Ohio University Administrative Senate  
Minutes of July 17, 2003  
Baker Center 334

Next Meeting: September 18, 2003, 12 noon – 1:30 p.m.  
Elizabeth Baker Room, Baker Center

Present: Scott Blower, Pam Callahan, Terry Conry, Jean Cunningham, Karen Dahn, Doug Grammer, Judith Johnson, Elizabeth Maxon, Carol May, Wendy Merb-Brown, Chris Morris, Brenda Noftz, John Ray, Chris Reghetti-Feyler, Deanna Russell, Christina Sheets, Andrew Stuart, Jean Witkowski

Excused: Dorothy Anderson, Maggi Channell, Blis Hanousek DeVault, Jim Gilmore, Michael Greenfest, Sharon Huge, Kim Lawson,

Absent: Santanu Bandyopadhyay, Terrence Brown, Julio Friere, Mary Patacca, Char Rae, Rusty Smith

Guests: Jim Kemper, Cheryl Riley, Dale Tampke

Jean Witkowski called the meeting to order at 12:17 p.m.

Approval of May and June Minutes: Andrew Stuart moved that the minutes of May 15, 2003 be approved. Karen Dahn seconded the motion and the minutes were approved unanimously. It was announced that the minutes of the June 19, 2003 meeting will be available for approval at the September meeting.

Election of Executive Committee members: John Ray conducted the election of the 2003-04 Executive Officers positions as follows:

Chair: Jean Witkowski was nominated by the committee; nominations were requested from the floor; none were put forward; Judith Johnson moved that nominations be closed; Karen Dahn seconded; a vote was taken and Witkowski was unanimously elected chair for 2003-04.

Vice Chair: Wendy Merb-Brown was nominated by the committee; nominations were requested from the floor; none were put forward; Judith Johnson moved that nominations be closed Andrew Stuart seconded; a vote was taken and Merb-Brown was unanimously elected vice chair for 2003-04.

Secretary: Terry Conry was nominated by the committee; nominations were requested from the floor; none were put forward; Judith Johnson moved that nominations be closed; Deanna Russell seconded; a vote was taken and Conry was elected secretary for 2003-04.
**Treasurer:** Chris Morris was nominated by the committee; nominations were requested from the floor; none were put forward; Judith Johnson moved that nominations be closed; Karen Dahn seconded; a vote was taken and Morris was elected treasurer for 2003-04.

**Advisor:** Ray announced that Maggi Channell will serve as advisor for the 2003-04 year.

**Chair’s Report:** Jean Witkowski requested that committee reports be forward to Wendy Merb-Brown.

**Vice Chair’s Report:** Wendy Merb-Brown announced that she received a listing of all administrators by building, regional campuses (part-time and full-time) and that a list of constituents with e-mail addresses will be sent to all Senators.

**Secretary’s Report:** Wendy Merb-Brown – No report.

**Treasurer’s Report:** Chris Morris distributed a written report (attached) and announced that the new budget should be identical to the previous budget.

**Vice President for Administration Report:** Jim Kemper attended for Dr. North and answered the following questions:

- **Kemper responded** 134 to date and 175 to 200 are anticipated before the end of the year.
- **Kemper responded that it could not be done without starting a new program**
- **Kemper responded that there was an agreement to fund training for the 35 individuals who were transferred, but to his knowledge, not overlap salary needs; that approximately 15 individuals, who are part of the extended employment group, will be funded regardless of overlap; that any differential in salary will be made up by the university.**
- **Kemper responded that there was an agreement to fund training for the 35 individuals who were transferred, but to his knowledge, not overlap salary needs; that approximately 15 individuals, who are part of the extended employment group, will be funded regardless of overlap; that any differential in salary will be made up by the university.**
- **Kemper responded that the latest from Kip Howard was that last year’s numbers would be reached but not exceeded.**
- **Kemper responded that his sense is that it is now up the university to determine what it wants to do with what it has been allotted by the state over the next biennium; that unless sometime comes up in the fall (e.g. state revenue do not meet projections and more cuts become necessary) what he hears from around the state is hopeful that the worse has been seen.**

Elizabeth Maxon responded that COM will fund the overlap time for their employees. Chris Morris asked about what the expected enrollment is for fall. Kemper responded that the latest from Kip Howard was that last year’s numbers would be reached but not exceeded. Karen Dahn asked about what the state of the university was at this point. Kemper responded that his sense is that it is now up the university to determine what it wants to do with what it has been allotted by the state over the next biennium; that unless sometime comes up in the fall (e.g. state revenue do not meet projections and more cuts become necessary) what he hears from around the state is hopeful that the worse has been seen.
Old Business: The second reading and vote on the Professional Development Policy for Administrators #41. Cheryl Riley was present to answer any questions. Since no questions were asked, Andrew Stuart moved that the policy be accepted and Carol May seconded the motion. A vote was taken, and the policy passed unanimously. Riley announced that the policy would now go to the University Policy & Procedures Review Committee for formatting and approval.

New Business: None

Announcements: Brenda Noftz was congratulated for a successful “Mastering the Maze” program.

Jean Witkowski announced that the executive committee will meet later in the month to discuss the Retreat/Advance scheduled for September 18, 2003 and requested that time preferences and topic suggestions be sent to her at witkowsj@ohio.edu.

Cheryl Riley recommended that the chair of Administrative Senates Personnel Policies Committee continue to be the representative to the University Policy & Procedures Review Committee and stated that she will attend the meetings until someone is in place.

Witkowski announced the Exec Committee discussed the names of the individuals to serve on various committees and those names will be put forth in the next week or so; that Senators will receive a letter requesting their preferences for committees and asked if they would be willing to serve as chair or vice chair; that Wendy Merb-Brown should be contacted at brownw@ohio.edu.

John Ray stated that the proposal to make the five weeks of vacation time tax free is still alive and could happen over the next year.

Ray suggested that Senate do an analysis of how the administrative retirements have affected units and proposed that this be a topic at the retreat.

Kemper commented that Mark Kesler has additional training in Action Planning and would be available to lead the entire Senate through a planning session.

Kemper also asked if due to the budget cuts, if any of the departments/units are calling for a reduction in force (layoffs). Discussion occurred about whether non-renewal or contracts were considered layoffs.

Adjournment: Andrew Stuart moved to adjourn and Doug Grammer seconded the motion. The meeting adjourned at 1:15 p.m.

Respectfully submitted,
Wendy Merb-Brown
Secretary
 Administrative Senate  
 Treasurer’s Report  

Current as of 17 July 2003

### Account Summary

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### OU Foundation Account Summary

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Ohio University Administrative Senate  
Minutes of September 18, 2003  
Elizabeth Baker Room, Baker Center

Next Meeting: October 16, 2003, 12 noon – 1:30 p.m.  
Baker Center 334

Present: Santanu Bandyopadhyay, Jodi Black, Terrence Brown, Pam Callahan, , Jean Cunningham, Karen Dahn, Julio Friere, Tammy Gardner, Doug Grammer, Michael Greenfest, Sharon Huge, Judith Johnson, Carol May, Wendy Merb-Brown, Chris Morris, Brenda Noftz, Mary Patacca, Char Rae, John Ray, Chris Reghetti-Feyler, Deanna Russell, Christina Sheets, Rusty Smith, Andrew Stuart, Jodie Van Winkle, Jean Witkowski

Excused: Maggi Channell, Terry Conry, Jim Gilmore, Elizabeth Maxon

Absent: Scott Blower, Blis Hanousek DeVault, Kim Lawson

Guests: Alexis Cline, Mark Kasler, Gary North

Jean Witkowski called the meeting to order at 10:45 a.m. and welcomed senators and guests.

**Dr. Gary North, Vice President for Administration:** Dr. North thanked Senate for inviting him to kickoff one of the most significant years in the life of the university. He talked about the importance and significance of the bicentennial, the interesting historical background of Ohio University, and how the traditions and architecture continue to play a role today. He encouraged Senators to visit the new and renovated buildings on campus (Read and Bromley Halls, the Innovation Center and Lecture Hall), which reflect the progress made by the university in the last several years. He discussed the approaching challenges that will occur with President Glidden’s retirement and encouraged Senators to determine what role they will play in the selection of the new administration so that the transition occurs in an orderly positive manner that benefits students, faculty, staff and all who are a part of Ohio University. He challenged them to ask the question – what can I do to make OU better and pledged that he will do whatever he can to strengthen and represent Senate.

Judith Johnson commented that her constituents appreciated the letter from President Glidden on health benefits.

North responded that the actual cost of health benefits expenditures for this year was a little more than budgeted; that there was a miscalculation of the number of people in the payroll and that the collection from the units was greater than expected; consequently, there was a $3.2 million excess of expenses at the end of the year.
Identification and Prioritization of Goals for Upcoming Year: The sessions were facilitated by Mark Kesler, Director of Human Resources Systems and Information Services, (Report on the meeting Product and Results Report attached).

Approval of June Minutes: John Ray moved that the minutes of June 19, 2003 be approved. Michael Greenfest seconded the motion and the minutes were approved unanimously.

Approval of July Minutes: John Ray moved that the minutes of July 17, 2003 be approved. Chris Reghetti-Feyler seconded the motion and the minutes were approved unanimously.

Secretary’s Report: No report.

Treasurer’s Report: Chris Morris – No report.

Announcements: Jean Witkowski distributed the attached roster and announced the Committee Chairs and Vice Chairs for 2003-04:
Compensation: Sharon Huge, Chair; John Ray, Vice Chair
Professional Development: Brenda Noftz, Chair; Chris Reghetti-Feyler, Vice Chair
Personnel Policies: Christine Sheets, Chair; Deanna Russell, Vice Chair
Outstanding Administrator: Jim Gilmore, Chair; Andrew Stuart, Vice Chair
Elections: Doug Grammer, Chair, Pam Callahan, Vice Chair
Service Awards: Karen Dahn, Chair; Maggi Channell, Vice Chair

Old Business: None

New Business: None

Adjournment: John Ray moved to adjourn and Chris Reghetti-Feyler seconded the motion. The meeting adjourned at 2:45 p.m. to attend President Glidden’s State of the University address in Memorial Auditorium

Respectfully submitted,
Terry Conry
Secretary
Ohio University Administrative Senate
Minutes of October 16, 2003
Baker Center 334

Next Meeting: November 20, 2003, 12 noon – 1:30 p.m.
Baker Center 334


Excused: Doug Grammer, Sharon Huge, Chris Morris

Absent: Pam Callahan, Blis Hanousek DeVault

Guests: Ann Brown, George Mauzy, Gary North, Joseph Scherer

Jean Witkowski called the meeting to order at 12:05 p.m.

Special Guest: Ann Brown, Director, Office of Nationally Competitive Awards, distributed information about ONCA; talked about its establishment; stated that one of the biggest challenges was changing the culture on campus so students (and faculty) believed that they could compete for prestigious awards like the Fulbright, Goldwater, Marshall, Mitchell, Rhodes, Truman; informed Senate that last year 40 students applied for 47 awards and 14 students won; told interested senators that they could help by distributing information, identifying and mentoring students, and serving on mock interview or screening committees. Christine Sheets asked about when they should send students for these opportunities? Brown responded that freshmen, sophomores and juniors are ideal; that the hardest thing is when she gets a senior; that the office will be happy to help with any award at any time of the year.

Approval of September Minutes: Maggi Channell moved that the September 18, 2003 minutes be accepted. Carol May seconded the motion and the corrected minutes were accepted unanimously.

Chair’s Report: Jean Witkowski reported that:

Wendy Merb-Brown, Doug Grammer, Chris Morris and she met with Warren Arbergast, the consultant from Idea Reserve, the firm evaluating IT personnel and structure on campus, who asked for input and concerns. He informed them that it is not his intention to eliminate jobs, that he is here to align the current structure and outlined IT as a service, emphasizing users as customers; his big focus is customer service and categorized IT services into three areas: utility
operations, specialty services and innovation; that currently 70% of our resources are devoted to
the utility aspect and he would like to see the percentages change so specialty services and
innovation have more resources; recommendations will be made to the university by the end of
this month or early party of next month.

Concern was expressed about the presidential search at the retreat last month and Exec decided
to draft a letter to Robert Walter, chair of the Board of Trustees, expressing Senate’s desire to be
included in the process; a letter was send out in early October and to date there has been no
response; she has heard that a committee is being established but to her knowledge a list of
members has not been distributed and a consulting firm has not been identified.

