion at the Nelson Mini-Mall area, where they had a tour and free pizza. She informed Senate that AceNet, a store that sells home-grown/hand-made items, would open at the Mini-Mall by the end of the month. The University’s new catering policy was an item of discussion, as well as optional opportunities for programming since the University Professional Development Office is not offering anything.

Personnel/Policies: Cheryl Riley reported that two subcommittees have been formed—the Disciplinary Action and Appeal Policies Committee to look at policy performance intervention and the Behavior Subcommittee to look at Administrative Senate’s constitution and bylaws. In addition, the committee has been charged with the review of a new policy, proposed by the University Policy and Procedure Task Force, combining Professional Development policies for classified, administrative and professional staff. Discussion on this policy began this past Thursday and a report will be distributed to Senators before the next meeting. The committee has also provided input on the Pay Delivery Policy and a lot of its recommendations have been accepted, including changing the name of the policy to Pay Determination Policy.

Outstanding Administrator Award: Valaria McCabe reported that the committee is meeting this afternoon and should have something to report at the February 21st meeting.

Service Awards: Heather Krugman reported that a sub-group of this committee will be contacting administrators to determine prior service time and that the committee has decided to go with whatever information is provided. Additional discussion took place about who qualifies for chairs and about the status of faculty members who then take administrative positions. The committee members decided that this year they would go with list that has been provided which does include some of the quasi faculty/administrators.

Elections: Tina Abdella reported under the discussion item.

Committee on Committees: Gretchen Stephens—No report.

Compensation: Jean Witkowski reported that the committee met earlier this week to discuss the Administrative Pay Plan and what Senate’s and the committee’s involvement should be in that
process. There is a current Policy and Procedure on the Administrative Pay Plan, which the committee is not very familiar with and wants to take a look at first. The committee expressed concerns about the communication of the Administrative Pay Plan. It was brought up that in the past Administrative Senate minutes were e-mailed to all administrators and that this is no longer being done. It was felt that perhaps re-instituting this procedure would help keep the lines of communication open.

Dorothy Anderson and Jean Witkowsi have been involved in several meetings with Jim Kemper about the implementation of the Performance Management Tool for administrators, which could be effective as early as July 1, 2002. They expressed concern that the “horse may be before the cart” if the Performance Management Tool is instituted before the Administrative Pay Plan is completed.

There was also discussion about putting forth recommendations for an annual increase. Committee members expect to put forward a proposal outline into which figures can be inserted at the February meeting.

The concept of pursuing PERS credit for sick leave on retirement has not advanced any further, but the committee still plans to fully investigate the possibility.

**Faculty Senate:** Sue Boyd absent – No report.

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

**Treasurer’s Report:** Chris Morris – distributed a written report (attached).

**Vice President for Administration Report:** Gary North reported that he has been focusing almost exclusively on budget issues—shortfalls, revenues, and expenses. He announced that the Board of Trustees will meet on January 28 and 29th and its agenda also focuses on these issues, as well as the continued consideration of the University Center and whether to go forward with planning on that project. He informed Senate that the Provost has been working with the Budget Modeling Committee looking at several revenue enhancement and/or expense reduction possibilities (e.g. voluntary reduction of FTE) and has also formed a committee to look at the issue of paying for parking. He stated that Ted Kohan and Jim Kemper would like to meet with the executive committee of Administrative Senate to make sure that any issues, questions, or concerns about the Administrative Pay Plan are clarified and to determine the best method to move forward.

**Old Business:** None

**New Business:** None

**Discussion Item – 2002 Elections:** Tina Abdella presented the following report on the Elections Committee’s meeting:

The committee met on January 10th at the HDL Center and discussed in detail the specific responsibilities it was charged with, as determined by the by-laws, which include precise instructions for the timing of certain steps and the method of balloting. Members also discussed
a preliminary timetable based on by-law requirements and how that timeline could be met, given the relatively short periods of time between each task requirement (e.g. nominations are slated to begin three weeks before election day and candidate certification is to be completed one week before election day, which means there is only one week to prepare and distribute hard paper ballots with envelopes and return envelopes). Ballots can be cast from election day to two weeks after that date and the committee is required to report election results at the June Administrative Senate meeting, which gives them less than one week to tabulate and report results.

Committee members requested clarification and guidance from the full Senate and Dr. North on the following:

- The degree of flexibility with which they can interpret the by-laws outlining the requirements for the election process, specifically, are paper ballots with envelopes and handwritten signatures from each voting administrator a requirement or could some other format, like electronic balloting, be pursued.

- The degree of flexibility they have in changing the timeline requirement for the election process, i.e. does Senate want to have a two-week long election period that also falls at the end of the academic quarter and over Memorial Day Weekend.

The committee also talked about the strategic marketing and public relations initiatives discussed at the August Administrative Senate Retreat, specifically how and to what degree the following should be the responsibility of this committee: First, an effort to increase participation in the election process by getting more administrators volunteering to run for Senate and more administrators voting for Senators; and second, changing or increasing the number of Senators represented on Administrative Senate.

The full Senate and Dr. North discussed the committee’s report and provided the following feedback and clarifications:

The bylaws should to be used as guidelines and the committee has flexibility to make modifications and adjustments. Substantial changes to the by-laws would ultimately require the approval of the Board of Trustees.

It is the committee’s responsibility to conduct elections. Administrative Senate as a whole shares a responsibility for publicizing Senate and encouraging people to get involved.

