Ohio University Administrative Senate
Minutes of July 21, 2005
Governance Room, Margaret M. Walter Hall

Next Meeting: September 15, 10 a.m. – 3:00 p.m.
Elizabeth Baker Room, Baker Center

Present: Carolyn Bailey Lewis, Scott Blower, Pam Callahan, Maggi Channell, Linda Clark, Karen Dahn, Marie Graham, Doug Grammer, David Kurz, Beth Maxon, Carol May, Wendy Merb-Brown, Chris Morris, Brenda Noftz, Rebecca Petty, Connie Perdreau, Jean Witkowski, Chy Wooten

Excused: Donetta Bantle, Michael Elliott, Mick Harris, Sharon Huge, Char Rae, Jim Sand, Bev Wyatt

Absent: Nikki Dioguardi, Michael Greenfest, Deanna Russell, Rusty Smith, Andrew Stuart

Guests: George Mauzy

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

Approval of Minutes: Linda Clark moved that the minutes of the June 16, 2005 meeting be accepted. Carol May seconded the motion and the minutes were unanimously accepted.

Witkowski asked all Senators (new and old) to introduce themselves.

Chairperson’s Report: Witkowski reported that
● She attended the June 20 Faculty Senate meeting where the major issues discussed were Group II (non-tenured faculty), who have no protection of promotion and tenure and are struggling for appropriate recognition and benefits and Committee Chairs provided re-caps of the year and what was accomplished.
● She attended the June Board of Trustee’s meeting where the main action was the approval of the University budget and tuition as presented to them.
● She is going forward with the plan to appoint individuals to fill vacant seats on Senate for the full three-year term (currently they are appointed for one-year terms).
● She attended a meeting with representatives from Human Resources, Institutional Equity, Ombuds Office, and Legal Affairs and discussed the non-renewal of contracts, lay-offs, whether there is a change in the philosophy regarding the treatment of employees on campus, the reasons for the change, and what can be done about it.
● When asked, she tells administrators that the ERIP Program has been put on hold.
● Three brown bag seminars were held over the past month to discuss the non-renewal of service policy (Policy 41.013).
● She has been approached by administrators about unionization.
● She asked Senators to report on the following search committee:

Vice President for Finance and Administration: Beth Maxon reported that the search has been reopened and that Larry Corrigan will continue as Interim Vice President until the position is filled.
Diversity: Chris Morris reported that two candidates will be in town next week for on-campus interviews and the third candidate will be on campus on August 8.

Government Relations: Pam Callahan reported that the committee interviewed three candidates and will bring one candidate (Terry Geiger) back to campus for subsequent interview.

● Campus Master Plan: Pam Callahan reported the committee made a presentation to the Advisory Committee, which is a broad based group from across campus, focused on analysis of the data collected to date; they will discuss direction and alternative direction in September; there will be an Open Forum in September or the beginning of October.

● Strategic Planning: Witkowski reported that the next Vision OHIO session is scheduled for next Wednesday and will deal primarily with budget issues and the new budget and encouraged Senators to attend.

● Ad Hoc Committee on Increase in Number of Administrators: Linda Clark reported that the committee approved a draft document yesterday, has been challenging the assumptions to make sure they are correct, will be passing on their observations, and will meet again on August 5.

Vice Chairperson’s Report: Wendy Merb-Brown requested reports from committee chairs and none were presented. She described committee structure and function and listed the committees (Compensation, Personnel Policy and Procedures, Outstanding Administrator, Professional Development, Elections, Service Awards).

Secretary’s Report: No report

Treasurer’s Report: Chris Morris distributed a written report (attached) and announced that Senate’s budget for 05-06 is $31,000, and with carry forward, the budget will be about $48,000. He pointed out that $19,000 of that amount is unclaimed Outstanding Administrator awards.

Interim Vice President for Finance and Administration Report: No report

Old Business: None

New Business:

Vacancies – Witkowski reported that that the following individuals have agreed to fill Senate vacancies: Becky Cale (part-time), Connie Pollard (District 7), and Marty North (District 15). Chris Morris moved that their appointments be approved. Maggi Channell seconded the motion and the appointments were approved unanimously. Witkowski announced that Chris Morris (District 10) will resign from Senate in September.

Witkowski thanked the executive board for all their help over the past two years and thanked everyone for their encouragement and support.

Election of Executive Committee -- Witkowski announced the following slate of officers for 2005-06 put forth by the Executive Committee: Wendy Merb-Brown, Chair; Brenda Noftz, Vice Chair; Michael Greenfest, Treasurer; Maggi Channell, Secretary. Doug Grammer requested nominations from the floor. No nominations were brought forth, a vote was taken, and the slate was approved unanimously.

Wendy Merb-Brown announced that Witkowski will continue on Senate in an advisory capacity as past chair.
Doug Grammer initiated a discussion about the Provost’s e-mail regarding the change to the educational benefit. Witkowski responded that the policy is that the university will pay the instructional fee and that payment of the general fee would only be paid in cases where the courses were pertinent or required for the position.

Announcements:

Linda Clark invited Senators to attend the Toastmaster’s Club meetings, which are held every Tuesday from 12 noon – 1 p.m. at the Human Resources & Training Center.

Merb-Brown reminded Senate that meetings will be on the third Thursdays of the month (except August and December), from 12 noon – 1 p.m. She also asked Senators to block off their calendars from 10 a.m. – 3 p.m. on Thursday, September 15 for the Administrative Senate Retreat.

Adjournment: Carolyn Bailey Lewis moved that the meeting be adjourned. Jean Witkowski seconded the motion and the meeting adjourned at 1:15 p.m.

Respectfully submitted,

Maggi Channell
Secretary
# Administrative Senate

## Treasurer’s Report

Current as of 21 July 2005

### Account Summary

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### Account Activity June 2005

- 1190 Officer Contracts: $666.66
- 1760 Overtime: $307.63
- 2000 Benefits: $422.00
- 4619 Entertainment: $1,088.15
- 5300 Printing: $300.00
- 5400 Advertising: $604.80
- 7649 Retirement Gifts: $1,421.74

Total Expenditures: $(4,810.98)

### OU Foundation Account Summary

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</table>
Ohio University Administrative Senate
Minutes of September 15, 2005
Elizabeth Baker Room, Baker Center

Next Meeting: October 20, 2005, 12 noon – 1:30 p.m.
Governance Room, Margaret M. Walter Hall


Excused: Pam Callahan, Mick Harris, Beth Maxon, Jean Witkowski, Bev Wyatt

Absent: None

Guests: Larry Corrigan

Wendy Merb-Brown called the meeting to order at 10:20 p.m.

Approval of Minutes: Maggi Channell moved that the minutes of the July 21, 2005 meeting be accepted with corrections to the names of Carolyn Bailey Lewis and Jean Witkowski. Karen Dahn seconded the motion and the minutes were unanimously accepted.

Chairperson’s Report: Wendy Merb-Brown reported that

- Dr. Krendl invited Senate to share names for the implementation committees of Vision Ohio. The executive officers discussed names of Senators to represent our group. The listing of those committees has not yet been publicized.
- She has also been asked for the names of administrators who are willing to serve on campus-wide standing committees with Faculty Senate and also on the Health Benefits Committee and asked Senators who are interested to contact her.
- Dr. Krendl sent a letter to the University community thanking all for a smooth opening of Fall Quarter.
- The first meeting of Faculty Senate will be on Monday, September 19th at 7:10 p.m. in 235 Walter Hall and Merb-Brown asked for volunteers to represent Administrative Senate.
- Senate’s executive officers met with Larry Corrigan to discuss the future of the Vice President for Finance and Administration’s liaison role with Senate and also reported that exec will continue to meet with Drs. McDavis and Krendl on a monthly basis.
- Jean Witkowski met with Dr. McDavis this summer in an “exit interview” to discuss the climate on campus as a result of the non-renewal of contracts.
- Witkowski also met with a cross-section of administrators this past year to discuss morale at Ohio University and this group has met with Dr. Krendl to discuss its concerns.
- Senate’s Ad Hoc Committee on administrator growth has been working hard on a report to the executive officers and Linda Clark reported that the committee has been meeting with Mike Williford and the final report will be presented at the October meeting.
- Classified Senate sent a letter to Dr. McDavis concerning the change in the policy regarding summer hours (letter read); and after discussion, it was agreed that a letter be drafted in support
of Classified Senate’s concerns about policy not being followed in changing the summer hours and the restriction of the general fee waiver.

**Vice Chairperson’s Report:** Brenda Noftz reported that she is in the process of contacting Senators for committees and that constituency lists will be sent out by the middle of next week by e-mail and disk.

**Secretary’s Report:** Maggi Channell -- No report

**Treasurer’s Report:** Michael Greenfest asked Senate chairs to send expenses to him for payment.

**Interim Vice President for Finance and Administration Report:** Larry Corrigan reported that
- The opening of Fall Quarter went smoothly.
- Committees continue to be formed -- the Budget Planning Committee will meet toward the end of the month and focus on enrollment.
- Initial figures show that enrollment exceeded what was planned in budget and is up 100 students compared to last year.
- If numbers hold up, there will be a mid-year salary increase of 1%.
- The president has asked Senate for nominations for the Health Benefits Committee, which will be chaired by Larry Corrigan, and report through the Budget Planning Council.
- The Resource Budget Committee of Vision Ohio will be charged with rebasing the budgeting process through the new responsibility centered management process.
- Due to a $2.3 million favorable surplus, there will be refund of the employees’ portion of health premiums in November.
- An ongoing audit of the University is taking place.
- A 60-year review of the Ohio University Foundation is being conducted.
- ERIP is not on the table at the moment.

