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

Next Meeting: September 16, 2010, Time TBA  
Location TBA

Present: Thea Arocho (online), Patti Barnes, Joshua Bodnar, Scott Carpenter, Eric Clift, Lisa Dael, Karen Dahn, Deborah Daniels, Angela Davis, Karen Deardorff, Jean Demosky, Jeremy Dennison, David Dudding, Amanda Hobson, Wendy Kaaz, Lisa Kamody, Beth Lydic, Cris Milligan, Marjorie Mora, Vijayanand, Nadella, Brenda Noftz, Adam Riehl, Connie Romine, Rosanna St. Clair, Andrew Stuart, Cathleen Waller, Gwen Whitehead

Excused: Amy Dean, James Sand, Eileen Theodore-Shusta

Absent: Juan Cueto

Guests: Wendy Merb-Brown, Erica Christie

Call to Order: Beth Lydic called the meeting to order at 12:15 p.m. and asked the new senators to introduce themselves.

Approval of Minutes: Andrew Stuart moved that the minutes of the May 20, 2010 meeting be accepted; Eric Clift seconded the motion; a vote was taken; and the minutes were unanimously accepted. Angela Davis moved that the minutes of the June 17, 2010 meeting be accepted; Cris Milligan seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Update on Vice President for Finance Search: Brenda Noftz reported that Steven Golding, candidate for Vice President of Finance and Administration, visited Athens with his family; no public forums were held; and they are hopeful that there will be a decision soon.

Vice Chairperson’s Report: Lisa Kamody requested the following committee reports and announced that an e-mail will go out soliciting volunteers for committees.

Policy & Procedure Committee: Cris Milligan reported that the committee is in a stalled pattern while the University Policy & Procedure Committee reviews Policy 001.001.

Secretary’s Report: Scott Carpenter asked Senators to review the roster and send any changes or corrections to him at carpentd@ohio.edu.

Treasurer’s Report: No report.

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

Constituent Questions and/or Comments: None
Old Business:  Eric Clift requested an update on the parking proposal.  Beth Lydic responded that the proposal is off the table for the upcoming year.

New Business:  Cris Milligan stated that constituents expressed concern about comments made by the University regarding insurance spending, specifically, that employees having unfortunate health care circumstance being responsible for rate increases; and the need for the University to be more sensitive to avoid personalizing this situation.

Lydic reported that she received an e-mail from an individual concerned that administrative and faculty personnel files are kept in the Planning Units rather than at Human Resources.  Brenda Noftz responded that there is a plan to move those files to Human Resources in a digital format, but she does not know the timeframe for this transition.

Eric Clift asked about the progress of the RUFUS Initiative.  Jean Demosky responded that everything is on schedule and the module should go live this weekend or next. See OIT website for details: http://www.ohio.edu/oit/rufus/.

Elections and Appointments:  Beth Lydic announced that she is stepping down as chair of Administrative Senate for 2010-11 and Lisa Kamody has agreed to serve as chair.  She presented the following slate of offices for approval:  Lisa Kamody, chair; Scott Carpenter, vice chair; Cathleen Waller, secretary; and James Sand, treasurer; and requested nominations from the floor.  There were no nomination, a vote was taken, and the slate of officers for 2010-11 was unanimously approved.

Announcements:  Beth Lydic announced that the next meeting will be the Administrative Retreated on 9/16/10, time and location TBA.  Lisa Kamody requested that Senators send her suggestions for timeframe, guests and topics at kamody@ohio.edu.

Adjournment:  David Dudding moved that the meeting be adjourned, Cathleen Waller seconded the motion, and the meeting adjourned at 1:00 p.m.

Respectfully submitted,

Cathleen Wallter
Secretary

Next Meeting:  September 16, 2010, Time TBA
Location TBA
Ohio University Administrative Senate  
Minutes of September 16, 2010  
Business Meeting 12 noon-1:30 pm  
Retreat 1:30-5:00 pm  
Baker Center, Room 240  

Next Meeting: October 21, 2010  
Baker Center, Room 240

Present: Patti Barnes, Joshua Bodnar, Scott Carpenter, Lisa Dael, Karen Dahn, Deborah Daniels, Jeremy Dennison, David Dudding, Amanda Hobson, Lisa Kamody, Beth Lydic, Cris Milligan, Marjorie Mora, Brenda Noftz, Adam Riehl, Connie Romine, Rosanna St. Clair, Andrew Stuart, Eileen Theodore-Shusta, Cathleen Waller, Gwen Whitehead, Jessica Wingett

Excused: Juan Cueto, Karen Deardorff, Jean Demosky, Vijayanand Nadella, James Sand

Absent: Thea Arocho, Angela Davis, Amy Dean, Wendy Kaaz

Guests: Monica Chapman, Rebecca Watts

Call to Order: Lisa Kamody called the meeting to order at 12:10 p.m., welcomed everyone, and asked guests and senators to introduce themselves.

Approval of Minutes: Cris Milligan moved that the minutes of the July 15, 2010 meeting be accepted; Andrew Stewart seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Chairperson’s Report: Lisa Kamody reported on the following:
♦ The first Faculty Senate meeting will be on 9/20/10 at 7 p.m.; the first Budget Planning Counting meeting will be on 9/17/10.
♦ The Committee on Committee information is moving from the Faculty Senate web page to its own web page, which will have links from the Faculty Senate, Administrative Senate, the President’s, and Faculty and Staff pages; it lists all the university committees and their representatives; recommendations for representatives to these committees have been made to the President; this year a more concentrated effort will be made to have representatives report back to Senate.
♦ Goals for the upcoming year will be discussed at the Retreat.
♦ Bobcat Buy will hold forums on the following dates: 9/14/10 from 11 a.m.-noon, 9/21/10 from 11 a.m.-noon, 9/23/10 from 10-11 a.m., 9/28/10 from 11 a.m.-noon, 10/7/10 from 10-11 a.m., 10/12/10 from 11 a.m.-noon, 10/14/10 from 10-11 a.m., 10/19/10 from 11 a.m.-noon, and 9/28/10 from 10-11 a.m.
♦ Next month, guests will be President McDavis (cancelled) and Martin Paulins (cancelled also) will give a presentation on Transportation and Parking.
♦ Each Senator will be sent a listing of constituents in his/her district.
Kamody apologized if anyone did not receive this month’s agenda and asked Senators to send ideas for guests and agenda items to her at kamody@ohio.edu.

Secretary’s Report: No report

Treasurer’s Report: No report.

University Update from Chief of Staff and Special Assistant to the President: Rebecca Watts reported that the Board of Trustees met on 9/4/09 for their annual retreat and focused on long term planning; in order to be better prepared and more closely connected to the strategic plan and priorities, they requested that the university look five or six years into the future for budget, enrollment management, facilities and capital planning; they also want to take into account the environmental scan process, which assesses changes in the state, region and nation and their impact on the institution; with the end of federal stimulus, a $15 million decrease of state subsidy to higher education is anticipated for next year; Senators should bring forth all ideas (to scan team, the president, the provost, their planning units), participate in the planning process, and share information with constituents; the environmental scan team web site is www.ohio.edu/provost/Environmental-Scan.cfm.

Brenda Noftz asked Watts to explain how the environmental scan and Vision Ohio intersect. Watts responded that the scan process is an information gathering process that will inform Vision Ohio and the long term financial and budget plans and that the top priorities and fundamentals of the Vision Ohio document are broad enough that they should not change.

Vice President for Finance and Administration Report: Rebecca Watts reported that Steven Golding hit the ground running and been exceptionally transitional in using existing staff expertise.

Old Business: None

New Business – Approval of Jessica Wingett for the District 8 Vacancy: Andrew Stuart moved that Jessica Wingett be appointed to fill vacancy in District 8; Cris Milligan seconded the motion; a vote was taken; and the motion was unanimously approved. Lisa Kamody reported that a part time and District 15 representatives are still needed.

Lisa Kamody distributed a New Senator Information sheet outlining Senate’s purpose, the role and number of Senators, the number of districts, officers for 2010-11, and expectations regarding attendance and service on committees. She also informed them that Brenda Noftz will be senate advisor this year.

Brenda Noftz pointed out that the time frame for many committees is targeted and the work is evenly distributed to make it easier for people to serve. She also made a plea for volunteers for the Grievance Committee. A listing of committees and charges can be found on the web site at http://www.adminsenate.ohio.edu/bylaws.htm under Bylaws and Constitution, Section 2. Standing Committees.
**Vice Chairperson’s Report:** Lisa Kamody asked requested committee reports and/or an explanation of the committee work. She also announced that an e-mail will go out from Scott Carpenter soliciting volunteers.

**Policy & Procedure Committee:** Cris Milligan reported that the work of this committee is still on hold while the University Policy & Procedure Committee reviews Policy 001.001, but is hopeful that their work will be completed by October.

**Outstanding Administrator Committee:** Andrew Stewart reported that the time frame for this committee is short (January to May) and they meet four times to screen and select candidates.

**Professional Development Committee:** Karen Dahn reported that the survey information for last year was recovered in late spring and the committee will be reviewing it.

**Public Relations Committee:** Lisa Dael reported that this is an *ad hoc* committee which focuses on ways to let people know more about Administrative Senate; they hold once monthly brown bag lunch sessions (sometimes with a speaker) on Tuesdays prior to Senate’s meeting and discuss concerns and questions of constituents.

**Elections Committee:** Beth Lydic commented that since Doug Grammer is no longer on Senate, a new chair is needed and it would also be a good idea to have several members on the committee.

**Announcements:** Cris Milligan proposed that Senate make efforts to help with the lack of morale on campus by working to “plant the seed that we are all in this together.” Beth Lydic suggested that Senators present information about the areas they represent. Karen Dahn suggested that Senate work at increasing its profile with other groups on campus. Lisa Deal suggested that a brief summary of the monthly meetings be sent to all administrators prior to the minutes. Scott Carpenter announced that he is still looking for chairs for most of the committees and that Cris Milligan has agreed to chair the Policy & Procedure Committee.

**Managerial Essentials:** Brenda Noftz reported that Management Essentials provides the basics for Ohio University managers; sessions are scheduled monthly with a rolling series of topics; participants must have the approval of your supervisor or department head because the department pays the cost of $315; there is a $50 reduction for those who attend ten of the 11 sessions; contact Brent Patterson at pattersj@ohio.edu; the web site is [http://www.ohio.edu/hr/skill/LDP.cfm](http://www.ohio.edu/hr/skill/LDP.cfm).

**Adjournment:** Lisa Dael moved that the business meeting be adjourned, Eileen Theodore-Shusta seconded the motion, and the meeting adjourned at 1:20 p.m.