Marketing is more than Senate may want to do, but getting the word out is important. Some suggestions for doing this were to inform outgoing senators when their terms have expired so they have the opportunity to run again; send out notices to department chairs about openings in their districts; utilize outgoing Senators to solicit people to run for Senate; using Outlook for outreach; publicizing that the vote is coming up; providing the ability to request applications electronically.

The group agreed that communication with all administrators electronically with the minutes and other information, as well details about the voting process, would be useful and might improve participation.
The conclusion of the discussion was that the Elections Committee’s charge was to prepare and circulate applications, get the ballot ready, hold the election, and count and validate the ballots.

Discussion of increasing participation at Regional Campuses will be deferred until next month since there would be no changes for this election cycle.

**Announcements:** None

Heather Krugman requested feedback for the Service Committee about who should get chairs. It was felt that if someone retires from the University with 30 years service wearing multiple hats and wants the chair, he or she should get one. More discussion occurred about the need to clarify who qualifies for Faculty Senate and whether the guidelines need to be changed to reflect this. It was suggested that Mike Phelps be asked what parameters he uses for providing the list of administrators and that appointment forms should indicate what percent FTE is administrative and what percent is faculty.

**Adjournment:** Chris Morris moved to adjourn and Gretchen Stephens seconded the motion. The meeting adjourned at 1:45 p.m.

Respectfully submitted,

Maggi Channell
Secretary
Administrative Senate
Treasurer’s Report

Current as of 17 January 2002

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Ohio University Administrative Senate

Minutes of February 21, 2002

Next Meeting: March 21, 2002, 12:00 noon – 1:30 p.m.

Baker Center 334


Excused: Tina Abdella, Blis Hanousek DeVault, Doug Franklin, Julio Friere, Valaria McCabe, Wendy Merb-Brown, John Ray

Absent: Janice Edwards, Cheryl Ewing, Timothy Kern, Kim Lawson, Barbara Montgomery, Chris Reghetti-Feyler, Ralph Six, Ann Teske

Guests: Kim Greenfest, Ted Kohan, Chris Taylor

Dorothy Anderson called the meeting to order at 12:03 p.m.

Approval of January Minutes: John Kotowski moved to accept the minutes of January 17, 2002. Karen Dahn seconded the motion and the minutes were approved unanimously with the addition of the names for the subcommittees (Disciplinary Action and Appeals and the Behavior Subcommittees) that report to the Personnel/Policies Committee.

Chairman’s Report: Dorothy Anderson

Distributed copy of policy dealing with Classified Employees Who Are Paid Over Maximum of Pay Range. It is expected that this policy will also be applied to administrators and was provided for information only.

Announced that Kim Greenfest and Chris Taylor will make a presentation on the Performance Management and Comp Plan Study in the last half hour of the meeting.

Reminded Senate that there will be a vote at the March meeting on whether to go ahead with the performance management plan for administrators as soon as training can be scheduled or wait until the comp plan study for administrators gets off the ground.

Informed Senators that they will vote today on a resolution to oppose or support a parking fee for all Ohio University employees, which will be forwarded to Provost Gary Schumacher. Regardless of today’s vote, Dorothy will continue to work on the UPAC parking subcommittee, which will report to the Provost on March 15. She asked Senators that if they had any ideas not represented in the summary distributed with the agenda, to please mention them during the discussion period and/or email her.
Reported that the policy proposals to change the payout for sick leave upon retirement from 30 to 60 days (to match our classified colleagues) and to increase the vacation balance that can be carried forward annually from 32 to 60 days were both turned down because of the projected cost to the university—the figure quoted is $7,572,000. The Compensation Committee will be reviewing the proposals and decision.

Informed Senate that Jean Witkowski and she are the representatives to the Benefits Advisory Committee and reported that a representative from Merck attended the last meeting. Dorothy asked the representative to talk about the selling off of Merck-Medco, the current prescription provider. The representative assured the committee that the transition will be seamless and that there will be no difference under the new ownership. If you have questions or concerns related to medical benefits, please email Jean Witkowski or Dorothy. She also asked Senators to use the recently received new ID cards for both prescriptions and medical care.

Reported that at today’s UPAC meeting, a review a list of proposals from colleges and administrative units will be distributed. She is also expecting to get an update on the discussion between state universities and the governor about tuition increases and the possible impact any changes will have on next year's budget.

**Vice Chairman's Report:** Jean Witkowski called upon the following committee chairs for reports:

**Personnel/Policies Committee:** Cheryl Riley reported that the revision of the constitution and bylaws subcommittee has had one meeting, will have its next meeting on 2/28/02, and should be able to bring something back to Senate by the March or April meeting. The Disciplinary Action of Appeals Policies for Performance and Behavior Subcommittee has also set up a meeting with Jim Kemper on 2/28/02 to get information about the human resources aspects of those policies.

She was asked to clarify why the committee feels there should be two separate professional development policies for administrative and classified staff and reported that the committee compared the existing policy and the one that was drafted combining the two. The areas of most concern had to do with the ten percent release time and requiring that the request for professional development release time be submitted in writing to a supervisor. The committee felt that policies could not be merged to have administrators comply with the same requirements as classified staff in those areas. General concern was also expressed by the committee that the merging of these two policies was not thoughtfully done and needed more clarification. By a show of hands, unanimous support was given to the committee's recommendation that the professional development policies for administrative and classified staff not be merged.