**Old Business:** Second reading and vote on proposed changes to the constitution about appointment of Senators to unexpired terms.
Merb-Brown proposed that **Article I, Section 3. Length and Conditions of Terms, Number 3** be changed to read: 3. Positions vacated by resignation or for other reasons prior to the date of the annual election shall be filled by the Executive Committee by appointment from the constituency represented by the vacated position. Such appointments shall be ratified by the Senate, and shall continue through the remainder of the vacated term.
Carol May moved that the proposed change to the By-laws be approved. Sharon Huge seconded the motion, a vote was taken, and the change to the By-laws was unanimously approved.

**New Business:** There was no new business.

**Announcements:** Carol May announced that Human Resources started a program called Ride Share for those who wish to car pool. It will be up to individuals to contact each other.

Karen Dahn asked if there is a policy about comp time for administrators. Carol May responded that administrators are salaried employees and, therefore, not eligible for comp time and that administrators have flex time but not comp time.

Carolyn Bailey Lewis suggested that Senate find out when departments are having staff meetings and get on their agendas.
Adjournment: Andrew Stuart moved that the meeting be adjourned. Michael Greenfest seconded the motion and the meeting adjourned at 1:25 p.m.

Respectfully submitted,

Maggi Channell
Secretary
Ohio University Administrative Senate  
Minutes of October 20, 2005  
Governance Room, Margaret M. Walter Hall  

Next Meeting: November 17, 2005, 12 noon – 1:30 p.m.  
Governance Room, Margaret M. Walter Hall  

Present: Carolyn Bailey Lewis, Donetta Bantle, Scott Blower, Rebecca Cale, Maggi Channell, Linda Clark, Karen Dahn, Michael Elliott, Marie Graham, Doug Grammer, Mick Harris, Sharon Huge, David Kurz, Beth Maxon, Carol May, Wendy Merb-Brown, Brenda Noftz, Connie Perdreau, Connie Pollard, James Sand, Rusty Smith, Andrew Stuart, Chy Wooten, Bev Wyatt  

Excused: Michael Greenfest, Marty North, Rebecca Petty, Char Rae, Deanna Russell, Jean Witkowski  

Absent: Pam Callahan, Nikki Dioguardi  

Guests: R. V. Balaji, Larry Corrigan, George Mauzy  

Wendy Merb-Brown called the meeting to order at 12:00 noon.  

Approval of Minutes: Andrew Stuart moved that the minutes of the September 19, 2005 meeting be accepted with the following corrections: Meeting held in Elizabeth Baker Room, Baker Center and called to order by Wendy Merb-Brown not Jean Witkowski. Karen Dahn seconded the motion and the minutes were unanimously accepted.  

Chairperson’s Report: Wendy Merb-Brown reported that  
● Dr. McDavis responded to the letter about the policy change that did not follow guidelines by stating that he viewed “work-hours” as a management rather than policy decision and took exception to concerns about “top-down” changes and share governance not being followed. He cited several instances where Senate had been included and stated his concern that the Board of Trustees will now be interested in being more involved in creating policy. He also stated that education is number one, which means faculty protection; he is putting together an overall plan of action for making staffing cuts; and he has information from the vice presidents and is waiting to make a decision until a projection of the budget is known. He ended the meeting by saying that he believes in shared governance and will continue to practice it.  
● Senate Exec will continue to meet with Drs. McDavis and Krendl on a monthly basis and communicate openly about administrative issues.  
● Faculty Senate met on September 19 and Dr. McDavis reported on the Health Care Credit, the 1% merit increase, the resolution on academic rights/responsibilities, and off-campus student behaviors. Dr. Krendl reported enrollment figures for the year and faculty status/levels were also discussed. At the October 17 meeting, Dr. McDavis shared information on enrollment figures, the retention rate dropping one point to 81%, a resolution on academic freedom, Vision Ohio, search committees for vice presidents for Finance and Administration (by January) and Student Affairs and Advancement (both by June), Halloween and student behaviors, general education, and Group I faculty receptions. The remainder of the meeting was devoted to committee reports and discussions about a compromise to SB24, promotion and tenure issues, the faculty
handbook, the new sexual harassment policy, academic freedom in the classroom, and faculty salary data.

- The Board of Trustees met on October 12 and 13 and highlights of the meeting were the report on Vision Ohio, Appalachian Scholars, $21,490.00 for Hurricane Katrina relief, marketing efforts, emeriti status for administrators, review of academic programs, capital improvements, the $55 million bond for Residence Hall and SIS that did not pass, the sexual harassment policy, and student behaviors.
- The Budget Planning Council met on September 26; enrollment numbers were shared and future projections discussed; Merb-Brown and Brenda Noftz recommended that all administrators get a one percent across-the-board increase and expressed their concern for differential of the January payout.
- A Health Benefits Task Force has been created and Merb-Brown and Jean Witkowski will serve as representatives.
- 80-90 people attended the Vision Ohio Open Forum and that the following implementation committees, have been formed: (Administrative members are listed with each team.) Partnerships Team: Linda Clark, Cheryl Riley; Interdisciplinary Initiatives Team: Doug Franklin, Mike Finney; Infrastructure Team: Mike Elliot, Jean Witkowski; Quality and Diversity: Beth Maxon, Brenda Noftz, Andrew Stuart; Undergraduate Priorities: Wendy Merb-Brown; Graduate Priorities Team: Connie Pollard; Resources Team: Carolyn Bailey Lewis, Deanna Russell; Support and Accountability Team: Jean Cunningham, Connie Perdreau; Environment Team: Judy Piercy, Stacey Brinkley, Linda Daniels; Research Team: Connie Pollard, Chuck McWeeney; Commission on Women: Maggi Channell.
- After a discussion on a resolution in support of Issue I, it was agreed that Senate would encourage constituents to participate in the voting process but not endorse any issues.
- Merb-Brown asked Linda Clark to present the draft report of the Ad Hoc Committee on Administrator Growth:

Clark passed out copies of the draft of the Study of Ohio University Administrative Staff Growth and reported the following:

In summary, the analysis shows that during fiscal years 1997 through 2000, the non-instructional staff (administrative and classified) grew at a faster pace than the instructional staff (faculty and graduate assistants). Growth in both categories peaked in 2003. Subsequently, in the past two years the non-instructional staff has decreased while the instructional staff has continued to increase.

- What is often perceived as administrative growth is not. For example, in 1988-89, approximately 80 classified staff were moved from auxiliary to operating accounts. This move appears as a “spike” in non-instructional staff at that time, but in reality, no new staff were hired. In other instances, classified staff have been moved to contract status—or vice versa—resulting in an apparent increase that in fact involved no additional staff.

- Some apparent administrative growth was necessitated by institutional priorities, including: increase in space on campus, surging enrollments, marked increase in technology, Third Century Campaign, Bicentennial Campaign, increase in Athletics, Enterprise project, increased emphasis on research.
- A review of employee data from 1998 to 2005 shows that faculty is the only employee group that grew. The number of administrative and classified employees actually declined during this period.

Clark concluded by thanking the members of the committee (Maggi Channell, Jean Cunningham, Michael Elliott, Doug Grammer, Brenda Noftz, Char Rae, Deanna Russell, Jean Witkowski, Beverley Wyatt).

**Vice Chairperson’s Report:** Brenda Noftz thanked Senators for volunteering to be chairs and vice chairs and asked chairs for reports.
**Personnel Policy and Procedures:** Sharon Huge thanked Donetta Bantle for agreeing to serve as co-chair and announced that the first meeting is set for November 2, 2005. She stated that the committee plans to consult more with Senate Exec about where to focus their efforts and informed Senate that the University-wide Policy Committee has recently re-reviewed a previously submitted professional development policy. She also asked Senators to inform Bantle or her of any policies that do not make sense or are not working the way they should.

**Compensation:** Linda Clark reported that Chy Wooten is the co-chair and the first meeting will be October 28, 2005 to review last year’s report to the Executive Committee.

**Professional Development:** Beth Maxon reported that Brenda Noftz is the co-chair and the first meeting will be on November 7, 2005 to review past surveys.

**Elections:** Doug Grammer reported that Michael Elliott is the co-chair and that the committee will not meet until after the first of the year. He also asked for ideas for how to encourage more people to run for office and to vote.

**Outstanding Administrator:** Andrew Stuart reported that Connie Pollard is the co-chair and the first meeting will be November 2, 2005 to go over policy and talk about logistics. He also stated that nomination forms will be available on Senate’s website and asked if anyone knew of graduate and undergraduate students who would be good candidates for the committee.

**Service Awards:** Mick Harris reported that Maggi Channell is the co-chair; that there are ten committee members; that the date for the ceremony is May 23, 2006, in Baker Center; and that the first committee meeting is tentatively scheduled for February, 2006.

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

**Treasurer’s Report:** Michael Greenfest excused – No report.

**Interim Vice President for Finance and Administration Report:** Larry Corrigan reported that

- They are waiting to see budget and revenue figures before making any decisions on staffing plans.
- A six percent student increase, a three percent salary increase, $2.2 million health care increase, and a $10 million deficit are anticipated.
- Deficit does not include OU’s possible share of funds for higher education of approximately $2 million.
- The cost of natural gas will be another big impact on the budget.
- The Board of Trustees was concerned about the debt level in the bond issue and have asked for a special meeting before December to review information about debt capacity and future planning.
- There is an interest in looking at a cafeteria-style plan for health care benefits where employees have more of a choice.