Respectfully submitted,

Cathleen Wallter
Secretary

**Next Meeting:** October 21, 2010
Baker Center, Room 240
Ohio University Administrative Senate
Minutes of October 21, 2010
Baker Center, Room 240

Next Meeting: November 18, 2010
Baker Center, Room 240

Present: Thea Arocho (online), Joshua Bodnar, Scott Carpenter, Lisa Dael, Karen Dahn, Deborah Daniels, Angela Davis, Amy Dean, Jean Demosky, Jeremy Dennison, Amanda Hobson, Wendy Kaaz, Lisa Kamody, Marjorie Mora, Vijayanand Nadella, Brenda Noftz, Adam Riehl (online), Connie Romine, Rosanna St. Clair (online), James Sand, Andrew Stuart, Eileen Theodore-Shusta, Cathleen Waller, Gwen Whitehead (online), Jessica Wingett

Excused: David Dudding, Beth Lydic, Cris Milligan,

Absent: Patti Barnes Juan Cueto, Karen Deardorff,

Guests: Dave Alexander, Monica Chapman, Terry Conry, Mary Kate Gallagher, Wendy Merb-Brown, Sean O’Malley, Connie Pollard, Judi Rioch (online), Kristina Rose, Rebecca Watts

Call to Order: Lisa Kamody called the meeting to order at 12:10 p.m

Guests – Mary Kate Gallagher and Kristina Rose – Information on Student Senate Resolution 1011.05, a Resolution to Endorse the Collegiate Recovery Community:
Lisa Kamody introduced Mary Kate Gallagher, Student Senate Vice-Commissioner for Residence Life, and Kristina Rose, Campus Involvement Center Graduate Assistant, who discussed Student Senate’s resolution endorsing the Collegiate Recovery Community (CRC). They reported that the CRC is a student organization that provides ongoing support for students in drug and alcohol recovery and faculty and staff who work with them; in the spring of 2009, Terry Koons, associate director for health promotion, identified the need for the program; approximately 1.2% or 333 Ohio University students are in recovery; the campus Involvement Center and the Dean of Students sent out a survey last winter quarter, 113 people responded, 23 answered that they were in recovery; the CRC is not a treatment program, it is a structured support network to help students connect with each other and faculty and staff who are working with them to be successful; so far the focus has been on the Athens campus but they are interested in regional campus involvement because many recovering addicts tend to be non-traditional students who often attend regional campuses; senators can be helpful as a resource because they connect with students in the workplace; they would like to have funding for a position with salary and benefits and for programming for next fall; the total cost would be under $52,000 and would come from the well-being funds and not general fees; Kent Smith will have the final say on funding since the well-being moneys are under his area; not a lot of research has been done in this area, consequently, grant monies are not as available; private funding is also a possibility
and their goal is to work with the administration to make the CRC a funding raising priority; September is national recovery month and last year they held a meet and greet session after a 12-step meeting which as attending by about 23 students and community and student senate members; next quarter they will host the director and two assistant directors for Texas Tech, who will attend a Student Activities meeting and meet with President McDavis and Dean of Students Lombardi; Rose can be contacted at kr210507@ohio.edu and the CRC website is ohio.edu/students/recovery.

Approval of Minutes: Angela Davis moved that the minutes of the September 16, 2010 meeting be accepted; Eileen Theodore-Shusta seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Chairperson’s Report: Lisa Kamody announced that Marty Paulins, Director of Transportation and Parking Services, and Laura Nowicki, Director of Procurement, will be guests at the November meeting and reported on the following:
• The first candidate for the position of Assistant Vice President for Budget Planning and Analysis (replacing Rebecca Vazquez-Skillings) visited campus on 10/20/10 and at least two to three additional candidates will be coming to campus.
• The President’s Advisory Council on Campus Safety met in October and discussed the blue lights and their use on campus, lighting guidelines and the recent tornado.
• The Budget Planning Council met on 10/8/10 and discussed the subsidy lapse and how its impact is lessened for Ohio University because, as Rebecca Watts pointed out, the university did not project the revenues for the last payment and did not plan on receiving those revenues since they would not be available until after the first of the year; other institutions did not budget as conservatively; the next meeting will be on 10/29/10.
• Faculty Senate met twice since our last meeting; discussion at the September meeting revolved around appointing a senator to represent the Voinovich School; President McDavis and Board of Trustee Chair, Marnette Perry, attended the October meeting and the merit raise pool distribution and the furlough policy were also discussed (see minutes at http://www.ohio.edu/facultysenate).
• The next board of Trustees meeting is 11/19/10.

Vice Chairperson’s Report: Scott Carpenter thanked senators for volunteering to serve on committees and informed them that Service Awards, Professional Development, Outstanding Administration and Election Committees still need members. He reported that he met with Jim Jenkins on 10/20/10 and gave the following report on the progress of the Compensation Advisory Team:
• They are currently working with Dining Services and Advancement to create the new position competency profiles to replace the old PDQs and updating market data for positions.
• They expect to be done with Dining Services and Advancement by the end of the year and will progress to Procurement, IT, Finance, College of Medicine and the Library in January.
• The compensation policy 40.036 is being revised and the biggest change will be to the language that currently states that an administrative promotion will receive a 10% salary increase and anything above that has to be approved by the Provost; recommended changes will be a five to 15% salary range increase based on current level within your position, market data, and your performance at the discretion of unit heads in conjunction with Human Resources.
They are also working on new performance management practices for administrators, including standardizing performance reviews to a one-page document and the reward and recognition process throughout the university.

They are looking at a new IT system to capture and retain data for Human Resources to track.

**Secretary’s Report:** None

**Treasurer’s Report:** Jim Sands submitted the Account Summary for October 2010 (attached) and reported that the carryover from last fiscal year will not hit the account until October or November.

**University Update from Chief of Staff and Special Assistant to the President:** Rebecca Watts reported that lapse funding and the furlough policy are totally unrelated and the university is hopeful that it will receive the funding but also wants to reassure the university community that it has planned in a careful way and the funding issue had nothing to do with the development of the furlough policy.

**Vice President for Finance and Administration Report:** Terry Conry reported that Steve Golding is out of town today but wants senators to know he is open to hearing their concerns.

**Old Business:** None

**New Business:** First reading and discussion – Ridges Building 20 and the Osteopathic Heritage Foundation and Charles R. and Marilyn Y. Stuckey Academic and Research Center (ARC) being added to districts. Lisa Kamody reported that with the names of constituents in each district was run at the end of July; she realized in reviewing it that a number of people are not listed in anyone’s district; as a result three senators have not received their lists; a discussion and first reading of where to assign constituents in Ridges Building 20 and the ARC took place and it was proposed that Building 20 at the Ridges should be assigned to District 14 (Cathy Waller) and the ARC should be added to District 9 (Jeremy Dennison); a second reading and vote will take place in November.

**Discussion and Announcements:**
- Lisa Dael announced that she attended the Classified Senate meeting and reported that they discussed the furlough policy and will be submitting their ideas/concerns to their chair. They also expressed concern that people are being hired under Group III administrative contracts and are becoming permanent hires rather than six month to one year temporary positions and that some of these hires may be performing classified duties. Currently 261 have Group III contracts and they have asked Human Resources to look into this practice.
- Brenda Noftz announced Human Resources will have a new web site next month.
- Lisa Kamody reminded senators that at the 10/18/10 meeting Marty Paulins, Director of Transportation and Parking Services will be speak at 12:15 pm and Laura Nowicki will speak at 12:45 pm. She also encouraged them to attend the Environmental Scans Open Forums on 10/26/10, from 12 noon-1:30 pm, 10/26/10, in Baker Center 205, and on 10/27/10, from 4:00-5:30 pm, in Walter Hall 235.
Lisa Kamody announced that Administrative Senate will participate in a Resource Fair, co-sponsored by Classified Senate, from 11 am-3 pm on 10/26/10.

Jessica Wingett announced there will be a kick-off event to increase awareness for the United Appeal from 12 noon-3:00 pm, on Monday, 11/8/10, in Baker Center.

Jean Demosky announced that OIT is sponsoring an ID security seminar, which is free and open to the public, on 10/22/10.

Guest (1:00 p.m.) – Sean O’Malley, IT Communications Director – Update on RUFUS initiative, network update and Exchange: Sean O’Malley from Office of Information Technology gave a status and progress on the following:

- RUFUS will be online to serve student enrolled for Summer 2010 and beyond; Admissions is now live in People Soft; the schedule of classes is being piloted currently and will go live in December/January; Financial Aid will go live in November; Records in the Spring for Summer 2010 and beyond; Graduate College training is underway now and Regionals and OU-COM will be later based on their times lines; a pilot group is starting for scheduled classes. He showed a Rufus Initiative video, that will be sent to the entire campus describing the new system and announced that questions can be e-mailed to rufustraining@ohio.edu.
- Wireless update is coming.
- A usage survey will be distributed shortly.
- Voice mail migration is underway; 19 departments are completed and everyone should be done by February.
- Migration to Exchange is also underway; Dave Alexander, the project manager, answered questions and concerns from senators about what they liked and did not like about the system; training is available at the Computer Service Center.

Adjournment: Angela Davis moved that the business meeting be adjourned, Amanda Hobson seconded the motion, and the meeting adjourned at 1:35 p.m.

Respectfully submitted,

Cathleen Waller
Secretary

Next Meeting: November 18, 2010
Baker Center, Room 240
## October 2010 Administrative Senate Account Summary

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<th>Category</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Beginning Balance</td>
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<tr>
<td>Expenditures YTD</td>
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<td>Current Budget Available</td>
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<td>Salaries and Wages</td>
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<td>Supplies</td>
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<td>Travel and Entertainment</td>
<td>($61.75)</td>
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<td>Information and Communication</td>
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<tr>
<td>Miscellaneous</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>($4,330.33)</strong></td>
</tr>
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Date: July 18, 2010
To: President McDavis
From: Terry Koons, Associate Director for Health Promotion, Campus Involvement Center
Re: Recovery Community

In January 2010 the Recovery Community Committee was assembled and charged with the following: Examine the potential for a recovery house as another way to promote student health and wellness at Ohio University. The committee met through June 2010 completing a needs assessment for recovery services, an extensive review of best practices in the nation and an assessment of support services Ohio University has in place for students in recovery. Based on our findings we have identified a three-tiered approach to address the needs of students in recovery. The Collegiate Recovery Community Services proposal is submitted respectfully on behalf of the committee.

Terry Koons, Chair
Kristina Rose, Graduate Student
Anne Sparks, Social Work
Killian Evans, Student Senate
Anna Weisheimer, Student Senate
Tom Vander Ven, Sociology
Judy Piercy, Residential Housing
Ellen Martin, Health Recovery Services
Mary Kate Gallagher, Student
Emily Keifer, Student
Jenny Hall-Jones, Office of the Dean of Students
Collegiate Recovery Community Services

Where Respect for Recovery Flourishes

According to the National Center on Addiction and Substance Abuse at Columbia University (CASA) survey in 2007, “daily marijuana use more than doubled, illegal hard drug use went up 52%, and abuse of prescription drugs increased by 93%” among college students since 1993 (H. Cleveland, K. Harris & R. Wiebe, 2010). Furthermore, “About 22.9% of (college) students meet diagnostic criteria for substance abuse or dependence; almost triple the rate of the general population (8.5%)” (H. Cleveland, K. Harris & R. Wiebe, 2010). For students in recovery from drug and alcohol addictions, the college environment poses unique challenges as well as threats to maintenance of recovery.

