Ohio University Administrative Senate
Minutes of June 17, 2010, 12 noon-1:30 p.m.
Baker Center, Room 219

Next Meeting: July 15, 2010, 12 noon-1:30 p.m.
Baker Center, Room 240

Present: Patti Barnes, Lisa Dael, Angela Davis, Karen Deardorff, David Dudding, Amanda Hobson, Beth Lydic, Jerry Reed, Andrew Stewart, Gwen Whitehead


Absent: Juan Cueto, Jean Demosky, Marie Graham, Vijayanand Nadella, Cathleen Waller, Bev Wyatt

Guests: Shannon Bruce, Monica Jones, Rebecca Watts

Call to Order: Beth Lydic called the meeting to order at 12:15 p.m.

Approval of Minutes: Since there was not a quorum, the approval of the minutes was tabled until the July meeting

Updates - Faculty Senate: Beth Lydic reported on the following:
♦ Faculty Senate: See http://www.ohio.edu/facultysenate/.
♦ Health Benefits Committee: Health claims are $2.8 million over budget for FY 2009-10; but reserves are available to cover it.

Vice Chairperson’s Report: None

Secretary’s Report: None

Treasurer’s Report: None

University Update from Chief of Staff and Special Assistant to the President: Rebecca Watts reported on the following:
♦ The percentage employees and the university pay for health care will remain the same but the amount will go up due to the number and size of claims.
♦ The Board of Trustees will meet next week to approve the FY2010-11 budget. They will also get a presentation and tour on residential housing options in order to evaluate the need and the risks involved in a Private Public Partnership.
♦ There will be a 1% increase to the graduate stipend and an additional fee buy down.
♦ The governor has not requested a mid-year budget cut and state revenues are holding fairly well based on projections.
♦ The Office of Sustainability has received funding for composting project and a solar array.
Stephen Golding has been invited back to campus for a second interview on July 12 and 13 for the Vice President of Finance and Administration position.

**Constituent Questions and/or Comments:** None

**Old Business:** None

**New Business:** None

**Announcements:** None

**Adjournment:** The meeting was dismissed at 12:30 pm

Respectfully submitted,

Scott Carpenter
Secretary

**Next Meeting:** July 15, 2010, 12 noon-1:30 p.m.
Baker Center 240
Ohio University Administrative Senate
Minutes of September 17, 2009 Business Meeting
HRTC 141/145

Next Meeting: October 15, 2009, 12 noon-1:30 p.m.
Baker Center, Room 240

Present: Scott Blower, Scott Carpenter, Juan Cueto, Lisa Dael, Karen Dahn, Jean Demosky, David Dudding, Doug Grammer, Lisa Kamody, Rosanna Lemasters, Beth Lydic, Cristina Milligan, Vijayanand Nadella, Brenda Noftz, Jerry Reed, Connie Romine, Gwyn Scott, Andrew Stuart, Eileen Theodore-Shusta, Cathleen Waller, Gwen Whitehead

Excused: Thea Arocho, Marie Graham

Absent: Patty Barnes, Carol Blue, Eric Clift, Angela Davis, Amanda Hobson, James Sands, Bev Wyatt

Guests: Joanne Bray, Casey Elliott, Renea Morris, Rebecca Watts

Call to Order: Beth Lydic called the meeting to order at 12:15 p.m.

Approval of Minutes: Cris Milligan moved that the minutes of the July 16, 2009 meeting be accepted; Lisa Dael第二 the motion; a vote was taken; and the minutes were unanimously accepted.

Chairperson’s Report: Lydic reported on the following:
   a. Faculty Senate: No report
   b. Visitor Parking: The attached Visitor Parking proposal dated 9/14/09, which is being presented to the executive committee for review, was distributed.
   c. H1N1 Contingency Plan: The preliminary planning document put out by Provost Benoit and Faculty Senate chair, Joseph McLaughlin, was distributed. It includes information for faculty to be aware of regarding students who may become ill with the virus.
   d. Health Benefits Committee: The committee had one meeting at which it reviewed changes to the prescription mail order and the increase of the PPO co-pay

Vice Chairperson’s Report: Lisa Kamody temporarily took over the meeting for Beth Lydic and reported that she sent out e-mails to past committee chairs and the following chair positions have been filled: Compensation Committee: Thea Arocho, chair – members are needed; Personnel Policies Committee: Cris Milligan, chair; Outstanding Administrator Committee: Andrew Stuart, chair – a co-chair is needed; Service Committee: Bev Wyatt, chair; Elections Committee: Doug Grammer, chair; Public Relations Committee: Lisa Dael, chair. The Professional Development and Grievance Committees still need chairs.

Secretary’s Report: No report

Treasurer’s Report: Doug Grammer reported that Senate spent less in FY08-09 than in the previous year and that the overage has not yet been loaded into the FY09-10 budget.

Renea Morri and Casey Elliott from University Communications & Marketing and Joanne Bray, from the College of Medicine introduced themselves.
Old Business: Kamody reported that the following Senate positions are still open and requested that recommendations for these positions be sent to Beth Lydic: District 8 (Grosvenor, Grosvenor West, Parks Hall); District 15 (Airport, McFarland Engineering, Stocker Center, Tech and Enterprise; a part-time and a regional representative.

New Business: Lydic returned to the meeting and the following issues were discussed:

a. Joanne Bray brought up the issue of fairness in the discrepancy between administrative and classified staff sick time conversion and payment of unused sick leave at retirement and reported that administrators can be paid for 30 days of sick time while classified staff can be paid for 60 days, administrators can be paid for 32 days of accrued vacation time while classified staff can be paid for up to three years; and classified staff earn 25 days of vacation after 20 years and administrators get 22 days from day one. Cris Milligan moved that this issue be submitted to the Policy & Procedure and Compensation Committees for review; Lisa Dael seconded the motion; a vote was taken and the motion was unanimously approved.

b. Information about the potential changes to PERS was distributed and Lydic reported that the proposal includes changes the final average salary from three to five years and the full benefit from 30 to 35 years. Milligan requested that a statement of facts be developed for the purpose of educating constituents.

c. Lydic brought up a concern that the bylaws do not appear to reflect changes in Senate structure (change from 15 to 17 districts and 14 to 12 at large representatives); Kamody offered to do research to determine whether the bylaws were formally changed to reflect this.

Rebecca Watts reported that the University received less of an increase than anticipated but did not get a decrease in state funding; the second year of the biennium will be more difficult and they are working to identify a combination of expenditure reductions, efficiency enhancements and revenue opportunities; a $11 million decrease to the state share of instruction is being projected for FY10-11; the tuition increase for Winter and Spring quarters is being put into the general fund to support academic programs; it will be a difficult planning year and they are open to all ideas; the 3.5 percent tuition increase for FY’10-11 may be difficult to get OU’s Board of Trustees to approve due to the political landscape; Craig Cornell is looking at enrollment strategies and growth opportunities on the Athens campus; enrollment is up, but it is important to find solutions to keep academic excellence and the student experience high with fewer dollars; the answer to the projected decrease in college students is to get more market share.

Announcements: None

Adjournment: Cris Milligan moved that the meeting be adjourned, Lisa Dael seconded the motion, and the meeting adjourned at 1:25 p.m.

Respectfully submitted,

Scott Carpenter
Secretary

Next Meeting: October 15, 2009, 12 noon-1:30 p.m.
Baker Center 240
Call to Order: Lisa Kamody called the meeting to order at 12:15 p.m.

Approval of Minutes: Eileen Theodore-Shusta moved that the minutes of the September 19, 2009 meeting be accepted with the following corrections: moving Amanda Hobson and James Sands’ names from absent to excused; Thea Arocho seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Health and Wellness Guest, Heidi Anderson, WellWorks: Anderson promoted Healthy Ohio and stated that it is an updated version of the 2007-08 program; the new program includes the following three steps: Step 1 – a 15 minute health screening; Step 2 – completion of an 30 minute online or hardcopy Personal Wellness Profile, which asks questions about your health, nutrition, sleep and will also include data from health screening; Step 3 – a one-on-one health coaching with a WellWorks representative to review your health screening report and set health goals; after all the steps are completed, participants’ names will be forwarded to Human Resources; beginning in January 2010 they will start receiving their $120 participative incentives ($10 per month in paycheck); WellWorks and Human Resources are partnering to create a culture of wellness at Ohio University, help employees become more informed about their health, and help WellWorks with their program planning.

Budget Planning Committee and Health Benefits Committee Reports from Brenda Noftz: Noftz gave the following updates:

Budget Planning Committee: The committee meets weekly and has been providing baseline information for perspective about where and how it will move forward; last week Craig Cornell gave an overview of enrollment data and projections, where we compare to other state universities, information about financial aid and difficulties students might be having; enrollment is up but funding continues to be an issue; they are having long discussions about process and composition; the budget for this year is relatively stable, however, certain situations and changes in the economy can impact it; the governor put a hold on the diminished schedule for reduction for income tax in order to fill gap projected by the loss of video lottery funding; the projection for the next biennium is still uncertain; the governor still maintains priority for education (K-12 and higher education).
Health Benefits Committee: Claims for May and June were significantly higher than projected (up from 3% to 10% in May and from 4% to 12% in June); bidding for the health plan administrator will take place in the spring before open enrollment begins; this process takes place every 3 to 4 years.

Vision Ohio Steering Committee: Wendy Merb-Brown passed out *This is Vision Ohio*, a one year assessment developed by Ann Fidler, outlining the accomplishments of the Five Year Vision Ohio Implementation Plan (FYVOIP) and distributed a sheet listing six draft Vision statements for feedback. She requested that feedback on the draft Vision statements and Vision Ohio priorities or changes to Lisa Kamody at kamody@ohio.edu by the end of next week.