**Old Business:** There was no old business.

**New Business:** Merb-Brown informed Senate that there is a vacancy in District 10 (Aquatic Center/Bird Areana/Convo/Golf and Tennis Facility/Peden Stadium/Visitors Center/Wren Stadium) and that Scott Blower, an At-Large representative, has offered to serve as the District 10 representative until the term expires in 2007. Andrew Stuart moved to approve Blower’s move from At-Large to District 10 representative. Donetta Bantle seconded the motion, a vote was taken, and the motion passed unanimously, leaving an At-Large vacancy on Senate.
David Kurz informed Senate that since February he has served as designate to the Information Technology Leadership Council and he has a number of documents to share with Senators via e-mail.

In response to Carolyn Bailey Lewis’ question about how those on the Vision Ohio subcommittees should report information, Merb-Brown responded that time can be made available on the agenda for reports to be given at Senate meetings.

Discussion: Merb-Brown asked Senators to think about where Senate goes from here with Vision Ohio areas, how can it be active, what steps need to be taken in terms of an action plan, and to send feedback to her at merbw@ohio.edu.

Announcements: Merb-Brown announced that one person is still needed to serve on The Post editorial board. Rusty Smith volunteered.

Adjournment: Karen Dahn moved that the meeting be adjourned. Mick Harris seconded the motion and the meeting adjourned at 1:35 p.m.

Respectfully submitted,

Maggi Channell
Secretary
Ohio University Administrative Senate
Minutes of November 17, 2005
Governance Room, Margaret M. Walter Hall

Next Meeting: January 19, 2006, 12 noon – 1:30 p.m.
Governance Room, Margaret M. Walter Hall

Present: Carolyn Bailey Lewis, Scott Blower, Rebecca Cale, Maggi Channell, Linda Clark, Karen Dahn, Michael Elliott, Marie Graham, Doug Grammer, Michael Greenfest, Mick Harris, Sharon Huge, David Kurz, Beth Maxon, Wendy Merb-Brown, Katherine Milton for Donetta Bantle, Brenda Noftz, Rebecca Petty, Connie Perdreau, Connie Pollard, Char Rae, Deanna Russell, Jim Sand, Rusty Smith, Andrew Stuart, Jean Witkowski

Excused: Pam Callahan, Carol May, Marty North, Bev Wyatt

Absent: Nikki Dioguardi, Chy Wooten

Guests: George Mauzy, Dale Tampke

Wendy Merb-Brown called the meeting to order at 12:05 p.m.

Approval of Minutes: Andrew Stuart moved that the minutes of the October 20, 2005 meeting be accepted with the following corrections: change location to Governance Room, Margaret M. Walter Hall, and the time to 12 noon. Carolyn Bailey Lewis seconded the motion and the minutes were unanimously accepted.

Chairperson’s Report: Wendy Merb-Brown reported that
● The Budget Planning Council met on October 31 and discussed the following: preliminary budget review indicates a $10 million deficit, due to compensation and typical increases, which could translate to a 7% budget cut, causing reductions in staffing; a 1% mid-year increase will be effective for administrators on January 1, 2006 (January 30 pay), for classified staff on December 11, 2005, and for faculty beginning February 15, 2006; enrollment projections for the next 5 years show the number of incoming first-year students staying about the same but an increase in transfer and relocating students; and a presentation was made by Residence and Dining Services about residence hall and growth issues.
● President McDavis requested that a performance management process for merit raises be developed for administrators; Jim Kemper called a meeting for November 18 to discuss how merit increases and the evaluation process should be handled; Linda Clark, Sharon Huge, Beth Maxon, Brenda Noftz, Andrew Stuart, and she will attend the meeting and questions/concerns should be e-mailed to them.
● Sharon Huge and she met with Jim Kemper to talk about creation of a layoff process for administrators and to clarify the role of Senate in the process; currently the laying off of administrators is arbitrary and often inconsistent; no lay-off plan currently exists.
● There have been some questions about what the role of the University-wide Policy & Procedures Committee (PPC) will be; she received an e-mail this morning from Phyllis Bernt, chair of Faculty Senate, stating that the PPC will no longer be in place and there will be a different process to change policies and follow procedures.
Brenda Noftz attended the Faculty Senate meeting on November 14, 2005 and reported that the number of admitted students is slightly up; the main topic was the classification of faculty (Group I, II, III, IV) and the process by which faculty move from one group to another; there was discussion about how students could appeal a professor, class instructor and/or content of the class, about the clarification of promotion and tenure and whether there are too many administrators on campus; the Finance and Facilities Committee made a recommendation about faculty salaries; there was concern about proposed policy to implement criminal background checks for any new hires.

Executive Officers are scheduled to meet with Dr. McDavis and Dr. Krendl on December 7 and January 11 to talk about the status of the PPC and the layoff and staffing policies.

Merb-Brown introduced Katherine Milton, Deanna Russell’s substitute and welcomed Dale Tampke who filled in for Larry Corrigan.

Merb-Brown requested the following reports

**Vision Ohio Partnership Team:** Linda Clark reported that the team it is made up of about 25 members from a wide group of faculty, administrators and classified staff; they have met a couple times to develop focus groups to determine what people in the community see the University doing for them.

**Vision Ohio Interdisciplinary Initiatives Team:** Merb-Brown reported that Doug Franklin and Mike Finney will be Senate’s contacts for this team.

**Vision Ohio Infrastructure Team:** Jean Witkowski and Michael Elliott reported that the team is charged with reviewing facilities, classroom space, research space, and IT; they have met twice, split into subcommittees; and will meet again on November 22.

**Vision Ohio Quality and Diversity Team:** Andrew Stuart reported that the team divided into two subcommittees, one dealing with retention and recruitment of faculty and staff and the other with student related issues; they meet biweekly and are in the process of identifying the groups they need to talk to about these issues and are collecting information about what already has been done; a major concern is that the University is not attracting and keeping high-quality students due to its image problem.

**Vision Ohio Undergraduate Priorities Team:** Merb-Brown reported that this group has met three or four times and is looking at best practices at peer institutions and other schools that have good academic programs; there is a faculty representative from every college on the committee; the biggest focus will be the academic plans submitted by the colleges and the undergraduate experience in general.

**Vision Ohio Graduate Priorities Team:** Connie Pollard reported that the major issue discussed has been the creation of a Graduate School or College at Ohio University; the team it is made up mostly of faculty, with two administrators, and two deans, has met four times and is gathering information.

**Vision Ohio Resources Team:** Carolyn Bailey Lewis reported that they have met several times and are looking at responsibility centered budgeting and talking with institutions who have used this model (OSU, New Hampshire, Michigan and Indiana); they have broken into subcommittees (best practices, communications cost, resources); this process puts a 19% tax on the units.

**Vision Ohio Support and Accountability Team:** Connie Perdreau reported that the team name has changed to Institutional Effectiveness and Accountability and has met twice; it is a mix of faculty, administrators and students and are divided into three general academic areas: degree granting, academic support and administrative; they have talked about what the charge is and are trying to determine what the outcomes will be; each member has been given an institution similar to OU to review and report on.

**Vision Ohio Environment Team:** No report.

**Research Team:** No report
Vision Ohio Commission on Women:  Maggi Channell reported that a mission statement has been drafted for the proposed Women’s Center as well as a PDQ for the director and that the final task is to identify people who will serve on the University standing committee.

Ad Hoc Committee on Administrative Growth:  Linda Clark reported that the draft report has been submitted to Mike Williford’s Office for review and they met on 11/9/05 to do more fact finding.

Vice President for Administration and Finance Search:  Jean Witkowski reported that the search has been narrowed down to six individuals, who have been invited for airport interviews on 11/18/05 and 11/20/05.

Vice President for Student Affairs Search:  Merb-Brown reported that the search is just beginning and that she and Bev Wyatt are on the committee.

Vice President for Advancement Search:  Merb-Brown reported that Molly Tampke is serving as the Interim Vice President but has no information about when this search will begin.

College of Communication Dean’s Search:  Bailey Lewis reported that the last candidate will come to campus on 11/22/05 and a decision should be made shortly after that.

College of Arts & Sciences Dean’s Search:  Witkowski reported that the committee has been formed and a posting will be put out with a mid to end of January deadline.

College of Fine Arts Dean’s Search:  It was reported that the first meeting yesterday and expect to post ads in the Chronicle around 12/7/05 and interview candidates by the end of January.

Vice Chairperson’s Report:  Brenda Noftz requested reports from committee chairs:
Outstanding Administrator:  Andrew Stuart reported that the committee had its initial meeting; they are still soliciting student and faculty representatives and will meet again in January.

Service Awards:  No report.

Professional Development:  Beth Maxon reported that the committee had its first meeting earlier in the month which focused on goal setting for the year.

Compensation:  Linda Clark reported that she co-chairs the committee with Chy Wooten; they met on 10/28/05 to review the documents and recommendations submitted to the Executive Committee and to give committee members assignments; they will meeting again on 11/18/05 and plan to have a report to Senate by 2/16/06.

Policies and Procedures:  Sharon Huge reported that the committee met on 11/2/05 and had lots of ideas and policies to review; the University’s Policy and Procedures Review Committee met on 11/3/05, and this may be the last meeting for this committee, which will affect how Senate’s committee operates.

Elections:  No report.

Secretary’s Report:  No report

Treasurer’s Report:  Michael Greenfest distributed a written report (attached) and reported that he met with Larry Corrigan to discuss how the budget works and to look at the number of administrators who have not used their Outstanding Administrator Awards.

Interim Vice President for Finance and Administration Report:  Dale Tampke did not report but took questions from the floor. He informed Senate that the joint Committee on Civic Responsibility met one time.