Building bridges with other executive officers was another issue that came out of the retreat;
Exec meets with Dr. North on a monthly basis and Dr. Glidden quarterly but it was felt that input
and contact with other Vice Presidents and Executive Offices would be good; Provost Kopp,
Leonard Raley, Vice President for Advancement, and Bill Smith, Executive Assistant to the
President were a few suggested contacts.

A Task Force for Inclusiveness and Equality has been established and charged with auditing
current policies and procedures involving complaints and investigating processes pertaining to
allegations of hostile workplace conditions, sexual harassment complaints, accusations of
unprofessional conduct, unethical conduct and related matters; Terry Conry is co-chair;
Witkowski has been asked to serve as facilitator for an administrative group whose purpose is to
gather information and look at how some of these issues have been treated on campus; she has
meet with a consultant from Central Michigan and facilitators and would like to form a group
made up of senators and/or constituents to examine these issues, listen to people, and determine
how Senate can provide input; anyone interest, should e-mail her.

The update on the health insurance benefits has been mailed; Greg Fialko will attend the
November meeting to answer questions.

The President’s Planning Retreat is scheduled for this weekend; she will represent Senate and
report back.

United Appeal Campaign is underway and materials have been distributed. She stated that the
decision to give is very personal, asked everyone to give it thought before they make their final
decision, and remember it is an opportunity to give back to those in the area who are less
fortunate.

Vice Chair’s Report: Wendy Merb-Brown thanked all who volunteered to be committee chairs and
vice chairs and asked chairs for reports:

Compensation: John Ray reported that the committee met on Tuesday and outlined the following
issues to review this year: the compensation recommendation, the sick leave pool, converting sick leave
to retirement (long-term project), increasing the potential of sick leave at retirement from 30 to 60 days,
sheltering sick leave and vacation monies at retirement from taxes, and investigating the market
adjustment for administrative IT employees.
**Professional Development:** Brenda Noftz reported that the committee will meet a week from Friday.

**Personnel Policies Committee:** Christine Sheets reported that the ten member committee met this morning; they discussed their mission and reviewed what was pending from last year; the next meeting will focus on prioritizing and researching policies.

**Outstanding Administrator:** Jim Gilmore reported that they have not had a meeting yet; the committee has been chosen and has 12 members; they will meet at the end of the month.

**Elections:** Wendy Merb-Brown reported that the committee has only three volunteers and asked anyone interested in helping them to please contact her.

**Service Awards:** Karen Dahn reported that the committee has not met yet.

**Faculty Senate:** No report.

**Secretary’s Report:** Terry Conry reported that this year’s edition of the handbook is at the printers, who is providing a proof for review before publication; expected distribution is two to three weeks; this year a section has been included directing administrators to the President’s web page; the constitution and bylaws were included again; Exec would like feedback about whether this could be an electronic document.

Judith Johnson asked how much it costs to print.

Conry responded that the numbers were downsized from 2200 to 1700 and it will cost about $3,000 to print.

Maggi Channell suggested that some hard copies be made available for new administrators.

Char Rae stated that University College gives hard copies to new people and everyone else gets a disk.

Michael Greenfest stated that it makes for a more green campus.

Conry asked if anyone had a problem with it.

John Ray stated that is makes administrators more aware that they have an organization with rules and benefits and that everything does not need to be included but a simple cover with an insert that outlines the benefits.

Conry stated that a letter from Jean Witkowski could go out to everyone and that it would have or give directions on how and where to find the pertinent information.

Karen Dahn suggested that it could be like the one-pager the Benefits Office sends out and should include the web address.

Wendy Merb-Brown suggested that it include a roster of Senators.

**Treasurer’s Report:** No report.

**Vice President for Administration Report:** Gary North reported that

The “Walter” building should be open winter quarter and meeting there will provide Senate with more room and flexibility; in the meantime, if necessary, an alternative location might be arranged at the Human Resources and Training Center.
It is the goal of Robert Walter, chair of the Board of Trustee, to keep the presidential search committee small (20 or 21); the committee has been finalized and letters have gone out; it is a cross-sectional representation of administrative and academic services; search firms are being interviewed; the process will move quickly and expects a president named by mid-winter quarter; candidates will be on campus so everyone has an opportunity to meet, hear and ask them questions; it is an open search and the committee would like to find candidates who are not looking for jobs, have broad institutional responsibilities, know about university administration, are committed to academics; understand development and how to work with alumni and the legislature. He asked that if senators know of good candidates, they send their names to the committee.

The agenda for the Presidential Retreat is budget planning; values, priorities, and processes will be looked at, potential areas for consolidation, modification, and recession in academic and service areas will reviewed due to another budget shortfall in the second year of the biennium; the stability of the state budget continues to be a concern and the shortfall, salary increases, utility and benefit increases, combined with a 6% cap on tuition, will be a challenge.

Jean Witkowski asked for an update on the early retirement program. 
North responded that Jim Kemper ran some numbers to look at the possibility of extending the retirement program, not the incentive, and found that to extend the two-year retirement for an addition six months would be twice as expensive as layoffs; the plus to extending the retirement would be avoiding layoffs and bumping; no decision about extending the program has been made and there has been no discussion about reinstating the $10,000 incentive; to date 143 people have taken advantage of the early retirement initiative and by June 2004 200 are expected to participate in this program.

John Ray asked about protection for a person who spent the $700 maximum allowed under the dental plan and for an explanation of the six month transition in the health plan.
North responded that half should be extended for the subsequent six months.
Ray asked if $350 would be prorated.
North responded that is what he would recommend and he never thought about not funding six months of the dental plan. He explained that the year ended with a surplus because several large case claims did not materialize into the costs expected; President Glidden decided it would be better to defer the proposed increases recommended by the Benefits Advisory Committee until next June and use the $3.5 million to fund the program for the next six months; doing this would also put benefits on the fiscal year rather than the calendar year; the intent is to continue the current program at current rates and prorate the six month period.
Karen Dahn asked if the university plans to raze the South Green if Campus Edge is approved.
North responded that an extensive study was done on the entire question of housing, the two year residency requirement and the commitment of the university to a residential experience. He stated that the university is committed to staying in the housing business; it is doing a small renovation of the East Green; Campus Edge would provide swing space so other buildings could be renovated; the goal is to renovate the South Green, which may have to be replaced with new buildings because it is in the flood plain and also due to the nature of its original construction. He also stated that the university is engaging in an enrollment study to look at the capacity of the university to grow in order to generate revenue, particularly at Masters level; two classroom
buildings are empty (Tupper Hall and President Street Academic Center) and could be available for that purpose; student support and faculty would also have be part of the larger planning process.
Karen Dahn commended that the new president should also be committed to a residential campus.

**Old Business:** None

**New Business:** None

**Topics for Discussion – Redistricting and Constituent Representation:** Jean Witkowski began the discussion by asking if there is a need or desire review the structure of Senate in order to achieve better communication. She stated that currently there are 14 at-large senators; that Exec discussed if there should be fewer at-large and more district representation in order to reach out and have more one-on-one contact with constituents and then for feedback, particularly from senators with large districts.
Wendy Merb-Brown stated that the average district has 85 people.
Jean Cunningham commented that when she was the part-time representative, she felt it was a problem having the part-time regional employees included in her representation.
Merb-Brown responded that this year the all part-time employees on the regional campuses are distributed to the regional campus representatives.
Char Rae stated that as an at-large senator, she does not know who she represents.
Witkowski responded that Senate is going to have to take a look at redistricting again in an effort to equalize the numbers.
Michael Greenfest commented about numbers of people and effectiveness and asked if there was some other way to meet the needs of the constituents without increasing the size of Senate. He expressed concern that the group could get so large that it would not work and that there are enough people here now to make representation more direct and personal.
Carol May asked if the problem lies with the election in getting people to come forward who have experience.
Witkowski asked the group what the history of the at-large representative was.
John Ray responded that district positions were set up for fair representation and at-large positions for expertise.
Witkowski asked if there was ever an intention for at-large senators to focus on a specific constituent group.
Ray responded no, that they serve the entire administrative body.
Karen Dahn asked how the number of senators stated in the constitution was arrived at.
Witkowski responded that she did not know but assumed that at one time there was some type of ratio of senators to constituents.
Terry Conry stated that to meet their goals communication efforts must increase; that senators have to make a real effort to contact their constituents with information about what is going on and bringing concerns back.
Scott Blower stated that for equal representation, the structure would have to be revamped periodically.
Contry stated that it should be looked at every five years and asked if it would bother at-large senators to take on extra responsibilities.
Dahn responded that she would be happy to since she currently does not know who she represents.

Merb-Brown stated that she does not think the expertise model was being followed for at-large positions.

Maggi Channell proposed that in addition to district representatives, six at-large representatives be assigned alphabetically by name (A-E, etc.) to contact constituents.

Kim Keffer suggested that some of the at-large representatives be assigned to the very large districts.

Blower asked if most senators represent the district where they work.

Witkowski responded that you have to live in the district to represent it.

Witkowski asked if anyone had an interest in being on an ad hoc committee to gather information and come up with a proposal.

Scott Blower, Karen Dahn, Wendy Merb-Brown, Char Rae volunteered. Kim Keffer volunteered if regional campuses are looked at.

Witkowski asked if district representatives communicated with constituents primarily by e-mail.

General response was yes.

Merb-Brown asked for feedback from district representatives about how communication occurs.

Channell asked if only senators get the agendas and minutes electronically.

Conry stated that constituents would not contact senators if they did not know what was on the agenda and asked about doing an all administrator e-mail list and sending all agendas and minutes.

Channel suggested that it could be sent quarterly so people did not feel intruded on.

Ray commented that he felt the minutes should go to all administrators.

Channell pointed out that the minutes are on the web site.

Witkowski stated that a reminder with a link to the web site could be sent to all administrators.

Merb-Brown commented that last year Dorothy Anderson sent a summary every month to all administrators that included the link to the minutes; that upcoming agenda items, a link to the web site and listing of senators could be added to the summary.

**Announcements:** None

**Adjournment:** Kim Keffer moved to adjourn the meeting and Deanna Russell seconded the motion. The meeting adjourned at 1:25 p.m.

Respectfully submitted,

Terry Conry
Secretary
Ohio University Administrative Senate
Minutes of November 20, 2003
Baker Center 334

Next Meeting: January 15, 2004, 12 noon – 1:30 p.m.
Baker Center 334

Present: Santanu Bandyopadhyay, Jodi Black, Scott Blower, Pam Callahan, Maggi Channell, Jean Cunningham, Karen Dahn, Julio Freire, Tammy Gardner, Jim Gilmore, Doug Grammer, Michael Greenfest, Sharon Huge, Judith Johnson, Beth Maxon, Wendy Merb-Brown, Chris Morris, Brenda Noftz, Char Rae, Chris Reghetti Feyler, Deanna Russell, Christine Sheets, Andrew Stuart, Jean Witkowski

Excused: Terry Conry, Carol May

Absent: Terrence Brown, Blis Hanousek DeVault, Kim Keffer, Mary Patacca, John Ray, Rusty Smith, Jodie Van Winkle

Guests: Greg Fialko, George Mauzy, Paul Wiehl

Jean Witkowski called the meeting to order at 12:05 p.m.

Approval of October Minutes: Maggi Channel moved that the corrected minutes of October 16, 2003 minutes be accepted. Andrew Stuart seconded the motion and the corrected minutes were accepted unanimously.

Guest – Greg Fialko, University Human Resources: Greg Fialko, Director of Benefits, passed out copies of the Benefits Update sent to all employees explaining the changes that will occur in July, 2004 and addressed the following questions.

Jean Witkowski asked him to review the deductible under the new benefits plan.

Fialko referred her to page 3 of the Benefits Update and explained that the deductible is the amount that the employee will be responsible for paying each year before the plan begins to pay; the deductible will be based on salary levels and broken down by single/dual/family coverage; once the employee meets the deductible, the plan will pay 90% of most expenses; office visits will not be subject to the deductible but will have a $20 co-pay; prescription drugs will not have a deductible and will also have a co-pay; preventive care will not be subject to the deductible; some services subject to the deductible include lab, x-ray, diagnostic, inpatient and outpatient surgeries. He then explained the co-insurance (sharing of expenses) limit as follows: after the deductible is met, the plan pays 90% of most expenses and the employee pays the remaining 10%; once the 10% co-insurance reaches the out-of-pocket maximum for the year ($750 single/$1500 dual/$2250 family coverage), charges will be paid at 100%

Judith Johnson asked about why the breakdown of the deductibles by salary levels stops at $56,201+.