Rebecca Watts reported that at a roundtable discussion, peer institutions and national leadership felt that our vision of where we wanted to go needed to be more focused and targeted.

Vice Chairperson’s Report: Lisa Kamody reported that a half-time administrative position for the Ombudsman has been posted; all chair positions have been filled except for Professional Development; all new information has been updated on web site except for new picture; George Mauzy will be replacing Casey Elliott; the Parking Committee needs an administrative representative; an e-mail will be sent out about the vacancies on Senate that they are working to fill.

University Updates from Chief Human Resources Office, Luis Lewin: Lewin discussed Greg Fialko’s memo and the concerns of constituents about being unable to get information from Anthem online. He also reported that the University is looking at the following:

- Service and cost controls in the bidding process; the option of group purchasing of life insurance with the IUC to bring costs down; reviewing the dental and optical coverage; and for other opportunities for group purchasing to save money.
- Insurance representatives holding workshops in the spring about long term care options, which could be purchased at employee expense.
- The option of employee-pay short term disability through Reliance.
- Centralizing, educating staff about, and outsourcing of the FMLA benefit process to Reliance by March 1, 2010.
- Reviewing professional development and education policies for classified employees.
- Creating a new online directory using Outlook.
- Developing a program that would encourage employees to participate in non-profit community service (see [http://www.ohio.edu/hr/resources/community.cfm](http://www.ohio.edu/hr/resources/community.cfm)).

Lewin also introduced Jim Jenkins, the new Director of Compensation, who gave a brief update on his background and priorities, which include updating the administrative pay program, streamlining and providing a more efficient process for the position evaluation reviews and the performance management process, reviewing the salary structure, the reward and recognition program and the compensation policies.

Secretary’s Report: Scott Carpenter requested that Senators update him with their e-mail contact information and that they e-mail him if they are unable to attend a meeting at carpentd@ohio.edu and cc: Irene Weigly at weigly@ohio.edu.

Treasurer’s Report: Doug Grammer announced that he sent the FMS report out this month.

University Updates from Chief of Staff and Special Assistant to the President, Becky Watts: Watts reported that there will be more e-mails from the President’s Office on macro issues for the purpose of information sharing; there are alternative proposals other than the governors for budget reductions and cost savings (e.g. a proposal to consolidate state agencies cutting the number of state
agencies in half); the feedback on OPERS was helpful and was provided to IUC; a unit cannot decide to have furloughs; volunteers are needed for Halloween.

**Old Business:** None

**New Business:** Karen Dahn requested updated constituent lists. It was reported that the transition from Oracle to Outlook calendar and e-mail will happen in phases unit by unit.

**Announcements:** Kamody reminded Senators to remember to give to the United Appeal’s Athens County Campaign. Lisa Dael announced that Lifelong & Distance Learning is offering online professional development classes in computer skills, leadership skills, test prep for college students, etc. for a fee of $79 (see [www.ed2go.com/ohio](http://www.ed2go.com/ohio) for information).

**Adjournment:** Eric Clift moved that the meeting be adjourned, Cris Milligan seconded the motion, and the meeting adjourned at 1:25 p.m.

Respectfully submitted,

Scott Carpenter
Secretary

**Next Meeting:** November 19, 2009, 12 noon-1:30 p.m.
Baker Center 240
Guest, Jennifer Kanke – New services for students: Jennifer Kanke informed Senators that her position as Pre-law Advisor is a new position housed in the College of Arts & Sciences; that students will still have advisors within their colleges but she will be available to help them with law school decision making and application processes. She passed out a handout detailing Ohio University’s pre-law stats and services and her business card and reported that in a typical year students from 30 different majors will go on to law school; eight departments have a pre-law designation; she can serve students from any major, as well as faculty, staff and community members.

Approval of Minutes: Bev Wyatt moved that the minutes of the October 15, 2009 meeting be accepted with the following correction: moving Connie Romine’s name from absent to excused; Amanda Hobson seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Chairperson’s Report: Lydic reported on the following:
- Faculty Senate Meeting: On 11/17/09 Senate approved a first reading of a draft resolution on budget priorities, which stated that expenditures for academics should not be reduced to meet projected shortfalls in university revenues. The resolution was discuss by Administrative Senators and the following comments made: “the university should take nothing off the table,” “all options should be looked at to determine what is best for the university,” “it would be shortsighted not to look at academic units since they have potential of increase enrollment and income”, “every planning unit and constituency has the opportunity to discuss the process,” “the resolution seems pre-emptive on the part of the faculty”. Dr. Benoit reported that part of the structural deficit came from investments; that another purpose for budget reductions is to support Vision Ohio initiatives promised to the Board of Trustee by the university; that the Board of Trustees will not even review a tuition increase unless the university identifies areas to cut; that everything is on the table, even regional campuses; and that she is not expecting every unit to take a 10% cut. Senate is working on another resolution listing the current priorities for the year and they discussed Quarters to Semesters and how many semester hours undergraduates the graduates should have.
• **Request regarding Human Resources Planning Unit:** A request was made by the other Senates that Administrative Senate join them in supporting a proposal making Human Resources a stand-alone unit reporting to the President rather than the Vice President for Finance and Administration. After discussion it was agreed that the request be tabled pending more information or a written formal resolution providing examples, reasons for the change, and the cost of such a change.

• **Administrators Code of Ethics:** The Administrators Code of Ethics, passed by Administrative Senate on 2/19/09 was distributed.

**Budget Planning Committee:** Brenda Noftz reported that the committee has meet weekly and is in an education phase and is presenting relevant information pertaining to the budget; the difficulty in planning the budget is not knowing what numbers they are working with; it is a process of weighing and establishing priorities; they are looking at whether to count on higher enrollment and retention rates for next year and are taking a conservation approach; faculty have proposed that faculty lines (Group I) be increased by $1.5 million; several scenarios related to health benefits and salary increases have been discussed; the deficit for the second year of the biennium (July 2010-July 2011) will be approximately $15 million; they are now looking at what programs and services can be cut, what the priorities are, and where revenue can be grown outside the university rather than cost shifting within the university.

Rebecca Watts commented that the $15 million deficit is entirely separate from the $20 structural deficit; the biggest portion of the structural deficit came from investment losses over a ten year period that have not been resolved.

**Health Benefits Committee:** Brenda Noftz reported that the committee is scheduled to meet in two weeks.

**Vice Chairperson’s Report:** Lisa Kamody requested the following committee reports:

- **Outstanding Administrator Committee:** Andrew Stuart reported that the nomination forms for Outstanding Administrators are on the web site; postcards will be sent out to solicit nominations; the deadline for nominations is 5 p.m. 1/29/10.
- **Public Relations:** Lisa Dael reported that the committee plans to meet before the end of the month and will begin the first Open Session on 1/19/10.

**Secretary’s Report:** None

**Treasurer’s Report:** Doug Grammer submitted the Account Summary for November 2009 (attached).

**University Updates from Chief Human Resources Office:** Luis Lewin reported that

- A summary of the Family Medical Leave Act (FMLA) policy was sent out and updates can be found at [http://www.ohio.edu/hr/timeoff/fmla/index.cfm](http://www.ohio.edu/hr/timeoff/fmla/index.cfm).
- A leadership development program for potential leaders and managers is being planned.
- A pilot program is being launch for 15 staff members selected by planning unit heads who will meet once a week for two to four hours to deal with managing change, innovation, project management, and key topics dealing with Vision Ohio.
- A second pilot program will be launched in April or May for 20 staff members that will provide them with tools for supervising and managing.
- The FMLA provides each staff member with 12 weeks leave for any serious illness; however, if both spouses are employed by Ohio University the maximum FMLA leave is 12 weeks for both for the birth or adoption of a child or to care for a parent with a serious health condition.
Ohio University does not have an employee at will policy and 90 days notice is still given to eliminate a job.

An e-mail will be sent out by Greg Fialko explaining the kind of documentation Wage Works requires for the IRS and Human Resources is checking on other companies to provide this service. Lewin asked Senators to contact Human Resources with any problems they experience.

Human Resources are also talking to Express Script about complaints on mail order prescriptions.

**University Updates from Chief of Staff and Special Assistant to the Presidents**: Rebecca Watts reported that work is being done on the following for the Board of Trustees meeting, which will be held at the Southern Campus on 1/15/10:

- The Strategic Enrollment Plan, which has looked at every aspect of smart enrollment growth (housing, parking, food service, faculty, staff).
- The Budget Reallocation Process, which the Board has requested that the university carefully scrutinizing its priorities and look at whether or not it is investing in the priorities and de-investing in things that are not priorities.
- An update, review and revision of the strategic priorities of Vision Ohio.

**Old Business**: None

**New Business**: Lydic asked Senators to respond to a request by the Provost for ideas for revenue generating areas. It was proposed that Senate develop a document containing examples that would provide information and encourage constituents to provide ideas and feedback. It was also proposed that the document be placed on the website.

**Announcements**: It was announced that a Communiversity Concert will be held at 4 pm on 12/13/09 at Memorial Auditorium.

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

Respectfully submitted,

Scott Carpenter
Secretary

**Next Meeting**: January 21, 2010, 12 noon-1:30 p.m.
Baker Center 240
## November 2009 Administrative Senate Account Summary

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<th>Amount</th>
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<tr>
<td>Beginning Balance</td>
<td>$57,920.79</td>
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<tr>
<td>Expenditures YTD</td>
<td>($2,617.28)</td>
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<tr>
<td>Current Budget Available</td>
<td>$55,303.51</td>
</tr>
</tbody>
</table>

- **Salaries and Wages**  ($1,034.81)
- **Employee benefits**   ($241.75)
- **Supplies**             ($9.24)
- **Travel and Entertainment** ($81.48)
- **Information and Communication** $0.00
- **Miscellaneous**        ($1,250.00) (RETIREMENT GIFTS)

**Total Expenses**        ($2,617.28)

Dgrammer, 11/19/09
Ohio University Administrative Senate
Minutes of January 21, 2010, 12 noon-1:30 p.m.
Baker Center, Room 240

Next Meeting: February 18, 2010, 12 noon-1:30 p.m.
Baker Center, Room 240


Excused: Thea Arocho, Jean Demosky, Rosanna Lemasters

Absent: Scott Blower, Juan Cueto, Cristina Milligan,

Guests: Michael Angelini, Gwen Brooks, John Day, Greg Fialko, Jennifer Kanke, George Mauzy, Rebecca Watts

Call to Order: Beth Lydic called the meeting to order at 12:10 p.m.