The disease of addiction includes the tendency toward personal isolation. In a college environment, where the addictive behaviors are normalized, the tendency towards isolation becomes an even greater risk to students trying to maintain their recovery (H. Cleveland, K. Harris & R. Wiebe, 2010). These students can often find it hard relating to their peers, who do not understand how dangerous just one drink or drug can be to someone in recovery. This lack of peer understanding can make students in recovery feel further isolated from their peers. (H. Cleveland, K. Harris & R. Wiebe, 2010). This isolation in turn creates a population of students who are typically the least involved on campus because they are unable to make the necessary connections in order to become engaged and remain in school. Developmentally, these students are behind the curve and without involvement on a college campus this trend continues or they leave campus (H. Cleveland, K. Harris & R. Wiebe, 2010). The recovery process involves much more than simply maintaining abstinence, it is a process of healing and of building relationships.

Need for Support Services for Students in Recovery

The 2009 Alcohol and Other Drug (AOD) survey reported that 1.2% of undergraduate Ohio University students were in recovery and 42% of students have at least one parent with a drug or alcohol problem. Based on a formula developed by Johnston, O’Malley, & Bachman (2003), there are an estimated 333 students in recovery attending Ohio University’s Athens campus. The Recovery Committee also developed a survey to assess the needs of student recovery. This survey was hosted on the Dean of Student website. 113 students completed the survey, with 23 students self identified as in recovery from an addiction.

Recommended Collegiate Recovery Community Services:

Based on the successful Collegiate Recovery Community model implemented by Texas Tech University, there are specific services that can and should be offered to students in recovery in order to assist them in completing college, and flourishing as they develop into young adults.

Our recommendations are based on the best practices for starting a recovery community and the needs of students in recovery from our survey. (Survey highlights in Appendix A)
Mission Statement

The Ohio University Collegiate Recovery Community will apply a multi-disciplinary approach to students in recovery from drug and alcohol addictions by providing on-going support throughout their academic career. The program will aid the student in integrating into the university community and continuing through the accomplishment of their academic pursuits with an emphasis on holistic personal development within a safe and inclusive community.

Beginning Fall of 2010 Ohio University could offer limited services to students in recovery from an alcohol or drug addiction. The focus would be to link the students in recovery to departments across the university in which they would interact prior to and upon arrival at the university. This would make their entrance easier. Having a designated website would assist in coordinating these services and linking students in recovery to these departments/services.

Services provided fall quarter 2010

Development of a recovery website provided by Jenny Hall-Jones in the Office of the Dean of Student's.

Train departments and areas linked on the website about the needs of students in recovery provided by Terry Koons and Kristina Rose from the Campus Involvement Center.

Assist with housing issues such as roommate search/housing exemption provided by Residential Housing Staff.

Assist the development of a student recovery organization provided by Terry Koons and Kristina Rose from the Campus Involvement Center. $500

Total $500

Short-Term Recommendations 1-2 years

A proposed fulltime staff person whose primary job would be to support, grow and develop the community for those students in recovery already enrolled. More specific personalized programs would be introduced including; support of a student organization, monitor academic success and interventions with students who are at risk for failure. The staff person would work directly with support services outside of the area as well as assist with the recruitment of new students through Undergraduate Admissions.

Fulltime staff person in Campus Involvement Center, area of Health Promotion.

Salary $35,060

Benefits $11,686

Collegiate Recovery Community Program funds $5000

Total $51,746
The staff person will coordinate the recovery community through the following responsibilities:

Coordinate the entry or re-entry to the university.

Promote awareness of the program to faculty and staff.

Become a member of and network with the Association of Recovery Schools.

Build the community through programming, including community service, celebration of recovery and mentoring with students.

Monitor student compliance with all policies and procedures related to participation in the Collegiate Recovery Community Program.

Develop a behavioral agreement/contract for students joining the community.

Structure and supervise peer to peer recovery mentoring for recovering students new to the Collegiate Recovery Community.

Serve as a University College instructor (UC 190) for a recovery learning community.

Facilitate communication with the twelve step communities in the Athens and surrounding areas.

Assist academic advisors with unique challenges faced by students in recovery.

Oversee health and wellness support seminars provided by peer educators and/or other agencies.

Work with admissions to recruit students from recovery high schools.

Maintain relationship with legal affairs to assist student entry into the university who have convictions related to drug abuse.

Participate in activities and network with professional organizations, to remain abreast of developments and to obtain support for the community.

**Long-Term Recommendation Five years and beyond**

The Creation of a Collegiate Recovery Support Center (CRSC) would serve as a full support center for the large number of students interested in attending Ohio University that are in recovery. The CRSC would provide multiple services to student that would ensure their retention and success at the university.

The Collegiate Recovery Support Center would need a safe physical space on campus that would serve as the epicenter of recovery services at Ohio University. The CRSC would maintain all of the functions of the fulltime staff person supporting the recovery community while expanding the program to include the following services:

<table>
<thead>
<tr>
<th>Director Position for the CRSC:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Salary</td>
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<tr>
<td>Benefits</td>
<td>$17,502</td>
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<tr>
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The Director will coordinate the Collegiate Recovery Support Community through the following responsibilities:

Assume the role as the spokes person to represent the CRSC to the university community and beyond.

Determine program parameters regarding admission requirements, recovery support and student accountability.

Meet with every student admitted into the CRSC.

Develop relapse prevention protocol to assist students who violate the CRSC behavioral agreement.

Work to expand alternative support programs on campus and in the local community.

Design and implement program evaluation measures to determine program success.

Develop methodology to track recovering students post graduation for program outcome/impact studies.

Develop curriculum for seminar in addiction recovery and instruct the course.

Maintain a direct relationship with admissions to expand enrollment in the CRSC.

Oversee operational budget for the CRSC.

Work with the development officer to build an endowment to support the functions of the CRSC and provide scholarships and/or financial support to students.

Appendix A

**Highlights from the Assessment Survey on Recovery Needs:**

23 in recovery of 113 students who completed the assessment

3 were in recovery for 5+ years

10 males & 10 females

2 First-year students, 4 second-year students, 3 third-year students, 5 fourth-year students, 1 fifth-year student, 5 graduate students

**Support Services Needed:**

Social Support

- 61.54% of students surveyed responded that social support had an extreme level of importance.
- 59.24% of students responded that they would participate in volunteer opportunities with other students in recovery if they were promoted.
- 58.54% of students indicated that they would participate in alternative activities with other students in recovery.
- 46.15% of students indicated that they would act be a mentor/have a mentor if the social opportunity were present.
- 38.46% indicated that a place to hang-out and meet others in recovery.
Housing Support

- 46.15% of students indicated that housing support was very important.

Academic support

- 46.15% of students responded that academic support was important.

Appendix B

Recovery Data from Alcohol Edu.

I have had alcohol use issues in the past

- 2009 9%
- 2008 4%

People in my family have had alcohol problems

- 2009 25%
- 2008 22%
A RESOLUTION TO ENDORSE THE COLLEGIATE RECOVERY COMMUNITY

1. Whereas: The Ohio University Collegiate Recovery Community outlines a program based on the Texas Tech University and
2. Whereas: the Ohio University Collegiate Recovery Community strives to improve the academic, social, and
3. Whereas: Emotional experiences of Ohio University Students in recovery and
4. Whereas: the Ohio University Collegiate Recovery Community encompasses the core values of Community
5. Whereas: Citizenship, Civility, Character and Commitment, and
6. Whereas: Ohio University does not currently have a Collegiate Recovery Community and
7. Whereas: President Roderick McDavis currently has the Ohio University Collegiate Recovery Community
8. Whereas: Proposal under review. Therefore be it
9. Resolved: that the Ohio University Student Senate endorses the Ohio University Collegiate Recovery Community as proposed in Appendixes A though C and further be it
10. Resolved: that a copy of this resolution and a letter of explanation be sent, but not limited to Dr. Roderick
11. McDavis, President of Ohio University; Dr. Pamela Benoit, Executive Vice President and
12. Provost; Dr. Kent Smith, Vice President for Student Affairs; Mr. Ryan Lombardi, Dean of
13. Students; Dr. Joseph McLaughlin, Chair of Faculty Senate; Mr. Christopher Harris, Director of
14. Judiciaries; Dr. Charlene Kopchick, Assistant Dean of Students, Campus Programming; Mr.
15. Terry Koons, Associate Director of Campus Involvement Center; Miss Kristina Rose, Graduate
16. Assistant: Peer Health Education, Miss Tracy Kelly, Graduate Student Senate President

Sponsors:

Ms. Killian Evans
Senator At Large

Ms. Elizabeth Herron
Senator At Large

Ms. Elisa Timmerman
Senator At Large

Mr. John Calhoun
Commissioner of University Life
October 8, 2010

Ms. Killian Evans
Senator At Large
Ohio University Student Senate
Baker University Center 305

CAMPUS MAIL

Dear Ms. Evans,

Thank you very much for sending me a copy of the Ohio University Student Senate Resolution 1011-05. I appreciate your sharing Student Senate's resolution endorsing a Collegiate Recovery Community.

I have attached a copy of a memorandum sent to Mr. Terry Koons for your review. While I support the initiative, the current university financial situation limits resources for new positions or programs.

I appreciate the time and work the Collegiate Recovery Community Services Committee and Student Senate have invested in developing this resolution and look forward to receiving updates.

Cordially,

Roderick J. McDavis
President
October 2010 Administrative Senate Account Summary

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<td>Total Expenses</td>
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Ohio University Administrative Senate
Minutes of November 18, 2010
Baker Center, Room 240

Next Meeting: January 20, 2011
Baker Center, Room 240

Present: Thea Arocho (online), Joshua Bodnar, Scott Carpenter, Lisa Dael, Karen Dahn, Deborah Daniels, Angela Davis, Jeremy Dennison (online), David Dudding, Wendy Kaaz (online), Lisa Kamody, Craig Leon for Amy Dean, Brenda Noftz, Connie Pollard for Vijayanand Nadella, Adam Riehl (online), Rosanna St. Clair (online), James Sand, Andrew Stuart, Eileen Theodore-Shusta, Cathleen Waller, Gwen Whitehead (online), Jessica Wingett

Excused: Patti Barnes, Karen Deardorff, Amy Dean, Jean Demosky, Amanda Hobson, Beth Lydic, Cris Milligan, Marjorie Mora, Vijayanand Nadella, Connie Romine

Absent: Juan Cueto

Guests: Monica Chapman, Terry Conry, Craig Leon, Laura Nowicki, Marty Paulins, Connie Pollard, Teresa Trussell, Rebecca Watts

Call to Order: Lisa Kamody called the meeting to order at 12:10 p.m

Approval of Minutes: Deborah Daniels moved that the minutes of the October 21, 2010 meeting be accepted with the following correction: moving Karen Deardorff from absent to excused; David Dudding seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Old Business – Second reading and vote on adding Building 20 at the Ridges to District 14 and the ARC to District 9. Jessica Wingett moved to add Building 20 at the Ridges to District 14 and the Academic and Research Center (ARC) to District 9; Andrew Stuart seconded the motion; a vote was taken; and the motion was unanimously approved.