**Outstanding Administrator Award:** Valaria McCabe -- no report.

**Service Awards:** Sue Boyd reported that forms this year have been generated by Oracle, which is not the same system that generated previous information. All future records will match the ones generated this year. Some people who got 25 year awards last year also got
forms this year. She asked that Senators encourage their constituents to return the forms and also remind them that Tuesday, May 7, 2002 is the date for the ceremony.

**Elections:** Heather Krugman handed out the information about term expiration dates and reported that the committee is working on the following: records and housekeeping (nominating letters, ballots, etc); making changes to the ballot and the bylaw to allow for more flexibility; who is eligible to vote in Senate elections (Group I & II are eligible for Faculty Senate; Group III and IV are not.) She also informed Senate that when a faculty member takes a 50% or more administrative position, they keep their faculty rank (title, tenure, etc.) but not faculty status (eligibility for a seat on Faculty Senate); therefore, anyone who is 50% administration is eligible for Administrative Senate unless otherwise denoted in bylaws. The committee will submit a draft in the near future.

**Faculty Senate:** Sue Boyd--No report.

**Compensation:** Jean Witkowski reported the committee will revisit the two proposals that were both turned down due to the projected cost to the university and will come forward at the March meeting with a salary recommendation

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

**Treasurer’s Report:** Chris Morris – distributed a written report (attached) with the correction of December 2001 to January 2002 on Account Activity section.

**Vice President for Administration Report:** Ted Kohan—not report.

**Old Business:** Dorothy Anderson introduced the topic of representation on Senate for discussion. She also reminded members that it was determined at the August Retreat that there was a need for better representation but no decision was made about what that would mean. She went on to ask the question: Do we need to add more Senators or re-assign the work of the at-large Senators (e.g. districts would be broken up into smaller groups and the at-large senators would represent a district rather than having at-large senators).

Chris Morris stated that we are having difficulty filling seats we currently have, so he does not think adding seats is warranted. Heather Krugman stated if at-large seats are turned into district seats, we could lose good potential senators. Chris Morris then proposed that at-large senators could represent specific regions/areas of campus (West Green, College Green, etc.) in order to have a constituency and volunteered to do addition research and report back to Senate with more information.

**New Business:** Ted Kohan was asked to explain the $500,000 parking reserve established in 1996 to deal with parking lot improvements and roadway expansion. He stated that parking consultants were hired, a complete study of campus was done and a master-parking plan was developed, which has been used as a guide for a major expansion effort. The goal was to take the reserve over time from expansion to improvement and maintenance. It was further commented that most institutions do charge for parking.
Kim Wortman was asked to explain the proposed multi-module parking facility being considered in conjunction with City of Athens. He stated that this would be a facility that would park vehicles (500 spaces) and serve as a hub for different modes of transportation (bicycle, bus). They are in the beginning stages of pursuing federal funding and have met with consultants and city representatives. Three sites have been selected for consideration and will be submitted for review and approval by OU's executive officers. The consultants will be working with the Federal Transportation Administration (FTA) and local legislative leaders to push the request forward and to get funding through the FTA appropriations for next year. They hope to have some positive feedback by April or May.

It was further commented that voting to oppose paying for parking could look very bad to students who are experiencing substantially higher tuition rates.

A paper ballot was distributed. The vote was counted. The result of the vote on the parking fee was 10 opposed, 9 in favor, 1 abstention.

Sharon Huge introduced a resolution thanking and congratulating President Robert Glidden, Vice President for Administration Gary North, and Assistant Vice President for Facilities Planning John Kotowski, for the renovation of the Athena Theater. Senate unanimously approved the resolution.

**Special guests: Ted Kohan, Chris Taylor, Kim Greenfest:** A presentation was made by Ted Kohan, Chris Taylor and Kim Greenfest on the Compensation/Performance Management Program and the projected Compensation Plan Study for Administrators. Dorothy reminded Senators that a vote will be taken at the March meeting. She also asked Senators to talk to constituents about whether to move ahead with the Performance Management Program as soon as training is completed (probably July 1, 2002) or to wait until the Compensation Plan Study has been implemented and administrators have up-to-date position descriptions. This will happen during the JIQ phase of the Compensation Plan Study as it did for classified and IT staff.

**Announcements:** None

**Adjournment:** Rusty Smith moved to adjourn and Patty Griffith seconded the motion. The meeting adjourned at 1:30 p.m.

Respectfully submitted,

Maggi Channell
Secretary
**Administrative Senate**  
**Treasurer’s Report**

Current as of 21 February 2002

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**OU Foundation Account**

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Ohio University Administrative Senate

Minutes of March 21, 2002

Next Meeting: April 18, 2002, 12:00 noon – 1:30 p.m.

Baker Center 334


Excused: Rebecca Cale, Doug Franklin, Judith Johnson, Timothy Kern, John Kotowski

Absent: Janice Edwards, Cheryl Ewing, R. Doug Pettit, Ann Teske

Guests: Ted Kohan, Carol May, Kent State guests: Kathy Davis, Matt Ferris, Deborah Leonard, Anissa Strickland

Dorothy Anderson called the meeting to order at 12:05 p.m.

Approval of February Minutes: John Ray moved to accept the minutes of February 21, 2002. Gretchen Stephens seconded the motion and the minutes were approved unanimously.