Fialko responded that the Benefits Advisory Committee discussed what the brackets should be; reviewed many proposals; and the executive officers decided to keep it as it is.

Michael Greenfest stated that he has a philosophical problem with the concept of deductibles and payments by salary level because one group of employees subsidizes another group of employees in order to pay for the plan and that is bad policy as a long term strategy for identifying and retaining employees.

Fialko encouraged him to e-mail or send his concerns to him in writing and stated that this was a compromise.

Greenfest asked of the 80 people who had claims under $5,000, how much under and what the high and low range was.

Fialko responded that he did not have that information with him but that most people with claims under $5,000, the majority had under $1,000.

Greenfest stated that then 50% of the 80% will never reach the deductible.

Fialko responded that the whole purpose of insurance is for the strong to carry the weak and the weak change every year.

Greenfest expressed concern that as deductibles are raised on many procedures and test, preventative care may be delayed.

Fialko responded that when you set the employee contribution you spread the cost to everyone and that is how you have the strong carry the weak and the users pay more as well.
Greenfest stated that he is not opposed to the strong carrying the weak because it will level out but he is opposed to subsidy.

Witkowski asked if preventative care was still covered.

Fialko responded that preventative care is still covered without the deductible; however, if you go in for something like a hepatitis shot, you will still have the $20 co-pay for the office visit but the shot will be paid 100%.

Sharon Huge asked Fialko to talk about the flexible spending account.

Fialko stated that he decided that it would be best to have the flexible spending accounts match when the deductibles start and stop because that is when people will use the accounts; employees will have the opportunity to sign up twice -- for January through June 2004 and again for July 2004 though June 2005; if you sign up for a $500 deduction for January through June 2004, all the $500 will be taken out and will have to be used during that period; special letters will be sent out to participants explaining all changes and asking them to contact Benefits with any questions and to make any changes.

Sharon Huge asked about using the flexible spending account to cover over-the-counter medications.

Fialko responded that there was a new ruling by the IRS that allows flexible spending accounts to cover over-the-counter medications, such as aspirin, ibuprofen, allergy medications; in the spring there will be a larger communication piece will be sent; usually a small number of employees (10-15%) participate.

Deanna Russell asked about spousal insurance verification.

Fialko responded that the goal is to make sure that OU is not the only employer that provides health insurance; there is a concern that there are spouses that also work but do not pay into health insurance plans; half of insurance expenses go to non-employees (family members).

Witkowski asked if there was an anticipated dollar amount or goal.

Fialko responded that there was not.

Russell asked about a situation where an employee’s spouse plan, is younger and stated that it was her understanding that in such a case, under Ohio law the employee’s insurance would be primary.

Fialko responded that in the spring everyone who is married will get a form to take their employer asking the employer whether they offer insurance, whether the spouse is employed full-time, and whether they pick up 50% of the premium; if those three things exist, the university wants the spouse to pick up coverage through his/her employer; it can be single coverage and the university will still cover the employee and the children. He explained that when two people have coverage and they are married it does not go by actual date of birth, meaning year, it goes by whose month and days are first; they do not care about true age.

Russell asked whether the individual departments were still being charged when both spouses work at the University.

Fialko responded that the standard rate will still be charged to the department; the whole purpose of the opt out is to retain the benefit dollars and have savings in the benefit area to be used for benefits.

Doug Grammer asked if medi-care and medi-aid are considered a secondary insurance.

Fialko responded no, that the university is not concerned if spouses are retired or unemployed.

Maggie Brown asked him to explain the well-child coverage.

Fialko responded that preventative well child care coverage will increase to $2400 for birth to 24 months and with coverage at age intervals (6 years, 8 years, etc.) following insurance company guidelines.

Maggi Channell asked for a clarification that the out-of-pocket deductible for a single employee making $30,000 would be $850.

Fialko responded yes but that would not include the office visit or drug co-pays.

Greenfest asked why mail order drugs went up.

Fialko responded that drug costs are doubling every three to fours years and that employees get a 90 day supply with mail order as opposed to 30 day with retail.

Witkowski asked if the $750 maximum for dental would be in effect for both January 1 and July 1.

Fialko responded that every single maximum or limit has been reset to the advantage of the employee; there will be a new $750 maximum in January and another $750 maximum in July.

Greenfest asked about the eye care benefit.

Fialko responded that since that goes by month count, it will not be reset.

Maggie Brown asked about the flexible spending accounts and taxes.

Fialko stated that Oracle is being set up to stop more than the calendar year maximum approved by the IRS being taken out.

Chair’s Report: Jean Witkowski reported that

The President’s Retreat was held October 19 and 20 in Columbus; $6.3M shortfall for FY05 and $11.8M shortfall over next 3 years are projected; a retreat summary will be distributed to all
participants (have not received to date); committees are to be established to address specific areas of concern.

The Executive Committees discussed the following areas of concern at their lunch with Glidden: layoffs, differential salary pools, presidential search, early retirement incentive program rehires, the purchase of the aircraft, and ways in which Senate could be more active. Glidden asked for names of individuals to serve on three newly established committees; names were submitted and individuals contacted; the final committee list is being compiled and will be on the website; committees will meet with Glidden on 11/23/03. The committees and charges are as follows: Redundancy Committee: Examine and analyze all university-wide functions (e.g. communications, IT, facility planning) including FY2003 recommendations to identify areas of duplication and redundant functions, distinguish unnecessary duplication and determine potential cost savings that could be effected by eliminating the area of duplication or redundancy; Compensation Committee: Perform/update market salary and wage study for faculty, classified and administrative staff position classifications to determine comparability with statewide and market indicators; ascertain differential annual salary/wage adjustment pools required to maintain market competitiveness for each group; submit recommendations for annual adjustments for next 3 budget including groups which are recommended for increases based on CPI; Revenue Enhancement Committee: Examine and evaluate all opportunities for enhancing university revenue and optimize the yield derived from university expenditures, areas for consideration should include but not limited to strategies for improving student retention, financial aid leveraging, increasing student enrollment selectively, restructuring tuition and modifying the educational benefit plan; identify assumptions and potential cost implications associated with each recommendation; prioritize and list specific recommendations that have revenue potential including estimated short and long-term new revenue implications.

In its effort to establish communication with executive officers, Exec has scheduled a meeting scheduled Provost Kopp for next Tuesday and plans to contact other executive officers, such as Bill Smith, Leonard Raley.

The Chairs from all Senates and Alan Geiger met to discuss the charge and make-up of long standing committees whose purpose for being no longer exists.

The Task Force on Inclusiveness & Equality’s general meeting was held last Friday; they plan to construct a survey which will be distributed to the campus; after the survey results are tabulated, focus group facilitators will them and hold group follow up discussions with constituent groups.

**Faculty Senate:** Jean Witkowski reported that Provost Kopp outlined the following process for faculty salary equity adjustments: (1) promotional increments, (2) structural study, and (3) merit component 3-4%; Bloemer gave update on presidential search and stated that he is pleased with process; a second reading and approved of resolution concerning Healthcare Benefits requesting a more transparent budget and accountability process and that any reserve be carried forward to the following year to be used to offset future faculty and staff healthcare costs; a first reading of resolution addressing lack of faculty input in major budgetary decisions (purchase of aircraft) and after considerable discussion, the rules were suspended and the resolution was approved.

**Vice Chair’s Report:** Wendy Merb-Brown asked committee chairs for reports:

**Compensation:** Sharon Huge reported that the committee met a couple times and will focus on recommendations for compensation, including benefits.
**Professional Development:** Brenda Noftz reported that the committee is developing a survey for administrative staff asking about their experience with professional development and is also looking at establishing a mentoring program; they will meet again on December 12.

**Personnel Policies Committee:** Christine Sheets reported that she attended the overall Policy and Procedures Committee meeting and identified some issues to work on.

**Outstanding Administrator:** Jim Gilmore reported that the committee met at the beginning of the month and briefly reviewed policies; nomination forms will go out in mid-December and a reminder will be sent in early January.

**Service Awards:** Karen Dahn reported that the tentative date for the awards ceremony is May 20 and that the location of the event is still undecided.

**Elections:** Doug Grammer reported that the committee has not met but that he met with Doug Franklin to get information and has also spoken with Dave Hannum about the electronic voting.

**Ad Hoc Committee:** Wendy Merb-Brown thanked Julio Freire, Scott Blower, and Karen Dahn for volunteering to serve on the committee; announced that they will meet again on 12/10/03 at 9:30 a.m.; reported that the number of constituents in each district range from 45 to 110 and averages 85 people per district; discussed how to break it down to be more manageable.

**Secretary’s Report:** In Terry Conry absence, Witkowski reported that the Administrative handbooks have been mailed; extra copies are available from Terry Conry if anyone wants one. She also reported that the Presidential Search Committee had its first meeting in Columbus; A.T. Kearny, Inc. of Alexandria VA was chosen as the search firm; the committee will work with firm to identify criteria for the position, establish a timetable and discuss the process; the goal is to have a president selected by April, 2004.

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

**Vice President for Administration Report:** No report.

**Old Business:** None

**New Business – First Reading of Constitutional Update on Redistricting:** Wendy Merb-Brown distributed the following proposed revisions to the Administrative Senate Constitution and By-laws and gave an update on the ad hoc committee meeting to structure redistricting in order to best represent constituents.

*Article I: Senators, Section II: Districts:* The 33 Senators comprise Administrative Senate shall be elected from: a) Athens campus (30 total) to include district representation, at-large representation, and part-time representation on the Athens Campus; b) Regional (3 total) to include all administrators on the five regional campuses.

Sharon Huge stated that perhaps regional representatives should be reduced to two and an additional representative added to the main campus.

Merb-Brown stated that needs to be balanced with the fact that there are five regional campuses and the accessibility of their constituents to the representatives.
Char Rae stated that she was surprised that the regional campuses do not want a representative from each campus and suggested that Senate get feedback on this issue.  
*Sharon Huge stated that she would do that.*

Maggi Channell stated that (b) in the proposal is misleading because it suggests that all administrators are on Senate and that it should be changed to read: “to represent administrators on the five regional campuses.”

Pam Callahan asked if the number of FTE on the regional campuses, compared to FTE on main campus, has an effect on representation and also how many administrators on the main campus primarily provide services for regional campuses.

*Merb-Brown responded that there are some but not a lot.*

Callahan commented about the number of students that are handled and how that would affect representation; her purpose is to stress the importance of the regional campuses because she believes that they are a vital part of the university.

Michael Greenfest asked if there was any magic to the number of 33 senators.

*Merb-Brown responded not that she was aware of.*

Greenfest asked how many senators would be needed to for the following to work: one senator for every 50 people with 60 to 70 percent representing districts and 30 percent being at-large.

*Merb-Brown responded that was about where Senate is now; that there are about 1400 part-time and full-time employees on the main and regional campuses and that averages to about 50 representatives per person; the ad hoc committee is looking at how to break that down.*

Jean Cunningham stated the questions are quality of representation and the ease of communication; and suggested that since the new proposal is general, it should include a statement that the configuration would be reviewed every five years.

Sharon Huge commented that it is a good idea to make the language more general because it keeps coming up almost every year; she thought the at-large vs. district representation was set up to mirror the national government (at-large comparable to senators and district comparable to representatives); perhaps the district area is where there should be more flexibility to increase and decrease numbers.

Karen Dahn commented that the at-large representatives feel rootless.

Chris Morris stated that Bob Hynes suggested that they keep the number divisible by three since every three years senators are elected, so there will always be a minimum of 11 seats up for election.

*Merb-Brown commented that the proposal will be up for a second reading in January and also recommendations for redistricting.*

**Topics for Discussion – Compensation:** Jean Witkowski opened discussion about the possibilities of layoffs and a differential raise pool; but due to lack of time it was decided that these issues required an emergency meeting in December.