Guests – Martin Paulins, Director, Transportation and Parking Services, and Teresa Trussell, Parking Operations Supervisor: Marty Paulins reported that last spring Terry Conry asked him to develop a communication plan for Transportation and Parking; people often think of transportation as parking and forget about the transportation side; both areas try to be proactive and customer oriented; compliance and safety (ADA, Office of Civil Rights) issues must be met for parking spaces and the transit system; stakeholders are faculty, staff, students, the community and everyone who comes to the university; CATS and CATCAB get general fund support which is not enough to run the operation; parking subsidizes transit operation; the University Garage is self supporting and provides chartered buses, the fueling station and the airport shuttle; the airport shuttle was started three years ago for international students and by the end of this year will have transport 1000 first year international students to campus; every 100 international students equates to $1.7 million for the university over their time here and this service directly supports Vision Ohio in recruitment and retention of new students; at most universities parking supports transit operations, however, our revenue sources are not large enough to
support it entirely; currently parking revenues subsidize $32,000 a year for vehicle replacement and $50,000 for OUPD for safety patrol; $15,000 in snow removal comes from general fund; revenue comes from the following sources: $502,000 from citations, $167,501 from parking meters $337,233 from permits, $34,000 from managed services (garages); Baker University Center garage provides two full-time FTE employees and ICA parking provides one three-quarter FTE employee after expenses; expenses are as follows: $349,848 for wages and benefits, $147,172 for operating expenses, and $102,000 for auxiliary reimbursement.

Teresa Trussell reported that in 2004-05, a total of 6,532 parking spaces were available on campus and the total number of permits issued was 10,292; last year, 6,476 parking spaces were available and the total number of permits issued was 6,541; the number of complaints about not enough spaces and not being able to find spaces has greatly decreased as a result of the crack down on duplicate and fraudulent permits; university standards must ensure that parking spaces are available for commuter students to get to classes, faculty and staff to get to work, that there are designated areas for visitors, and that all these areas are enforced; they must be ADA compliant to ensure that accessibility needs are being met and are fire and safety compliant; proactive enforcement includes parking maps, website, meters, resource fairs; reactive enforcement includes tickets, boots, tows, and the one-time ticket void; Baker Center Garage has 111 transient spaces which charge 75 cents an hour, 98 reserved spaces for faculty, staff or students which cost $800 per year and event or VIP parking for department events; the Visitor Parking Registration Center, located in the Bingham House, across from the Convocation Center, is open from 7:30 am-4:30 pm, Monday through Friday and was set up so visitors had an alternative location to pick up parking permits and information on campus; meters can be reserved and bagged for guests for $6 per day for the first day and $5 per day after that; entire lots can be blocked off for an event and will be shut down to faculty staff and students; they also manage parking for all ICA athletic events (football, basketball and tournaments); when no spaces are available, information is the only level of service that can be provided; they want senators to know they are listening and have made changes, have tried to be more electronic with computer generated e-mail reminders, and would like senators to spread the word about the Visitor Center in their areas.

University Update from Chief of Staff and Special Assistant to the President: Rebecca Watts reported that a revised version of the furlough policy discussed last month is going before the Board of Trustees this afternoon; as a cost cutting measure wreaths and garlands will not be on the gates, Konneker Alumni Center or Baker University Center.

Guest – Melanie Glassmire, Director of Procurement Services - BobcatBUY update: Melanie Glassmire reported that Bobcat Buy is an e-procurement system and a web-based buying center for Ohio University faculty and staff; the Aberdeen Group surveyed 150 organizations and found that this system reduced contract spending by 63%, pricing by 7.3%, requisition to order cycles by 66%, and requisition to order cost by 57%; big saving areas will be contract compliance, order processing, strategic sourcing, settlement processing, e-procurement; an additional benefit is in risk mitigation; if we stayed with oracle, we would have to maintain the system and all the catalogs and individual SKUs would have to be individually maintained by our staff; we have contracted with SciQuest to develop BobcatBuy and maintaining the catalogs for us; Bowing Green, Miami, Shawnee State and OU are in the process of going live; the State of Ohio has mandated that we do this and OU has received a portion of the Lumina grant to lead this project; some forms and internal providers will be in BobcatBuy; there is a good variety of suppliers currently in the system; if a vendor is not there, they can be added; focus groups presented by SciQuest were held on June 23 and August 27 and changes were made to the program as result of feedback given; on and September 21 the focus group participants were put in a computer lab to go through the process; we are in final stages of implementation; rollout will be over 12 to 18 months and will begin with Finance and Administration and the Voinovich Center in late November/early December;
training will be mandatory before the system can be accessed; departments will be permitted to pick the time of year that best suits them.

**Vice President for Finance and Administration:** Stephen Golding gave the following update on the potential impact of the state budget cuts:

- 10% was used rather than a number because it was ambiguous enough, depending on how calculations were performed, for the number to be between $20 and $30 million.
- Since there is not a great deal of information about how the State will build the budget for the next biennium, it was important from a planning perspective to get a conversation started on campus but it was also important not to create a number that turned out to be a self-fulfilling prophesy from the standpoint of what the governor and legislature might think we were capable of absorbing.
- A timeline is being developed, preliminary information and data collected, and strategically thinking about how best to approach this period of uncertainty that will help make decisions down the road; the second document attached to the calendar will be a set of principles.
- Another series of discussions will take place after the holiday break about what actions may have to be taken to put a budget together for July 1.
- The challenge will be that since governor is new, he does not have to submit a budget until March and then the legislature gets to weigh in for as long as they want.
- We will be communicating as broadly and completely as we try to understand how best to position the university, not just for FY 2012 but also for FY2013, 14, 15, 16, because it is important that we think of this as a multi-year exercise and not simply as a one year tactical exercise.
- The trustees will be given a preliminary a six-year view of our planning process for the operating budget in February and again in June when we have better data and information; and this will create even more transparency in terms of our long term thinking and the decisions we will be making as we balance the budget and ensure that we have a strong business model to support the institution going forward.

**Chairperson’s Report:** Lisa Kamody reported that Faculty Senate met on 11/15/10, Dr. Benoit spoke and John Day gave a presentation on the state funding formula; the Health Benefits Committee will meet on 11/18/10; the Board of Trustees is meeting on 11/19/10.

**Vice Chairperson’s Report:** Scott Carpenter reported regarding the Compensation Advisory Team (CAT) team has not meet since our last meeting; status reports and methodology and processes will be posted on Human Resources website for review; they are currently working with Communication and Marketing, Procurement, the President’s Office, Human Resources and Finance and will be starting with the Library facilities and COM in January.

**Secretary’s Report:** Cathy Waller reminded Senators to e-mail her at waller@ohio.edu if they are going to be absent.

**Treasurer’s Report:** Jim Sands submitted the Account Summary for November 2010 (attached) and reported that the carry forward from last year came through on the November FMS.

**Discussion and Announcements:** Jessica Wingett announced that the kickoff event for United Appeal was 11/8/10; to date almost $33,000 has been contributed by Athens campus faculty and staff with 4.5% of eligible employees participating; it is still not too late to contribute and the campaign continues until 1/31/11.
Lisa Kamody announced that the Search Committee for the positions of Vice President for University Advancement is being formed and that the next Senate meeting will be 1/20/11.

Adjournment: Jason Bodnar moved that the business meeting be adjourned, Eileen Theodore-Shusta seconded the motion, and the meeting adjourned at 1:28 p.m.

Respectfully submitted,

Cathleen Waller
Secretary

Next Meeting: January 20, 2011
Baker Center, Room 240
## November 2010 Administrative Senate Account

### Summary

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Ohio University Administrative Senate
Minutes of January 20, 2011
Baker Center, Room 240

Next Meeting: February 17, 2011
Baker Center, Room 240

Present:  Patty Barnes, Joshua Bodnar, Scott Carpenter, Lisa Dael, Karen Dahn, Deborah Daniels, Angela Davis, Amy Dean, Karen Deardorff, Jean Demosky, Jeremy Dennison, David Dudding, Amanda Hobson, Beth Lydic, Cris Milligan, Marjorie Mora, Brenda Noftz, Adam Riehl (online), Andrew Stuart, Eileen Theodore-Shusta, Gwen Whitehead (online), Jessica Wingett

Excused:  Wendy Kaaz, Lisa Kamody, Conni Romine, James Sand, Cathleen Waller

Absent:  Thea Arocho, Juan Cueto, Vijayanand Nadella, Rosanna St. Clair

Guests:  Steve Golding, Doug Grammer, Colleen Kiphart, Jenny Klein, Linda Lonsinger, Wendy Merb-Brown, Graham Stewart, Rebecca Watts

Call to Order:  Scott Carpenter called the meeting to order at 12:10 p.m

Approval of Minutes:  Cris Milligan moved that the minutes of the November 18, 2010 meeting be accepted; Andrew Stuart seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Guests – President Roderick McDavis:  President McDavis reported on the following:
♦ Budget Update:  There are no new developments that would help the University understand how the state plans to develop a balanced budget for the next biennium; the state is facing an $8 billion shortfall; the governor’s budget is due by 3/15/11 and something should be know by then; in December and January, Dr. Benoit and Steve Golding met with all Planning Unit heads to discuss budget planning scenarios; these conversations made them rethink the timetable and they decided to wait for the delivery of the governor’s budget plan before presenting draft budget recommendations to the university community; President McDavis endorsed this decision and last week a revised timeline was released; Senators were encouraged to participate in the upcoming budget forums.
♦ Search Updates:  The Vice President for University Advancement search has begun; Administrative Senate is represented on the 17 member committee chaired by Kent Smith; Dennis Barden of Witt/Kieffer is heading the national search team; the search will be completed by 7/1/11.  The search committee for the Director of Government Relations is chaired by Becky Watts; this will be a state-wide search and a search firm is not being used since there are good candidates working at other institutions or in government; Eric Buchard, director of corporate and foundation relations for University Advancement is serving in the state capacity and Eleni Zulia, grant coordinator, Office of Vice President for Research has taken on the federal responsibilities.
♦ Shared Services Update:  Ohio University will be involved in an IUC shared services study with 13 institutions in Ohio; it will look for areas of savings and focus on finance, IT, procurement and human resources; the process is being guided by Jim Kemper and will result in a list of recommendations by March.
♦ USO Update:  When the USO was created, the chancellor’s position became a cabinet level position with the caveat that at the time of the gubernatorial election, the current chancellor could serve a minimum of one additional year; Chancellor Fingerhut will continued to serve until the end of this year; it is not known yet whether or when he will be replaced.  President McDavis responded to the following: the USO will remain viable, however, this administration sees it as more of a coordinating than a governing body; it has no influence on our competitiveness for students and each institution handles its
own recruitment and marketing efforts; we cooperate with our regional campuses and community colleges to make transferring easier; we also cooperate to obtain federal funds for new academic programs, in online learning and in expanding our four year programs to our regional campuses to enhance enrollment; there has been no discussion about funding for dual enrollment and seniors to sophomores; the problems with collaborate degrees are how do you divide the labor, the funding and who awards the degree.

President McDavis concluded by thanking senators for all they do for Ohio University.