Chairman’s Report: Dorothy Anderson

Introduced visitors from Kent State who were here to observe and are working toward establishing a similar representative body at their institution.

Announced that at a special meeting last week, the Benefits Advisory Committee approved a 3-year plan for moving employee contributions for benefits to 10% of the cost (to the university of providing benefits). The plan is that in 2003, employees will pay 8.5%; in 2004, 9.25%, and in 2005, 10%. In future years, the employee contribution will be adjusted only as the cost of providing benefits increases and will not go above a 10% contribution. Benefits information meetings are scheduled 3/26, 2-4 p.m., in Irvine 110 and 3/28, 9-11 a.m., and 3/28, 1-3 p.m., in Baker 334. All employees are invited to stop by to receive updates and ask questions.

Ted Kohan commented that Human Resources has received telephone calls regarding a letter sent out by Med Mutual that the Athens Medical Lab will be out of the network as of May 1, 2002 and that Human Resources should have information about this in a week.

Reported that at the last week’s UPAC meeting, members were informed about planned tuition hikes, $950,000 of new program initiatives, and that specifics regarding the 2002-2003 OU budget will be shared with the Board of Trustees at its April 11-12 meeting.
Reported that the UPAC parking subcommittee report was given to Interim Provost Schumacher on March 14 and included the following conclusions: "Given the extreme opposition to the adoption of a parking fee by the Classified Senate and the Faculty Senate and an extremely close vote in the Administrative Senate…the UPAC Parking Subcommittee cannot recommend implementation of such a fee at this time. The lack of institutional preparedness, both in terms of physical infrastructure and integrated, long-term planning related to parking, suggests that a process similar to the one adopted for budget planning be applied to parking planning…Should the provost decide that an Ohio University Parking Fee is appropriate, a representative body in the form of a Parking Implementation Task Force, similar to the Benefits Advisory Committee, should be established to assume responsibility for gathering and integrating relevant data, reviewing existing resources, and making recommendations regarding short-term and long-term investments in the university's parking infrastructure in relation to the implementation of the fee. The charge to the Task Force would be to develop a comprehensive plan as part of its planning efforts for implementation of the fee no earlier than July 2003."

Barbara Montgomery asked whether the parking fee will be instituted on the regional campuses and was informed that the committee did not even discuss it and that it is something for the Task Force to consider.

Sue Boyd questioned how the fee would be assessed and one of the Kent State guests responded that they currently pay an $11.00 monthly across-the-board fee.

Announced Senate will be voting today on two options related to implementation of the Performance Management Program for administrators and that there would be time for discussion prior to the vote.

Announced that she is beginning to think about next year's planning retreat, which was held in August last year and had very low participation; requested that Senators e-mail her with their ideas and suggestions for improving participation this year; and asked if it would be better to hold the retreat at our September meeting.

Announced that the website is being updated and asked that Senators review it in early April and let her know what they think.

Announced that Butch Hill and Katherine Ziff from the Ombudsman’s office will give brief presentations at our April meeting and that Lee Ervin from ATCOplus will be at the May meeting to give a brief presentation on Ohio University's partnership with ATCO.

Vice Chairman's Report: Jean Witkowski called upon the following committee chairs for reports:

Personnel/Policies Committee: Cheryl Riley reported that that the committee will not be ready to review the Constitutions and Bylaws at this meeting. She also reported that the P&P Committee has been very active and that members are working on the preparation and elimination of Policy and Procedure draft of Policy 01.001.

Outstanding Administrator Award: Valaria McCabe reported there are 32 nominations and that the committee will begin its work contacting people and completing interviews.
**Service Awards:** Sue Boyd encouraged Senators to put the Service Awards ceremony on their calendars: 3-5 p.m. Tuesday, May 7, 2002 in the Baker Center Ballroom.

**Elections:** Chris Morris passed out a Term Expiration Dates Proposal for review. It outlined the current ending terms for 2002, 2003, and 2004, and the proposed ending terms for 2002 through 2007 (attached). He explained that the proposal would get Senate back on track to elect 11 Athens campus, including one regional campus senator each year by taking three seats for next two elections and making them two-year terms instead of three-year terms.

Tina Abdella reported that the committee has defined individuals eligible to serve on Senate as anyone determined by Human Resources and Payroll to be filling administrative appointments, with the exception of Deans, Provost, President and Vice Presidents; requested that wording “hard-copy ballots” and “envelopes” be removed from election information; and announced that the election process will start April 15th.

**Committee on Committees:** Gretchen Stephens—No report.

**Faculty Senate:** Sue Boyd--No report.

**Compensation:** Jean Witkowski reported the committee would present the salary proposal for 2002-03 later in the agenda under New Business. She further reported that at the last meeting the committee discussed the estimates given by the University to implement the following proposals: (1) to carry forward up to 60 days of vacation on the books as opposed to the current 32 days and (2) increase the amount of accrued sick leave for which employees can be compensated at retirement from the current 30 days to 60. She informed Senate that they have decided to invite someone from the Vice President for Finance’s office to a committee meeting to explain how they arrived at the projected costs for these two items.

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

**Treasurer’s Report:** Chris Morris – distributed a written report (attached).

**Vice President for Administration Report:** Ted Kohan—No report.

**Old Business:** Dorothy Anderson distributed written copies of the following two options for the Timeline for Implementation of the Performance Management Program for vote and presentation to the executive officers in the form of a recommendation:

Option 1: The new Performance Management Program for administrators should be implemented as soon as training for administrators and their supervisors is completed, probably July 1, 2003.