**Announcements:** None

**Adjournment:** Michael Greenfest moved to adjourn the meeting and Judith Johnson seconded the motion. The meeting adjourned at 1:35 p.m.

Respectfully submitted,

Terry Conry
Secretary
Administrative Senate
Treasurer’s Report

Current as of 20 November 2003

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Ohio University Administrative Senate
Minutes of December 8, 2003
Baker Center 334

Next Meeting: January 15, 2003, 12 noon – 1:30 p.m.
Baker Center 334

Present: Santanu Bandyopadhyay, Jodi Black, Terrance Brown, Jean Cunningham, Karen Dahn, Tammy Gardner, Doug Grammer, Sharon Huge, Carol May, Wendy Merb-Brown, Chris Morris, Brenda Noftz, Mary Patacca, Char Rae, John Ray, Andrew Stuart, Jodie Van Winkle, Jean Witkowski

Jean Witkowski called the meeting to order at 12:05 p.m.

Topics for Discussion – Compensation: Jean Witkowski outlined and asked for input on the following topics:

1) Potential layoff
   After extensive discussion it was recommended that the executive committee draft a resolution stating that layoffs should be a last resort; that a transparent process should be in place; that they should be balanced; that forgoing a raise pool should be examined.

2) Differential raise pools
   After discussion it was recommended that the executive committee draft a resolution opposing the concept of differential raise pools.

3) Hiring practices and filling positions
   a) ERIP rehires
   b) Non-posting of positions
   c) Soft-hiring freeze
   After discussion it was recommended that the executive committee draft a resolution expressing Senate’s concern about the rehiring of some employees who have taken advantage of the ERIP and requested that the process be re-evaluated.

Respectfully submitted,

Terry Conry
Secretary
Ohio University Administrative Senate
Minutes of January 15, 2004
Baker Center 334

Next Meeting: February 19, 2004, 12 noon – 1:30 p.m.
Lecture Hall Facility

Present: Santanu Bandyopadhyay, Jodi Black, Scott Blower, Terrence Borwn, Pam Callahan,
Terry Conry, Jean Cunningham, Karen Dahn, Blis Hanousek DeVault, Jim Gilmore,
Doug Grammer, Michael Greenfest, Judith Johnson, Carol May, Wendy Merb-Brown,
Chris Morris, Mary Patacca, Char Rae, Chris Reghetti Feyler, Deanna Russell, Christine
Sheets, Rusty Smith, Andrew Stuart, Jodie Van Winkle, Jean Witkowski

Excused: Maggi Channell, Julio Freire, Sharon Huge, Beth Maxon

Absent: Tammy Gardner, Kim Keffer, Brenda Noftz, John Ray

Guests: Kappy Fahey, Stephen Kopp, George Mauzy, Rich Neuman, Gary North, Cheryl Riley

Jean Witkowski called the meeting to order at 12:05 p.m.

Approval of November Minutes: Pam Callahan moved that the minutes of November 20, 2003
meeting be accepted. Karen Dahn seconded the motion and the minutes were accepted unanimously.
Witkowski noted that no action was required on the minutes of December 8, 2003 special meeting.

Guest – Provost Kopp: Witkowski introduced Provost Kopp who talked about the new concept for
institution planning that will be presented at a University-wide meeting next week and encouraged
Senators to read the presentation and planning document posted on the Provost’s web site. He gave an
overview of the planning process; talked about the importance of strategic planning in the future of the
university and the need for it to be coupled with budget planning; stated that the plan objectives are to
formalize and integrate planning, establish strategic, mission-based priorities, focus resource allocation
on foremost priorities, formulate a multi-year plan, create efficient working committees, enhance
resource accountability, formalize a process for monitoring effectiveness of new and existing resource
commitments; talked about that steering committee charges and composition; invited ideas,
suggestions and recommendation; stated that is his goal to get the process finalized by the end of
winter quarter.

Pam Callahan asked when and where the presentation would be.

Kopp responded that the presentations will be from 9:00 a.m.-12:00 noon, on Friday, January 23, 2004, in the Rotunda.
Witkowski asked for a clarification of the at-large administrative directors in the steering committee composition.

Kopp responded he is talking about at-large administrators.

Callahan commented that it appears that the plan is geared toward main campus operations.

Kopp responded that this was brought up at Faculty Senate and is a valid criticism, worth revisiting.

Cheryl Riley asked if the steering committee becomes an oversight committee or will another committee be created for the
extended review process.

Kopp responded that the steering committee is a committee of the whole and that any time one of the committees wants to
bring an issue before the body of the whole, it can request a meeting of the steering committee.

Santanu Bandyopadhyay asked what kind of quantitative assessment would be done.

Kopp responded that it depends on what the goals are; indicators need to be established that would tell what kind of
progress is being made toward goal attainment and determine if they are qualitative or quantitative measures.
Chair’s Report: Witkowski announced that Beth Maxon gave birth to a baby girl last Saturday and everyone doing fine and reported that

She is continuing the ongoing effort to meet with executive officers; there is an established schedule of one meeting per quarter with the Provost and she has been in contact with Bill Smith about scheduling regular meetings with him; the purpose of these meetings is to share the concerns of administrative employees and to receive updates and ideas from them.

She is continuing monthly meetings with the Chairs of the other Senates; the purpose of these meetings is to keep informed on issues pertaining to other Senates and to share ideas and concerns.

All employees on campus received an e-mail from Greg Fialko regarding several issues of concern pertaining to the PERS and STRS retirement system; the e-mail referred employees to a website which provided the opportunity to contact state legislators about a “buy Ohio” clause which would result in a loss to the system and a change in the leadership giving unchecked power to the State Treasurer who would serve on the board; she encouraged all who had not responded to the e-mail, to do so because discussions are currently underway to determine what the recommended next step might be.

The February meeting is scheduled in the new Lecture Hall Facility and the Governance Room in that building will be available to all Senates for their meetings.

She attended the Faculty Senate meeting where President Glidden reported that as a result of a faculty petition, the university will make financial records available and the contact person will be located in Alden Library. He also reported on the Salary Adjustment Plan which will provide promotional increments to faculty who did not receive them in the past; that salaries for Associate and Full Professors fell to sixth among state institutions and these increases will bring them to second or third. It was also reported that the resolution regarding health care benefits was approved by the Provost and a resolution pertaining to the STRS issue was voted on. Provost Kopp outlined details of the Salary Adjustment Plan, announced that enrollments were down by about 170, spoke briefly about timelines on the House Bill and New Faculty Initiative processes, and reported that state Research Challenge funds are down by about $3 million. Other issues of concern for Higher Education were a plan to keep tuition constant for the duration of a student’s attendance at a university and issues contained in the Governors Higher Education Commission’s report.

Senate has members on the Redundancy (Efficiency), Compensation and Revenue Enhancement Committees who reported that the Redundancy (Efficiency) Committee is in the process of assessing and evaluating the information received from the survey sent to the entire campus asking for input about duplication, inefficiency, and ideas for cost savings and the Compensation Committee is reviewing data for all employee groups (classified and faculty are first).

She then asked Terry Conry to give the following update on the status of the presidential search: representatives from the search firm will be on campus talking to a variety of people; there will be more news after the March meeting; the job advertisement, position description, and list of personal and professional characteristics expected are posted on the web site; everyone who applies gets a document describing Ohio University, the community, academic programs, the state of the university, and six or seven priority expectations the Board of Trustees have for the new president; the expectation is that there will be campus visits by the candidates.
Vice Chair’s Report:  Wendy Merb-Brown asked committee chairs for reports:

Elections:  Doug Grammer reported that the committee met for the first time on January 5, 2004 and will continue to meet on the first Monday of each month; they are waiting for more information on the redistricting; they have talked with Dave Hannum in Computer Services about online voting; they want to make sure that the information gets out so there are enough candidates.

Outstanding Administrator:  Jim Gilmore reported that the committee did not meet in December; all nomination forms have been sent out; the deadline is the end of January; numbers are down compared to last year; that they will meet again in February.

Service Awards:  Karen Dahn reported that this year’s ceremony will be held from 2:00-4:00 p.m., May 20, at Baker Center; the committee has not yet met as a committee; she has been in touch with Mark Kessler in Human Resources to find out the names of the retirees and services date.

Professional Development:  Chris Reghetti-Feyler reported that the committee met in December and will met again on January 23, 2004; the final draft of the survey on professional development opportunities is completed and should go out in the next two weeks; they are continuing to look at mentoring programs and sessions about the bicentennial.

Compensation:  Rich Neumann reported that the committee is working on a draft of the compensation proposal for salary increases and vacation and sick leave benefits.

Personnel Policies Committee:  Deanna Russell reported that the first reading of the professional development policy has been put on hold because updates have not been received; they are also working on sick leave policy and with Classified Senate to adjust their policy.

Secretary’s Report:  Terry Conry – No report.

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

Vice President for Administration Report:  Gary North expanded on information from the Faculty Senate meeting by stating that if you take training classes and learn how to use Oracle, all the information is available and transparent.  Regarding the budget, he reported that preliminary work has been with units to cut 3, 5 and 7%; good numbers are not yet available; an initiative to take the one cent sales tax out early has enormous implications (approximately $800 million) to the state; if K-12 is a participant, it could cost the University $7-8 million; if not, it could be in the $16 million range; President Glidden is waiting for the committee to report out.  He urged Senators to take appropriate action on the PERS issue; talked about the Governors Higher Education Study Commission, a group of largely business people composed by the governor to look at issues in higher education—e.g. greater productivity, tuition certainty, and ways to implement Third Frontier by reallocating dollars.  He noted that the applicant pool was down 675 applications from last year; ERIP will terminate on June 30 unless some action is taken to extend it; the program costs twice as much layoffs ($40,000 vs. $20,000 per person); university is down 203 benefits eligible employees from a year ago.  Questions:

Judith Johnson asked why there would be money involved with layoffs.
North responded for unemployment compensation.
A question was asked about why student applications are down.
North responded that the economy may be an issue; students are filing fewer multiple applications; the applicant pool and yield will be the determining factors come September.
Old Business – Constitutional Change re: Districts – Second Reading: Wendy Merb-Brown presented the following proposed changes to the Administrative Senate Constitution for a second reading and vote:

Article I: Membership and Composition
Section 2. Composition
The Administrative Senate will be composed of thirty-three (33) elected representatives approximately one-third of whom will be elected each year. Thirty will be elected from the main campus and three will be elected from the Regional Campuses. Athens Campus Senators are elected as district representatives, as at-large representatives, or as a representative of part-time employees. Regional Campus Senators are elected to represent full-time and part-time employees.

Article I: Senators
Section 2. Delete the section on districts.

A vote was taken to adopt the above proposal as changes to the Administrative Senate Constitution and the changes passed unanimously.

New Business:

Professional Development Policy – First Reading: Delayed to next month.

Vacation Accrual Proposal – First Reading: Rich Neumann presented the compensation committee’s recommendation for an increase in the number of accrued vacation days for administrative employees from 32 to 44. Witkowski asked for a show of hands of those in favor of moving forward with the proposal for accrual 44 vacations days. She also asked whether the increased should be enacted within a one year period or phased in over three years. Senators were in favor of the 44 days and one year time frame. No vote was taken.

Discussion:
Senate Position Statements – ERIP Rehires, Budget decisions and Potential Layoffs, Differential Salary Pool: Witkowski stated that since no feedback was received on the three position statements, they will be forwarded as presented to the executive officers and members of the Board of Trustees with a cover memo.

Ad Hoc Committee on Redistricting: Wendy Merb-Brown thanked the members of the committee and passed out the Summary of Administrative Senate Redistricting changes and recommendation for Senators to read. She stated that the proposed changes do not need to be voted upon but the committee would to make sure everyone was in agreement.

Announcements: It was announced that the budget information is available on the Provost’s web page.

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

Respectfully submitted,

Terry Conry
Secretary
Administrative Senate
Treasurer’s Report

Current as of 15 January 2004

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Ohio University Administrative Senate
Minutes of February 19, 2004
Governance Room, Lecture Hall Facility

Next Meeting: March 18, 2004, 12 noon – 1:30 p.m.
Governance Room, Lecture Hall Facility


Excused: Maggi Channell, Julio Freire, Beth Maxon, Char Rae, Deanna Russell

Absent: Kim Keffer

Guests: Jim Kemper, George Mauzy, Cheryl Riley (for Beth Maxon), Paul Wiehl

Jean Witkowski called the meeting to order at 12:10 p.m. and welcomed Senators to the new meeting room.