Updates from Vice President of Finance and Administration, Stephen Golding: Stephan Golding gave an update on the following:

- Classified Senate sent a letter to President McDavis proposing that the university close the week between Christmas and New Year; the President asked Golding to meet with them to review the proposal; a committee of constituencies from across campus was formed to look at whether this is feasible and how it would affect the various labor groups; Classified Senate was asked to do some benchmarking among our IUC and aspiration peers to see how they have implemented such a program; he hopes to make a recommendation to the president in late spring so a decision can be made in time for implementation this calendar year; send questions/concerns to golding@ohio.edu.
- Golding responded to a question about whether previously collected shared services data being accurate for the IUC study by stating that preliminary feedback indicates that the data meets the requirements.
- The budget challenge has been to plan for 2012 without giving the governor and legislature an exact number that could be used for a cut; as a result the vague 10% calculation was presented; 10% will be between $20 and $26 million plus inflation; they are meeting with Planning Unit heads to discuss what they would do in order to absorb that kind of a cut; they plan to engage the campus in conversations about what strategies are available to deal with this.
- Our current budget problems are not a factor of the economy but because the state plans to cut SSI; this is important because the challenge is to rebalance the academic units so they are sustainable on a going-forward basis; no one will be exempt from a $26 million solution; between 2003-2011 the university restructured $60 million; our challenge is magnified because we have been doing this for eight years; tuition increases will be a part of the solution but not the first part; first we must remove all the inefficiencies and inappropriate spending to get to a point where every dollar is going toward our mission of teaching, research and service.

Guest - Jenny Klein, Director, Allen Student Help Center and Bobcat Student Orientation:

- Jenny Klein distributed the 2010 Bobcat Student Orientation Annual Report and drafts of the academic calendar for 2011-12 and 2012-13 and reported on the following:
  - The change from quarters to semesters brings opportunities to improve the orientation program and proposed the following orientation dates for 2011-12 and 2012-13 Bobcat Student Orientation:
    - o July 12 and 13, 2012 (transfer days) and July 16 through August 1, 2012 (freshmen)
    - o June 5 and 7, 2013 (transfer days) and June 10 through 29, 2013 (freshmen)
  - The new plan would provide an opportunity to communicate more with our students by implementing continuing orientation activities during the time they are away from campus.
  - Holding orientation earlier would help increase student retention by cementing students’ Bobcat identity sooner.
- Senators should send their feedback on the new schedule to her at kleinj2@ohio.edu.

Update from Chief of Staff and Special Assistant to the President, Rebecca Watts: No update

Update from Chief Human Resource Officer, Linda Lonsinger: Linda Lonsinger reminded Senators that the Diversity Day of Learning, cosponsored by Human Resources and the Office of Diversity, Access and Equity will be held from 8:00 am-5:00 pm on 1/26/11, in HRTC 141; those interested should contact 593-1636 to; a $10 boxed lunch can also be reserved. She also reported that the administrative pay plan is moving forward and that Policy 40.036 is currently going through the policy and procedure process. She responded to a question about the change in Facility Management’s emergency vacation policy that there was discussion about a certain number of days that being designated for emergency vacation and not being considered as unapproved absences; this
Chairperson’s Report: Scott Carpenter reported on the following for Lisa Kamody:
♦ Doug Franklin will provide training to the grievance committee next Thursday, 1/27/11, from 3-5 pm, in HRTC 150; seats are still available so if any senator would like to attend, please email her at kamody@ohio.edu; currently there are no grievances.
♦ Budget Planning Council met on 1/7/11 and will meet again on 1/21/11.
♦ Constituent lists will be sent out soon.
♦ Faculty Senate will meet for the first time this year on 1/24/11 at 7:00 pm.
♦ The Health Benefits Committee will meet this afternoon (1/20/11).
♦ The Board of Trustees will meet on 2/25/11 in Zanesville.

Vice Chairperson’s Report: Scott Carpenter requested the following committee reports:
Outstanding Administrator Committee: Scott Carpenter reported that the process for nominations for Outstanding Administrator has begun and that nominations forms can be downloaded from Senate’s website; questions can be emailed to Andrew Stuart at stuarta@ohio.edu.
Public Relations Committee: Lisa Dael reported that this is an ad hoc committee, which was meant to be temporary but is in its fourth year; she would like to discuss whether it should be disbanded or become a permanent committee; the original purpose of the committee was to be a liaison between Communications & Marketing and Senate in order to get more news coverage; send feedback regarding this issue to her at dael@ohio.edu.
Policy and Procedure Committee: Cris Milligan reported that the committee is meeting to discuss the administrative plan and background check policies.

Secretary’s Report: No report

Treasurer’s Report: No report

Old Business: None

New Business: None

Discussion and Announcements: Jessica Wingett announced that United Appeal received almost $52,000 in donations with 7.15% employee participation; residence halls have entered the challenge; all participants (wearing their United Appeal t-shirt) will assembly for a group picture at 12 noon on 1/28/11 on the lower level of Baker Center.

Adjournment: Cris Milligan moved that the business meeting be adjourned, Deborah Daniels seconded the motion, and the meeting adjourned at 1:35 p.m.

Respectfully submitted,

Cathleen Waller
Secretary

Next Meeting: February 17, 2011
Baker Center, Room 240
Ohio University Administrative Senate
Minutes of February 17, 2011
Baker Center, Room 240

Next Meeting: March 17, 2011
Baker Center, Room 240

Present: Joshua Bodnar, Scott Carpenter, Karen Dahn, Deborah Daniels, Amy Dean, Karen Deardorff, Jean Demosky, Jeremy Dennison, Amanda Hobson, Wendy Kaaz, Lisa Kamody, Beth Lydic, Cris Milligan (online), Marjorie Mora, Vijayanand Nadella, Brenda Noftz, Connie Romine, James Sand, Andrew Stuart, Eileen Theodore-Shusta, Cathleen Waller

Excused: Patty Barnes, Lisa Dael, Angela Davis, David Dudding, Rosanna St. Clair, Jessica Wingett

Absent: Thea Arocho, Juan Cueto, Adam Riehl, Gwen Whitehead

Guests: Brice Bible, Monica Chapman, Doug Grammar, Linda Lonsinger, Wendy Merb-Brown, Connie Pollard, Rebecca Watts

Call to Order: Lisa Kamody called the meeting to order at 12:10 p.m, apologized for missing last month’s meeting and thanked Josh Bodnar for running the webcast for Lisa Dael.

Approval of Minutes: Andrew Stuart moved that the minutes of the January 20, 2011 meeting be accepted; Connie Romine seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Guest – Brice Bible, Chief Information Officer: Brice Bible gave the following update and answered questions about technology on campus:

❖ SIS has five months remaining before being transferred to PeopleSoft for the summer of 2011; 130 employees participated in PeopleSoft and AdAstra Class Scheduling Training where they learned how to maintain existing and add new class sections; all trainees were given access to the system in January of 2011; in August more than 8,000,000 cleansed records were converted from SIS to Peoplesoft; the conversion included more than 500,000 person records, 280 applications and 4,284 test score records; in October thousands of classes were converted; in January more than 600,000 program/plan records (college/majors) were loaded; Undergraduate Recruiting and Zanesville regional campus go live is complete; Undergraduate Admissions go-live and Admissions for Graduate, Regional, elearning OHIO and COM will be complete before March; the initial validation of the OHIO multi-campus tuition calculation is complete; 62% of the program budget has been spent with $356,000 balance remaining.

❖ The Network design (NextGen) is 100% complete; Juniper was selected as the manufacturer of the network equipment; the first half of the upgrade was funded by a $9 million bond approved in May, 2010 and they are currently seeking bond approval for the second half of the upgrade; implementation and project teams, communication schedule and change management plan has been initiated; they are purchasing and receiving gear and wiring, 70 buildings are completed and 6 buildings are in progress on the Athens
campus; Chillicothe upgrade is completed and Southern is in progress; the NAC administrator position was abandoned due to cost reductions; NetReg (NAC) design was developed based on InfoBlox DHCP solution; began implementing a prototype for initial testing; VPN installation completed; Office of Design and Construction has reviewed the list of facilities needs submitted by OIT and are coordinating with contractors to complete work; they are waiting base funding to purchase support contracts for production equipment.

- Faculty Technology Advisory Group (FTAG) sponsored a review of all Learning Management Systems (Blackboard, Moodle, Desire to Learn, Sakai, and none); LMS “Idea Portal” is available for submitting feedback to group; Desire to Learn (D2L) campus visit planned; Faculty will have access to Blackboard 9.1 demo by March 2011; project to focuses IT resources in support of essential needs of student, faculty and staff.

- 6,000 users (employees, graduate students and retirees) have moved to Exchange; migration will be complete by the end of February and OIT is working with the university community to schedule remaining departmental segments; migrating retirees has been the biggest challenge; an e-mail is being sent to them to help them with conversion since oak will no longer be available; for more information, go to [http://www.ohio.edu/technology/exchange/selfservice.shtml](http://www.ohio.edu/technology/exchange/selfservice.shtml)

- TechGuru will launch in March; it is a updated way to navigate OIT web pages, find the right department for your technology requests and see our list of support services; it is a customer service portal with an expansive knowledge base that will be available 24/7 for self-help; work requests can be placed there and the status of work requests can be checked; news about systems and applications will also be available.

- The Help Desk and Desktop support consolidation is also being updated to optimize available resources and maximize desktop support services for all faculty, staff and students.

Chairperson’s Report: Lisa Kamody reported on the following

- Last week an e-mail was sent to all district senators with their updated constituent lists; it was suggested that future emails be identified as follows: “For Senators only”, “For all Administrators” or “Please share with constituents.”

- Faculty Senate met on 1/24/11 and discussed Dr. Benoit and Steve Golding’s budget e-mail; they will meet again on 2/21/11.

- Health Benefits Committee will meet weekly starting 2/23/11.

- Advisory Council on Campus Safety discussed putting a crosswalk between Walter Hall and Peden Stadium and senators reported that the following crosswalks need better lighting: Aquatic Center and Emeriti Park, Ping and Wolfe Street Apartments and South Green Drive near the South Green; it was also reported that there is no stop sign for traffic coming up Jeff Hill, the dirt walkway next to Baker Center and behind the President home will be paved after a chilled water line is installed, and that Park Place will be closed from 2/17/11 until 2/21/11.

- The pay to park proposal is moving forward again but in a simpler format than the last one, which had problems with the sustainability initiatives.

- The change from American Express to MasterCard is moving forward.

- Eric Clift resigned from his at-large Senate position so his position, the District 15 position, and a part-time position need to be filled; please send any names or suggestions to her at kamody@ohio.edu.
In order to promote discussion and stay informed about changes, the following Brown Bag Lunch Sessions have been scheduled: 12 noon-1 pm on 3/1/11 in Baker Center 233, 12 noon-1 pm on 4/7/11 in Baker Center 233, and 12 noon-1 pm on 5/3/11 in Baker Center 233.

She thanked Wendy Merb-Brown and Doug Franklin for the Grievance Training Session on 1/27/11 and asked senators to refer constituents coming to them about a grievance or concerns about position elimination to Procedure 41.012 (Non-Renewal, Suspension, Demotion, or Termination for Cause of Administrative Appointments) at http://www.adminsenate.ohio.edu/.

**Vice Chairperson’s Report:** Scott Carpenter reported that the Compensation Advisory Group has not met so there are no updates and requested the following on the following committee reports:

**Outstanding Administrator Committee:** Andrew Stuart reported that the committee has met; they have 43 nominations and those individuals have been contacted for additional information.