Option 2: The compensation plan study for administrators (the $75,500 plan) as described in materials distributed by Kim Greenfest at the February meeting must be completed, at least through the titling and classification stage, before the Performance Management Program for administrators is implemented.
A show-of-hands vote was 3 in favor of Option 1 and 21 in favor of Option 2.

**New Business:** Jean Witkowski distributed the following resolution presented by the Compensation Committee for consideration and discussion:

Administrative Senate recommends that a 5.5% raise pool be made available for Administrative contract employees for the 2002-03 fiscal year. The 5.5% recommendation is comprised of a 2.6% cost of living increase and a 2.9% merit increase. The Compensation Committee further recommends that all Administrative contract employees receive at least a 2.6% cost of living increase. Salary increases in excess of 2.6% should be distributed as merit increases.

The 2.6% represents an annualized cost of living increase based on the CPI (Consumer’s Price Index) for a Midwest city with a population under 50,000 as of December 31, 2001. The National CPI as of December 32, 2001 was 2.8%. The 2.9% merit increase is based on information obtained from the CUPA-HR (College and University Professional Association for Human Resources) 2000-01 Mid-Level Administrative/Professional Salary Survey. This survey indicates that the average annualized merit increase for exempt positions (as reported by 371 institutions) is 2.9%.

Sue Boyd moved to suspend the rules requiring two readings for proposals. The motion was seconded by Kim Wortman and passed unanimously. John Ray then moved that the salary proposal be accepted. It was seconded Rusty Smith and the motion was approved unanimously.

**Announcements:** Valarie McCabe requested volunteers who might be interested in serving on the Policy Task Force. Tina Abdella and Cheryl Riley volunteered to be considered.

Gretchen Stephens appealed to Senators to volunteer to work Commencement, June 7 (Graduate Ceremony) and June 8 (Undergraduate Ceremonies) and requested that they e-mail her a stephens@ohiou.edu if interested.

**Adjournment:** John Ray moved to adjourn and Sue Boyd seconded the motion. The meeting adjourned at 1:15 p.m.

Respectfully submitted,

Maggi Channell
Secretary
Administrative Senate
Treasurer’s Report

Current as of 21 March 2002

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Expenditure of $1000.00 (supplies) was purchased of computer for 1999 Outstanding Administrator Award winner Dave Puzzuoli.

**OU Foundation Account**

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Ohio University Administrative Senate

Minutes of April 18, 2002

Next Meeting: May 16, 2002, 12:00 noon – 1:30 p.m.

Baker Center 334


Excused: Tina Abdella, Sherry Barnes, Doug Franklin, Julio Friere, Kim Lawson, Barbara Montgomery, Chris Morris, R. Douglas Pettit, Cheryl Riley, Ralph Six, Kim Wortman

Absent: Cheryl Ewing, Ann Teske

Guests: Butch Hill, Gary North, Katherine Ziff

Dorothy Anderson called the meeting to order at 12:00 p.m.

Approval of March Minutes: John Kotowski moved to approve the minutes of March 21, 2002. Janice Edwards seconded the motion and the minutes were accepted unanimously.

Guests – Butch Hill and Katherine Ziff, Ombudsman’s Office: Butch Hill, Ombudsman, and Katherine Ziff, Assistant Ombudsman, made a presentation on their office and the mediation option available to Ohio University employees to help with work-place conflicts.

Chairman’s Report: Dorothy Anderson

Announced that Heather Krugman resigned and introduced Brenda Noftz as her replacement for the remainder of this year.

Reported on the following highlights from the Board of Trustees’ meeting:

- Approval of tuition increases and University Center (up to $60 million approved)
- Meeting date changes that will be voted on at June meeting
- Two trustees’ terms ending (Tad Grover and student trustee Vargas-Tonsi)
- Lecture hall construction contracts were approved without Senate office space
- Changes to Trustee’ By-Laws (gender neutral, appointment of investment committee, internal auditors’ office reports directly to Board)
- Chairwoman Ong thanked all employee groups for cooperation in making tough budget decisions
- Interesting items in budget book include: study to determine if administrative salaries need a targeted increase (like faculty and IT; multi-year budget (assumes 3% salary pool for next three years and $810,000 for faculty only salary adjustments in year two; in year two, $375,000 set aside for possible offset of employee parking fee included; and units cut 1.6 to 3.2% for a total of $3.9 million across all units).
Announced that website has been updated; requested that Senators review their personal information and contact her with any errors; and informed them that election information will be posted soon.

Announced that Lee Ervin from ATCOplus will be at the May meeting to give a brief presentation on Ohio University’s partnership with ATCO; that the planning retreat will probably be held in September rather than in August; and requested suggestions for venue, topics, facilitators for the retreat.

Announced that the executive committee, Jim Kemper and comp staff will be meeting with Mary Patacca to finalize the RFP for an external consultant for the comp plan study.

Reminded Senate that Service Awards/Outstanding Administrator Awards Ceremony will be held from 3-5 p.m., May 7, 2002, in Baker Center.

**Vice Chairman’s Report:** Jean Witkowski called upon the following committee chairs for reports:

**Professional Development:** Wendy Merb-Brown reported that Becky Bushey-Miller from University Professional Development attended the April 12th meeting, gave an update on what was going on in their office, and asked for suggestions for next year.