Approval of Minutes: Andrew Stuart moved that the minutes of the November 19, 2009 meeting be accepted with the following correction: under Approval of Minutes change Bev Wyatt to Cris Milligan; Bev Wyatt seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Chairperson’s Report: Lydic reported on the following:

- **Faculty Senate Meeting** met on 1/11/10 and President McDavis and Provost Benoit made presentations; President McDavis discussed the Malaysia and Japan trips and the Marching 110 raising funds to participate in the Rose Bowl; Provost Benoit shared details of the Strategic Priorities Process (see [http://www.ohio.edu/provost/priorities.cfm](http://www.ohio.edu/provost/priorities.cfm); a cost benefit analysis was requested to show what we get when we invest money in new technology/programs (e.g. Concur) and Dr. Benoit responded that she will look into it; Joe McLaughlin reported that a committee is looking at early retirement changes and how moving to semesters would affect early retirees; an *ad hoc* committee to look into intercollegiate athletics is being formed; the calendars for semesters and preferences were discussed; a resolution on budget priorities was approved and sent to the Provost (see [http://www.ohio.edu/facultysenate/](http://www.ohio.edu/facultysenate/)).

- The Board of Trustees met at the Southern campus on 1/14-15/10; Provost Benoit gave a restructuring report about the six strategic priorities: enrollment management, improved balance sheets and financial strength, quarters to semesters, graduate and professional portfolios on research, faculty, administrative and classified compensation, and the capital campaign. She also discussed academic array, the range of educational opportunities provided by an institution, accountability, flexibility, ways to strengthen a diverse student body, and
asked for suggestions about how to be more productive with current resources. Minutes of the meeting will be available at http://www.ohio.edu/trustees/agendas/index.cfm

- The $13.3 million gift to the Colleges of Education and Fine Arts from Mrs. Patton (see http://www.ohio.edu/outlook/2009-10/January/community-arts-gift-246.cfm).

**Budget Planning Committee:** Brenda Noftz did not report on the Budget Planning Council and reported that the Health Benefits Committee will not meet until mid-February.

**Vice Chairperson’s Report:** Lisa Kamody thanked Audra Huddy for attending for Thea Arocho and requested the following committee reports:

- **Compensation Committee:** Kamody reported that the committee is scheduled to meet on 1/27/10 from 4-5 p.m. and are in contact with Jim Jenkin’s office for initial direction.
- **Personnel & Policies Committee:** Kamody reported that Cris Milligan will contact committee members to schedule a meeting for next week.
- **Administrative Service Award Committee:** Bev Wyatt reported that the committee has met once and will be meeting regularly and that the date of the ceremony is 5/22/10.
- **Outstanding Administrator Committee:** Andrew Stuart reported that to date 11 nomination have been received; the deadline is 1/29/10 at 5 p.m.; anyone on an administrative contract with five years of service as of 1/1/10 is eligible; the committee is made up of five administrators, one faculty member, one classified staff member, one graduate student and he is still looking for an undergraduate student; Connie Romine is the co-chair; nomination forms are available at http://www.admin senate.ohio.edu/oustanding.htm.
- **Professional Development Committee:** Karen Dahn reported that the committee met in December and four administrators have agreed to serve; they have had a problem responding to the Public Relations survey since it is not available in a usable format. Lisa Dael responded that they have the survey in raw data format so it is not easily manipulated and they are trying to find one in a pdf format.
- **Public Relations:** Lisa Dael reported that the committee met this month and has two new members; the open houses will continue on the Tuesdays before Senate’s monthly meetings; they plan to send out a welcome letter to new employees containing contact information from the chair; they recommended that an area for public comment be added to the monthly agendas and that visitors names be taken; a blog on Senate’s website was also suggested.

**Secretary’s Report:** None

**Treasurer’s Report:** Doug Grammer submitted the Account Summary for January 2010 (attached).

**University Updates from Chief Human Resources Office:** Gwen Brooks reported for Luis Lewin that Leadership Essentials is kicking off today; negotiations with AFSME are ongoing; Human Resources is holding as many classified vacancies as possible pending potential reductions because there will be no ERIP positions to place people in.

**Guest: Greg Fialko, update on benefits:** Greg Fiako reported on the following:

- Health and dental plans are being put out for bid for July 1 in the next few days; bidders will most probably be Anthem, Medical Mutual of Ohio, United Health Care and Humana; vision is part of the medical plan for faculty and administrators; there is no plan to change any
benefits and all major components of the plans will be the same; bidding should be completed by the end of February or the beginning of March.

- Human Resources is going to a new phone system similar to Payroll in order to encourage employees to ask the insurance companies first and only use them if they do not get a satisfactory response.
- Legacy Services will be holding long term care seminars on February 8 and 9; invitation letters will be sent to employees homes.
- The University will be offering a short-term disability plan to employees this spring.
- The FMLA program will be outsourced.
- The University plans to reach out to doctors about issues with prescriptions.
- The flexible spending account problems stem from that fact that many local doctors and independent hospitals do not have credit card systems that comply with the IRS’s 28S certification and itemized receipts may not have enough detailed information to meet IRS standards; an EOB from the insurance company will comply; contact Human Resources if you have problems.

University Updates from Chief of Staff and Special Assistant to the President: Becky Watts on three processes that are occurring simultaneously: the process of setting strategic priorities, the strategic budget reallocation process, and the strategic enrollment management plan. She also informed Senate about Haitian relief efforts and events occurring on campus.

Public questions or comments: None

Old Business: None

New Business: None

Updates from Budget and Planning: Rebecca Vazquez-Skillings and John Day: John Day and Michael Angelini updated Senate on the following:

- The current budget situation at the state level is fairly good; revenues are a little below the forecasted 2.2% through 12/31/09; tax receipts are on track but 9% down from a year ago; next year will be more difficult as federal stimulus funds dry up.
- Rebecca Vazquez-Skillings and John Day are meeting with constituency groups to explain the budget analysis process.
- 5% and 10% budget reduction exercises are due on 2/1/10; not looking at straight 7% across the board cuts; the University is asking units to prioritize the activities of institution to understand how to make better, more strategic decision; scenarios will be reviewed by President McDavis, Provost Benoit and Mike Angelini to determine direction before being communicated to Budget Planning Council and the rest of the university community; decisions should be made by 3/1/10.
- On revenue side, the state share of instruction is being reduced by $10.4 million.
- Increases in utilities (11%), benefits (9%), and salary (2%) combine to create a $15.7 million (7%) budget gap.
- The base budget also includes $700,000 for faculty salaries, $1 million Vision Ohio pool, and $1.5 million for additional faculty capacity.
- A tuition increase must have approval of Board of Trustees.
Announcements: Beth Lydic announced that Provost Benoit will attend the February meeting; Mark Hopton will be a guest at the March meeting to discuss purchasing plans and changes; and spring quarter guests will be Brice Bible, who will update Senate on RUFUS and changes in file server location, Jim Jenkins, and President McDavis.

She also announced that representatives from OPERS will be on campus on 1/27/0 from 10:30 am-12 noon, in Walter Hall Rotunda to discuss potential changes to the retirement system.

Adjournment: Karen Dahn moved that the meeting be adjourned, Lisa Dael seconded the motion, and the meeting adjourned at 1:30 p.m.

Respectfully submitted,

Scott Carpenter
Secretary

Next Meeting: February 18, 2010, 12 noon-1:30 p.m.
Baker Center 240
## January 2010 Administrative Senate Account Summary

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<td>Beginning Balance</td>
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<td>Expenditures YTD</td>
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<td>Information and Communication</td>
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<td>Miscellaneous</td>
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**Total Expenses** $ (2,896.94)

Dgrammer, 1/20/2010
Ohio University Administrative Senate  
Minutes of February 18, 2010, 12 noon-1:30 p.m.  
Baker Center, Room 240  

Next Meeting: March 18, 2010, 12 noon-1:30 p.m.  
Baker Center, Room 240  

Present: Thea Arocho (online), Patti Barnes, Scott Blower, Scott Carpenter, Juan Cueto, Lisa Dael, Karen Dahn, Angela Davis, Jean Demosky, David Dudding, Marie Graham (online), Doug Grammer, Amanda Hobson, Lisa Kamody, Beth Lydic, Cris Milligan, Brenda Noftz, Connie Romine, James Sands, Andrew Stuart, Eileen Theodore-Shusta, Cathleen Waller, Gwen Whitehead  

Excused: Eric Clift, Karen Deardorff, Bev Wyatt  

Absent: Rosana Lemasters, Vijayanand Nadella, Jerry Reed  

Guests: Michael Angelini, Gwen Brooks, John Day, Greg Fialko, Jennifer Kanke, George Mauzy, Rebecca Watts  

Call to Order: Beth Lydic called the meeting to order at 12:05 p.m.  