**Service Awards Committee:** Karen Dahn reported that they will have their first meeting next week and are in the process of sending e-mails to eligible employees asking them to verify their service time; due to a conflict with the President and Steven Golding’s calendars, the ceremony will be held in June this year (3-5 pm, June 1, Baker Center Ballroom).

**Policy & Procedure Committee:** Cris Milligan reported that she has received an extension on the deadline to send feedback on Administrative Pay Plan.

**Secretary’s Report:** None

**Treasurer’s Report:** Jim Sands submitted the Account Summary for February 2011 (attached).

**Update from Chief of Staff and Special Assistant to the President, Rebecca Watts:** Rebecca Watts reported that Dr. Benoit’s letter was submitted to the Trustees at the weekend meeting and stated that until it was approved by them, nothing could move forward.

**Update from Chief Human Resource Officer, Linda Lonsinger:** Linda Lonsinger agreed with what Rebecca Watts reported and had nothing additional to report.

**Old Business:** None

**New Business:** None

**Discussion and Announcements:** Lisa Kamody encouraged senators to attend the Budget Forums next week (12 noon-1:30 pm, 2/22/11, Baker University Center Theater and 4-5:30 pm, 2/23/11, Clippinger 194) and announced that Drs. Pamela Benoit and Michele Morrone will be guests at the March meeting.

**Adjournment:** Deborah Daniels moved that the business meeting be adjourned, Marjorie Mora seconded the motion, and the meeting adjourned at 1:30 p.m.

Respectfully submitted,

Cathleen Waller
Secretary

**Next Meeting:** March 17, 2011
Baker Center, Room 240
## February 2011 Administrative Senate Account

### Summary

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Ohio University Administrative Senate  
Minutes of March 17, 2011  
Baker Center, Room 240

Next Meeting: April 21, 2011  
Baker Center, Room 240

Present: Thea Arocho (online), Scott Carpenter, Lisa Dael, Karen Dahn, Deborah Daniels, Amy Dean, Karen Deardorff, Jeremy Dennison, Amanda Hobson, Wendy Kaaaz, Lisa Kamody, Cris Milligan, Marjorie Mora (online), Vijayanannd Nadella, Brenda Noftz, Adam Riehl (online), Connie Romine, James Sand, Andrew Stuart, Cathleen Waller, Gwen Whitehead (online), Jessica Wingett

Excused: Joshua Bodnar, David Dudding, Rosanna St. Clair, Eileen Theodore-Shusta,

Absent: Patti Barnes, Angela Davis, Jean Demosky, Beth Lydic


Call to Order: Lisa Kamody called the meeting to order at 12:10 p.m.

Guest – Pam Benoit, Executive Vice President and Provost: Dr. Benoit gave the following budget update:

- The Governor’s biennial budget has been proposed but is not final; there are many more steps involved in the review process before it is finalized.
- Ohio University is looking at the budget carefully in order to understand and absorb it; in addition to the 700 page budget document there is also an overview document that gives additional information relevant to higher education.
- Some of the important issues from a higher education perspective are:
  - Duplication of programs: The University will pay close attention to the uniqueness of the programs offered and make sure that it is careful to articulate how its programs are unique in the state.
  - Charter Universities (Virginia model): With this concept there would be less regulation from the state for a more sustainable budget model and less money (subsidy) from the state; details are yet to be worked out; concept very attractive to this administration.
  - Three-year degree programs: The University is also interested in three year degree programs, however, there is some uncertainty about what the governor means by three- year degree programs and the goal is unclear.
  - More shared services
  - Job Emphasis: There will be emphasis on making sure the University is preparing students for jobs; it will be important to say we have students that get jobs, what kind of degree programs we have that end up with jobs, that graduates have skills that are useful in the job market, and how are we contributing to economic development.
  - Decrease in state and federal funding: OCOG was reduced by 5% and a decrease in PELL grants from federal government is also anticipated.
The budget cuts end up being a net decrease of $11.8 million for the Athens campus, $1.5 million for OUCOM, $2.9 million for Regional Campuses, for total cuts of $15 million, so even though it is better than anticipated, compared to last year it is a higher cut.

Dr. Benoit responded to questions as follows:

- Voinovich School has two budget lines, the Public Service sector line ($326,000) was zeroed out and the second line took a 10% cut.
- The three-year degree program emphasis will push the University to develop our own three-plus-one-year degree programs; it is unclear what format this will take; we want our students to be more not less competitive and need to clarify what the expectation is.
- It is important that we ensure that students are employable at end of a four-year degree; the state is concerned that students cannot find employment and the University needs to be positioned to say that it has the kind of expert workers the state needs, graduates with the ability to think and to problem-solve creatively; it needs to talk about the ways in which graduates with a liberal arts background provide those skills that employers will want.
- The ERIP programs are one of the strategies to address the $15,000 million shortfall which will help with multi-year planning.
- Board of Regents also took a serious cut.
- A number of colleges and departments have faculty workload policies and others are working on them; the governor is trying to work on efficiency issues in higher education and the University will be seeking clarification on this.
- There is no mention anywhere in the budget about the University System of Ohio (USO).
- Local government and mental health took significant cuts and it will be interesting to see if there will be significant changes in the negotiation process.
- The new chancellor has talked about charter universities so this may be a part of his agenda.
- New targets are being worked on; however, there will be not be a direct cut to what was proposed.
- The ERIP is projected to save a little over $8 million; the University will have a better idea after May 1st.

**Update from Vice President for Finance and Administration, Stephen Golding:** No update

**Guest – Michele Morrone, Director, Environmental Studies:** Dr. Morrone introduced Erin Sykes and gave a presentation about the efforts to develop a plan to enhance the sustainability of the campus. She reported that the process focuses on a vision that would make Ohio University a leader in campus sustainability; there are lot of good reasons for universities to be doing this but an important one has to do with the impact that becoming a leader in sustainability might have on recruitment; a survey performed by the Princeton Review in 2010 indicated that a significant percentage (64%) of 12,000 high school students and parents may look at campuses’ environmental initiatives as being as an important component on whether they decide to apply; in 2009 President McDavis named an Advisory Council for Sustainability Planning and the catalyst for the council were two 2007 initiates (the University Presidents Climate Commitment and HB251), which focused on universities becoming more energy efficient; they were charged with developing recommendations that focused on comprehensive sustainability, making the campus more sustainable, and with developing recommendations for a climate action plan, which
focuses on energy issues, climate neutrality and dealing with our carbon footprint; they have created some working groups, identified communication channels, and steps for monitoring progress; they have a draft sustainability plan and would like input; to review the sustainability plan in detail and provide feedback, go to http://www.ohio.edu/pacsp/ Feedback can also be submitted by e-mail by 4/5/11 to sustainability@ohio.edu.

Approval of Minutes: Andrew Stuart moved that the minutes of the 2/17/11 meeting be accepted; Cris Milligan seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Chairperson’s Report: Lisa Kamody reported on the following:

Safety Committee: She asked Senators to e-mail her with any safety issues that need to be reported at kamody@ohio.edu.

Health Benefits Committee: She will have more information after the meeting this afternoon; currently we pay a little less than 9% for our health care premium and Senate Bill 5 would bring it up to 15%, so the committee is reviewing that information. Linda Lonsinger added that under SB5 the university would pay 85% and the employee would pay 15% and because of this cost shifting, all the plans need to be reviewed by the university.

Budget Planning Council: This committee will meet on 3/18/11.

Faculty Senate: At the 2/21/11 meeting, Greg Fialko talked about the ERIP and VSP plans; on 3/14 Dr. Benoit gave a presentation on Responsibility Centered Management (RCM) budgeting (additional information about this program can be found at http://www.ohio.edu/provost/RCM_EVPP.cfm); the topic about the disproportionate number of administrators to faculty was brought up but the faculty seem to understand the distinction between executive administrators and administrators. Linda Lonsinger stated that the number of administrators is not a pure reflection of actual administrations on campus and that there are a lot of anomalies in the system that make the number of administrators appear larger than it actually is.

Vice Chairperson’s Report: Scott Carpenter reported that the Planned Holiday Closure Committee is looking at the following: the definition of what closed actually means and what it would look like for the institution, peer institutions to see what they do over the holidays, the advantages and disadvantages of remaining open or closing down, what the potential savings and costs of doing that would be, and developing recommendations about how to proceed and administer the closure; the closure will not be a furlough (unpaid leave) but no definition of how it would be handled in terms of vacation or leave time has been determined; today’s meeting will go over all issues; it probably will not be implemented until after the change from quarters to semesters is initiated.

He also requested the following committee reports:

Policy & Procedure Committee: Cris Milligan reported that the committee met and reviewed the following policies since the February Senate Meeting: draft policy regarding Background checks for employees, draft policy regarding University Vehicles, OU Policy 40.036 – Administrative and Professional Pay Plan; they were also asked by a constituent to review OU Policy 40.029 Sick and Bereavement Leave Program – Faculty and Administrative Personnel.

Outstanding Administrator Committee: Andrew Stuart reported that the nominees have been notified and have the supplied information requested; the committee is reviewing this information and will meet again on 4/1/11; the committee plans to review the nomination timeline and process for the future.

Secretary’s Report: None

Treasurer’s Report: Jim Sand submitted the Account Summary for March 2011 (attached).
Update from Chief of Staff and Special Assistant to the President, Rebecca Watts: Rebecca Watts gave an update on the Director of Government Relations search and reported that the first round of candidate interviews took place this week and the committee has decided to put forth two names for the position; open forums for the two candidates will take place at 3 pm on 4/4/11 and 3 pm on 4/5/11 in Baker 231.

Update from Chief Human Resource Officer, Linda Lonsinger: Linda Lonsinger reported that the new budget timeline puts us passed the 90 day notice for reduction in force for administrators.

Old Business: Cathy Waller asked for clarification of the $150 parking fee and Rebecca Watts responded that everything is still on the table and nothing has been finalized.

New Business – At-Large Vacancies: Lisa Kamody announced that Connie Pollard agreed to replace Eric Clift and Wendy Rogers agreed to replace Juan Cueto as At-Large Senators. Andrew Stuart moved to accept Connie Pollard; Deborah Daniels seconded the motion; a vote was taken; and the motion passed unanimously. Andrew moved to accept Wendy Rogers; Cris Milligan seconded the motion; a vote was taken; and the motion passed unanimously.

Discussion and Announcements: Lisa Kamody announced elections will be coming up in April and May and that she would like term expiration dates added to the web site; a second Brown Bag discussion will take place at 12:00 noon on 4/7/11 in Baker 233; a Feedback and Performance Management Workshop (limited to 36 employees) will be held on 9 am-12 noon on 4/15/11 in HRTC 241. Andrew Stuart announced that the Service Awards and Outstanding Administrator Ceremony will be 3-5 pm on 6/1/11 in Baker Center Ballroom.

Adjournment: Cris Milligan moved that the business meeting be adjourned, Andrew Stuart seconded the motion, and the meeting adjourned at 1:22 p.m.