Approval of January Minutes: Andrew Stuart made a motion to accept the minutes of the January 15, 2004 meeting. Michael Greenfest seconded the motion and the minutes were unanimously accepted.

Chair’s Report: Wikowski reported that a letter about the three position statements (layoffs, early retirement rehires, and differential raise pool) was sent to President Glidden, Provost Kopp, Vice President North and all members of the Board of Trustees; an acknowledgment was received from Dr. Glidden but to date there has been no response from the Board of Trustees; a second letter expressing concern about the Senate’s representation on the various compensation planning process committees (two administrative compared to five faculty representatives) was sent to President Glidden, Provost Kopp, Dr. North; constitutional changes went forward and should be included on the April agenda; she attended Board of Trustees committee meeting and did not have much to report; the executive committee met with Bill Smith this month and is trying to meet with John Burns next month.

She attended the Faculty Senate meeting and reported that President Glidden gave a budget overview, which she felt would be a worthwhile presentation for Administrative Senate; a domestic partners resolution was passed; Tom Boeh gave a presentation on intercollegiate athletics.

Terry Conry reported that many individuals applied or were nominated (approximately 150) for the President’s position; he was pleased that there was so much interest and it speaks well for the university; the search committee is gathering information from the various senates, the student body, and the trustees identifying the primarily qualities the new president should have.
Sharon Huge reported that Dale Tampke and Phyllis Bernt presented the summary of the compensation study report to the executive officers and she offered to forward entire study to senators; the committee was made up of a cross-section of faculty, administrators, and classified employees who looked at a lot of data and came to the conclusion that all employee groups were probably underpaid; their recommendations were to put a 4% raise forward for this year, keep all raise pools the same, and try to increase pay by 2% over the previous year’s average in order to catch up; there was also a recommendation that administrative IT staff be further compensated looking at market data.

Karen Dahn reported that the revenue enhancement committee is at the point of ranking recommendations in terms of priority and time frame and are close to having an interim report.

Witkowski reported that the efficiency committee has completed its final report and forwarded the list of issues that fall in the redundancy category to President Glidden.

Vice Chair’s Report: Wendy Merb-Brown asked committee chairs for reports:

Outstanding Administrator: Jim Gilmore reported that Human Resources has reviewed all eligible candidates (27); the committee will be meeting on February 27 and he encouraged senators to come and review the credentials of candidates.

Service Awards: Karen Dahn reported that the committee has received a continuous service report and will begin meeting soon.

Professional Development: Brenda Noftz reported that the committee will send out a survey to all administrative staff about their experience with professional development, on and off campus.

Elections: Doug Grammer reported that the committee will have its first meeting on March 1; the system is ready once the redistricting changes are approved; letters will be sent out in March.

Personnel Policies Committee: Christine Sheets reported that the committee met last week; the focus is on the sick leave policy; it is being coordinated with Classified Senate, who is developing its policy at the same time; they are also looking at a Profession Development Policy; they meet the second Thursday of every month.

Compensation: Sharon Huge reported that there will be a second reading of the vacation accrual policy later in the agenda; they are also working on sick leave pool recommendation.

Secretary’s Report: Terry Conry announced that the Tolerance and Equality Committee was sending a campus life survey and cover memo via e-mail to most of the campus and that some people will also get hard copies.

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

Vice President for Administration Report: Jim Kemper gave an update on the following:

STRS and PERS Legislation – He reported that there has been no progress on Senate and House Bill 133 and 227; the changes were made to the current legislation but it is still locked in committee; a second bill redefining pension and health care benefits was tabled by the ORSC (Ohio Retirement Study Commission) because they are waiting to see what comes out of the Public Employees Health Care Coalition.
John Ray asked what the power battle was. Kemper responded that he did not know but heard that it due to turn over in leadership; it is very political and he thinks it is the result of term limits.

**ERIP** – He reported that 147 individuals have signed up for the Early Retirement Incentive Program; the deadline is June 30, 2004 and 50 more individuals are anticipated to take advantage of this program; to date 57 of the 147 positions have been abolished and an additional 52 have not been filled and could be abolished; the Board of Trustees resolution requires that 50% of the positions be abolished.

*Terry Conry asked him to comment on the overall employment level.*

Kemper responded that since September 2003 the benefits eligible headcount (permanent/regular employment) has been compared with the previous year’s and found to be down by 200 heads for each month; from a financial and human resources perspective this is good because it indicates that the four year goal to reduce staff has been met in less than a year and tells him that layoffs may not be necessary.

Conry commented that the budget cuts are worse than the ERIP rules or the $10 million salary reduction; the state budget cuts are driving deeper cuts than either of the other two programs.

Kemper responded that he agreed but stated that he was referring to President Glidden’s plan from last February, which set a target reduction of roughly 200 positions or $10 million; he is strongly advocating, from a Human Resources perspective only, that reductions be taken in areas other than people because personnel (with all salaries and all benefits) amounts to only 69% of the overall budget.

Ray asked if consideration is being given to how hard a department would be hurt or set back in the elimination of a position.

Kemper responded that decisions to abolish jobs have been made at the departmental level.

**Health Benefits** – He reported that he still does not know if July 1 changes will be implemented and hopes that they will not; he directed senators to the website to check on the changes.

*Michael Greenfest asked about a plan to hold off salary increases until October 2004 or January of 2005.*

Kemper responded that he did not know about one and Human Resources is planning for a 4% increase July 1 with mid-year increases for faculty.

Witkowski responded that it did come up at the Board of Trustees meeting.

**Old Business:**

**Second Reading of Vacation Accrual Proposal** – Sharon Huge passed out the following Vacation Accrual Proposal for second reading and vote:

*The compensation committee of administrative senate recommends an increase in the number of vacation days administrative employees are allowed to accrue from 32 to 44. The maximum payout at retirement or termination will remain at 32 days.*

**Rationale:**

1. A survey conducted by the Compensation Committee found that the average number of days administrators at 23 Ohio Schools were allowed to accrue was 44.5.
2. With budgets being as tight as they are we are recommending this benefit increase because there is a possibility that raises will be small.
3. The compensation committee believes this benefit will have a positive impact on employee morale.
4. Ohio University’s Classified Staff is allowed to accrue up to 75 vacation days, which can make it difficult to recruit qualified classified staff into administrative positions.
5. Supervisors will still approve vacation days. Therefore, if an employee’s absence for an extended period of time would pose a hardship to the department, the supervisor has the ability to refuse the request.

Jim Kemper commented that Human Resources has rewritten the policy to allow for the accrual of 54 vacation days.
After considerable discussion, a straw poll was taken on changing the number from 44 to 54 and the wording from accrue to carry forward. Eight votes were in favor of the changes and 16 against. After more discussion, Rusty Smith moved to change the language of the original proposal as follows: The compensation committee of administrative senate recommends an increase in the number of vacation days administrative employees are allowed to carry forward to the next fiscal year from 32 to 54 days. The maximum payout at retirement or termination will remain at 32 days. Sharon Huge seconded the motion and it passed with 17 votes in favor.

New Business:
Resolution Supporting Faculty Senate Resolution on Domestic Partners (First Reading) – Witkowski read the following resolution:

Administrative Senate recognizes the need to treat all employees equally and to extend benefits and privileges to all employees regardless of ethnicity, religion or sexual orientation.

Therefore, the Administrative Senate joins with the Faculty Senate in supporting a Resolution Faculty Senate approved February 9, 2004. This resolution recognizes and supports same and opposite sex domestic partnerships. Both Senates urge Ohio University to continue to work toward implementation and enactment of a 1999 Faculty Senate resolution which would:

1. Establish a procedure at Ohio University for documenting domestic partnerships
2. Revise current Policies and Procedures to include domestic partners in the definition of immediate family for the purposes of sick leave usage once documented.
3. Investigate establishing and implementing additional domestic partner benefits.

She stated that the executive officers wanted to put forward this resolution in support of Faculty Senate’s resolution and that similar resolutions are being put forward by Student Senate and Graduate Student Senate.

Merb-Brown stated that in June of 1999 Administrative Senate recommended that the University look at the creation of a domestic partners benefit.

Pam Callahan asked what happened after the passing of that resolution.

Merb-Brown responded that it went to the administration and Senate was told that it was not a good time to bring this forward and that the Trustees were quite concerned about financial repercussions from the state.

It was asked if marriage was the only domestic policy at Ohio University.

Jim Kemper responded that it was and that no other public institution in the state provides medical or other benefits to domestic partners; that Ohio State allows use of sick leave benefits for domestic partners.

Witkowski added that the Defense of Marriage Act precludes extending domestic partnership benefits to employees of state agencies, but it could be interpreted that colleges and university are exempted from state agencies.

Ray asked about the meaning of item 3.

Witkowski responded that it was in addition to the sick leave usage in item 2.

Doug Grammer commented that he surveyed his constituents and about half agreed and half expressed concerns.

Sharon Huge made a motion to suspend the rules and vote on the resolution. Wendy Merb-Brown seconded the motion; a vote was taken; and the motion to suspend the rules passed with one opposing vote.

Grammer commented that he did not feel that constituents had been given enough time to be surveyed or comment on the resolution.

Jean Cunningham asked him how he phrased the questions.

Grammer responded that he asked if they had read the resolution, if they liked it as proposed, and if they had other comments.

Michael Greenfest agreed that the constituents should be polled but that Senate’s decision should be based on their belief systems and academic freedom and not on concern about the state punishing them.

Conry stated that the resolution was mild compared to the letter President Glidden sent to Governor Taft.

A vote was taken on how many senators were in favor of the resolution; 22 were in favor; and the resolution will be sent forward.

Compensation Resolution (First Reading) – Sharon Huge presented the 2004 Compensation Resolution and stated that the committee recommended a 4.5% salary pool for administrators, with
2.2% allocated to a base adjustment for all administrators to compensate for the current consumer price
index increase, and 2% to be allocated for merit increases; the final .3% should be distributed to
planning units to address gender and market equity issues. She also stated that the committee is asking
the university to make good on its promise for the three year market adjustment for administrative IT
personnel.
Bandyopadhyay asked about how merit would be measured and if the planning units have a right to decide.
Morris pointed out that it is similar to past resolutions.
Ray commented that something should be included about raises being effective on July 1, or effective on the same date for
all employee groups.
Huge suggested that a separate resolution be drafted stating that raises should be effective July 1, 2004.

**Professional Development Policy (First Reading)** – Christine Sheets presented the changes to Policy
41.129: Professional Development for Administrators and suggested that senators read the policy and
e-mail her with any concerns.

**Discussion:**

**Ad Hoc Committee on Redistricting** – Wendy Merb Brown passed out a color-coded visual of the
redistricting plan for review and explained that it allows each district to average 65 individuals and
have a two-third vote every year. She then asked for a vote of confidence for the plan so it could be
forwarded to the Elections Committee.

**Announcements:** Jean Witkowski announced that Student Senate is sponsoring a Diversity
Conference at 12 noon, February 27, 2004, Memorial Auditorium and the contact is Ryan Mick.

**Adjournment:** Andrew Stuart moved to adjourn the meeting and John Ray seconded the motion. The
meeting was adjourned at 1:40 p.m.

Respectfully submitted,

Terry Conry
Secretary
**Administrative Senate**

**Treasurer’s Report**

Current as of 19 February 2004

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**OU Foundation Account Summary**

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Ohio University Administrative Senate
Minutes of March 18, 2004
Governance Room, Lecture Hall Facility

Next Meeting: April 15, 2004, 12 noon – 1:30 p.m.
334 Baker Center


Excused: Julio Freire, Judith Johnson

Absent: Santanu Bandyopadhyay, Pam Callahan, Jean Cunningham, Kim Keffer, Beth Maxon, Rusty Smith

Guests: George Mauzy, Gary North

Jean Witkowski called the meeting to order at 12:00 p.m

Approval of February Minutes: Andrew Stuart moved to accept the minutes of the February 19, 2004 meeting. Chris Morris seconded the motion and the minutes were unanimously accepted.