**Personnel/Policies Committee:** Sharon Huge reported that the committee met and discussed several smaller matters. Discussion of the revisions of the Constitution and By-laws took place under New Business.

**Outstanding Administrator Award:** Valaria McCabe reported that the committee’s work has been completed; that they had an outstanding group to select from; and thanked the committee members for all their work.

**Service Awards:** Sue Boyd encouraged Senators to attend the Service Awards ceremony, 3-5 p.m., Tuesday, May 7, 2002 in the Baker Center Ballroom.

**Elections:** Rebecca Cale reported that the committee met earlier this week to look at the timeline and see where they are; and that nominations letter will go out late next week.

**Committee on Committees:** Gretchen Stephens—No report.

**Faculty Senate:** Sue Boyd--No report.

**Compensation:** Jean Witkowski reported that the committee contacted Bob Courtney to ask him questions regarding the costing of the two proposals put forward this year. The meeting has not occurred as yet, but he has requested that a sub-group be set up to review this information.

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

**Treasurer’s Report:** Distributed a written report (attached).

**Vice President for Administration Report:** Gary North reported that the budget continues to be a concern since a major shortfall in State revenue is projected and informed Senate that his unit took the largest hit in the budget cuts (32% of total reduction).
He further reported that the City of Athens has been broadly interpreting an ordinance authorizing police to tow vehicles with outstanding city parking tickets from University lots. He stated that the city has been informed that they were encroaching in areas where they had no authority and that City Law Director Garry Hunter and John Burns would look into the matter.

He further advised that the issue of studying the housing regulations has come up as a result of the University hitting its debt ceiling with the approval of the University Center and a ruling by the bond rating council that all balance sheet financing can no longer be kept off the balance sheets and has to be counted against the University’s debt total. Because of that the University does not have the debt capacity to do the residence halls through the off-balance sheet approach and is looking at the residency requirement, which has a lot of implications for the University. A committee has been formed to study this issue.

**Old Business:** None.

**New Business:**

**The Election Committee Redistricting Proposal** (attached) was presented by Rebecca Cale. She reported that the committee was charged with monitoring the districts and keeping an equitable distribution by number of current administrators across the districts within reason. When this was reviewed, it was found that one district had 30 constituents and others had 100. Adjustments were made to rectify this and the redistricting proposal (copy attached) was presented to Senate for approval. Dorothy Anderson suggested that the proposal be amended by moving the South Green Residence Halls to District 10 and asked for a show of hands indicating concurrence with the rearrangement.

**Revision of By-laws and Constitution** (attached) was presented for a first reading by Sharon Huge. She reported that the committee used two philosophical approaches when looking at the revision: 1) if all people on Senate with historical perspective disappeared, there would still be a working document for whoever might take over to conduct business; and 2) how has Senate actually been doing things. She then led a page-by-page review of the revisions (see attached). It was agreed that the issue of part-time and regional representation be considered at the next meeting and that the revised document be presented for a second reading and vote at that time.

**Announcements:** Gretchen Stephens informed Senate that 120 volunteer are still needed to work Commencement. Rusty Smith announced that the public radio pledge drive starts tomorrow.

**Adjournment:** Rebecca Cale moved to adjourn and John Kotowski seconded the motion. The meeting adjourned at 1:00 p.m.

Respectfully submitted,

Maggi Channell
Secretary
Administrative Senate  
Treasurer’s Report  

Current as of 18 April 2002

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Dorothy Anderson called the meeting to order at 12:03 p.m.

Approval of April Minutes: Valaria McCabe moved to approve the minutes of April 18, 2002. John Kotowski seconded the motion and the minutes were approved unanimously.

Guests – Lee Ervin, PersonnelPlus and Melissa Biddinger, Joe Burke, Terry Hogan, Judy Piercy, and Dale Tampke University Housing Committee:

Lee Ervin, a liaison between the University and PersonnelPlus, spoke about the three University departments (Child Development Center, Dining Services, Library Annex) that have utilized PersonnelPlus’ services for the past year with great success. He stated that the goal of the partnerships was to enhance relations by identifying areas within the University for mutually beneficial employment situations and finding positions for people with developmental disabilities who are assisted by ATCO.

Melissa Biddinger, Joe Burke, Terry Hogan, Judy Piercy and Dale Tampke discussed the University Task Force convened by the Provost to address the question of how to plan for the future of residential facilities on campus. They reported that the University has made a commitment to maintain the East and West greens as traditional residence halls and that the new South Green was not built with the same quality materials and design as the others. They also reported that it was questioned whether the university should require students to live on campus for two years. The task force is divided into the following three groups: mission and program; community-related issues; and finance. Representatives from the three groups made presentations on their findings and recommendations will be made to the Provost by June.

Chairman’s Report: Dorothy Anderson passed out a copy of a letter dated April 26, 2002 (attached), which she sent to President Glidden and reported on his responses to the concerns addressed in the letter as follows:
*He understands the concerns about lack of job security, he is unable to give administrators tenure.
He stated that the proposed parking fee was not meant to raise money and that funds are currently set aside in the FY 03-04 budget to offset the fee. New employees would still have to pay if some sort of parking fee is approved; the offset money would go to departments because it is part of salary. Currently there is no incentive for employees to park farther away from their workplaces. He hopes to provide free parking with a shuttle for employees who come to campus, park, and do not leave until the end of the day.