Respectfully submitted,

Cathleen Waller
Secretary

Next Meeting: April 21, 2011
Baker Center, Room 240
February 2011 Administrative Senate Account Summary

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Ohio University Administrative Senate
Minutes of April 21, 2011
Baker Center, Room 240

Next Meeting: May 19, 2011
Baker Center, Room 240

Present: Thea Arocho (online), Patty Barnes, Joshua Bodnar, Scott Carpenter, Lisa Dael, Karen Dahn, Deborah Daniels, Amy Dean, Jeremy Dennison, David Dudding, Amanda Hobson, Wendy Kaaz (online), Beth Lydic, Marjorie Mora, Vijayanand Nadella, Brenda Noftz, Connie Romine, Adam Riehl (online), Wendy Rogers, James Sand, Rosanna St. Clair (online), Andrew Stuart, Eileen Theodore-Shusta, Cathleen Waller, Gwen Whitehead

Excused: Karen Deardorff, Jean Demosky, Lisa Kamody, Chris Milligan, Jessica Wingett

Absent: None

Guests: Pam Benoit, Gwen Brooks, Stephen Golding, Wendy Merb-Brown, Rebecca Watts

Call to Order: Scott Carpenter called the meeting to order at 12:10 p.m

Guest – Dr. Pam Benoit, Executive Vice President and Provost: Dr. Benoit reported that she is working with Institutional Research to develop a survey, which will come out in May, to evaluate her performance over the last two years; she wants the feedback from the survey to help her get better at her job; it will be short and anonymous (about eight or nine questions) and include an opportunity to write comments. She responded to the following questions by stating that a short summary of goals be included with the survey and paper surveys have better response rates than online surveys; one of the ways of not cutting IT was to fold its budgetary issues in with Finance and that it is important to make sure that both the academic and administrative priorities are being accomplished in a more integrated format; the Board of Trustees is discussing the multi-year planning for six-years out and what to anticipate in terms of revenue, projects and costs; on 4/29/11 the budget scenarios will be available from the Planning Units; Open Forums to discuss the scenarios will be held on 5/2/11 and 5/4/11, 5/23/11 is the deadline for the ERIP and VSP programs, and revisions to the scenarios will be made after 5/23/11.

Update – Stephen Golding, Vice President for Finance and Administration: Steve Golding reported that the budget process is moving forward; the situation is better than anticipated but there is still a reduction to the SSI contribution and the University needs to take additional funds out of the budget to cover costs; the forums will be an opportunity to communicate what the Planning Units have put forward and to comment on the strategies they are proposing; the final budget will not be announced until sometime between May 30 and June 1 after the ERIP and VSP has been completed. He responded to the following questions as follows: 210 faculty and staff have contacted Human Resources to obtain information about the ERIP and VSP, 19 faculty and 30 classified staff and administrators have signed up so far; they are continuing to take comments from staff about the impact to employees on the health insurance and parking proposals; his sense is that there seems to be some acceptance of the strategy because it is revenue neutral and will benefit employees with their final average salary at retirement; 1.44% of the projected 3% raise pool will go to parking and the health insurance premium increase, the remaining 1.66% will go to the raise pool; the Faculty handbook clearly states any raise pool should be distributed based on merit but classified and administrative staff do not have this mandate; there will be discussions about having merit based vs. across the board raises.
Update – Becky Watts, Chief of Staff and Special Assistant to the President: Becky Watts reported that President is close to a decision on the Governance Relations and Vice President for Advancement searches; the University and the City of Athens are working closely on town and gown issues for the spring and the fire tuck issue is being looked at in the context of the budget.

Update – Gwen Brooks Director of Employment and Recruiting, Human Resources: Gwen Brooks reported for Linda Lonsinger that the 49 employees have signed up for the ERIP, 19 faculty and 30 classified and administrative staff; Greg Fialko will send a list of all participants to the Budget Unit Managers by the end of today; the timeline for sending out notices for a possible reduction in force will be May 24-31; she has no idea at this time if there will be a lay off but they are just planning for it; open classified positions are only being posted internally and all units are being encouraged to wait to fill them until after 6/30/11; as soon as HR know that no classified positions will be affected they will open them up to the public; the next Managerial Essentials Program cycle will begin on 7/22/11, the 11 sessions will cost $299 per attendee, $30 per attending for an individual session, contact Brent Patterson at pattersj@ohio.edu or Teri Combs at combst@ohio.edu for additional information

Approval of Minutes: David Dudding moved that the minutes of the 4/21/11 meeting be accepted; Lisa Dael seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Chairperson’s Report: Scott Carpenter read a written report from Lisa Kamody thanking everyone for their good wishes and support, stating that she will see them at Brenda Noftz’s retirement reception on 5/6/11 at HRTC, and announced that Irene Weigly is also retiring. She continued to thank all of Senate’s committees and chairs for their work this year, Jessica Wingett and Cathy Waller for their work on the Elections Committee, and everyone who expressed interest in running for an open seat on Senate. She also gave the following university committee reports:

Budget Planning Council: BPC has been meeting weekly, except for this week because of the Board of Trustees meeting; she hoped everyone had an opportunity to attend one of the budget forums or view the streaming videos and is grateful the budget news is better than anticipated but it is still not without difficulties; there are quite a few important dates coming up regarding the budget (see below).

Faculty Senate: FacultySenate held an extraordinary meeting on 4/11/11 to discuss the current budget situation and because of this their next regular meeting was changed to 4/25/11.

The Presidential Advisory Council on Campus Safety: Senators were thanked for their comments and concerns regarding safety, lighting, etc., which she e-mailed to the committee chair; the next meeting of this committee is scheduled for 5/18/11.

Health Benefits Committee: The next meeting of this committee is on 4/21/11; there have been no new developments since the announcement of the increased premiums and the shift to employees of increased costs (13%).

Board of Trustees: Brenda Noftz attended the planning session on 4/19/11.

Brown Bag Discussions: The next discussion was planned for 5/3/11 but due to a potential conflict with the budget forums, it is being rescheduled. Note: the next budget discussion is 5/2/11 not 5/3/11 as listed on the agenda so the Brown Bag Discussion may not need to be rescheduled.

Vice Chairperson’s Report: Scott Carpenter reported that the Holiday Work Closure Group sent a summary of its finds to the Provost, Steve Golding and the faculty representative on the group and recommended that if the university decides to close between Christmas and the New Year, it not be implemented until after the Quarters to Semesters shift has occurred because of
the difficulties with classes beginning directly after the New Year; they also recommended the addition of two extra paid time off days for that week and allowing employees to use personal time if they have a build up of sick hours to permit it.

**Secretary’s Report:** No report but Cathy Waller asked if it is true that classes will be starting at 7:30 am when the university changes to semesters. Several Senators responded that it was true and more information can be found on Q2S website [http://www.ohio.edu/q2s/](http://www.ohio.edu/q2s/).

**Treasurer’s Report:** Jim Sands submitted the Account Summary for April 2011 (attached) and reported that there is over $51,000.00 in the account.

**Old Business:** None

**New Business:** There is a District 5 vacancy (Baker Center and RTV Bldg).

**Discussion and Announcements:** Important budget dates:
- Proposed scenarios announced 4/19/11
- Budget Forums 5/2/11 (*corrected from 5/3/11*) and 5/4/11
- Presidential review of university input 5/5/11 to 5/11/11
- Final Budget Recommendations 5/12/11

**Adjournment:** Amanda Hobson moved that the business meeting be adjourned, Eileen Theodore-Shusta seconded the motion, and the meeting adjourned at 1:00 p.m.

Respectfully submitted,

Cathleen Waller
Secretary

**Next Meeting:** May 19, 2011
Baker Center, Room 240
# April 2011 Administrative Senate Account Summary

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Ohio University Administrative Senate
Minutes of May 19, 2011
Baker Center, Room 240

Next Meeting: June 16, 2011
Baker Center, Room 240

Present: Scott Carpenter, Lisa Dael, Karen Dahn, Deborah Daniels, Karen Deardorff, Jeremy Dennison (online), David Dudding, Wendy Kaaz (online), Lisa Kamody, Cris Milligan, Marjorie Mora (online), Vijayanand Nadella, James Sand, Rosanna St. Clair (online), Andrew Stuart, Eileen Theodore-Shusta, Cathleen Waller, Gwen Whitehead (online)

Excused: Patty Barnes, Joshua Bodnar, Amy Dean, Jean Demosky, Amanda Hobson, Beth Lydic, Brenda Noftz, Adam Riehl, Connie Romine, Jessica Wingett

Absent: Thea Arocho, Wendy Rogers

Guests: Stephen Golding, Colleen Kiphert, Rebecca Watts

Call to Order: Lisa Kamody called the meeting to order at 12:10 pm

Update – Stephen Golding, Vice President for Finance and Administration: Stephen Golding gave the following updates:

- A key decision that the University needs to make is how to utilize a 3.5% tuition increase, if approved by the trustees; this increase would generate approximately $5.4 million; initiatives/investments have been identified that align with the strategic plan of the University (e.g., increasing Communication and Marketing to assist enrollment management and recruitment, investing in RUFUS Next Gen initiative to provide operating dollars on an ongoing basis, safety projects, extending Baker University Center’s hours so Student Affairs can provide additional programming, and academic investments to ensure that the Provost has funding to offer courses to assist students as they move toward graduation).

- All information about the ERIP and VSP will be available on or after 5/27/11; by 6/3/11 determinations can be made about whether there will be modification to the budget outline and a final recommendation will be made to the President for adoption; on 6/23/11 a final plan will be presented to the Board of Trustees for consideration;

- To date 79 administrative, classified and AFSME personnel and 45 faculty have taken the ERIP and VSP and the numbers are expected to grow.

- The Provost and Golding have begun work on staffing plans for the near and long term in order to strategically backfill key critical areas to maintain efficient operation of the University and insure that there are sufficient faculty to teach.

- Human Resources expects that after all information is in on the ERIP and VSP, there will be three layoffs on the Athens campus and one on the regional campuses; there are vacancies so those employees can identify other opportunities within the University.

Golding responded to questions by stating:

- If two employees work at the university, the raise will be given to the employee who is on the health care grid because that person is the one paying out for health care and the other spouse will not receive the increase.
• Academic initiatives (e.g. scholarships, summer school) are also on the list of priorities for the tuition increase, in addition to the $1.4 million for RUFUS operating, $1 million for safety, and increased funding for Communication and Marketing; funding will also be provided to the third year of the nursing program to cover start up costs, as well as investment capital within the colleges for new academic programs.

• Laura Nowicki is preparing a notification for the campus concerning Travel World, which will state that the university does not mandate the use Travel World or any preferred vendor; however, the use of a Purchasing Card to procure those services and Concur to enter expenses into the system or request a travel reimbursement is mandated; a set of recommendation will come out in September addressing these issues.

**Update – Becky Watts, Chief of Staff and Special Assistant to the President:** Becky Watts gave the following updates:

• The search for the Vice President for Advancement is concluded and Bryan Benchoff will start on 7/15/11.

• Eric Burchard was name the new Director of Government Relations.

• Several positions are open in University Advancement.

• Howard Dewald was named Interim Dean of the College of Arts and Sciences and a national search will take place.