University Updates from Executive Vice President and Provost, Dr. Benoit: Dr. Benoit introduced Dianne Bouvier and announced that Bouvier has accepted the Ombudsman position and will start March 1. She then reported and answered questions on the following:  
♦ Budget forums are scheduled for students from 12:00-1:30 pm, 2/23/10, in CSC 121B; for faculty from 4:00-5:30 pm, 2/23/10, in Bentley Hall 227; for staff from 12:00-1:30 pm, in Walter Hall 235; and a general session from 4:00-6:00 pm, in Bentley Hall 236. The intent of the forums is to provide an opportunity for feedback, to answer questions and provide clarification on budget materials (see http://www.ohio.edu/provost/index.cfm).  
♦ Dr. Benoit, Mike Angellina, John Day and Rebecca Vazques Skillings are having a second round of meetings with all the planning unit heads; the first round was to talk about the 5% and 10% scenarios to better understand the proposed cuts and how they would impact the University’s instructional capacity, student credit hour production, graduation and retention rates, the student experience and research and creative activity.  
♦ Dr. Benoit explained that the proposed cuts category contains items considered to be secondary or tertiary activities and the difficult cuts category contains items that considered primary activities; it did not matter if it was an academic or administrative unit; activities were looked at in order to make assessments inside the units about how primary they were.  
♦ Feedback from the forums will be used to make strategic adjustments in the proposed and difficult categories.  
♦ Regionals and University Outreach are being merged; University College will not be part of the merger; and more information about the merger will be released in the near future.  
♦ Some items currently in the difficult to cut category could be in proposed cuts for next year; planning unit heads are being asked to look at possible cuts that could be accomplished with a two-year timeframe.
This is a multi-year strategic process to reorganize, reshape, and rethink the University budget process.
The website has been reopened and about 160-170 suggestions have been received, which will be organizing thematically and analyze for the amount cost savings and the upfront investment that will be required.
The Regional Campuses and College of Medicine pay an overhead charge to the university and will be dealt with in a separate budget process.
Dr. Benoit requested that any comments or suggestions be e-mailed to her at benoit@ohio.edu.

Approval of Minutes: Amanda Hobson moved that the minutes of the January 21, 2010 meeting be accepted; Karen Dahn seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Budget Planning Committee: Brenda Noftz reported on the following:
• Budget Planning Council (BPC) continues to have presentations from planning unit heads and other areas on the budget; the College of Medicine gave an update last week; Enrollment Management reported that applications are down by several hundred from this time last year; the General Fee Committee will report in the future.
• Health Benefits Committee met last week and were informed that preliminary health claims are running slightly higher than projected; no decision has been made on the bid for the health provider.

Vice Chairperson’s Report: Lisa Kamody requested the following committee reports:
• Public Relations Committee: Lisa Dael reported that an Open Forum meeting was held on 2/16/10; since Rebecca Vazques Skillings was unable to attend, she agreed to answer any questions via e-mail; the monthly Open Forums will continue on the third Tuesday of each month; suggestions for speakers should be sent to her at dael@ohio.edu.
• Outstanding Administrator Award Committee: Andrew Stuart reported that the committee will meet in two weeks to review the nominations verified by Human Resources; he also reported that Dr. McDavis’ call for nominations impacted on the number received. Kamody asked any Senator still interested in serving on a committee to e-mail her at kamody@ohio.edu.

Secretary’s Report: None

Treasurer’s Report: Doug Grammer submitted the Account Summary for February 2010 (attached).

Guest: Joyce Childs, Delivery of new email and calendar system: Joyce Childs and David Alexander gave a presentation and answered questions on the new Microsoft Exchange-based e-mail and calendaring system, which will replace Oak and Oracle and support both Macs and PCs. They reported that OIT and departmental IT staff are working to join all university-owned computers to the university's main Active Directory that will connect computers to specific online services (personal storage, file and printer sharing, automatic security updates, automatic downloads of applications like Office and Outlook and provide remote assistance from the Service Desk). See http://www.ohio.edu/technology/exchange/update.shtml for complete information about the project including implementation, migration, setting up your e-mail, and tutorial assistance and contact Joyce
Childs at childs@ohio.edu or 593-1908 and David Alexander at alexandd@ohio.edu or 593-0698 with any questions.

University Updates from Chief Human Resources Office: None

University Updates from Chief of Staff and Special Assistant to the President: Becky Watts encouraged Senators to participate in the upcoming budget forums and informed them that freshmen applications are down but the quality (ACT scores, GPA and class rank) of admitted students is up and that Admissions did not mail paper applications to all rising high school students this year. Noftz commented that another discussion item of the BPC has been the effect of the economy on student retention. Watts responded that the economy has affected retention and the number of students from fall to winter quarter was under projections. Noftz and Watts both asked Senators to send any students with financial difficulty to Financial Aid or to Craig Cornell in Enrollment Management.

Public questions or comments: None from the public. Cris Milligan asked about how a strike will affect administrators who fall under a union member’s health benefits. Brenda Noftz responded that they will get an opportunity to enroll in the administrative insurance plan. Watts commented that education benefits will continue. Lisa Dael expressed concern about the change in the parking policy which will require visitors to campus to pay $5 per day and stop at the Visitor Center to pick up a permit. Noftz requested that concerns be sent to her at noftz@ohio.edu.

Old Business: None

New Business - Changes to Policy 01.001, Cris Milligan, chair, Policy Committee: Cris Milligan reported that the Policy and Procedures Committee met electronically and she presented the following summary of the committee’s comments about the draft revision of Policy 01.001 (attached):

♦ A significant change is that Legal Affairs is administering the policy manual, and the policy indicates that policy drafting guidelines will be prepared by the executive staff policy committee, Legal Affairs and the policy editorial review committee. This is a critical part of the policy manual development and as it sits now Administrative Senate has no guarantee of representation in this.
♦ The Policy and Procedure Review Committee is not mentioned at all in the draft version only a Policy Editorial Review Committee which is not clearly defined.
♦ Why send a policy proposal memorandum. Why not just send the policy to review. Eliminate one step. Why do we have to jump through so many hoops?
♦ It would be helpful to have some timeframes on the policy. This process could take years. . . and in some cases it does take years. Why not hold people accountable for getting things done in a timely fashion.
♦ Updating Policies – 5 years is a very long time. Why not review and/or update every 3 years.
♦ If a policy is interim for 12 months, it should automatically be permanent. It does not need to be approved by the president no later than 18 months. If it is good enough for 12 months, why have it approved in 18 months?
♦ Supplementary Materials - There were no draft copies made available of the Policy Drafting Guidelines; Policy Proposal Memorandum Template; Standard Policy Template; or Policy Approval Cover Sheet Template. The real heart of the revision of Policy 01.001 will be the drafting guidelines and the standard template, not so much the language in this document.
Beth Lydic informed Senate that she will forward the committee’s comments to John Biancamano and asked Senators to e-mail her at lydic@ohio.edu with any additional comments.

**Announcements:** Jim Sands announced that University Judicial Hearing Board is looking for members; passed out a FAQ sheet and application; and asked that interested faculty, staff and students e-mail Kelly Pero at perok@ohio.edu.

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

Respectfully submitted,

Scott Carpenter
Secretary

Next Meeting: March 18, 2010, 12 noon-1:30 p.m.
Baker Center 240
## February 2010 Administrative Senate Account Summary

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<thead>
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<th>Description</th>
<th>Amount</th>
</tr>
</thead>
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<tr>
<td>Beginning Balance</td>
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<tr>
<td>Expenditures YTD</td>
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<tr>
<td>Current Budget Available</td>
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</tr>
<tr>
<td>Salaries and Wages</td>
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<tr>
<td>Employee benefits</td>
<td>($277.49)</td>
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<tr>
<td>Supplies</td>
<td>($9.24)</td>
</tr>
<tr>
<td>Travel and Entertainment</td>
<td>($81.48)</td>
</tr>
<tr>
<td>Information and Communication</td>
<td>$0.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>($1,250.00) (RETIREMENT GIFTS)</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$ (2,896.94)</td>
</tr>
</tbody>
</table>

dgrammer, 2/18/2010
Policy No. 01.001

I. The University Policy Manual

The University Policy Manual shall include policies of general application throughout the university and shall be made available online. Printed copies of the Manual shall also be made available in easily accessible locations. The Policy Manual shall be administered by the Office of Legal Affairs. Policies to be included in the Policy Manual shall be adopted in accordance with the procedures in this Policy.

II. Procedure for initiating, amending or rescinding a policy

A. Review Committees

1. The Executive Staff Policy Committee shall be responsible for the review of new or amended policies and for recommending policies for approval by the President. The members of the Executive Staff Policy Committee shall be the Vice President for Finance and Administration, the Executive Vice President and Provost, the Vice President for Student Affairs and the General Counsel, or their designees. The Vice President for Finance and Administration, or his or her designee shall serve as chair of the Committee.

2. The Policy Editorial Review Committee shall consist of ______ members appointed by the President. The Committee shall be responsible for editorial review of draft policies.

B. Policy Drafting Guidelines

The Executive Staff Policy Committee, with the assistance of the Office of Legal Affairs and the Policy Editorial Review Committee, shall prepare Policy Drafting Guidelines setting forth requirements for content, organization and format of policies. These Guidelines shall be made available on the web and in printed form at easily accessible locations.

C. Initiation, Review and Approval of Policies

1. A proposal for a new or amended policy or the rescission of an existing policy may be initiated by the university unit responsible for administering the subject matter of the policy, (“the Initiating Unit”), subject to the approval of its Planning Unit Head.

2. The Planning Unit Head with responsibility for the Initiating Unit shall send to the Executive Staff Policy Committee a Policy Proposal Memorandum, using the
template set forth in the Policy Drafting Guidelines. The Proposal Memorandum shall explain the reason for the rescission or the need for the new or revised policy and shall include an outline of the proposed content of the new policy or amendment. A list of university constituencies affected shall also be provided.

3. The Executive Staff Policy Committee shall decide whether the proposal should go forward and may provide guidance, limitations or any other advice it deems appropriate.