Chair’s Report: Wikowski reported that the Domestic Partners and Vacation Accrual resolutions were forwarded to Dr. North; a letter about the Administrative Pay Plan Study was also forwarded to him; executive officers met with Drs. Geiger, Kopp and North; Provost Kopp gave a presentation at Faculty Senate on faculty salary comparisons and concluded that in the past, time in rank were not studied; Bob Walter, chair of the Board of Trustees was a guest at Faculty Senate, he commented that the university is in good shape and identified issues the Board is focusing on: a secession plan for change in leadership, academic quality, revenue sources including state subsidy, tuition and endowments, diversity, national profile and visibility, and long range planning models; he also gave a brief update on the presidential search; Dr. Glidden reported on issues from the Governor’s Commission on Higher Education and the Economy and spoke briefly about the Governor’s press release designating cuts for state agencies and exempting higher education from those cuts; he indicated that enrollment may have to be increased from 2,000 to 3,000 over the next ten years; Faculty Senate passed a resolution that due to the health care surplus, no changes be made to employee health care costs for FY ’05.

Terry Conry reported that the presidential search committee reviewed over 200 vitas; may not rush to meet the late spring deadline for naming the new president; is committed to bringing finalists to campus for visits and working to narrow the field.

Vice Chair’s Report: Wendy Merb-Brown asked committee chairs for reports:
Service Awards: Karen Dahn reported that the committee met once physically and once via e-mail and is progressing with plans for the May 20th reception.

Professional Development: Brenda Noftz reported that the committee has the summary of the survey; the response rate was close to a 50%; they hope to bring specifics to Senate next month.

Elections: Doug Grammer reported that the committee had a meeting on the first of the month and will be sending out a letter requesting nominations.

Personnel Policies Committee: Christine Sheets reported that the committee met last week and is working on finalizing the policies and procedures for the sick leave policy and requested that the Professional Development Policy, scheduled for a second reading on this month’s agenda, be put on hold until next month so input could be received.

Compensation: Sharon Huge reported that there will be a second reading of the Compensation Resolution, a first reading of the Sick Leave Donation Policy, and a discussion about supplemental benefits later in the agenda.

Outstanding Administrator: Andrew Stuart reported that the committee met this week; narrowed the candidates down to 12; references will be checked and they will meet again on April 2 to finalize selections.

Secretary’s Report: Terry Conry – No report.

Treasurer’s Report: Chris Morris distributed a written report (attached) and reported that there was very little activity this month; employees who received the Outstanding Administrator award in past years are claiming it; he is sending out a reminder e-mail that their funds are available and they can chose the cash option.

Vice President for Administration Report: Gary North reported that Kip Howard resigned to take the position of Vice President for Enrollment Services at the University of South Carolina; Leslie Flemming is chairing the search for his replacement; names of qualified candidates should be sent to Jean Tippett; 10,000 students have been admitted for 2004-05, 10,300 are needed to yield 3,735 students; admissions applications were 17% ahead of expectations by October but dropped off significantly after Halloween; the changes to Senate’s constitution will be on the Board of Trustee’s April agenda; the information about the Domestic Partners recommendation was being reviewed and updated and will be shared with the executive staff and Board of Trustees; he expects President Glidden to make a recommendation before departing campus; the Pay Plan Study is being sent to Human Resources with a recommendation that Mike Wilford be consulted to determine the requirements and costs; the ERIP terminates on June 30, 2004; the Vacation Accrual Proposal is being reviewed; President Glidden is educating the Board of Trustees about the differences between a secession plan in corporate and university environments. He concluded by thanking Sharon Huge for raising important issues at the Benefits Advisory Committee meeting about the misinformation circulating on campus, and stated that no program on campus is more transparent than health benefits and that health benefits will be extended an extra year at the same rates due to the surplus.

Old Business:
Second Reading of Compensation Resolution – Sharon Huge passed out the 2004 Salary Resolution and Administrative IT Market Adjustment for a second reading and vote. She informed Senate that the third paragraph was amended to read “effective July 1, 2004”.
Merb-Brown asked about the 10% contribution. After discussion it was decided that the resolution should be further amended and the second paragraph about Heath Care deleted. Michael Greenfest commented that wording should be included about what a comprehensive review of health benefits should be.

Witkowski responded that she agreed but thought it should not be a part of this resolution. Greenfest then moved that the the Compensation Resolution be approved with the above changes. Andrew Stuart seconded the motion and the resolution passed unanimously.

Second Reading of Professional Development Policy – Wendy Merb-Brown moved that the second reading of this policy be tabled until the April meeting. Andrew Stuart seconded the motion and it passed unanimously.

New Business:

First Reading of Sick Leave Donation Policy – Sharon Huge passed out the following documents and explained that Draft Document 5-A – Current Policy Draft (gold) was never a sick leave policy, it was drafted by Human Resources but was never adopted; Draft Document 5-B – New Policy Draft – Only Retirees Can Donate (green) and Draft Document 5-C – New Policy Draft – Employees Must Have Donated to the Pool to Receive from the Pool (white) were options. She reviewed Draft Document 5A and explained that an applicant must have five years of continuous service at Ohio University and must have exhausted all accrued leave (sick, vacation and compensatory) before receiving donations; an applicant must apply for leave through Human Resources; the reason for absence must qualify as an extended medical necessity of the employee; donated sick leaves will not be approved for elective surgery or maternity leave; participating in the program will end when applicant qualifies for funds from any other benefits source; an annual donation period will be established; all donations will be on a voluntary basis; donors must have five years service at Ohio University and must retain a minimum of twelve weeks (480 hours or 60 workdays) of personal sick leave; no employee will be forced to donate any leave time; applicants who anticipate being off for three months or longer must apply for long-term disability; there is a lifetime maximum allowance of four months (120 working days) per applicant.

Conry explained that complications of a serious medical event relating to pregnancy or surgery might quality but maternity leave without a serious medical condition would not apply. Scott Blower asked if the donor’s salary was relative. Conry explained that once sick leave is donated, it comes out at whatever the rate is and Finance will work it out; the payout is in no way related to some set value of what is in the pool, applicants are paid at their wages. Ray asked if it comes out of the unit’s budget. Conry responded that he did not think so; it comes from a centrally funded risk reserve that the university maintains to pay out sick leave; he did not believe that the sick leave liability was funded at 100% like vacation but he did not know the details. Sheets asked if there would be an enrollment period similar to insurance. Huge responded that the last two documents are the applications forms and she did not think they specified enrollment periods or cut off date. Sheets asked what happens if not enough people participate. Ray responded that you can give 15 days any time during the year. Merb-Brown responded that you can give every year. Huge responded that donation is totally voluntary. Greenfest commented that Draft 5B (green) does specify that an enrollment period be established and he thought it made sense; it could run contiguous with health care enrollment. Patacca commented that it is one way people can help each other and is a nice morale booster; she also thought the program needs a time when it could be promoted. Huge suggested that Jim Kemper be invited to the April meeting. Conry suggested that someone from Payroll and Records Management also be invited. Patacca offered to find out who would be best. Sheets asked about requiring applicants to get a second opinion for approval or re-evaluation.
Conry responded that the university has the right to evaluate anyone for fitness for duty at any time and that Human Resources should be relied on to determine that.

Huge then reviewed Document 5-B-Retirees and stated that this version is the same as 5A except for the opening paragraph.

She asked Terry Conry if it was meant to replace the general program or if it was a sick leave donation program that only retirees could contribute to.

Conry responded that he was not involved in the discussion and did not know.

Ray responded that he also did not know but thought it was in addition to the general program.

Conry asked if it came from Human Resources.

Huge responded that it came from one of the committee members and she assumed it was bundled with it but it may be a separate piece.

Merb-Brown asked what was the difference between someone who is retiring and a current employee and why are we differentiating.

Sheets stated that if everyone who retired donated, it would create a financial debt to the institution.

Witkowski asked if this policy is intended for all employees in the institution not under collective bargaining and stated that there may be an issue with faculty who go on early retirement and come back to teach.

Ray responded that they would be rehired and the five years would be counted from their rehire date.

Huge went on to review Document 5C and stated that it did not come from Human Resources, that it came from the committee separately and states that in order to benefit from the program you had to contribute to it.

Ray commented that it was his personal opinion that the program should be open to everyone whether they donate or not.

May expressed concern about those who take their sick leave as they earn it and then get sick and have to draw on this.

Merb-Brown noted that all requests must be accompanied by a physician’s statement.

Sheets stated that she sees physicians writing statements for students all the time to get them whatever they want.

Blower stated that you will never stop all abuse in any type of system, you just hope you can keep it to a minimum and that most people will do the right thing.

Merb-Brown stated that the purpose outweighs the problems that may come up.

Huge stated that she will forward copies of Documents A, B and C to Jim Kemper and see if he can attend the April meeting.

Channell asked what the rationale was in developing three different scenarios.

Huge responded that it was a sub-group of the compensation committee and that 5C was an attempt to safeguard against abuse.

Channell asked if there was opposition to having one policy by those that prepared the documents.

Huge responded that she did not think there was.

Russell stated that she hopes the donated sick leave will be translated into dollars not days and that if the funds run out the person taking the benefit would not automatically be cut off.

Ray responded that the pool will be as large as the donations and that is why having a specific enrollment period bothers.

Russell asked what if there is an excess.

Ray responded that it is a reserve fund.

Discussion:

Supplemental Benefits – Witkowski stated that this topic has come up at the Benefits Advisory meeting and she would like to get feedback from senators and their constituents about what type(s) of supplemental benefits/insurance programs (not paid for by the university) people would be interested in.

Ray commented that supplemental long term insurance for employees and their families is being offered by a lot of companies as a group (paid for by the employee); the current dependent life insurance could be higher (currently $10,000).

Greenfest suggested legal advice as a supplemental benefit.

Patacca suggested various property insurances (car, house, etc.)

Rae suggested improving the vision insurance.

Ray asked if a survey had ever been done about what kinds of problems people might have with their current health care benefits.

Health Care – current status and future direction – Dr. North offered to have Tom Campanella, former associate dean at OU-COM and an expert on health care, come to campus to review options and
possibilities; he also talked about the State of Ohio changing the health care management company from Medical Mutual to United.

Witkowski thought bringing Mr. Camaenella to campus was a good idea for an open meeting.

Dahn talked about flex account benefits being underused.

Merb-Brown stated that people don’t use it because they have two outlays of funds.

North suggested that Huge and Wikowski meet with Greg Fialko to structure an agenda for the meeting.

Announcements: The following announcements were made:

Wendy Merb-Brown distributed nomination forms and asked Senators to spread the word about the Brown vs. Board of Education Awards.

Karen Dahn passed out a letter from ANNNA (Athens Near Northside Neighborhood Association) that will be sent to new faculty and staff encouraging them consider locating in the near north side of town.

Terry Conry announced that there would be no power on campus on Saturday, March 20, from 2:00-6:00 p.m.

Char Rae asked about creating a committee to increase awareness of Senate on campus.

Witkowski responded that they have tried to do more outreach but more could be done to improve visibility and showcase Senate.

Adjournment: John Ray moved to adjourn the meeting and Terry Conry seconded the motion. The meeting was adjourned at 1:30 p.m.

Respectfully submitted,

Terry Conry
Secretary
Administrative Senate
Treasurer’s Report

Current as of 18 March 2004

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Account Activity February 2004

1190 Officer Contracts       $ (666.66)
1760 Overtime                $ (365.63)
2000 Benefits               $ (256.35)
7659 Awards                 $ (40.00)
7660 Outstanding Admin Awards $ (1,002.46)

Total: $ (2,331.10)

OU Foundation Account Summary

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Jean Witkowski called the meeting to order at 12:05 p.m.

**Approval of March Minutes:** Maggi Channell moved to accept the minutes of the March 18, 2004 meeting. Karen Dahn seconded the motion and the minutes were unanimously accepted.

**Guests:**
- **Jim Kemper** gave an overview of the sick leave donation policy and stated that over the years the policy has been worked on many times, so a well refined set of options exist; Senate Bill 99, introduced in 1998, gave state agencies the ability to implement sick leave donation; Bowling Green has a sick leave donation program that works well; Wright State had one but did away with it due to administrative difficulties; Human Resources designed three draft policies describing the sick leave donation possibilities and described *Draft 1* as a general program that allows certain levels of donation and certain levels of receipt (anyone could contribute and anyone could receive), *Draft 2* as a pay to play (you must donate in order to receive), and *Draft 3* as only allowing a person about to retire to donate but anyone can receive; these policies do not mention the following issues: a oversight committee to review the polices and mechanics of the program to ensure fairness, how many times a person can access, the maximum number of hours or days that can be received, how to deal with abusers, exceptions, or forms.