Old Business:  None

New Business:
**Senate Appointment:** Merb-Brown advised Senate that Angela Davis, Assistant Director of Multi-Cultural Program in Lindley Cultural Center, is interested in serving in the At-Large position vacated by Scott Blower. There was no discussion and Michael Greenfest moved to approve Davis as the At-Large representative until the end of the current year. Maggi Channell seconded the motion, a vote was taken, and the motion passed unanimously.

**Draft of Vacation Policy 41.001:** Sharon Huge asked Senators for feedback on the draft of Vacation Policy for Administrators 41.001 which went to the PPC for discussion. She stated that the policy is an update of the current policy and spells out how vacation days (22 per year) are earned by administrators. She expressed concern about the section on page 3, which deals with the carryover of unused vacation days to the next fiscal year, particularly that administrative employees will not be able to take vacation due to pressing departmental needs, especially in areas where staffing has been reduced, leaving administrators in very stressful situations.

**Discussion Item – Performance Management:** Merb-Brown asked that feedback about the Performance Management Plan for Administrators be sent to her via e-mail. The following concerns were expressed at the meeting: goal setting should be included, goal setting should not be included, not enough time to develop plan, document should well thought out.

**Announcements:** Doug Kurz asked Senators to look at Senate’s Blackboard site and Mick Harris showed a United Appeal video.

**Adjournment:** Andrew Stuart moved that the meeting be adjourned. Karen Dahn seconded the motion and the meeting adjourned at 1:30 p.m.

Respectfully submitted,

Maggi Channell
Secretary
Administrative Senate
Treasurer’s Report
as of
November 17, 2005

Account Summary

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Account Activity

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Prepared by
Michael Greenfest
Ohio University Administrative Senate
Minutes of January 19, 2006
Governance Room, Margaret M. Walter Hall

Next Meeting: February 16, 2006, 12 noon – 1:30 p.m.
Governance Room, Margaret M. Walter Hall

Present: Carolyn Bailey Lewis, Donetta Bantle, Scott Blower, Rebecca Cale, Pam Callahan, Maggi Channell, Linda Clark, Karen Dahn, Angela Davis, Substitute for Nikiki Dioguardi, Marie Graham, Michael Greenfest, Mick Harris, Sharon Huge, David Kurz, Beth Maxon, Carol May, Wendy Merb-Brown, Marty North, Brenda Noftz, Rebecca Petty, Connie Perdreau, Connie Pollard, Char Rae, Jim Sand, Rusty Smith, Andrew Stuart, Jean Witkowski, Chy Wooten, Bev Wyatt

Excused: Doug Grammer

Absent: Michael Elliott, Deanna Russell

Guests: Kathy Krendl, George Mauzy, Roderick McDavis, Dale Tampke

Wendy Merb-Brown called the meeting to order at 12:10 p.m. and welcomed all guests.

Guests: President McDavis and Provost Krendl: Dr. McDavis began by offering the following background information about Ohio University’s current budget situation:

● In 2005-06, OU suffered a 3% reduction in state funding, resulting in roughly a $3 million deficit.
● Another 3% reduction is anticipated for 2006-07.
● Tuition increases of 6%, rather than 9%, resulted in a reduction of $4 million in revenues last year and we expect a comparable reduction this year.
● Increases of $4.9 million in health-care costs (partially offset by $1.5 million from the reserve) and $1.2 million in utility costs have exacerbated the budget shortfall.
● Projecting a $9.3 million deficit for FY 07 and FY08. “If we make a strategic realignment this year by doubling our cuts to $18.6 million, we are able to move out of the trend of annual budget cuts and free up dollars to implement the important strategic initiatives in Vision Ohio.”
● An “Office for University Outreach” will begin operation on March 1.
● A staffing plan will be presented to all Senates shortly for input and reaction.

Dr. Krendl added that we want to “lay a strong foundation for Vision Ohio. Much of that relates to academic excellence, to increasing our research profile, to increasing diversity, to stabilizing our resources and to building partnerships.”

Dr. McDavis and Provost Krendl then responded to the following questions from Senators and guests:

What is the timeline for the staffing plan?
The staffing plan will be shared with the leadership of the Senates during the week of January 23. There will be several weeks for feedback, and then a public announcement will be made. The intent is to present the plan to the Board of Trustees at its March 2 meeting.
Many administrators were apprehensive about attending this meeting, because they feared some kind of retribution…that they might suddenly become a part of the “staffing plan.”

Do they have reason to be apprehensive?
McDavies responded: *We have asked provosts and vice presidents to look at their units from the standpoint of programs, services, and people. “This is a University plan. It is not a plan aimed at administrative folks or classified folks – this is a University plan. This will involve every aspect of the University, including academics and athletics.”*

Krendl responded: *I would be very disappointed if people thought we feared a dialogue around these issues… I do not think anyone has to worry about raising questions.*

Why do we need an Office of University Outreach?
McDavies responded: *“We think there are some real opportunities for us to generate revenues for the institution that we have not thought about before, and we believe that one of the ways is through the Office of University Outreach.”*

What are the specifics about opportunities and mechanics for providing feedback once the plan is announced?
McDavies responded: *I trust that the leadership of this senate...will figure out how to create those opportunities to give feedback.*

What is the timeline for receiving feedback?
McDavies responded: *At least a couple of weeks after the plan is shared with Senates.*

Did Facilities Management suffer an extreme number of position cuts last year?
McDavies responded: *There were cuts across the institution last year but unfortunately, some were not as well advertised as those in Facilities Management.*

How detailed will the staffing plan be?
McDavies responded: *We are looking for ways to maximize resources, so the day we put the plan on the table, we may not know exactly what the reorganization will look like in a particular unit but we do know that unit will be reorganized...what you will see is that we no longer will provide certain services in certain units, we no longer will have certain programs – possibly academic programs – and we will probably be involved in some layoffs.*

Is there definitely going to be an ERIP?
McDavies responded: *Yes.*

Will the staffing plan reveal specific information about layoffs?
Response: *Yes.*

How will those who are to be laid off be notified?
McDavies responded: *The hope is to implement the ERIP part of the plan before even getting to the layoff part.*

Any chance that the ERIP will be for more than one year?
Krendl responded: *Very unlikely.*

Will an individual have a year to take the ERIP?
Response: *Yes.*

Will there be clear guidelines for the ERIP?
Krendl responded: *That is one of our goals.*

How long will people have to decide whether to take ERIP?
McDavies responded: *There will be a condensed period of time. I don’t know the number of days...but we want it to be a short period of time so that people will commit because once we get those numbers, then we can talk about what we do with the rest of the plan as we have designed it. My hope would be that we get more people than less.*

Will ERIP positions be filled?
Response: *Our goal with the ERIP process would be to eliminate some of those positions.*

Will we have to petition to fill them?
Krendl responded: Each of the academic units and each of the planning units have been asked to submit a strategic plan that demonstrates the ways in which that unit contributes to the goals of Vision Ohio. Every position review will be based on those goals.

**Why is there no bonus for this ERIP? Last time, there was as $10,000 bonus.**

McDavis responded: I did not say that. We had a bonus before and we are talking about doing the same this time. How much and all that, we are not certain but we are talking about it.

**What about the possibility of creating a “pool” of displaced employees?**

Krendl responded: I have looked at...the idea of creating a pool of individuals with an inventory of their skills and an effort to match skills and needs because there are some units on campus that could really be affected dramatically if a large proportion of their staff exercise that option (ERIP) and it would not be possible for them to perform their core functions.

**What about bumping rights for classified employees?**

McDavis responded: It is a concern. I don’t know that we have an answer to it today, but it is obviously a concern...We understand the value of people in our organization.

**Where does diversity fit in? There seems to be a duplication of efforts on campus in this regard.**

Krendl responded: That is another one we are looking at.

“McDavis: I want us to look at diversity in its broadest definition...As much diversity as we can get, I am all for.

**How will the University know when it is “right sized”?**

McDavis responded: That’s where the $18.6 million comes in...If we can get that done in a year, then we are right-sized because...while we are focused right now on getting there, the question becomes what happens when we get there. What happens when we get there is that we don’t go through this again.

**What’s being done to ensure that layoffs are handled in a humane manner, and that laid-off employees are offered appropriate assistance?**

McDavis responded: We hope to have in place some mechanisms that will be helpful to those that are adversely impacted by the decisions that are made.

**Interim Vice President for Finance and Administration’s Report:** Dale Tampke attended in place of Larry Corrigan and had no report.

Merb-Brown announced that the new Vice President for Finance and Administration is William Decatur; he will start on March 20, 2006 and will also continue as liaison to Administrative Senate.

**Discussion:**
- Foregoing raise and the ramifications
- Acceptable and consistent severance packages; outplacement services for those who are laid off; and an organized effort to find replacement positions within the institution for those who are laid off
- Assuming more of the costs of health care to help with budget and also to keep benefits from eroding; exploration of cafeteria-style benefits plan; leveling playing field across all employee groups
- Lay-off plan put together by Jim Kemper that includes ideas for severance, notification, outreach and outplacement services

**Chairman’s Report:** Merb-Brown announced that Phyllis Bernt from the Implementation Committee will be at Senate’s February meeting to talk about resources and the budget. She then asked for the following reports:
● Outstanding Administrator Committee: Andrew Stuart announced that the deadline for Outstanding Administrator nominations is February 27th.

● Ad Hoc Committee on Administrator Growth: Linda Clark reported that Institutional Research has reviewed the report on administrator growth and that the summary analysis shows that during fiscal years 1997-2000, non-instructional staff (administrators and classified) grew at a faster rate than instructional staff and that after 2003 administrative and classified growth went down. The report will be sent out via e-mail.