4. If the Executive Staff Policy Committee authorizes a continuation of the policy development process, the Initiating Unit may proceed to draft the policy using the Standard Policy Template in the Policy Drafting Guidelines. The Initiating Unit may consult the Policy Editorial Review Committee for assistance in preparing the draft.

5. The Initiating Unit shall solicit comments and recommendations from the constituencies affected by the proposed policy or rescission, including any appropriate senates.

6. The Initiating Unit shall also submit the draft to the Policy Editorial Review Committee for editorial review.

7. After the Initiating Unit has completed the consultation process, the proposed policy, amendment or rescission may be submitted to the Executive Staff Policy Committee for final review. The submission shall include a Policy Approval Cover Sheet signed by the Planning Unit Head. The Policy Approval Cover Sheet shall be in the form prescribed in the Policy Drafting Guidelines and shall include a list of the constituencies consulted in the policy development process and summaries of the comments and recommendations from each. A copy of the Policy Approval Cover Sheet shall also be provided to each constituency consulted by the Initiating Unit.

8. The Executive Staff Policy Committee shall review the proposed policy, amendment or rescission and the comments and recommendations from the constituencies that reviewed the proposal. The Committee may recommend the policy or rescission to the President for final approval or send it back to the Initiating Unit for further modification or consultation with interested constituencies.

D. Updating Policies

All policies shall be updated at least every five years. The Office of Legal Affairs will send update notices to Initiating Units for each policy.

E. Interim Policies

1. The Executive Staff Policy Committee may determine that because of legal requirements or administrative necessity a policy must be adopted or amended
immediately. In this event, the Executive Staff Policy Committee may recommend to the President that an Interim Policy be adopted. The Executive Staff Policy Committee’s recommendation shall include a complete description of the legal or administrative issues supporting the request for an Interim Policy.

2. An Interim Policy shall be effective for an initial period of no more than six months. After the initial six month period, the Executive Staff Policy Committee may recommend to the President that an Interim Policy be extended for two additional six month periods. A permanent policy adopted in accordance with the procedures set forth in Subsection C, above, should be approved by the President no later than 18 months after the effective date of the Interim Policy.

**Supplementary Materials**

- Policy Drafting Guidelines
- Policy Proposal Memorandum Template
- Standard Policy Template
- Policy Approval Cover Sheet Template
Ohio University Administrative Senate
Minutes of March 18, 2010, 12 noon-1:30 p.m.
Baker Center, Room 240

Next Meeting: April 15, 2010, 12 noon-1:30 p.m.
Baker Center, Room 240


Excused: Marie Graham, Lisa Kamody, Rosanna Lemasters, Vijayanand Nadella, Gwen Whitehead

Absent: Juan Cueto

Guests: Monica Jones, Brent Patterson, Julie Wilson

Call to Order: Beth Lydic called the meeting to order at 12:10 p.m.

Approval of Minutes: Thea Arocho moved that the minutes of the February 18, 2010 meeting be accepted; Eric Clift seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Guests: Julie Wilson and Brent Patterson, Leadership Program: Julie Wilson and Brent Patterson from Human Resources gave a presentation on The Leadership Development Program. Wilson reported that Leadership Essentials, the part of the program that examines leadership from an individualized conceptual prospective, started as a pilot program in January 2010 and ended last week; the cohort made up of 15 members and a facilitator developed, applied and reported on a using the skills they were taught. It provides a greater understanding of higher education administration, leadership, broadening perspectives, and improves alignment with the mission and goals of the University as outlined in Vision OHIO; uses the Leadership Challenge philosophy; provides a cohort environment with access to university leaders, subject matter experts, and colleagues to exchange and build collaborative relations; and provides participants with an understanding of their professional strengths and development opportunities through performance metric tools. The next cohort will begin in September 2010. Patterson reported on Managerial Essentials, which is an interactive program based on small group work projects based on unit needs. It approaches leadership from an operational, practical perspective providing fundamental information for employees who manage the work of other and wish to enhance their skills and competency as managers in the following areas: roles and responsibilities of supervisors, communication, employee performance and law, diversity and workplace climate, building and maintaining a team, delegation, customer management, managing departmental budgets, project management, and strategic planning/chance management. The pilot cohort for this program will begin in June 2010. For more information visit http://www.ohio.edu/hr/skill/index/cfm or contact Julie Wilson at wilsonj2@ohio.edu or 740-597-2153 or Brent Patterson at pattersj@ohio.edu or 740-593-4472.
Updates: Beth Lydic – March 15 Faculty Senate Meeting: Lydic reported that
♦ President McDavis spoke about the capital budget and public-private partnerships (see summary attached for more details). She passed out information sheets on American Campus Communities and Capstone Companies and Bev Wyatt offered to do a presentation at next month’s meeting.
♦ Dr. Benoit gave an update on the budget (see summary attached for more details).
♦ A resolution (attached) reducing the raise pool from 2% to 1% was defeated.
♦ A resolution (attached) opposing the 3/12/10 Budget Planning Council’s proposal passed.

Jim Sands – February Faculty Senate Meeting: Tabled

Budget Planning Committee: Brenda Noftz reported on the following:

Salary/raises: Noftz reported that the proposal to reduce the 2% ($3.2 million) salary increase to 1% came from the Provost and is related to the deficit; originally a 2% across the board salary increase for faculty and staff was proposed in the FY10-11 budget; an additional $700,000 has also been set aside for faculty merit increases and is contingent on meeting enrollment goals; in the open forums concerns arose about instructional capacity based on the fact that the majority of cuts in academic units are to instructional classes taught by Group II faculty, which will diminish the university’s ability to maintain student enrollments; the new proposed would take 1% ($1.6 million) out of the 2% salary increase pool and reallocate it to instructions funds to meet specific needs where instruction will not be met; the funds would not be allocated to any particular college or any level of faculty; the remaining $600,000 would be reallocated to OCOG (Ohio College Opportunity Grant), a scholarship available for the most financially needy students on campus; this would leaving 1% for salary increases.

The following questions were asked in response to Noftz’s report:

Why wouldn’t Group I faculty teach the instruction sections needed? Ann Fidler responded that this has to do with work load for Group I faculty; that they also have research and service responsibilities in addition to teaching. Mike Angelini stated that this proposal would be a more strategic approach because it would enable to provost to determine where the demand is.

Will the number of faculty and classes be adjusted with the transition to semesters? Noftz responded that there are issues related to tenured faculty and it may take several years to relocate faculty.

What about graduate students teaching these classes? It was also noted that there are limitations on how much graduate students can be required to teach and master’s level professors are not allowed to teach that in a lot of areas.

How will the raise pool be distributed? Across the board for bargaining and non-bargaining classified; discussion on it being merit allocated between faculty and administrators;

Will Senate recommend that the raise pool for administrators be across the board? Noftz requested a show of hands consensus or e-mail feedback on this issue. Show of hands was that the desire for administrators present was “across the board” if it is only 1 or 2% salary increase.

Parking: Noftz reported that Harry Wyatt, Associate Vice President for Facilities, presented the Faculty and Staff Parking Proposal dated 3/4/10 (see http://www.ohio.edu/finance/bpa/upload/030510-Parking-Proposal-to-BPC.pdf) to the Budget Planning Council (BPC) as part of BPC’s request for fees information. BPC members had many questions about the individual components of the proposal, the discussion did not finish due to lack of time, no decisions were made, and the proposal is still on the table. She requested that senators and
constituents provide her with questions, concerns and feedback to take back to BPC and Parking Services.

The following questions were asked and concerns expressed by attendees:
♦ Will part-time employees have to pay the full fee?
♦ Would a sliding fee based salary be fairer?
♦ Is this a way for Parking services to make up for budget cuts?
♦ Should Facilities be in charge of the lots, not Parking Services?
♦ Concern about the sample universities not being comparable in terms of locale – rates were more comparable to urban than rural environments.
♦ Concern about double paying by those who come to work when lots are being used for tournaments, events, etc.
♦ Where did data come from that most of the faculty and staff live within walking distance?
♦ How did they come up with the $150 fees when students can park for $105 – why are faculty and staff being charged more?
♦ Concern that the fee will increase if the lots are not utilized to make up for lost revenue.
♦ Concern that urban vs. rural environments need to be taken into consideration when giving discounts for fuel efficient cars – many people live on back roads where hybrids are not viable option.
♦ Will they charge more for handicapped spots and will there be enough?
♦ Will those who have a state car as part of their benefit package have to pay?
♦ Will meters be removed or increased?
♦ Are there enough parking spaces for all employees?
♦ Does the fee include ice and snow removal?
♦ If lots are open after 5 pm to students and others and employees do not come in for their shifts until 4:30 pm to 11 pm, why should employees pay when the lots are open anyway?
♦ Concern about employees who work odd hours and cannot find anyone to carpool with being unfairly penalized
♦ Concern about remote transportation currently being unreliable
♦ How will carpooling be verified; will everyone in the carpool get a tag or will there only be one; what happens if the person with the tag is sick and can’t drive on their day?
♦ Why should some employees be rewarded for the type of car they own?
♦ Since many employees use their cars for university business during the work day, should they now charge the university if the university is charging them to park?
♦ Concern that fees should go to lot maintenance and not a transit system – another type of funding needs to be developed to fund transit.
♦ What lots would be closed if number of vehicles on campus were reduced?
♦ Will blacktop be removed and what will replace it if fewer lots are needed?
♦ Comment that if the university was more flexible, more people could carpool.
♦ Comment that the type of car a person drives does not make a difference in how much it costs to maintain a lot—making the sustainability incentives unfair.
♦ Concern that this proposal could impact the City of Athens if employees elect to park on the city streets instead of paying.
♦ Could there be a consideration for having less than four people in a car to get a discount?
♦ What about telecommuting as an option?
♦ Can we agree that the university needs an approach to maintaining the lots?
♦ Concern that the current climate at the university (no raises, jobs cuts, morale), makes the timing of the proposal a problem.
♦ How is the responsibility for repairs and maintenance the employees’?
♦ Concern that the university needs a strategic plan for funding going forward; it is a bigger issue than parking.
♦ Concern about the need for increased transparency in funding issues
♦ At what level should we pay for parking?
♦ Should there be a cap for the fee?
♦ Concern about paying and also being ticketed
♦ Concern that people need to know that they have a space whether or not they pay.
♦ Concern about knowing what the fee will include.