- **Gina Fetty** stated that she reviewed minutes of the IUC Controllers group from January of last year and reported that one institution saw it as a thankless committee that no one wanted to serve on; some institutions have a donation program only with vacation; sick leave is an entitlement and, therefore, no one is going to give into this pool dollars they may actually need themselves; it will be an additional cost to the institution because the university has to ultimately fund it with monies it would not otherwise pay out; it could effect the compensation pools and health care benefits; she spoke to the Director of Financial Services at the University of Cincinnati and was advised that their policy uses vacation; they put out a plea listing name of the employee in need of donation, department, and length of employment; they also have rules to protect donors; the use of vacation is a real contribution.
because vacation dollars are monies that will ultimately be paid to donor at some point in time; her other concern was the popularity of this program vs. the administrative effort required to accommodate a few individuals
Conry asked how long University of Cincinnati program had been in place
Fetty responded that it began in January of 2003
Conry responded that one of the cautions in advertising the need as it arose was that donations become a popularity contest, which would defeat the purpose of what they were trying to accomplish; Wright State’s program failed because of flaws like that.
Kemper commented that even though the data and policies are a little old, Human Resources did extensive research and he feels it is a model policy that provides for safeguards to eliminate the Wright State issues and other concerns; if you meet the conditions and ask for it, you receive it; they looked at host of different designs and ways to donate time; they initially liked the concept of donating vacation time because vacation is a property right and it is easier to give away property than an entitlement; did away with that concept because Human Resources wants people to use vacation.
Fetty commented that there is also an issue of people donating into a pool and not knowing who will receive it.
Conry asked how you address the issue of disparity in pay, e.g. if a custodian puts in 20 hours and a chemist take it out.
Kemper responded that there are formulas that would allow for that; salary would be converted to an hourly rate which would be then be converted into days.
Ray asked if you would know what the value of the pool was.
Kemper responded that at any point in time you would know the value of the pool, how much could be given to an individual or how much to accept from an individual.
Conry asked if you would every run a deficit.
Kemper responded that the only time a plea would be put out would be if the pool was empty.
Fetty commented that the funds used would be a liability to the university because it spends dollars that would not otherwise be spent.
Ray asked if those dollars were set aside.
Fetty responded that $13 million is set aside as a liability for sick leave and vacation; all that is put on the books as a liability is that which the University is committed to pay out if someone leaves; does not take into account excess hours beyond 30.
Kemper likened it to domestic partners benefits which were expected to dramatically increase costs but have not.
Conry asked if Payroll could accommodate the sign up.
Fetty responded that it depends on how popular the program was; some initial set up would need to be done; it would be less of an issue to deal with all at one time than to have it trickle in throughout the year.
Kemper responded that it was designed to be a one year open enrollment period (two weeks period to donate) but it could be accessed at anytime throughout the year.
Sheets asked if there were any tax implications.
Fetty responded she thought there would be no tax advantage.
Grammer asked if this policy changes the vacation accrual policy and makes it cost something.
Kemper stated only if it were vacation donations not sick leave donations; Human Resources would suggest that the donation be sick leave not vacation.
Fetty commented that a reduction of the accrual is really what is happening.
Conry commented that this adds to the quality of life at the university because these occasions are so heart wrenching to units; people feel good about being able to help someone.
Ray stated that he does not think it will cost that much if it is only a couple people a year; he was told that it was backed up with a set aside.
Conry stated that employees are at greatest risk during first five years of employment because they do not have access of PERS disability retirement until five years are completed.
Fetty stated that maybe some type of centrally funded short terms disability should be explored.
Conry stated that it might be better if we would all give back some of our sick leave to have some to have a good short term disability policy.
Kemper commented that was one option that was looked at.
Patacca stated that there is a problem on campus with employees who take sick leave but do not declare it and this needs to be address if this program is initiated.
Fetty commented that it is more of a matter of people forgetting.
Witkowski stated that it is more of a problem with faculty.

Chairperson’s Report: Wikowski reported that the compensation resolution was forwarded to Dr. North and she received an acknowledgment letter stating that it will be shared with Drs. Glidden and
Kopp; she also received a letter from Dr. North about the resolution to increase vacation days carried forward from one fiscal year to the next in which he stated that he consulted with the President, Provost, and Office of Finance, did not find support for it at current time, and recommended that it be returned to committee for further study until economic conditions improve and the climate was more favorable; the resolution requesting change to Senate’s constitution went to Board of Trustees for approval; Senate officers have not meet with any university executive officers this month but plan to meet during Spring quarter; the Task Force on Inclusiveness continues to meet and gather information; four administrative focus groups were held over the past week for the purpose of obtaining additional information; she thanked facilitators Brenda Noftz, Candace Stewart, Muriel Ballou, Jean Radcliff and all senators who attended; the task force will prepare a report of its findings and possible recommendations by end of Spring quarter and the information will be posted on the Provost’s website. She attended the Faculty Senate meeting and reported that President Glidden gave an overview of the budget recommendations, which included; a 9% tuition increase, a compensation package, which includes no change to health care benefits, a 3.5% raise pool for all employees, $750,000 pool for equity adjustment; the university is looking at a 1.7% reduction, which will be passed down to planning units but no determination has been made as to if and how those differential cuts will be handled; Dr. Kopp also gave an update on the institutional planning process; she expressed concern that administrative representation on the steering committee appears to be decreased. She met with Greg Fialko about the discussion groups to discuss the health care plan and he indicated that he anticipates that a committee will be set up, which will probably include Benefits Advisory Committee members, who will be charged with reviewing the current plan and comparing it to other groups; Fialko asked her to remind senators that the open enrollment period in process, there are no changes under the current plan, and spousal verification will not be instituted.

Johnson asked if there will be more open forums for the focus groups on inclusion.
Witkowski responded that they could look into it.
Noftz asked where comments should be forwarded.
Witkowski responded that additional comments should be sent to the facilitators or to her and that all comments will be confidential and no names will be identified.
Ray expressed his concern about the about senior officers turning down the vacation plan due to financial concerns.
Terry Conry reported that he had no new information on the presidential search.

Vice Chair’s Report: Wendy Merb-Brown asked committee chairs for reports:

Outstanding Administrator: Jim Gilmore thanked the committee members for an outstanding job and reported that they met yesterday and narrowed down the 21 eligible nominees to three, who have been approved by the President.

Service Awards: Karen Dahn reported that many of the traditional gifts are either no longer available or have increased significantly in price; the certificates have gone to printer; the reception is from 2:00-4:00 p.m. on May 20, 2004, in Baker Center Ballroom; an invitation will be sent out on list serve to all university personnel; so far there are 12 or 13 retirees on program.

Professional Development: Brenda Noftz reported that the final results from the survey have not been compiled because comments were extensive; the committee is scheduled to meet next Friday to review results.

Elections: Doug Grammer reported that there are 12 open positions for this election year (three at-large, a part-time, a regional, and a number of district positions) and asked senators encourage people to nominate candidates; the nomination period is open until the April 28 and the election is planned for May 12 through 19; voting will be on-line again this year; he can be contacted with questions.
**Personnel Policies Committee:** Christine Sheets reported that the committee met last week and finalized the first draft of the Sick and Bereavement Leave Program Policy #40.029, which she passed out for senators to review.

**Compensation:** Sharon Huge – No report.

**Secretary’s Report:** Terry Conry – No report.

**Treasurer’s Report:** Chris Morris was absent but the attached written reported was distributed; Jean Witkowski read an e-mail from him stating that he will be contacting committee chairs to set up individual meetings to begin the 2004-05 budget process and asking them to be conservative in spending since more will be spent on service awards this year than in previous years.

**Vice President for Administration Report:** Gary North reported that President Glidden will address the budget in detail at today’s and tomorrow’s Board of Trustees meetings and suggested that Senators attend those sessions; forums to talk about budget issues will be held again for classified, administrative and faculty groups; the following will be recommended: a 3.5% across the board salary increase to all groups; it would be on a merit basis to administrative and faculty and automatic to classified and union employees; $750,000 for equity adjustments for positions that are below established market value; the deans are lobbying to control the equity pool within the colleges but Dr. Glidden wants it to be administered centrally; the goal is to keep health benefits at the same cost until they can be studied in more detail; a committee has been formed, made up of members of the Benefits Advisory Committee and other individuals, to study theses issues; he is working with groups that did the assessments of efficiency, revenue enhancement and compensation; if the university continues to spend at current levels and reductions in subsidy and other revenue sources continue, the University will continue to have budget cuts.

Conry asked about differential cuts.
North responded that the cuts are based on a projected higher yield on interest income and an assumption of an increase of 100 students; this year’s cut (1.7% or 1.8%) will be across the board; units will make differential judgments about where to spend money; deans concerned not enough is being cut due because of the projected revenue shortfalls for the next two years; since the job and spending reports are optimistic, the President feels we should deal with one year at a time.
Sheets asked what population will comprise the 100 students.
North responded primarily freshmen.
Sharon Huge asked about the equity pool.
North responded that it would be intended for all groups; there are some group inequities in faculty and administrative employee groups; Provost believes that inequity in the IT group no longer exists due to the downturn in the economy and what has occurred in the recent searches (2 candidates two years ago vs. 250 this year).
Merb-Brown asked about delay 3.5% raise.
North responded that has been ruled out.
Sheets asked if the Board of Trustees will be discussing or approving the increases in tuition, room and board.
North responded that they will discuss them this time and will probably pass them in June; can assume that tuition will be 9% with 6% going toward academic costs, 2% for technology needs, and 1% for need-based aid; the housing increase will be 3% with 2% for operations and 1% for support technology.
Grammer asked the reducing the number of cars on campus.
North responded that it did.
Grammer suggested that something be put together for the students about where the money is being saved.
Ray asked about the cost of vacation.
North responded that he would share that information with Jean Witkowski.

**Old Business:**
Second Reading of Sick Leave Donation Policy – No action was taken and the second reading was tabled so the committee could review all three drafts to create one combined policy, address logistical questions, and coordinate with other Senates.

Second Reading of Professional Development Policy – Christine Sheets stated that concern was expressed about the chain of command for approval and that she was not comfortable going forward without some response on this issue. Discussion occurred and it was decided to return the policy to committee to be simplified. No action was taken and the second reading was tabled until the next meeting.

New Business: None

Discussion
Health Care – future direction: Postponed

Announcements: Karen Dahn requested that the May 20th meeting be held in Room 334 instead of the New Lecture Hall since that is the day of the reception and it would be easier to be in Baker Center.

Adjournment: Sharon Huge moved to adjourn the meeting and Doug Grammer seconded the motion. The meeting was adjourned at 1:40 p.m.

Respectfully submitted,

Terry Conry
Secretary
Administrative Senate  
Treasurer’s Report  

Current as of 15 April 2004  

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**OU Foundation Account Summary**  

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Ohio University Administrative Senate
Minutes of May 20, 2004
334 Baker Center

Next Meeting: June 17, 2004, 11:30 a.m. – 1:30 p.m.
Barbecue Lunch on Ping Center Patio

Present:  Jodi Black, Maggi Channell, Terry Conry, Blis Hanousek DeVault, Julio Freire, Jim Gilmore, Doug Grammer, Michael Greenfest, Sharon Huge, Judith Johnson, Beth Maxon, Carol May, Wendy Merb-Brown, Chris Morris, Brenda Noftz, Char Rae, John Ray, Chris Reghetti Feyler, Christine Sheets, Rusty Smith, Jean Witkowski

Excused:  Scott Blower, Jean Cunningham, Karen Dahn, Jodie Van Winkle, Andrew Stuart

Absent: Santanu Bandyopadhyay, Terrence Brown, Pam Callahan, Tammy Gardner, Kim Keffer, Mary Patacca, Deanna Russell

Guests: Gerri Lux (for Jean Cunningham), George Mauzy, Gary North

Jean Witkowski called the meeting to order at 12:00 p.m.