• To date an interim dean for the Scripps College of Communication has not been named.

• The three candidates for the Interim Vice President for Research and Dean of the Graduate College position are Jenny Hines, Joe Shields and Sergio Ulloa.

• Semi-finalist interviews for the Director of Admissions took place on 5/16 and 17 and campus interviews will take place in a few weeks.

• Marsha Ham is leaving as Executive Director of Lifelong and Distance Learning and Bill Willan will be taking over as interim.

• The University is addressing concerns with the legislature that the language capping retirement earnings for early retirement in K-12 will have impact on higher education’s early retirement program for faculty.

**Approval of Minutes:** Andrew Stuart moved that the corrected minutes of the 4/21/11 meeting be accepted; Cris Milligan seconded the motion; a vote was taken; and the minutes were unanimously accepted.

**Chairperson’s Report:** Lisa Kamody reported on the following:

• There are two executive officer vacancies, the positions of vice chair held by Scott Carpenter and treasurer held by Jim Sands, which are open and seeking nominations; Lisa Kamody and Cathy Waller will put their names forward for President and Secretary; however, Kamody encouraged anyone interested in running for any of the executive officer positions to contact the Elections Committee (Cathy Waller and Jessica Wingett); a vote will take place in July.

• Lisa Dael reported that there is a new parking policy proposal requiring visitors staying on campus to purchase an overnight parking permit and suggested that Parking Services about details.

• Faculty Senate met on 4/18/11; the Provost talked about five issues: strategic investments, compensation, cash reserves, legislative update, and the dean’s searches; she also discussed graduate fee waivers, an upgrade to the emergency response system, disability service staffing, and expanding the Communications and Marketing recruitment efforts into Virginia as part of the tuition increase information; the Committee on Committees makes recommendations to the President for appointees to all University standing committees (go to to [http://www.ohio.edu/facultysenate/standingcomm/](http://www.ohio.edu/facultysenate/standingcomm/) for
more information); Joe McLaughlin was elected chair, Elizabeth Sayrs vice chair and Beth Quitslund secretary.

- The next Budget Planning Council meeting will be 4/29/11; agendas and minutes can be found at [http://www.ohio.edu/finance/bpa/mtgs.cfm](http://www.ohio.edu/finance/bpa/mtgs.cfm).
- The Classified Development Program (CDP) will begin in the fall; contact Teri Combs with any questions.

**Update – Linda Lonsinger Chief Human Resources Officer:** Lisa Kamody reported for Linda Lonsinger that an e-mail was sent out reminding employees that the benefits open enrollment runs through 5/27/11.

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

**Service Awards/Outstanding Administrator Committees:** Karen Dahn reported that the committees were working on Service Awards/Outstanding Administrator program and are hoping to have everything to the printer by tomorrow. The ceremony will take place at 3 pm, 6/1/11, in Baker Center Ballroom.

**Elections Committee:** Cathy Waller reported that there has been a good response and that all returning Senators were reelected to their positions and that elected at-large senators have not been notified yet.

**Public Relations:** Lisa Dael reported that the Brown Bag sessions will continue in order to touch base and share information and watch your calendar for these sessions.

**Treasurer’s Report:** Jim Sands submitted the Account Summary for May 2011 (attached) and reported that there is still over $51,000.00 in the account. Lisa Kamody reported that a second Outstanding Administrator plaque needs to be purchased.

**Secretary’s Report:** No report.

**Old Business:** None

**New Business:** None

**Discussion and Announcements:** Next month Jean Demosky will be giving a presentation on IT updates. Lisa Dael asked if there will be an adjustment to Senate’s meeting dates when the university changes to semesters and Kamody responded that this will be reviewed by the new executive committee.

**Adjournment:** Deborah Daniels moved that the business meeting be adjourned, Lisa Dael seconded the motion, and the meeting adjourned at 1:15 p.m.

Respectfully submitted,

Cathleen Waller
Secretary

**Next Meeting:** June 17, 2011

**Baker Center, Room 240**
May 2011 Administrative Senate Account Summary

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<th>Amount</th>
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<tr>
<td>Expenditures YTD</td>
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<td>Current Budget Available</td>
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<td>Information and Communication</td>
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<td><strong>Total Expenses</strong></td>
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Ohio University Administrative Senate
Minutes of June 16, 2011
Baker Center, Room 240

Next Meeting: July 21, 2011
Human Resources & Training Center 241

Present: Joshua Bodnar, Scott Carpenter, Lisa Dael, Karen Dahn, Deborah Daniels, Amy Dean, Jean Demosky, Jeremy Dennison, David Dudding, Wendy Kaaz, Lisa Kamody, Cris Milligan, Marjorie Mora, Connie Pollard, James Sand, Andrew Stuart, Eileen Theodore-Shusta, Gwen Whitehead (online)

Excused: Karen Deardorff, Amanda Hobson, Beth Lydic, Wendy Rogers, Connie Romine, Cathleen Waller, Rosanna St. Clair, Jessica Wingett

Absent: Thea Arocho, Patty Barnes, Vijayanand Nadella, Adam Riehl,

Guests: Filiz Aydin (online), Harold Cullison (online), Colleen Kiphert, Linda Lonsinger, Marty Paulins, Wendy Merb-Brown, Brenda Noftz, Judith Rioch (online), Rebecca Watts

Call to Order: Lisa Kamody called the meeting to order at 12:15 pm

Update—Linda Lonsinger, Chief Human Resources Officer: Lonsinger reported on the following:

- Ten administrative positions were affected by budget cuts; some due to decreased grant funding. In response to a question about placement of administrators in vacated positions similar to classified employees, Lonsinger responded that it is more difficult because classified staff have more systemic classifications and skill sets; they have been able to place some administrators and the process is being reviewed; the administrative pay plan will help with this because there will be a greater emphasis on uniform competencies and training.
- 70 faculty, 24 administrators, 33 classified and 36 AFSME staff took the ERIP/VSP
- The OPERS ERIP will be open until the end of April 2012 and the STRS will be open until the end of June 2012.

Approval of Minutes: Andrew Stuart moved that the corrected minutes of the 5/19/11 meeting be accepted; Lisa Dael seconded the motion; a vote was taken; and the minutes were unanimously accepted.

Guest—Marty Paulins, Director, Transportation and Parking Services: Paulins gave an overview of the implementation plan for faculty and staff Pay to Park and reported that normal daily parking will not change; if you have a DTO9 permit that expires on 8/1/11, you go to Parking Services and renew it; if you have a DT10 permit do you not have to do anything under the new system; the online system to opt out of Pay to Park should be available by 7/1/11 at www.facilities.ohiou.edu/parking/; the first payroll deduction will come out of the 10/1/11 check; after the first year deductions will be taken out July 1 through end of June; deductions will vary but will equal $150 by the end of June 2012; if you chose to opt out the $150 will be added to your base salary and will not be deducted; those with priority parking will be grandfathered and will pay $150; those not in the yearly regular payroll systems (retirees, Group III, quarterly etc.) must purchase their parking permit directly from Parking Services; a $3.00
daily charge for temporary hangtags has been proposed by the Parking Committee; the Parking Committee also proposed that WellWorks and community members pay to park on campus; the only time the purple lots are enforced is between 9 am-3 pm Monday through Friday; 95% of the lots are dark green and purple; the Office of Civil Rights will be back on campus this summer to re-evaluate and assess the campus for handicapped access; 7/1/11 is the first date to renew your expiring parking permit; there will be an additional charge for a motorcycle permit; Parking worked with Communications and Marketing on a communication piece which will come out in Compass before 7/1/11 detailing the changes.

Presentation of Gifts: Lisa Kamody presented a clock to Brenda Noftz and pen and pencil set to Irene Weigly for their years of service to Administrative Senate.

Guest—Jean Demosky, Office of Information Technology: Demosky reported on the expanding of OIT services for the Athens campus and stated that students and employees can receive technology services anytime by calling 593-1222 or visiting the OIT website at http://www.ohio.edu/oit/index.cfm and clicking on OITEC symbol. She discussed the following services:

- Expanded Phone Support: OIT recently implemented a separate direct support line though the 593-1222 phone number for faculty and staff callers and a separate line for students; this option helps to streamline the services and support provided by OIT; callers can also press zero for immediate assistance from OIT technicians.
- 24/7 Answers to Tech Questions: This Customer Service portal is available by clicking OITECH on the website; it service requests can also be entered here.
- Personal Tech Assistance: An OITECH Tech Guru is available at the Tech Depot to deal with computer repairs and service.

Chairperson’s Report: Lisa Kamody announced that this was Scott Carpenter and Jean Demosky’s last meeting and introduced Marty Barnes as a newly elected senator. She then reported on the following:

- Faculty Senate discussed the Appraisals of President and Provost as follows:
  - 1,189 surveys were distributed to Group I and II faculty.
  - The combined response rate for the Provost was 244 for a 20.5% return rate; some common themes in the written comments were sympathy to the difficulty of her position, criticism of the merit raise process, insufficient response to academic leadership, turning away from research, and insufficient advocacy for academic mission.
  - The President’s response rate was slightly higher at 311 or 23.6%; the broad themes were invisibility, isolation from faculty, and that the president’s and faculty priorities did not match.
- The Health Benefits Committee will meet on 6/23/11.
  - Board of Trustees: The Board of Trustees will meet next Thursday and Friday (6/23 and 24). Their agenda is online at http://www.ohio.edu/trustees/index.cfm.
  - The proposed name changes will be voted on—HDL will be renamed West Union Street Office Center, Facilities and Auxiliaries Building will be renamed University Service Center, the Zoology Building will be renamed Clippinger Research Annex, and OU-COM will be renamed Ohio University Heritage College of Osteopathic Medicine.
- Kamody asked if senators received the Travel Policy E-mail from Laura Nowicki;
- Kamody requested that interested senators put their name forward for executive committee offices and announced that there is interest in the chair, secretary and treasurer positions but no one interested in the vice chair position.
• Kamody also thanked everyone who worked on the Awards Ceremony.

**Vice Chairperson’s Report:** No Report

**Update – Becky Watts, Chief of Staff and Special Assistant to the President:** Watts gave the following updates:

• The following recommendations of the Budget Planning Council were forwarded to and approved by the President:
  - Everyone will receive a $150 addition to base wages to offset the proposed, annual $150 parking fee.
  - A 1.66% salary increase will be distributed to units (merit basis for administrators and across the board for classified).
  - A merit pool increase for faculty.
  - A total tuition increase of 3.5%.

**Treasurer’s Report:** Jim Sands submitted the Account Summary for June 2011 (attached).

**Secretary’s Report:** No report.

**Old Business:** Cris Milligan asked about prior notification of an energy shut down and was assured that a notification was sent out through Compass and by e-mail.

**New Business:** None

**Discussion and Announcements:** Lisa Kamody announced that the July meeting will be held in Human Resources and Training Center 241; requested ideas for the September retreat and announced that Greg Fialko will give a presentation on changes to the health benefits.

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

Respectfully submitted,

Cathleen Waller
Secretary

**Next Meeting:** July 21, 2011
Human Resources & Training Center 241
# June 2011 Administrative Senate Account Summary

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<td>Expenditures YTD</td>
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