Approval of Minutes: Sharon Huge moved that the minutes of the November 17, 2005 meeting be approved, Andrew Stuart seconded the motion and the minutes were unanimously accepted.

Adjournment: Karen Dahn moved that the meeting be adjourned. Linda Clark seconded the motion and the meeting adjourned at 1:40 p.m.

Respectfully submitted,

Maggi Channell
Secretary
Ohio University Administrative Senate
Minutes of February 16, 2006
Governance Room, Margaret M. Walter Hall

Next Meeting: March 16, 2006, 12 noon – 1:30 p.m.
Governance Room, Margaret M. Walter Hall

Present: Donetta Bantle, Scott Blower, Rebecca Cale, Pam Callahan, Maggi Channell, Linda Clark, Karen Dahn, Michael Elliott, Marie Graham, Doug Grammer, Michael Greenfest, Mick Harris, Sharon Huge, David Kurz, Carolyn Bailey Lewis, Beth Maxon, Wendy Merb-Brown, Carol May, Brenda Noftz, Marty North, Rebecca Petty, Connie Perdreau, Connie Pollard, Char Rae, Jim Sand, Rusty Smith, Andrew Stuart, Jean Witkowski, Bev Wyatt

Excused: Char Rae

Absent: Nikki Dioguardi, Deanna Russell, Chy Wooten

Guests: Larry Corrigan, George Mauzy

Wendy Merb-Brown called the meeting to order at 12:05 p.m.

Approval of Minutes: Andrew Stuart moved that the minutes of the January 19, 2006 meeting be accepted with the following correction: change $1.2 billion in utility costs to $1.2 million (under Guests, fourth bullet). Carol May seconded the motion and the minutes were unanimously accepted.

Chairperson’s Report: Wendy Merb-Brown reported that
● No plan was shared when the chairs of the different constituent groups (Classified Administrative, Faculty and Student Senates), representatives from Labor Relations and AFSCME, and the department chairs and directors met with Dr. McDavis, Dr. Krendl and Mr. Corrigan on Friday, 2/3/06 but the same information given on 1/19/06 was presented; information about how the colleges made decisions was also presented; and there was a discussion about where to go from here.
● Dr. McDavis gave them a two-week time period to gather feedback and suggestions from various groups and Exec met again on 2/9/06 and discussed what to do.
● An Open Forum with Classified Senate held on Friday, 2/10/06 to solicit feedback prior to a final plan was well attended and many well-thought-out responses and good questions were received.
● Senate’s executive committee will meet again with McDavis, Krendl and Corrigan to present the feedback.
● There will be ERIP but the specifics (length, time to respond, incentives) have not been finalized until the plan is approved by the Board of Trustees on 3/2/06.
● The ERIP is required by PERS if more than 50 positions are abolished.
● A monetary incentive will be given to encourage people to retire by July 1, 2006.
● Filling positions depends on skill sets and whether they are classified or administrative; people cannot be forced to take the ERIP.
Cuts will be across the board to both academic and non-academic units, every operating unit on campus (75 positions total).
The hope is that the budgetary dollars that are freed up can be invested into other revenue sources.
Merb-Brown shared a document, presented by John Day at the last Faculty Senate meeting, outlining how expenses are outgrowing revenues and explaining how taking two years of cuts in one year shifts the budget from a deficit to a surplus.
Merb-Brown then proposed the following questions to Senate for discussion and feedback:

- Is a month enough time for people to take the ERIP?
- What would be an incentive that people would find attractive enough to take the ERIP by April 2 to be out by July?

Responses: Three years; one year is not enough; $5,000 does not mean a lot; not ready, wife/husband isn’t ready; very short cycle; also hear two years.

- Is 30 days enough time--should it be extended to three months?
- Is $10,000 incentive enough?

Response: Is there a way to poll the population to see what they would be interested in taking?

- Straw Poll: How many would take an ERIP of $10,000 and 1 year to leave by July 1?

Result: One person would take it.

Response: People need time to think about it and make a decision.

Response: Previous ERIP had three months to decide.

- Why wasn’t an emergency Board of Trustees meeting called to deal with this earlier so people could have more time to make decisions?

Merb-Brown commented that the lack of time has caused anxiety, lack of trust, and the feeling that people are not the first priority, even though they were told that they would be.

- Are there incentives other than financial?

Response: What about retire and rehire?

Merb-Brown reported that the Health Benefits Committee is still in the discussion phase and has not made any decisions and that the Budget Advisory Council, which meets every other Monday, has split into three different subcommittees (compensation, central pool and tuition) to examine budget-related issues.

Merb-Brown requested the following reports:

Search for Vice President for Student Affairs: Merb-Brown reported that the committee will start reviewing applications in March.

Search for Vice President for Advancement: Merb-Brown reported that she has not been contacted about appointment a representative to the committee and has no information.

Search for Dean of College of Education: No information

Search for Dean of College of Arts & Sciences: Witkowski reported that airport interviews are being held.

Search Dean of College of Fine Arts: Merb-Brown reported that there is a committee but no specifics to report.

Vision Ohio Implementation Committee Reports: Carolyn Bailey Lewis reported members of the Resources Team will visit Ohio State, New Hampshire and Michigan and that they have developed a list of 75 to 100 questions about responsibility centered budgeting. Andrew Stuart reported that there is an Open Forum for Quality and Diversity Committee and Environment Committee this afternoon at 5 p.m. at the Human Resources and Training Center.
Vice Chairperson’s Report: Brenda Noflz requested reports from committee chairs:
Compensation: Linda Clark reported that since the data is not available from CUPA there will be no report until next month.
Professional Development: Beth Maxon reported that the committee has broken up into smaller sub-groups working on calendaring, a tracing system for professional development, and mentoring, which they have decided to table to develop topics that would be beneficial for administrators who are losing their jobs.
Outstanding Administrator: Andrew Stuart reported that there will be a meeting on Friday, 2/17/06, nominations are at Human Resources being vetted for eligibility, and they hope to have the process started shortly.
Service Awards: Mick Harris reported that there will be a meeting on Tuesday, 2/21/06, and the Service Awards Ceremony will be held on May 23, 2006 at 3 p.m.
Elections: Doug Grammer asked for ideas for increasing participation.

Secretary’s Report: No report

Treasurer’s Report: Michael Greenfest distributed a written report (attached) and reported that individual accounts have been set up for recipients of the Outstanding Administrator awards so they can manage their own money.

Interim Vice President for Finance and Administration Report: Larry Corrigan reported that the Board of Trustees authorized the guarantee/refinance of the debt on the Ohio University Inn so $3 million could be replenished to the 1804 Fund Endowment.

Old Business: None

New Business:
First Reading of Draft Policy 41.012: Termination for Cause, Non-Renewal, Suspension, Demotion, or Dismissal of an Administrator: Sharon Huge presented the draft of this policy for review and discussion and stated that the committee felt that this policy had areas of weakness that needed to be strengthened and become more explicit. Linda Clark moved that the rules be suspended to allow a vote to be taken on Policy 41.012 and 41.013; Mick Harris seconded the motion; a vote was taken and the rules were suspended. Rebecca Cale moved that draft policy be accepted and Carol May seconded the motion. After discussion about the language in last sentence of Section II. Discipline, Suspension, Demotion and Dismissal, Jim Sand moved that the previous motion be amended to adopt the policy with the following amendment: change the words “should consult” to “must notify”; Rusty Smith seconded the motion; a vote was taken; and the motion passed with 14 in favor, 6 opposed, and 1 abstention. A vote was then taken to accept the policy as amended and the policy was accepted with 19 in favor and 2 opposed, and 1 abstention.

First Reading of Draft Policy 41.013: Termination: Non-Renewal Based on Discontinuance of Position of Administrators: Sharon Huge presented the draft of this policy for review and discussion. Jim Sand moved that policy be accepted as written; Mick Harris seconded the motion; after a brief discussion, a vote was taken; and the policy was accepted as written with 13 in favor and 5 opposed, and 1 abstention.

Announcements: None
Adjournment: Maggi Channell moved that the meeting be adjourned. Jean Witkowski seconded the motion and the meeting adjourned at 1:50 p.m.

Respectfully submitted,

Maggi Channell
Secretary
Administrative Senate
Treasurer’s Report
as of
February 18, 2006

Account Summary

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Outstanding Administrator Fund Balance

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<td>1290 Other Academic Per</td>
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<tr>
<td>7649 Retirement Gifts</td>
<td>$ (1,376.00)</td>
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$ (10,076.28)

*Includes transfers from incorrect account postings

Prepared by
Michael Greenfest
Ohio University Administrative Senate
Minutes of March 16, 2006
Governance Room, Margaret M. Walter Hall

Next Meeting: April 20, 2006, 12 noon – 1:30 p.m.
Governance Room, Margaret M. Walter Hall

Present: Donetta Bantle, Scott Blower, Pam Callahan, Maggi Channell, Karen Dahn, Angela Davis, Doug Grammer, Michael Greenfest, Mick Harris, Sharon Huge, David Kurz, Carolyn Bailey Lewis, Beth Maxon, Wendy Merb-Brown, Carol May, Brenda Noftz, Rebecca Petty, Connie Perdreau, Connie Pollard, Char Rae, Jim Sand, Rusty Smith, Andrew Stuart, Chy Wooten, Bev Wyatt

Excused: Rebecca Cale, Linda Clark, Marie Graham, Marty North, Jean Witkowski

Absent: Nikki Dioguardi, Michael Elliott, Deanna Russell,

Guests: Jim Kemper, George Mauzy, Chris Milligan

Wendy Merb-Brown called the meeting to order at 12:05 p.m.