Health costs for the coming year (2003) for family coverage, depending on income, will range from $69 to $108 per employee per month.

He understands that communication is not perfect among all employee groups and will strive harder to communicate better.

He encouraged Senate to get its own data on the two policy proposals that were turned down (carrying forward more vacation time and being paid for more sick leave time upon retirement); and the comp committee will continue to look at those two issues.

He feels that the Comp Plan Study has two purposes: to establish salaries that make us competitive and help to retain treat all people fairly.

Chairman Anderson reported that she invited President Glidden to come to Administrative Senate Retreat scheduled for September 26, 2002.

She thanked Service Awards and Outstanding Administrators Awards committees for the hours of work; reported that the chairs of all OU Senates have been getting together on a monthly basis and sharing ideas and concerns; that she was advised by Kim Greenfest that there would not be any movement in the pay structure for administrators this year because all staff (both classified and administrative) will be able to go over the maximum in their pay grade and because the differential in the pay grade for administrators is already at 15; that the Performance Management Oversight Team has been set up and includes representatives from several different working groups; and that Administrative Senate representatives are Sharon Huge and Gretchen Stephens and that she will be a member because of her involvement on the original design team.

Vice Chairman’s Report: Jean Witkowski called upon the following committee chairs for reports:

Professional Development: Wendy Merb-Brown reported that they are planning now for next year; discussed what their purpose is since there is University Professional Development and different professional development positions within the University; and decided that they would like to continue the fall quarter roundtable for administrators.

Personnel/Policies Committee: Cheryl Riley reported that the committee met and tied up some loose ends and talked about the possibility of improved the continuity of committee membership and how to interface with the University’s Policies and Procedures Task Force.

Outstanding Administrator Award: Valaria McCabe thanked the committee members and brought up the following changes to the guidelines for Outstanding Administrator Award for discussion. Currently the guidelines state that recipients must be at Ohio University on a continuing administrative contract for two years to be eligible. She suggested that this be changed to a minimum of five years and also asked that part-time administrators, who have been on administrative contract for five years, also be considered for the award. Senate concurred with these changes and Valaria was directed to make the changes to the guidelines.

Service Awards: Sue Boyd asked those who have recommendations for next year’s committee to send them to her before their next meeting and thanked the committee members for their work.
Elections: Tina Abdella reported that 13 nominations have been received for 13 positions but no nominations have come for the Regional Campus position or for Districts 4, 6, 7, and 14, leaving five positions open with no candidates. The committee is scheduled to meet next week to certify the nominees and she is not sure about what to do. She checked the by-laws, which state that the Senate is composed of this number of representative, but it gives no indication about whether Senate can have fewer members or any guidelines about extending the nomination period. There was discussion about the possibilities of asking the current representatives to continue or appointing members for a one-year period. Chris Morris questioned if it would be appropriate for Senate to approach people in those districts at this late date to reopen the nominations for those seats. Dorothy Anderson proposed that deadline for nominations be extended for a few days in order to get nominations. Tina Abdella stated that the deadline for nominations could be extended through Monday, May 20, 2002 and Dorothy Anderson agreed to send out an “All Administrator Message” stating that the Regional Campus position and Districts 4, 6, 7, and 14 are open.

Faculty Senate: Sue Boyd--No report.

Compensation: Jean Witkowski reported that a small subgroup from the committee met with Bob Courtney regarding the cost figures on the two proposals, additional vacations days allowed to be carried over from one fiscal year to the next and additional payout of sick leave at retirement. He provided figures and the rationale used in the calculations and indicated that they are one-time costs ($4.2 million for vacation and $2.7 million for sick leave), which require that these funds be held in reserve. The committee discussed contacting someone in the College of Business in the accounting area for advice and other options for future years. They also want to follow up on the sick leave credit for PERS, look at additional vacation accrual, and the vision plan, as well as looking at other possibilities for the flex spending account.

Secretary’s Report: Maggi Channell – No report.

Treasurer’s Report: Distributed a written report (attached).

Vice President for Administration Report: Gary North—No report.

Old Business: Discussion on regional campus representation was postponed until the June meeting.

Revision of By-laws and Constitution Sharon Huge presented a revised draft of The Ohio University Administrative Senate’s Constitution and By-laws, which incorporates all changes talked about at last month’s meeting, for a second reading. Because a quorum was not present, the discussion and vote were tabled until the next meeting.

New Business: None.

Announcements: Valaria McCabe announced that she is leaving the University as of July 31, 2002 to take a position of Director of Student Teaching and Student Placement at Wittenberg University.

Adjournment: Maggi Channell moved to adjourn and Valaria McCabe seconded the motion. The meeting adjourned at 1:30 p.m.

Respectfully submitted,

Maggi Channell
Secretary
**Administrative Senate**  
**Treasurer’s Report**

Current as of 15 May 2002

**Account Summary**

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4610 Court Street Diner – Lunch with Kent Administrators ($54.38)

**OU Foundation Account**

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Ohio University Administrative Senate

Minutes of June 20, 2002

Next Meeting: August 22, 2002, 12:00 noon – 1:30 p.m.

Baker Center 334


Excused: Karen Dahn, Blis Hanousek DeVault, Janice Edwards, Doug Franklin, Judith Johnson, Valaria McCabe, Cheryl Riley, Ralph Six,

Absent: Sherry Barnes, Cheryl Ewing, Julio Friere, Patty Griffith, Timothy Kern, Kim Lawson, Barbara Montgomery, R. Douglas Pettit, Ann Teske, Kim Wortman

Guests: Bob Marinellie, Gary North

Dorothy Anderson called the meeting to order at 12:15 p.m.