Approval of April Minutes: John Ray moved to accept the minutes of the April 15, 2004 meeting. Wendy Merb-Brown seconded the motion and the minutes were unanimously accepted.

Chairperson’s Report: Jean Witkowski reported that Dr. Roderick McDavis was appointed as the new president of Ohio University; administrative officers had an opportunity to meet with all three candidates to discuss issues and concerns and ask questions; a congratulatory e-mail was sent to Dr. Davis on behalf of Senate; a Benefits Task Force Committee was formed to examine the current health benefits plan, compare it to peer institutions, and make recommendations; Terry Conry, Sharon Huge and Jean Witkowski will serve on the committee with Greg Fiako as chair; open forums with employee and constituent groups will be held for input; the task force will meet from now until October 2004; Senate’s executive officers continue to meet with the University’s executive officers; meetings have been very beneficial and she hopes to continue them with new President; items discussed were the presidential search, IT issues on campus, planned retirement committee; academic calendar (quarters vs. semesters), and parking; at the last meeting the salary equity adjustment pool ($750,000) was discussed and it was requested that some of the money be used for administrative equity since $1.8 or $1.9 million has already been allocated for faculty promotional increases; Terry Conry, Jim Gilmore, Sharon Huge, and Jean Witkowski were asked to serve on a Equity Adjustment Committee and charged with looking at criteria and a process for equity adjustments for administrative employees. Michael Greenfest asked if the criteria would be different from that already established. Witkowski responded that the $750,000 will be shared among all employee groups; IT will be first group looked at; the three year component was included, as well as a one about receiving an 8% increase over the past three years and having to be in position for three years; guidelines are being revised.
Phyllis Bernt was elected as the new chair of Faculty Senate; other officers are Marty Tuck and Margaret Appel; Provost Kopp gave a presentation on the academic calendar; faculty are involved in discussions about whether the university is on the best schedule, even if quarters are maintained; there will be campus-wide meeting on June 4 for input; various options and the costs and benefits of the
options will be examined; changes will not occur before Fall of 2006; the SIS system and general education requirement are also being reviewed; a resolution addressing the increase in base funding for athletic department was presented and turned back to committee with no action taken; the definition of domestic partners was also discussed.

**Vice Chair’s Report:** Wendy Merb-Brown reminded committee chairs that Year-End Reports (summary of activities and expenses) are due next month and asked committee chairs for reports:

**Outstanding Administrator:** Jim Gilmore thanked the committee for their hard work in selecting the three Outstanding Administrator recipients.

**Service Awards:** Maggi Channell encouraged all Senators to attend the Awards Ceremony immediately following the meeting.

**Professional Development:** Brenda Noftz reported that the committee met last week to reviewed the survey and chose two or three things to recommend to University Professional Development; looked at resons people gave for not attending training, the different types of training people would like, and what they would do next year.

**Personnel Policies Committee:** Christine Sheets reported that the committee met last week review the Sick Leave Donation Program and revise Item C of the Professional Development for Administrators Policy #41.129, which she distributed for review.

**Compensation:** Sharon Huge – No report.

**Elections:** Doug Grammer reported that elections ended yesterday and the committee met this morning. He asked if the bylaws specify a procedure for dealing with a tie and stated that the one problem he had with the electronic ballot system was that the names of the buildings did not always match up and had to be looked up manually.

Grammer responded that he could set up a special election for just the regional campus.

Ray stated that he thought that in the past a coin was tossed determined the winner of a tie.

Huge recalled a run off election being held.

Witkowski asked how many people voted.

Grammer responded that he had about 182.

Huge suggested that the Elections Committee incorporate some language in the bylaws about what to do in the case of a tie.

Witkowski stated that the constitution specifies flipping a coin in the case of a tie for the election of officers.

Johnson asked if the people who tied were asked if they still wanted to run.

Witkowski suggested that the individuals be approached, asked what they would like to do, and a run off suggested.

Merb-Brown suggested that information about dealing with a tie be established through the Election Committee rather than making changes to the bylaws that would have to go before the Board of Trustees again.

**Secretary’s Report:** Terry Conry – No report.

**Treasurer’s Report:** Chris Morris reported that there was no account activity this month and asked chairs to include expenditures and income, if any, in their year-end committee reports.

**Vice President for Administration Report:** Gary North reported that the executive officers have been talking about the equity program, salaries and budget cuts; the Provost will distribute salary guidelines (average will be 3.5%, with a possible range of 0-7%); deans and department heads can hold back a fraction for special merit and other adjustments; there should be only a few equity group issues (campus safety, IT, and nurses); classified and union employees should have few or no equities
problems; there is a strong faculty initiative to pursue the money because some colleges are behind market; $750,000 should be more than enough to provide for three-quarters of the contribution; units are expected to cover 25% of any increase recommendation with 75% coming from central pool; there were few problems at Palmerfest and he thanked Terry Hogan, Dale Tampke, Rick Mayer and Tony Camechis for their efforts; admissions numbers are slightly ahead of last year (3720); fewer students have signed up for housing, which could suggest a drop in upper class retention; effective July 1 the Offices of Admissions and Financial Aid will report to David Descutner, Associate Provost for Undergraduate Education, and the Registrar’s Office will report directly to the Provost; candidates for Director of Admissions are being interviewed and he encouraged Senators to attend open forum sessions.

Merb-Brown asked about the equity pool and if Campus Security was a part of the bargaining unit. North responded that the inequity has to do with market and since the last contract was negotiated they have fallen behind similar local and state police agencies; any group adjustments that are either market or equity would come out of the pool.

Old Business:

Second Reading of Sick Leave Donation Policy – Sharon Huge presented the revised draft of the Sick Leave Donation Policy for Extended Medical Necessity, the Donor Form and the Application Form for a second reading. She stated that she met with Jim Kemper and Christine Sheets to review the other drafts for specific employee groups and it was decided to stay with the main policy as it was initially proposed (not including retirees); an applicant must have at least one year of continuous service and have exhausted all of their sick, personal, vacation, or compensatory leave before applying; only benefits eligible employees currently on the payroll could to donate or receive time; the donations periods would be annual but an extra donation period could be added if the pool got low; donors must have five years of service and retain a percentage of their sick leave; the maximum lifetime allowance to take from pool would be four months or 120 working days; all of the hours donated or accessed would be equivalent hours; supervisors will be notified that an employee is contributing or asking for time; name of supervisor listed on form not for approval but for notification purposes; this program is not meant to take the place of FMLA or any long term disability program; it must be for employee’s own sick time, not for a family member or some other situation.

After discussion, John Ray moved that the lifetime maximum allowance be changed from four months (120 working days) to 88 working days per applicant (D under Additional Considerations). Terry Conry seconded the motion, a vote was taken, and the motion passed unanimously.

The following editing corrections were made: The word and added to the second sentence of B under Applicant Qualifications “… physician’s statement and shall be held…;” the fourth word of D changed from than to that.

John Ray moved that the policy be accepted with the above changes. Rusty Smith seconded the motion, a vote was taken, and the motion passed unanimously.

Second Reading of Professional Development Policy – Christine Sheets presented the revised replacement paragraph of Item C for review and approval as part of the second reading of the Professional Development for Administrators Policy #41.129.

The following changes were made for consistency: In paragraph one, sentence two, the word individuals changed to employee’s; in sentence two, the word accrued replaced by incurred; in paragraph two, sentence one, the word immediately changed to immediate.
Sharon Huge moved that the policy be accepted with the above changes, Michael Greenfest seconded the motion, a vote was taken, and the motion passed unanimously.

**New Business:** None

**Discussion:** John Ray moved and Christine Sheets seconded the motion that the rules be suspended and a resolution be drafted expressing Senate’s concern about the parking plan as currently presented, a vote was taken, and the motion passed unanimously.

John Ray moved that a resolution be drafted stating Senate’s opposition to the parking plan as currently written and requesting additional information and discussion before any plan is implemented. Sharon Huge seconded the motion, a vote was taken, and the motion passed unanimously.

**Announcements:** Jean Witkowski announced that there will be a Master of Maze on July 15, 2004, from 8:30 a.m.-4:00 p.m., with Dr. Stephen Douglas as the keynote speaker and that the July 17, 2004 Senate meeting will be held at the Ping Recreation Center and a barbecue lunch will be provided.

**Adjournment:** Julio Freire moved to adjourn the meeting and Sharon Huge seconded the motion. The meeting was adjourned at 1:35 p.m.

Respectfully submitted,

Terry Conry
Secretary
Administrative Senate  
Treasurer’s Report  

Current as of 19 May 2004  

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Ohio University Administrative Senate
Minutes of June 17, 2004
Ping Center Patio

Next Meeting: July 15, 2004, 12 noon – 1:30 p.m.
Governance Room, Margaret M. Walter Hall

Present: Santanu Bandyopadhyay, Jodi Black, Pam Callahan, Maggi Channell, Terry Conry, Jean Cunningham, Julio Freire, Jim Gilmore, Doug Grammer, Michael Greenfest, Judith Johnson, Beth Maxon, Carol May, Wendy Merb-Brown, Chris Morris, Brenda Noftz, Chris Reghetti Feyler, Christine Sheets, Jean Witkowski

Excused: Scott Blower, Karen Dahn, Char Rae


Guests: Gary North

Jean Witkowski called the meeting to order at 11:50 a.m

Approval of May Minutes: The approval of the minutes of the May 20, 2004 meeting was tabled until the July 15, 2004 meeting.

Chairperson’s Report: Jean Wikowski reported that she met with Dr. McDavis to discuss issues and concerns, the role of Senate and how it could work better in the upcoming year; monthly meetings with executive committee will continue; Dr. McDavis may address Senate at the Retreat; all newly elected Senators have been notified (District 1-Maggi Channell, District 3-Beverly Wyatt, District 9-Marie Graham, District 10-Chris Morris, District 11-Mick Harris, District 15-Linda Stroh, Regional Representative-Michael Elliott, Part-Time Representative- Sherri Saines, At Large Representatives-Linda Clark, Karen Dahn, Nicki Dioguardi) and acknowledged the service of members not returning (Santanu Bandyopadhyay, Jody Black, Blis Hanousek DeVault, Julio Friere, Tammy Gardner, Jim Gilmore, Judith Johnson, Mary Patacca, and Jodie Van Winkle); the salary equity adjustment committee met several times with Drs. Glidden and Kopp but were frustrated in their attempts to establish criteria and a process; they were successful in getting $200,000 set aside for administrative salary equity; they recommended that a study be done to provided good and credible data for the future; the sick leave donation policy was forwarded to Dr. North and he asked for cost data and recommended that it be reviewed further in committee for rules and eligibility; there is greater administration support for a vacation pool than a sick leave pool. She thanked Karen Dahn and her committee for their hard work on the Service and Outstanding Administrator Awards Ceremony; announced that an Honorary Outstanding Administrator Award was presented to President Glidden. She was unable to attend the Faculty Senate meeting but was informed that the budget was discussed, the average cut to units was 2.14%, a report on higher education and the economy predicts a 30% increase in students with no increase in budget, raises in the state ranged from 1.5% to 3.4%, a resolution opposing the allocation of $1.5 million to intercollegiate athletics was passed, and the plan to place parking meters on campus was discussed.
Witkowski asked Terry Conry if he knew anything more about these plans.  
Conry responded that he thought nothing more had been done and that Kim Wortman was going to return to each Senate to explain the plan.  
Witkowski requested confirmation that as of 7/1/04 parking would be 100% auxiliary.  
Conry responded that was true for the next budget year.  
Witkowski concluded by thanking Senators for their hard work and support over the last year.

**Vice Chair’s Report:**  Wendy Merb-Brown asked that Senators pick up the Year-End Committee Reports and thanked all chairs and committee members for their hard work.

**Secretary’s Report:**  Terry Conry – No report.

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

**Old Business:**  None

**New Business:**  None

**Discussion:**  None

**Announcements:**  Witkowski announced that the first meeting for new senators and the election of executive officers will be July 15, 2004 in Walter Hall.

**Vice President for Administration Report:**  Dr. North thanked all senators for their contributions over the past year and stated that he is optimistic and looking forward to the arrival of Dr. McDavis and his leadership of the University.

**Adjournment:**  The meeting adjourned for lunch.

Respectfully submitted,

Terry Conry  
Secretary
Administrative Senate
Treasurer’s Report

Current as of 17 June 2004

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