Noftz requested that any additional concerns, questions or feedback be sent to her at nftz@ohio.edu.

**Vice Chairperson's Report:** Tabled

**Secretary's Report:** Tabled

**Treasurer's Report:** Tabled

**Old Business:** Tabled

**Announcements:** None

**Adjournment:** Lisa Dael moved that the meeting be adjourned, Karen Dahn seconded the motion, and the meeting adjourned at 1:40 p.m.

Respectfully submitted,

Scott Carpenter
Secretary

**Next Meeting:** April 15, 2010, 12 noon-1:30 p.m.
Baker Center 240
The meeting was called to order by Faculty Senate Chair Joe McLaughlin at 7:10 p.m.

I. President McDavis and Executive Vice President and Provost Benoit

President McDavis addressed two topics:

1) Capital Budget: The capital budget consists of biannual funding from the state for capital projects. The timeline for the upcoming capital budget is not yet set, but OU anticipates approximately $20 million primarily for Scripps and Clippinger; there may be limited additional funding for some smaller improvements across campus.

2) Public/Private Partnerships: OU is exploring the possibility of renovating or replacing student housing with a public private partnership, beginning with South Green (except Adams Hall), because these dorms were built in 1970 or earlier, have not had significant renovations since they were built, and are not included in the capital plan for improvements for the next ten years. The condition of South Green puts us at a competitive disadvantage.

There are four different models for the project: 1) The university could finance the project through bonds: OU would retain total control of the project, but the bonds have an adverse impact on university balance sheet because we absorb the total debt. 2) The university could create a separate affiliated entity to run the project: we would still have a lot of control, but our credit rating would be affected. 3) The university could lease property to a private developer who would use corporate debt to fund the project. The debt would stay off our balance sheet; while we would retain some control through the lease contract, we would have to give up some control. 4) The university could sell the property to private developer. We would see proceeds from the sale and there would be no negative impact on our credit rating or balance sheet, but we would cede far more control and create competition in housing. Two major companies have done this type of work: American Campus Communities and Capstone Communities. We have put out a request for information.

In order to reserve more time for discussion of the budget, EVVP Benoit distributed a handout with updates on enrollment and the Academic Health Center, summarized below:

<table>
<thead>
<tr>
<th>Enrollment update:</th>
<th>Freshman</th>
<th>Masters not provided</th>
<th>Ph.D. not provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apps this year/last year</td>
<td>12,959/13,729</td>
<td>not provided</td>
<td>not provided</td>
</tr>
<tr>
<td>Change in apps</td>
<td>-770</td>
<td></td>
<td></td>
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<tr>
<td>Final admits this year/last year</td>
<td>1318/1167</td>
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<td>+25</td>
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<td>Change in final admits</td>
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<tr>
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<tr>
<td>GPA this year/last year</td>
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<td></td>
</tr>
<tr>
<td>Change in GPA</td>
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<td></td>
</tr>
</tbody>
</table>
Academic Health Center update: Benoit received a memo with recommendations from Jack Brose and Randy Leite that draw on input from the Academic Health Center Steering Committee. McDavis and Benoit will discuss the memo before making further decisions.

Benoit then discussed the budget. The budget crisis this year follows a $10.4 million shortfall in state funding. The budget process changed this year in an attempt to be as strategic as possible in a difficult budget year by 1) determining which activities are essential, and which can be reduced/eliminated; and 2) deciding how to reallocate resources to our academic strengths. Benoit emphasized the changes made in the budget process this year, especially the level of budget detail examined, the alignment of budget decisions with articulated priorities, and the ongoing discussions with planning unit heads. Benoit also pointed out areas to improve for next year: there was not enough time this year for a comprehensive discussion about budgets and structure across and within units, and the issue of reallocating resources has not been addressed. The budget process will be refined for next year, but Benoit hopes to preserve some elements, including the budget forums, and the attempt to seek input from university community on how to save money and generate revenue through the budget web site.

Benoit noted that while the budget proposal protects current group I faculty, it does include reductions in contingent faculty. Feedback from the forums indicated that these reductions would harm the university's ability to generate revenue, offer adequate sections of classes, and would damage morale. This led to the Budget Planning Council's (BPC) proposal (3/12/10) to reduce the 2% raise pool for faculty, classified staff, and administrators to 1%, putting approximately $1.6 million back into the budget; $1 million would be used to preserve instructional capacity, and $600,000 would fund Ohio College Opportunity Grant replacement scholarships for OU's poorest students. Some BPC discussion suggested deeper cuts in academic support units rather than lowering the raise pool. Benoit said that she did not believe this was possible this year, but OIT will have an additional $405,000 reduction, which will be reallocated to room costs for students.

Benoit concluded by saying that lowering the raise pool to 1% is not a perfect solution, but it is an institutional solution, shared by faculty, administrators, and staff. She added that we cannot change the past, but we can trust each other in future. The budget recommendations continue to be revised and are a work in progress, but Benoit stated that they tried to base them on the best available data; to listen sincerely to all members of the university; to consult with constituent leaders; to understand the consequences of the budget recommendations; and to clearly communicate the rationale for budget decisions. What they have learned this year will carry through to multi-year budgets. McDavis and Benoit then took questions.

Questions and comments from Senators and faculty members fell into three main categories: 1) Clarification of the BPC proposal to lower the 2% raise pool to 1%; 2) Alternatives to the BCP proposal; and 3) Objections to the BPC proposal.

Clarifications of the BPC proposal (with Benoit):
1) The "instructional resources" that would be preserved are only group II, III, and IV faculty, not group I faculty, and not any administrative or classified employees.
2) The reduction in the raise pool would apply to all university employees, but only faculty jobs would be preserved.
3) The $1 million to be reallocated from the raise pool to instructional resources would be held in the Provost's office to be sent strategically to departments and colleges.
4) There is no guarantee that raises will be made up in future years; this will depend on future circumstances. Benoit said that preserving raises should be a priority, but it is a balancing issue.

Proposed alternatives to the BPC proposal:
1) University employees could voluntarily donate 1% of their salaries (or more) to the OU foundation. Benoit said that this would not make the money available soon enough to keep instructors in the classroom now, although she does encourage donations.
2) The raise pool should be progressive rather than across the board; employees with lower salaries should receive larger percentage pay raises, while those with very high salaries should receive none.
3) All university employees should take a 1% cut across the board, including coaching staff and upper administrators.

Objections to the BPC proposal:
1) This should not be referred to as a "raise" pool. Because there was no raise pool and health care costs went up last year for faculty, we are really discussing a slightly lower cut in compensation, not a raise.
2) Several senators and visiting faculty members said that the highest university priority should be academics, and that cuts could still be made in non-academic areas. Faculty particularly referred to the recent FutureOU presentation that argued that athletic funding has increased 50% in the last five years while academic funding has been cut. (There was some discussion about the actual percentage that particular academic areas have been cut; this data will be shared with upper administration.) Senators emphasized the need for shared sacrifice while protecting academics. Benoit responded that IAC is taking a 7% cut this year, while academic areas have smaller cuts. Mike Angelini added that Finance and Administration is at critically low levels of staffing and cannot take deeper cuts right now. McDavis was asked to articulate the strategy behind increasing athletic funding over the past five years while the overall budget has been cut more that $50 million, and was asked whether it was time to change that strategy.

Additional questions were posed about the public/private partnership, focusing on the use of revenue generated by auxiliaries, how to protect residential learning communities, and the level of control OU would retain.

II. Roll Call and Approval of the February 22, 2010 Minutes
A quorum was present. The minutes of the February 22, 2010 meeting were approved by voice vote.

III. Chair's Report – Joe McLaughlin
• Updates and Announcements
   The nominating committee will contact Senators soon about upcoming elections.

• Upcoming Senate Meeting: April 19, 2010. 7:10 p.m., Walter Hall 235

Sense of the Senate Resolution on Budget Planning Council Recommendation Concerning Budget Assumptions
McLaughlin introduced this resolution in response to a proposal voted on by BPC the previous Friday. He noted that the resolution is presented without endorsement by the executive committee; he has received passionate responses on both sides since the resolution was sent out on Saturday. Faculty Senate needs to debate the issue and vote as a representative body. The faculty senate executive committee and others have made it clear that we believe that other cuts in non-academic units are possible and should happen before any cuts in academic areas.

David Ingram moved that the meeting be closed to all but group I and group II faculty. Ken Hicks seconded. It was argued that closing the meeting would protect untenured and non-tenure track faculty; others argued to keep the meeting open to promote transparency. The motion to close the meeting was defeated by voice vote.

Discussion about the resolution was similar to the objections to the BPC recommendation discussed with EVVP Benoit. Additionally, faculty members noted the recent growth in administrative staff in the Office on the President and EVVP, discussed the possibility of rebalancing tuition and general fees to direct more funds to academics rather than intercollegiate athletics, and argued that maintaining competitive salaries to retain strong faculty is critical to our academic infrastructure — that the long term academic health of OU is at stake. Arguments in favor of the resolution were to preserve instructional capacity and jobs, although there was some concern based on past practice that there was no guarantee that layoffs would necessarily be avoided.

Joe Slade moved to suspend the rules and go directly to a second reading and vote; Ingram seconded. The motion passed (by secret ballot): 33 for, 8 opposed, 1 abstention.