Approval of Minutes: Michael Greenfest moved that the minutes of the February 16, 2006 meeting be accepted. Carolyn Bailey Lewis seconded the motion and the minutes were unanimously accepted.

Chairperson’s Report: Wendy Merb-Brown reported that
● The chairs of the constituent groups meet with Drs. McDavis and Krendl on 2/17/06 to present the feedback and questions collected over the previous two weeks; they encouraged the extension of early incentive date for ERIP to give people more time to make decisions and discussed issues relating to employees whose positions are abolished.
● The Board of Trustees met on 3/1/06 and 3/2/06 and unanimously approved the ERIP, leaving the specifics to Dr. McDavis; an e-mail was sent out the next day; all employees who qualified for the ERIP were notified by 3/4/06 if they were in the system with enough years of OU service to qualify for ERIP; those buying time from other institutions or who have service credit from other benefits areas or retirement systems, should contact the Benefits Office at Human Resources (benefits@ohio.edu).
● The executive committee met with Drs. McDavis and Krendl on 3/8/06 and questioned the Friday notification date; McDavis explained that Advancement, Research, and Student Affairs employees whose positions are being abolished were notified by Monday afternoon but employees in the academic areas were not.
● As of 3/8/06, the following positions related to PERS were targeted for elimination: 28 bargaining unit, 26 administrators, 7.5 classified, for a total of 61.5 positions. Six unknown positions were also eliminated, bringing the total to 67.5. Fourteen Group II and part-time faculty positions were eliminated. Jim Kemper reported that the number of classified positions eliminated increased from 7.5 to 13.5 and dropped to 11.5.
The executive committee was asked to come up with ways to increase revenue streams and bring in alternative sources of revenue; the university is allowed to sell its intellectual property, but not services; it is allowed to sell services if facilities are used, but not if they compete with local or community agencies or other groups; after a discussion about the conflicting information and inconsistencies, the committee requested that the policy be reviewed.

At the 3/13/06 Faculty Senate meeting, Drs. McDavis and Krendl gave a 1.5 hour presentation about faculty involvement in Vision OHIO and the budget; the Professional Relations Committee presented information about the lack of shared governance at OU and recommended that faculty sit on the Board of Trustees, on the president’s cabinet, and meet with chairs of the various constituent groups on a regular basis.

The Health Benefits Committee is looking at changing the health insurance carrier and wants to make sure the change would not negatively impact employees and that benefits and providers would stay the same.

The Budget Planning Council subcommittees are planning for the future but no recommendations or decisions have been made.

Merb Brown requested the following reports:

**Search for Vice President for Student Affairs:** Beverly Wyatt reported that 20 vitas and applications have been reviewed and the pool has been narrowed down to eight for airport interviews with three alternates.

**Search for Vice President for Advancement:** No report

**Search for Dean of Arts & Science:** Connie Pollard reported that the interviews are over and paperwork sent to Institutional Equity.

**Vision Ohio Implementation Committee Reports:**
Carolyn Bailey Lewis reported that the members of the Resources Committee are visiting peer institutions (OSU, Michigan, New Hampshire).
Connie Perdreau reported that the Assessment and Accountability Committee is devising a survey to distribute to non-academic support areas; the message the committee is getting is that people are fearful of accountability; they suggest that assessment metrics come from within the units.
Connie Pollard reported that the Graduate Priority Committee is holding an Open Forum in April and will also be meeting with constituent groups.

Merb-Brown stated that Phyllis Bernt will be at next month’s meeting to talk about the Resources Committee. She reported that the Undergraduate Priorities Committee is breaking into subcommittees to report on priorities; looking at college plans and trying to synthesize what the priorities are campus wide; reviewing learning outcomes for courses; and working with assessment groups.

The Policies 41.012 and 41.013 from last month were given to John Burns and he will bring them up in this month’s cabinet meetings. The Administrative Growth Plan was given to Drs. McDavis and Krendl with the request that it be shared with the cabinet.

**Vice Chairperson’s Report:** Brenda Noftz requested reports from committee chairs:

**Professional Development:** Beth Maxon reported that the committee is getting together to work different topics they can bring in for staff, especially with the layoffs.

**Elections:** Doug Grammer reported that a letter listing possible open Senate positions will be sent out in first week of April.
Outstanding Administrator: Andrew Stuart reported that the committee is meeting this afternoon to start the review process and a decision should be made by the first of May.
Service Awards: Mick Harris reported that the committee will meet on 3/28/06 to refine the process for eligible recipients,
Policy and Procedures: No report.
Compensation: No report

Secretary’s Report: No report

Treasurer’s Report: Michael Greenfest distributed a written report (attached).

Interim Vice President for Finance and Administration Report: Jim Kemper attended in place of Larry Corrigan and responded to questions about the ERIP and layoffs.
● Human Resources will provide the following core set of services to those whose positions are eliminated: medical benefits for six additional months (through December 31), educational benefits for one additional year (through both summer sessions of 2007), access to EAP for one additional year, career counseling for an additional six months, and networking with external agencies to help people find jobs outside the university.
● Five teams will be meeting from 10 a.m.-12 noon each Monday in Room 125 at the HR & Training Center to coordinate and report on the simultaneous processes (non-renewal for cause, non-renewal for discontinuance of position, job abolishment for classified staff, ERIP, and reorganizations); one teams will be the outplacement employee assistance team; Med Mutual and the other major providers have been put on notice that EAP services for financial, personal and mental health counseling may increase.
● Any position abolishment can be grieved; the March 15 date for notification of non-renewal for cause has passed, the next date is April 2 for non-renewal for discontinuance of position, May 1 is the deadline for classified positions to be abolished; an employee has ten working days after receipt of the notification letter to file a grievance; the layoffs list is public information.
● While waiting for written notification, employees can still avail themselves of any other university service; negotiate release time with supervisor; (e.g. work on resume, make telephone calls, go on interviews); let HR know if you are having trouble (e.g. use of vacation time).
● The reason for a position abolishment will be communicated to employees; the Grievance Committee’s will also have access to the information; Human Resources will encourage supervisors to show the documentation trail.
● Classified staff have the right to bump under Ohio Revised Code 124, paragraph 321-328; it is a complicated process and the goal is to eliminate layoffs and bumping; a good process for classified staff reassignment was designed for the UMC layoffs and is being replicated this time; all employment activity will be frozen by May 1 and all JIQs by April 1 to prepare for May 1 notice; between May 1 and June 15, people will be transferred to vacant positions; whoever is not transferred by June 14, will receive a 14-day notice and have 5 days to decide to bump or be laid off; from June 21-30 bumping will be exercised.
● Administrative staff does not have bumping rights and Peggy Jameson is trying to define a process for administrators.
● The new positions for transferred employees would be as secure as possible.
All costs ($7.7 million if all 308 people took ERIP) are being covered centrally and are not being charged back to the units.

Merb-Brown asked that any Senators interested in the Monday HR group to e-mail her; additional questions can be e-mailed to kemper@ohio.edu.

**Old Business:** None

**New Business:** First Reading of Compensation Committee Recommendation on Salaries
Andrew Stuart moved to accept the Recommendation on Salaries for a first reading
Karen Dahn seconded the motion, a discussion was held, and the following changes were suggested: include the date of the report from CUPA, add the study from the Chronicle, adjustment should be given as a lump sum and begin July 1, delete “Benefits” from title.

**Announcements:** None

**Adjournment:** Maggi Channell moved that the meeting be adjourned. Donetta Bantle seconded the motion and the meeting adjourned at 1:50 p.m.

Respectfully submitted,

Maggi Channell
Secretary
Administrative Senate  
Treasurer’s Report  
as of  
March 15, 2006

### Account Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Beginning Balance</td>
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</table>

### Outstanding Administrator Fund Balance

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$12,650.34</td>
</tr>
<tr>
<td>Expenditures YTD</td>
<td>(1,000.00)</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>$11,650.34</td>
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### Account Account Activity

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<tr>
<th>Account Code</th>
<th>Description</th>
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<th>YTD</th>
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<tbody>
<tr>
<td>1190</td>
<td>Officer Contracts</td>
<td>583.38</td>
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<td>1290</td>
<td>Other Academic Per</td>
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<td>3100</td>
<td>Supplies</td>
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<tr>
<td>7649</td>
<td>Retirement Gifts</td>
<td>-</td>
<td>$ (1,376.00)</td>
</tr>
</tbody>
</table>

$ (10,906.78)

*Includes transfers from incorrect account postings

Prepared by
Michael Greenfest
Ohio University Administrative Senate
Minutes of April 20, 2006
Governance Room, Margaret M. Walter Hall

Next Meeting: May 18, 2006, 12 noon – 1:30 p.m.
Governance Room, Margaret M. Walter Hall


Excused: Rebecca Cale, Doug Grammer, Mick Harris, Carol May, Rebecca Petty, Char Rae

Absent: Scott Blower, Nikki Dioguardi, Deanna Russell, Chy Wooten,

Guests: William Decatur, Pam Farley for Doug Grammer, George Mauzy

Wendy Merb-Brown called the meeting to order at 12:10 p.m.

Approval of Minutes: Angela Davis moved that the minutes of the March 16, 2006 meeting be accepted. Donetta Bantle seconded the motion and the minutes were unanimously accepted.

Chairperson’s Report: Wendy Merb-Brown welcomed William Decatur, vice president for Finance and Administration and Pam Farley, substitute for Doug Grammer and reported that

- The chairs of the constituent groups met with Drs. McDavis and Krendl and Mr. Decatur about the budget realignment and were told that the cut will probably be less than $18.6 million; that the $18.6 million was a goal they were trying to achieve but not a hard fast number and when they realized the consequences of some cuts in necessary areas, changes and allowances were made; adjustments also were made so that cuts to all units will be over a two-year period.