Approval of May Minutes: Gretchen Stephens moved to approve the minutes of May 16, 2002. Sue Boyd seconded the motion and the minutes were approved unanimously.

Chairman’s Report: Dorothy Anderson

Distributed the attached e-mail from Jim Kemper explaining that Performance Management Training for administrators and those who supervise them has been officially delayed until completion of the final phase of the Administrative and Professional Pay Plan Project.

Reported that the goal of increasing interest in elections was achieved with more nominations and more voters than in previous year; and thanked the committee and all who helped with this important effort.

Announced that Rick Fatica took pictures at the service awards/outstanding administrator reception and that copies are available to purchase. The pictures and ordering information are posted outside Sue Boyd’s office, 031 Haning Hall, or contact her at boyds@ohio.edu with any questions.

Encouraged Senators to attend the College of Education’s farewell reception for Valaria McCabe next Friday, June 28, from 2-4 p.m., in McCracken 115.
Vice Chairman’s Report: Jean Witkowski thanked all committee chairs for their hard work this past year and announced that copies of the final reports that have been submitted are available on the back table. She then called upon the following committee chairs for reports:

Professional Development: Wendy Merb-Brown reported that the Fall Round Table would be either the last week of September or the first week of October.

Service Awards: Sue Boyd asked that picture orders be submitted by July 3, 2002.

Outstanding Administrator Award: Valaria McCabe—No report.

Personnel/Policies Committee: Sharon Huge announced that the report would be delayed for third reading of constitution and bylaws under Old business.

Compensation Committee: Jean Witkowski—No report.

Elections: Tina Abdella announced that the committee has completed the process of validating and tabulating the ballots and has submitted the names of the candidates with the highest number of votes in their respective districts to the executive committee. She then distributed copies of the Elections Committee Report and the Vote Tally Results for review and announced and introduced the winners of the 2002 Senate Elections.

Faculty Senate: Sue Boyd—No report.

Secretary’s Report: Maggi Channell had no report but announced that the August meeting will be on the 22\textsuperscript{nd}, not the 20\textsuperscript{th}.

Treasurer’s Report: Chris Morris distributed a written report (attached) and announced that invoices are still coming in from the outstanding administrator and service awards event.

Vice President for Administration Report: Gary North recommended that Senators read article in the Chronicle about e-mail as a public record; commended Gretchen Stephens and all who helped with graduation; announced that the Board of Trustees are meeting on June 28 with a brief agenda; commented that Bob Heins was completing a review of University policy and procedures; suggested that Jim Kemper be invited to upcoming meeting to comment on status of study of administrative positions on campus; expressed concern about budget and stated that between November and January 1 another budget reduction may be necessary and a mid-year tuition increase; suggested that a close eye be kept on expenditures over the next couple of months.

Old Business:
Regional/part-time representation: After discussion, this item was referred to a committee for review.
Revision of By-laws and Constitution (third reading and for possible vote): After discussion, this item was tabled and executive committee will review document.
New Business:

Certification of Election Results: Tina Abdella called for a motion to certify the election process. John Ray made the motion that the election results for 2002 be certified and accepted; John Kotowski seconded the motion; a vote was taken; and the results were unanimously approved.

Election of Senate Officers for 2002-03: Tina Abdella conducted the election of the 2002 Executive Officers positions as follows:

Chair: Dorothy Anderson was nominated by the executive committee; nominations were requested from the floor and none came forward; Maggi Channell moved that nominations be closed; Rebecca Cale seconded; qualifications were discussed; votes were cast by secret ballot, counted and Dorothy Anderson was elected chair for 2002-03.

Vice Chair: Jean Witkowski was nominated by the executive committee; nominations were requested from the floor and none came forward; Andrew Stuart moved that nominations be closed; John Ray seconded; qualifications were discussed; votes were cast by secret ballot, counted and Jean Witkowski was elected vice chair for 2002-03.

Treasurer: Chris Morris was nominated by the executive committee; nominations were requested from the floor and none came forward; Santanu Bandyopadhyay moved that nominations be closed; John Ray seconded; qualifications were discussed; votes were cast by secret ballot, counted and Chris Morris was elected treasurer for 2002-03.

Secretary: Wendy Merb-Brown was nominated by the executive committee; nominations were requested from the floor and none came forward; Andrew Stuart moved that nominations be closed; Chris Morris seconded; qualifications were discussed; votes were cast by secret ballot, counted and Wendy Merb-Brown was elected secretary for 2002-03.

Announcements: Gary North announced that admission numbers are about 104 behind last year. Rebecca Cale encouraged everyone to attend a Copperhead game. John Ray announced that WOUB has free tickets for the Paints game in Chillicothe on Friday. Dorothy Anderson announced that September 26, 2002 is the date for the Administrative Senate Retreat; and also asked that if anyone knows of good facilitator, they contact her.

Adjournment: John Ray moved to adjourn and Jean Witkowski seconded the motion. The meeting adjourned at 1:35 p.m.

Respectfully submitted,

Wendy Merb-Brown
Secretary
Administrative Senate
Treasurer’s Report

Current as of 20 June 2002

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OU Foundation Account

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