Hearing no objections, McLaughlin called for a vote on the resolution by secret ballot. The resolution was defeated: 7 in favor, 35 opposed, 2 abstentions.

Steve Hays introduced a new resolution (titled "Amended Resolution concerning Budget Planning Council Recommendation") that did not support the BPC proposal, called for more cuts in non-academic areas, and expressed a willingness to revisit compensation issues once other non-academic cuts have been exhausted.

Joe Slade moved to suspend the rules and go to second reading and vote; John Benson seconded. The motion passed (by secret ballot): 34 in favor, 6 opposed, 0 abstentions.

Patrick Munhall moved that the resolution be amended to remove most of the "whereas" clauses; Mark Phillips seconded. The motion passed (by show of hands): 21 in favor, 14 opposed.

Faculty senate took a five-minute break to compose a shorter version of the resolution that focused on looking for cuts first in intercollegiate athletics, in areas where there has been non-academic administrative growth, and in other unnecessary expenditures. Faculty Senate then reconvened to consider the amended resolution (titled "Sense of the Senate Resolution Concerning the Budget Planning Council Recommendation").

Hearing no objection, McLaughlin called for a vote on the amended resolution by secret ballot. The motion carried: 37 in favor, 1 opposed, 0 abstentions.

IV. Adjournment: The meeting was adjourned at approximately 10:55 p.m.
Resolution On Budget Planning Council Recommendation Concerning Budget Assumptions

Executive Committee*
March 15, 2010
Defeated 3/15/2010

Whereas the process for recommendations regarding the FY11 University budget are entering their final stages; and

Whereas feedback from the campus community on the February 15 budget recommendations has identified the need to better protect the academic mission of teaching, research, and creative activity; and

Whereas, in light of that priority, feedback has also provided mixed messages about the willingness of faculty and staff to recommend a 2% raise pool as part of the budget; and

Whereas, on March 12, Budget Planning Council debated a motion to recommend reducing the raise pool for all university employees from 2% to 1% with the understanding that the estimated $1.6 million in savings would be used to protect instructional resources (group II, III and IV faculty (approximately $1 million)) and provide need-based Ohio College Opportunity Grant replacement scholarship funding (approximately $.6 million); and

Whereas the vote on this motion was 7 in favor, 0 opposed, and 7 abstentions; and

Whereas the Faculty Senate resolution on Current Priorities approved on November 16, 2009 identified both faculty compensation and the maintenance and enhancement of tenure-track and continuing faculty as “central to the vitality and success of the University”;

Be it resolved that the Ohio University Faculty Senate endorses the recommendation for a reduction in the raise pool from 2% to 1% with the savings to be used for the activities detailed above.

*This resolution is presented by the Executive Committee without an endorsement for or against.
Be it resolved:
Faculty Senate steadfastly and emphatically opposes the March 12 Budget Planning Council proposal. Our opposition to any such concession of faculty and staff compensation will continue unless and until the administration, in concert with Faculty Senate, shall produce an analysis of the university’s financial and organizational structure resulting in dramatic cost reductions in non-core, non-revenue-producing functions including:
  • Intercollegiate Athletics, whose cost to campus has virtually doubled during the past nine years to its current cost of at least $15.3M, which dwarfs any possible savings from cuts to faculty compensation;
  • Non-academic administrative growth
  • Unnecessary expenditures
Ohio University Administrative Senate
Minutes of April 15, 2010, 12 noon-1:30 p.m.
Baker Center, Room 240

Next Meeting: May 20, 2010, 12 noon-1:30 p.m.
Baker Center, Room 240

Present: Thea Arocho (online), Patti Barnes, Scott Blower, Scott Carpenter, Juan Cueto, Lisa Dael, Karen Dahn, Karen Deardorff, Jean Demosky, David Dudding, Doug Grammer, Amanda Hobson, Beth Lydic, Brenda Noftz, Connie Pollard for Vijayanand, Nadella, Jerry Reed, Connie Romine, Rosanna St. Clair (online), James Sands, Andrew Stuart, Gwen Whitehead, Bev Wyatt

Excused: Eric Clift, Angela Davis, Marie Graham, Lisa Kamody, Eileen Theodore-Shusta, Cathleen Waller

Absent: Cris Milligan

Guests: Rebecca Watts

Call to Order: Beth Lydic called the meeting to order at 12:05 p.m.

Approval of Minutes: Karen Deardorff moved that the minutes of the March 18, 2010 meeting be accepted; Connie Romine seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Updates - Faculty Senate: Beth Lydic reported on the following:
♦ Faculty Senate has not met since the last meeting.
♦ Senate’s Executive Committee met with the President and Provost who reported that no changes will be made to parking by July 1; a committee will be formed composed of representatives of the constituent groups to evaluate the proposal; and Winter Quarter would be the earliest any changes would take place.
♦ The Board of Trustees is meeting to discuss resources; if the proposed tuition and fee increases are not approved, the university will have to return to the units for more cuts.
♦ The parking proposal has been put on hold and the Policy on Policy is still being reviewed.

Budget Planning Council (BPC): Brenda Noftz reported on the following:
♦ BPC is meeting weekly and talking about fees.
♦ The raise pool will be 1% for next year.
♦ The $750,000 salary increase for Group I faculty is contingent on meeting enrollment targets.

Health Benefits Committee: Noftz reported the committee will not meet until the end of May/beginning of June; the selection of administrators for the health plan will be made at the end of the month.
♦ Becky Watts reported that Anthem was selected with a requirement in the contract about customer service and a fiscal penalty if customer service needs are not met; the percentage the employee pays into the health plan (9.85%) will remain the same, but that it is a percentage of a larger amount due to a significant increase in claims for the year; the
University budgeted $2.1 million for health care claims for FY 2010-11.

Noftz reported that there were a higher amount of catastrophic claims this year; there is a reserve that will help cushion those claims; that administrator’s vision care is being switched to VSP.

**Vice Chairperson’s Report:** Lydic requested the following committee reports:

**Service Awards Committee:** Bev Wyatt reported that the ceremony will be at 3:00 p.m. on May 12, 2010, in Baker Center Ballroom and that they are working on confirming all retirees.

**Outstanding Administrator Committee:** Andrew Stuart reported that the committee is in the process of reviewing the six finalists and will meet on 4/19/10 to make final determinations.

**Public Relations Committee:** Lisa Dael reported that the Open Forums, held on the third Tuesday of the month, are continuing; in April Heidi Anderson from WellWorks, gave a presentation; next month Sonia Marcus will talk about sustainability;

**Election Committee:** Doug Grammer reported that the nomination deadline is 4/15/10; there are still open positions; elections will be held on the second Tuesday in May.

**Secretary’s Report:** None

**Treasurer’s Report:** Doug Grammer submitted the Account Summary for April 2010 (attached).

**Partnerships regarding Housing Services:** Bev Wyatt reported that there are 42 residence halls on campus, most built in the 1950, 1960 and 1970s; student expectations and technology uses have changed so in order to remain competitive and retain students, the university must update facilities; the Housing Office and Auxiliary Services have spent $6 or $7 million annually updating and maintaining facilities and have also accumulated deferred maintenance in excess of $100 million; five residence halls have been renovated and one new one built, but that is not meeting our needs; one of the ideas that emerged to keep up and meet the need, is the Public Private Partnership (P3), where the university partners with an outside entity to help finance, support, renovate or replaces these facilities; it makes the most sense to approach this partnership from a residential standpoint because there is money to be made for the partner; the project is in the investigative stage and a committee has been working on this for almost a year; it is a joint effort between Student Affairs and Finance and Administration lead by Dr. Kent Smith and Mike Angelini; the committee has visited sites and talked about the advantages and disadvantages; Christine Sheets and Penny Trace attended a conference in Atlanta to talked with institutions currently going through the process; A Request for Information (RFI) was put out and 15 companies responded; after the RFIs came back and were reviewed, it was decided to put out a Request for Qualifications (RFQ) to find a consultant to help develop a Request for Proposal (RFP); six applications were received and four people were interviewed; the committee also met with various constituencies (City of Athens, union leaders, Faculty Senate and student leadership) to keep them informed; the university is partnering in order to replace and/or renovate the South Green and plans to use its own money to continue with renovations on the East and West Greens; the Board of Trustees will discuss this today and tomorrow and will need to approve the plan; benefits are cost savings, risk sharing, improved levels of service and maintenance, can enhance revenues; risks could be loss of control, increased costs in some situations, political risks, levels of accountability, service, labor; no decisions have been made and options are being considered; the length of the contracts could be 30 to 90 years; the university would like to continue managing the halls as much as possible; the goal is to redirect
University Update from Chief of Staff and Special Assistant to the President: Rebecca Watts reported:
♦ Enrollment reports are monitored daily; housing deposits have gone up over the last two days; the numbers are even or up over this time last year.
♦ The Board of Trustee’s committee meetings will begin this afternoon; this morning they visited the Scripps College of Communication; this year the meetings of the Academic Committee and Resources Committee are combined because both committees are discussing and evaluate similar issues; the plenary session will be held tomorrow and the Board will vote on the budget reallocation recommendation and the tuition and fee changes at that time; the full 2011-12 budget will be voted on at the June meeting; if tuition and fees increases are approved, students would pay an additional $536.00 next year.
♦ The President’s report to the Board will be an overview of sustainability on campus; Sonia Marcus, Chuck Harts and students will talk about how sustainability issues and sustainable learning are being woven into the curriculum.

Other Updates: Noftz reported that the Vice President for Finance and Administration search will be reopened and that they hope to have candidates on campus by mid to end of May; internal candidates will not be excluded from the new search and must apply through the consultant.