  William Decatur responded that the administration is backing away from the $18.6 million projection but the reasons for the cuts have not changed—the reallocation of resources into the strategic priorities of the institution and development of action plans which for investment priorities. The $18.6 million was a firm goal but as it became real in terms of the consequences, the president and his cabinet decided that the impact of some of the cut was not in the best interest of the institution. The process is not complete, particularly the provost’s area. It becomes a two-year process due to ERIP, which the University is using to help achieve reduction targets and minimize abolishing jobs and layoffs. With a window of August, 2007, the process will extend over two years. There will be firm figures in terms of the target by June but there will still be uncertainty in terms of how it is achieved. If the targets are not achieved through ERIP, additional cuts may be necessary. April 28th is the date to accept ERIP and be eligible for the $10,000 incentive. The early retirement offering (one year of retirement credit) extends through August, 2007, and decisions to take the one-year buy out can be made anytime during the next year. As of last week, 45 employees signed up for the ERIP; and the University is optimistic that it will achieve the goal of 75 by the end of April. Remaining cuts are coming from...
various operations, vacant positions and some faculty positions. The University does not know yet what not cutting the $18.6 million will do to the five-year plan because the strategy was to take the money and invest it in areas that would help produce additional revenue/net income. That strategy, combined with the implementation of responsibility-centered budgeting, was believed to put the University in a much better position. Funding from the state is projected to be flat but the good news is that the Regents have recommended that in the next year’s biennium, $30 million be distributed through the state share-of-instruction formula, which means a $1 million instead of a $3 million loss to the University. He stated that he is unaware of Ohio having big budget surpluses and that the state budget is a product of the economy, the state’s revenue and political decision making in Columbus.

● At the Board of Trustees meeting on March 13 and 14 information about president’s evaluation was shared and an opportunity will be given to the different constituent bodies to give input; the following enrollment figures to date were shared: the number of committed students is down, the number of students who have an ACT of 24 or higher is up due to targeting higher ability students with the Gateway Scholarship, and transfer and graduate enrollment numbers are up. There was discussion about the expectations of Tier III (capstone courses) vs. General Education’s Tier III courses and the board requested a progress report on this issue from the president and provost.
● She met with McDavis and Krendl on April 6; informed Senators of the Vision Ohio Symposium on May 3rd.
● She sent copies of Vision Ohio subcommittee updates for review to all Senators.
● She asked Senators to advise constituents who are interested in the grievance process to contact Carol May in Human Resources and to inform them that the policy is on the website
● Eleven of the 45 people who have taken ERIP are administrators.
● At Faculty Senate, Drs. McDavis and Krendl gave reports; 250 faculty signed a petition to formalize a process to evaluate the president and provost; a vote on the petition was 23 to 23 with 1 abstention, so it will go to referendum; Phyllis Bernt has 30 days to complete the referendum for faculty to vote on; there was discussion about Tier III and Tier II wording; EPSA presented Tier II proposal for first reading; and discussion about Group I & II faculty lines.
● Anthem Blue Cross/Blue Shield is the new benefits administrator for medical, dental, faculty and administrator vision, flexible spending, life insurance and Envision Rx will administer the prescription drug benefit. Sharon Huge volunteered to attend Health Benefits Committee meeting at 11 a.m. on May 4th.
● Brenda Noftz reported that the Budget Planning Council continues to discuss allocations for next year and divided into three subgroups (tuition, compensation and central funding), whose intent was to develop principals by which the institution could make long-term planning provisions and have general guidelines by the end of May.
● The vice president searches are continuing, the candidates for the director of communication and marketing are interviewing on campus, Ben Ogles was named dean of Arts & Sciences, Fine Arts is in the process of interviewing, and the College of Education search is on hold.
● Retiring senators should e-mail constituents that the position is open.

Old Business: Second Reading and VOTE on Compensation Committee Recommendation on Salaries – Linda Clark thanked the committee members, presented the recommendation for a second reading and vote. After discussion the following revision to the first paragraph under Salary Increase Recommendation was proposed: change “in twelve monthly payments” to
“across appointment period.” Sharon Huge moved that the revised recommendation be accepted. Andrew Stuart seconded the motion and the recommendation was unanimously accepted.

Vice Chairperson’s Report: Brenda Noftz requested reports from committee chairs:
Policy and Procedure: No report.
Professional Development: No report.
Outstanding Administrator: Andrew Stuart reported that the committee met yesterday, made three selections, and is in the process of notifying them.
Service Awards: Maggi Channell reported that they are in the process of verifying years of service and uncovering unsuspected retirees and that the ceremony will be held on May 23rd at 3:00 p.m. in Baker Center Ballroom.
Elections: Noftz reported that Districts 1, 4, 8, 12, 13, 14, one regional representative and four at-large positions are open for re-election. A recommended was made that the minutes be sent to all administrative staff, that committee chairs post reports online, and that press releases be sent out to encourage participation and interest in Senate.

Vice President for Finance and Administration Report: William Decatur commented that he understood the anxiety about the budget process, University’s finances, benefits, and other changes and pledged to do everything he can to make things as transparent as possible. He reported on the following:
● Over the next year the University will look in depth at the benefit structure, the budget and the other issues facing the institution.
● So far the focus of the realignment process has been on cutting and they are waiting for the Vision Ohio implementation teams to begin the reinvestment and the process for making those decisions has not been defined.
● High on his agenda is to begin working with the president, provost, and others to develop a process for soliciting input and requests for new budget resources and investments that will be guided by Vision Ohio and the action plans brought forth by the implementation teams.
● The benefits change is a change in TPA, not a change in plan design and the big savings (estimated to be $2 million per year) will come from deeper hospital discounts.
● The University facility master plan is well underway and is being driven by the priorities of the strategic plan of Vision Ohio. The University plans to present entire facility master and financing plan to the Board of Trustees in the fall.

New Business: None

Secretary’s Report: No report

Treasurer’s Report: Michael Greenfest distributed a written report (attached).

Announcements: David Kurz announced that documents about the Informational Technology Leadership Council are posted on blackboard.ohiou.edu. Connie Perdreau announced that the U.S. Senate has declared 2006 a National Year of Study Abroad.
Adjournment:  Brenda Noftz moved that the meeting be adjourned.  Michael Greenfest seconded the motion and the meeting adjourned at 1:30 p.m.

Respectfully submitted,

Maggi Channell
Secretary
Administrative Senate  
Treasurer’s Report  
as of  
April 20, 2006

Account Summary

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Outstanding Administrator Fund Balance

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Account Account Activity*

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*Includes transfers from incorrect account postings

Prepared by
Michael Greenfest
Ohio University Administrative Senate
Minutes of May 18, 2006
Governance Room, Margaret M. Walter Hall

Next Meeting: June 15, 2006, 12 noon – 1:30 p.m.
Elizabeth Baker Room, Baker Center

Present: Donetta Bantle, Maggi Channell, Linda Clark, Karen Dahn, Angela Davis, Michael Elliott, Marie Graham, Doug Grammer, Michael Greenfest, Mick Harris, David Kurz, Carolyn Bailey Lewis, Beth Maxon, Carol May, Wendy Merb-Brown, Brenda Noftz, Marty North, Connie Perdreau, Connie Pollard, Char Rae, Jim Sand, Rusty Smith, Andrew Stuart, Jean Witkowski, Bev Wyatt

Excused: Scott Blower, Rebecca Cale, Pam Callahan, Rebecca Petty, Bev Wyatt

Absent: Nikki Dioguardi, Deanna Russell, Chyan Wooten

Guests: Chad Barnhart, Cathy Cooper, Sara Fares, Sam Hanson, Jim Kemper, Cynthia King, George Mauzy, Sean O’Malley, Sarah Rift, Wendy Weiser, Paul Wiehl, Sheila Wurtsbaugh

Wendy Merb-Brown called the meeting to order at 12:05 p.m.

IT Update – Guest, Sean O’Malley: Sean O’Malley reported that over the past month the University discovered three security break-ins. On 4/21/06, a server in the technology transfer department, containing 37 social security numbers for people requesting parking permits, intellectual property, and patent information, was broken into. On 4/24/06, an Alumni Association server, containing 300,000 personal records (names, addresses, phone numbers, previous addresses, maiden names) and social security numbers for 137,000, including all faculty and staff hired on or before January of 2004, was compromised. They could not see personal information going over the network, but huge quantities of data were going in and out of the machines to Belgium, the Czech Republic and the Ukraine. On 5/4/06 it was discovered that Hudson Health Center’s main records server, which contained 60,000 records of current and former students and a few faculty and staff, had been compromised. The following steps are being taken to improve the security of the network: formation of a response team composed of security staff from CNS, hiring outside consultants from Internet Security Systems (ISS), having a Level I responder from Oracle and a Windows consultant on campus; performing a complete survey of all systems housed in the central machine room; installing multiple firewalls; doing operating system rebuilds on some servers and taking off line any unessential machines. The investigation is ongoing and is focused on the 90 machines housed in the machine room. A registration process will take place and all planning heads will be asked to designate a contact for their area. A group will be brought in to do a comprehensive risk assessment for the whole University. This group will look at all business processes, as well as information technology, the way sensitive data is handled and passed from department to department. The long-term plan is to move away from Windows server technology and address security policies and compliance on an institution wide basis. All audits will be run by someone other than IT. He requested that Senators get the word out about the server registration process and review the way they handle sensitive data.