Constituent Questions and/or Comments: None

Old Business: None

New Business: None

Announcements: Connie Romine announced that the OUAA, will hold a Class of 1970 Reunion on June 11 – 12, 2010 for alumni who did not have a commencement ceremony 40 years ago. The weekend will include an Opening Reception on Friday, Open House, Picnic Commencement ceremony, Class Photo and Champagne Toast Send off on Saturday. For details, go to http://www.ohioalumni.org/1970.

Adjournment: Lisa Dael moved that the meeting be adjourned, Bev Wyatt seconded the motion, and the meeting adjourned at 1:00 p.m.

Respectfully submitted,

Scott Carpenter
Secretary

Next Meeting: May 20, 2010, 12 noon-1:30 p.m.
Baker Center 240
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dgrammer, 4/15/2010
Ohio University Administrative Senate  
Minutes of May 20, 2010, 12 noon-1:30 p.m.  
Baker Center, Room 230

Next Meeting: June 17, 2010, 12 noon-1:30 p.m.  
Baker Center, Room 219


Excused: Eric Clift

Absent: Thea Arocho, Juan Cueto, Marie Graham, Rosanna St. Clair, Andrew Stuart, Gwen Whitehead

Guests: Pam Benoit, Doug Orr, Rebecca Watts

Call to Order: Beth Lydic called the meeting to order at 12:06 p.m. and thanked Bev Wyatt and the committee for the outstanding job they did with the Outstanding Administrator-Service Awards Ceremony.

Approval of Minutes: Connie Romine moved that the minutes of the April 15, 2010 meeting be accepted; Bev Wyatt seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Guest: Provost Benoit – State of the University – updates: Provost Benoit presented the following academic highlights for the year:

- **Academic Restructuring**: UCC is continuing to transfer curriculum to the different colleges; the College of Health Science and Professions is working on its internal structure, which will consist of four units; changes in academic programs and faculty affiliation will be made by 7/1/10.

- **Quarters to Semesters**: Transition of curriculum continues in departments, schools and colleges; we are on track and are a model for other institutions making the transition; the focus of the next year will be on developing advising plans and preparing students for the transition.

- **The ARC (Academic and Research Center)**: This center, which puts emphasis on interdisciplinary programs between the College of Engineering and Technology and the College of Osteopathic Medicine to generate new research and curriculum opportunities, was recently dedicated.

- **Multi-Year Planning**: President McDavis announced this new initiative via an e-mail to faculty and staff and referred them to a detailed document outlining the multi-year planning approach available at [http://www.ohio.edu/provost/Multi-Year-Planning.cfm](http://www.ohio.edu/provost/Multi-Year-Planning.cfm). She discussed the environmental scan by which the University will attempt to anticipate external trends (political, social, demographic, compliance) that it will need to respond to in order to make strategic
recommendations; this process will collect and analyze information about how current university activities are funded and staffed, project assumptions about key expenditures and revenues for the next three to five years, and look at the environmental challenges the university is likely to face in the next decade; the information will be used to refine strategic planning and align it for a multi-year budget; this quarter work is being done to find out what the major trends are and research will be done over the summer to provide information to put together the environmental scan; substantive work will not take place until the fall when faculty return and the data collected over the summer is analyzed; in order to have a multi-year plan in place by the end of fall quarter, the work must begin immediately; planning heads will be asked to engage in environmental scans of their units; the team members are Pam Benoit (chair), Terry Conry, David Descutner (ex officio), Ralph DiCaprio, Rich Greenlee, Christine Knisley, Randy Leite, Joe McLaughlin, Kent Smith, Scott Titsworth.

Updates - Faculty Senate: Beth Lydic reported on the following:
♦ Faculty Senate met on 5/17/10 and discussed the issues reported on by Dr. Benoit, the $750,000 raise pool, and passed the following resolutions: a Sense of the Senate Resolution to Commend Student Reporters, a Resolution on Academic Probation Policy for Undergraduate Students, a Sense of the Senate Resolution on Sustainability of Intercollegiate Athletics, and a resolution on Shared Governance in Intercollegiate Athletics (see http://www.ohio.edu/facultysenate/).
♦ Health Benefits Committee: The percentage the employee pays into the health plan will remain the same, however, it is a percentage of a larger amount due to a significant increase in claims for the year; Open Enrollment for health benefits will take place online and the deadline is May 28, 2010 (see https://mybenefits.ohio.edu).
♦ PACS (President’s Advisory Council on Campus Safety) discussed the blue lights and campus safety and alternative ways to deal with security issues on campus; it appears that the cost of maintaining the blue lights is not cost effective because people are not using them for their intended purpose; other solutions, such as putting more telephone outside buildings are being reviewed and as the blue lights become nonfunctional or defective, they will be phased out.

Budget Planning Council (BPC): Brenda Noftz reported that Council discussed the way the increase in graduate student funding would occur for this year; Graduate Student Senate requested that the funding go to paying down the fee/cost to students and not to the stipend; there are two meetings left for the academic year which will primarily focus on long range and multi-year planning. Rebecca Watts explained that for recruitment purposes graduate students look at the stipend and not the fee.

Guests Laura Nowicki and Rusty Thomas – Print Management RFP and BobcatBuy (SciQuest): Linda Nowaicki introduced herself as the new director of Purchasing and Procurement Services. Rusty Thomas talked about the initiation of the Print Management Program (PMP) on campus and explained the RFP, which is out to bid; he talked about the savings and efficiencies that will be gained from this plan, stated that when the contract is awarded it will be administered by Printing Services and is a collaborate effort between OIT, Printing Services and Purchasing; the objective for deploying a cost per copy PMP is to standardize equipment, to consolidate spending for copiers and printers across the university, to reduce the document per copy cost, and to eliminate leases and ownership; currently the acquisition of copiers and printers is decentralized, multiple companies are represented at the
university, equipment is often wrong sized because departments often over or under buy, many copiers and printers are not networked, the ordering and payment process is cumbersome and costly, leases carry extra costs/fees, there is no consolidated tracking of the equipment and associated costs; Modern Office Methods’ printer survey of the Finance areas in the HDL Center revealed the following: there were 78 desk top printers, 925,000 copies were made per year for an annual expenditure of about $43,000; they recommended eliminating all ink jet printers and all printers not networked yielding a savings of approximately $8,000; it is estimated that initiating this program could save $127,000 monthly, $1.5 million yearly, and $6.6 million over a five year period; it will also reduce the cost of electricity, increase space, streamline administrative costs associated with ordering, paying and tracing, and enhance the level of service; the contract will be for a five year initial period with the option for three two year annual renewals; all contracts will end at the end of five years unless extended; on 6/1/10 there will be a vender show at Baker University Center from 10 a.m-2 p.m., on 6/2 and 6/3/10 there will be finalist presentations, on 6/11/10 the decision will be made and the contract will be in place 6/15/10 for 7/1/10; with cost per copy all you pay for is the paper you consume, not the lease, toner or maintenance of the equipment.

The SciQuest/Bobcat Buy portion of the presentation was tabled for another meeting.

**Guest Jim Jenkins – New Compensation Plan:** Jim Jenkins reported that the proposed new Administrative Professor Pay Plan focuses on administrators and not faculty, classified or bargaining unit staff; they met with deans, department heads, administrative senate representatives to get input about the current compensation system in order to improve it using best practices of other institutions to see what types of more progressive programs could be implemented effectively at Ohio University; they also met with senior leadership to get direction and present options; they are currently in the process of the detailed design and will roll out the new system this summer; they will go group by group and department by department to look at job families to design the system that will fit all the diverse groups within the university; the approach they are using is called career bands, which is broad approach to encompass broader job families and whole career progressions; career bands use competencies to take a developmental approach to look at the whole career path; this is a radical change from past where positions were defined uniquely based on individual skills; they are looking at matching jobs with other institutions using a market pricing approach; the goals were to streamline the process, to make it more user friendly for managers and staff, to have a single approach for the university, to develop a new system that people are educated about so there is a clear understanding and transparency, to focus on career progressions where compensation would not only be focused on base salary but on the total compensation package; two approaches were taken for the compensation strategy: to look at benchmark institutions (IUC schools) and also at aspirant peers on a broader national university and to consider performance and move toward a pay for performance philosophy; the broader bands for the major job families address the diverse issues that exist in the market place providing managers with more flexibility and the guidance to target the market more accurately; the plan classifies people in title and classification conventions that are meaningful and tied to outside market and provides definitions for executive, management, professional and classified levels; they will meet with each department to review best practices in the industry and the unique environment in that department; there will be vertical and lateral movements in career map; it is necessary to look at the broader perspective
on total rewards; pay for performance will also be factored in; the current seven PDQ will be replaced with a one page Position Competency Profile to simply the process; implementation of plan is expected to be completed by July 2011; training will be provided as the groups are implemented (see http://www.ohio.edu/hr/comp/index.cfm for additional information).

**Vice Chairperson’s Report:** Lisa Kamody requested the following committee reports:

**Elections Committee:** Doug Grammer reported is completed but the results have not been certified; 143 people voted; the number of voters was down from last year; more promotion of elections might be considered; only one seat was contested.

**Policy & Procedure Committee:** Cris Milligan reported that the big policy the committee is working on is 01001, which is the whole policy and procedure.

**Secretary’s Report:** None

**Treasurer’s Report:** Doug Grammer submitted the Account Summary for May 2010 (attached) and requested receipts be submitted to him as soon as possible.

**University Update from Chief of Staff and Special Assistant to the President:** None

**Constituent Questions and/or Comments:** Beth Lydic reported that the Parking Proposal is on hold.

**Old Business:** None

**New Business:** None

**Announcements:** Beth Lydic announced that the June meeting will take place in Multi-Culture Center Multi-Purpose Room, Baker Center 219.

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

Respectfully submitted,

Scott Carpenter
Secretary

Next Meeting: June 17, 2010, 12 noon-1:30 p.m.
Baker Center 219
## May 2010 Administrative Senate Account Summary

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dgrammer, 5/19/2010