Approval of Minutes: Rusty Smith moved that the minutes of the April 20, 2006 meeting be accepted. Andrew Stuart seconded the motion and the minutes were unanimously accepted.
Chairperson’s Report: Merb-Brown reported that Executive Committee met on 5/2/06 with Drs. McDavis and Krendl and the role of faculty, staff, the cabinet and the Board of Trustees, ERIP, and the Vision Ohio Symposium were discussed.

Faculty Senate: Brenda Noftz reported that there is a search for a new chancellor for the Board of Regents; that the Ohio Patriot Act requires new employees to sign a form stating they are not part of a terrorist organization; that Provost Krendl reported on enrollment numbers; that Phyllis Bernt was elected chair, David Thomas vice chair and Tim Anderson treasurer of Faculty Senate; that the provost stated that the appropriate mechanism for the evaluation of the president was through the Board of Trustees.

Health Benefits Committee: Merb-Brown reported that the committee met on 5/19/06 and Anthem was selected to manage the insurance plan with Vision Rx as the prescription drug manager; that the specifics of the plan itself have not changed but there may be some minor changes in implementation; that all questions should be sent to Human Resources and the deadline for Open Enrollment is 6/2/06.

Budget Planning Council: Noftz reported that council is composed of three subcommittees (tuition, compensation and central funding) who review the processes and do best practice research relating to peer organizations and nationwide; that there was a discussion about the decrease in the amount of money available for projects arising out of Vision Ohio and other initiatives due to reduction in the $18.6 million budget cuts.

President’s Evaluation: Merb-Brown reported that concerns and an explanation of what an administrator at OU is were shared with the Board of Trustees on 5/12/06; that communication continues to be an issue; that Student Senate passed a resolution proposing a comprehensive process where every employee and student has a voice in evaluating the president; no specifics were put forth but they would like to get the governance groups together develop this process. Merb-Brown announced that Kent Smith, the new vice president for student affairs, will start on 7/24/06; that Chuck McWeeney was named dean of the College of Fine Arts; that the dean for the College of Education would be announced at 3 p.m. today; that the Vision Ohio Symposium on 5/3/06 broke into 16 different tables to discuss ideas based on the summaries from the Implementation Teams.

Vice President for Finance and Administration’s Report: Jim Kemper attended for Vice President Decatur and reported on the following:

● The Health Benefits Committee is a presidential committee coordinated by Bill Decatur and Human Resources; members must be approved by the president’s office; he would like to partner the Committee, Human Resources, and the Senates to work on plan design through Mercer HR Consulting and to impact costs through the theme of employee health wellness, using training and development sessions to change behaviors and habits; 450 to 500 customer service surveys will be sent out next week for Senate to distribute.

● Seventy-nine employees have taken the ERIP, 72 of whom will retire at or before 7/1/06; there are only 19 confirmed job abolishments and the rest are all unconfirmed; two to four retirements are anticipated from this month until the end of the calendar year when 10 to 15 are expected, with the second spike of about 25 in May/June of 2007.

● He meets with John Day, Nikki Dioguardi, and Dawn Copeland on a weekly basis to reconcile numbers regarding budget reductions; the $18.6 million cut is down to $14.2 million; the $4.6 million difference is all level III reductions; $14.2 minus $9.3 million is the level of strategic contributions to new initiatives.

● The jobs of 10.5 administrators and five classified staff have been abolished; there will be no bumping or layoffs this July; much of the $4.6 million will be used as bridge money to fund people for one more year with the intention that they retire in 2006-07, when the job will be abolished and the department will be cut.
Human Resources has been working closely with Bill Sands and Morgan & Associates on the personnel issues connected to the IT security breach and have concluded that no internal personnel issues require Human Resources action.

Merb-Brown asked about administrators viewing their PDQs. Kemper responded that if you have not reviewed your PDQ, you should call Leah Buck in Human Resources; that HR applies the same rule for administrators as for classified staff; that civil service law states that employees have the right to have a job evaluation at least once in a 12-month period; that if you feel you are not at an appropriate pay level, an equity evaluation can also be done. He also stated that since 2002 compensation has been systematically dismantled and that Bill Decatur is supportive of HR getting back into strategic compensation with the first step being a new administrative and professional pay plan.

**Vice Chairperson’s Report:** Brenda Noftz requested reports from committee chairs:

**Service Awards:** Mick Harris reported that the ceremony will be held on May 23rd at 3:00 p.m. in Baker Center Ballroom.

**Elections:** Doug Grammer reported that there were some problems due to the IT security breach and that they plan to include paper ballots as an option in the future; that no one ran opposed. After a brief discussion about paper vs. electronic ballots, a straw poll was taken about using only paper ballots in the future. Two out of the 24 senators in attendance wanted to go back to paper ballots.

**Secretary’s Report:** No report

**Treasurer’s Report:** No report

**Old Business:** None

**New Business:** None

**Announcements:** It was announced that Saturday, 5/20/06 was the International Street Fair and that the Outstanding Administrator and Service Awards ceremony will be held on May 23rd at 3:00 p.m. in Baker Center Ballroom.

**Adjournment:** Maggi Channell moved that the meeting be adjourned. Andrew Stuart seconded the motion and the meeting adjourned at 1:20 p.m.

Respectfully submitted,

Maggi Channell
Secretary
Wendy Merb-Brown called the meeting to order at 12:30 p.m.

Approval of Minutes: Maggi Channell motioned that the minutes of the May 18, 2006 meeting be accepted with the following correction: removal of Bev Wyatt’s name from those Present. Jean Witkowski seconded the motion and the minutes were unanimously accepted.

Chairperson’s Report:
Faculty Senate: Merb-Brown passed around the evaluation comments on Drs. McDavis, Krendl and Bird for review and reported on the following:
●Senate discussed the article in The Post about the salaries of OU executive administrators.
●Greg Browning, chair of the Board of Trustees, attended the meeting to listen to faculty concerns and stated that he wanted to keep the lines of communication open.
●Senate discussed the plagiarism issue, the security breaches, the evaluation of the president and the 360 degree evaluation.
●A review of activity reports was presented
●Phyllis Bernt will continue as chair; David Thomas will be vice chair; Tim Anderson will be secretary; Annette Graham will continue as chair of the Promotion and Tenure Committee; Norma Pecora will chair the Professional Relations Committee; Joe McLaughlin will chair Finance and Facilities; and David Ingram will chair the Educational Policy and Student Affairs (EPSA) Committee.
●Next meeting will be in September.
Health Benefits Committee: Merb-Brown reported that the committee will meet over the summer to look at their role as a committee and what changes, if any, they would like to make in the plan for health benefits.
Budget Planning Council: Merb-Brown reported that the committee had its last meeting for the year and that the compensation, central pool and tuition subcommittees made preliminary reports to the group.
Vice President for Advancement Search: Merb-Brown reported that interviews have taken place but no decision has been made to date.
Vision Ohio: Merb-Brown reported that the implementation teams are finalizing their work and the chairs will meet over the summer to come up with final decisions about the implementation of Vision Ohio.

Vice President for Finance and Administration’s Report: Terry Conry attended for Vice President Decatur and reported on the following:

● Budget
  - 14.4M realignment over two years is where the plan ended up. This is down from the original plan of 18.6M because some proposed cuts were deemed to be too disruptive to the academic mission.
  - 3.8M in FY '07 expenditures are being covered with OTO funds, continuing ERIPs in FY '07 and FY '08 will close this gap with base reductions
  - 79 ERIPs occurred during this FY with employees taking the $10,000 bonus (goal was 75)
● The new performance evaluation matrix for administrators was voluntary this year but will be required next year. Senate might want to work with UHR to educate administrators on this.
● Healthcare ID cards for Anthem will be going to employees' homes next week.
● 30M in additional SSI moving through the system in Columbus with the expectation that it will be distributed based on the formula, which will result in about 2M for OHIO University.
● The MAC is adding a bowl game, the International Bowl to be played in Toronto in January. It will be the MAC and Big East.
● President McDavis has been appointed to the Higher Education Funding Commission.

In response to a question about the reorganization of the area of the Vice President for Finance and Administration, Terry Conry responded that Facilities Management is now under John Kotowski, who will be responsible for all facilities-related functions; that Christine Sheets will continue to lead Auxiliaries, which is now a separate unit from Facilities and that the Airport will be under Auxiliaries; that his responsibilities for the division now include information technology, planning and assessment, future business centers, and staff support to the vice president; that Dale Tampke has joined University College as Assistant Provost for Enrollment Management.

Pam Callahan reported that Tom Daniels will no longer be Director of Space Management and that Diane Mack will be coming to University Planning and requested that she be contacted about space issues.

Vice Chairperson’s Report: Brenda Noftz thanked the chairs and committee members for their work over the past year and requested summaries of committee activities.

Connie Perdreau applauded Senate for its diversity and challenged them to look for diverse candidates for the Outstanding Administrator Award.

Secretary’s Report: No report

Treasurer’s Report: No report

Old Business: Merb-Brown informed Senate that the change to the constitution permitting Senators appointed mid-term to continue for the full term will be on Board of Trustees’ agenda at the next meeting.

Char Rae requested that the educational benefits policy requiring approval of coursework as a requirement for an employee’s position be reconsidered. She stated that non-approval means that the employee must pay the general fee and feels that this policy does not encourage professional development.

New Business: None
Announcements:  None

Adjournment: Jean Witkowski moved that the meeting be adjourned. Maggi Channell seconded the motion and the meeting adjourned at 1:08 p.m.

Respectfully submitted,

Maggi Channell
Secretary