Ohio University Administrative Senate
Minutes of January 17, 2013
Baker Center, Room 240

Next Meeting: February 21, 2013
12:10 p.m. – 1:30 p.m.
Baker Center, Room 240

Present: Heather Anerino, Filiz Aydin (online), Martin Barnes, Joshua Bodnar, Scott Carpenter, Lisa Dael, Deborah Daniels, Amy Dean, Tim Epley, Melanie Glassmire, Doug Grammer, Toni Heightland, Lisa Kamody, Wendy Kaaz, Aaron Leatherwood, Marjorie Mora, Kelly Pero, Sarah Rist, Wendy Rogers, Andrew Stuart, Eileen Theodore-Shusta, Jessica Wingett, Eleni Zulia

Excused: Jennifer Maskiell, Connie Pollard, Adam Riehl, Cathleen Waller

Absent: Patti Barnes, Amy Kovach, Rosanna St. Clair

 Guests: Stephen Golding, Linda Lonsinger, George Mauzy, Wendy Merb-Brown

Call to Order: Joshua Bodnar called the meeting to order at 12:10 p.m.

University Update – Linda Lonsinger – Chief Human Resource Officer: Linda Lonsinger asked the Senators for feedback on the Winter Break Closure and stated that most responses received are positive. There are no plans for a survey, but Lonsinger suggested sharing feedback with President McDavis and other VP’s as well as supervisors. There were instances where classified staff had difficulty entering their time in Workforce, but an email with instructions had been sent to time keepers prior to the holiday. One complaint was that the University was open on December 24. Lonsinger does not know if that will change but suggested that departments use as few staff as possible to remain open, keeping safety in mind, and possibly combine two departments for the day. The Winter Break Closure Team will meet to review and possibly formalize changes based on feedback.

● The COMP 2014 Project is underway. There were 100 staff hired after the initial questionnaire went out which Human Resources is now reviewing. Once this review is completed, the market analysis will take place and positions will be inserted in the 10 different pay grades.

University Update – Stephen Golding – Vice President for Finance and Administration: Stephen Golding stated that the search has begun for the Associate Vice President for Finance. A consultant has been retained. They will meet with various groups on campus to discuss the position, and work on the job description with Terry Conry, Vice President for Finance and Administration, and Chair of the search committee. The goal is to have a pool of candidates by the end of March and interviews by the end of April, with a candidate selected. There will be campus visits to allow University staff to meet the candidates.

● Bobcat Buy had been put on hold in the fall to allow Huron to look at the University’s implementation strategy and policies’ and make modification recommendations. The final report is completed and will be sent out in a campus communication next week. Huron has made 25 – 35 recommendations which will be prioritized. Huron is also completing a service alignment and strategic plan for Finance and Human Resources, and working on a service alignment for Facilities and IT. The Chief Financial and Administrative Officers group identified from each of the colleges
has been created. This group will be empowered to help prioritize and implement these initiatives and strategies.

- The Governor’s budget will be announced February 4 and will include his State support for instruction and may include what will be permitted for tuition increases. The Governor is pleased how higher education has dealt with issues he has brought forward.

**University Update – Jennifer Kirksey – Chief of Staff and Special Assistant to the President:** Jennifer Kirksey was unable to attend the meeting.

**Approval of Minutes:** Joshua Bodnar asked for a motion to approve the minutes of the November 15, 2012 meeting, Kelly Pero moved, Andrew Stuart seconded the motion; a vote was taken, and the minutes were unanimously accepted.

**Chairperson’s Report:** Joshua Bodnar attended the Faculty Senate meeting on Monday.

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

**Secretary’s Report:** No Report

**Treasurer’s Report:** Deborah Daniels distributed the January 2013 Budget Report prior to the meeting. The only changes are to payroll and a $29 software charge.

**Committee Reports:** Service Awards Committee: Wendy Rogers reminded the Senators of the Service Awards Ceremony April 16, 2013 from 3 – 5 p.m. in Baker University Center Ballroom. Any administrator with 10 years of service and every five years thereafter will be honored. If an administrator retires with 30 years of service, they receive a maple and walnut clock from Printing Services valued at approximately $62. If an administrator retires with 29.11 years of service, they receive a certificate. Those with 35 years of service receive an Ohio University framed print or a $150 gift card from Printing Services; those with 40 years of service receive a $200 gift card from Bobcat Essentials or Printing Services, and those with 45 years of service receive a $250 gift card from Bobcat Essentials or Printing Services. Rogers would like to present the 30 year award to those retiring with 29.11 years of service or change the gift, but needs approval from the Senators as it will increase the budget. There are currently 16 administrators with 25 years of service and five (5) administrators with 30 years of service. A discussion took place and Rogers said she would bring the numbers to the February meeting.

- Outstanding Administrator Awards (OAA) Committee: Eileen Theodore-Shusta put out a call for award nominations. There were about 30 nominations received for this year. The names of nominees were sent to Human Resources to check eligibility, which after review left 15 nominees eligible for consideration. A form with questions about themselves will be sent to these 15 nominees. This process should be complete by March.

**Old Business:** None

**New Business:** Wendy Merb-Brown, Director-Learning Community Programs, updated the Senators about the need to purchase a new Outstanding Administrator Award plaque and plates as the current plaque was last updated in 2003 and is full. The plaque is hung on the wall of Chubb Hall and has name plates of all administrators who were honored. The cost of a plaque is $1200 - $1500 and the cost of a plate was $80 the last time one was purchased. Ten plates would need to be purchased for about $800. The other cost would be maintenance to reposition the old plaque to make room for the new one, with a total cost estimate of about $3000. There is about $33,000 in Carry-forward. Joshua Bodnar asked for a motion to spend about $3000 on the plaque and plates, Eileen Theodore-Shusta moved, Kelly Pero seconded the motion; a vote was taken and passed unanimously.
Eileen Theodore-Shusta proposed calendar revisions for Outstanding Administrator Awards (OAA) selection:

- Added – Outstanding Administrator Award recognizes contributions each year honoring three (3) administrators for their significant contribution to Ohio University.
- Changed the word “contract” to “appointee.”
- Added a bullet point – Presidential appointees may receive this award once during a period of consecutive service.
- Changed – The Administrative Senate will promote awareness of the award and will establish the selection committee “by November 15 of each academic year” – changed to “during the fall semester of each academic year.”
- Changed – Nominations “will be closed on at the end of the fall semester” changed to “are closed will be determined by the Selection Committee; typically this will occur immediately prior to Winter Closure.”
- Changed – The awards will be announced by the President of Ohio University “during the month of May of each year” changed to “at the annual Service Award Ceremony.”
- Added to the bottom – The awardees name and title will be added to the Outstanding Administrator board in permanent recognition of this honor.

Discussions took place about why administrators may receive the award only once, and wording about honoring three (3) administrators per year. Theodore-Shusta will take back to the committee the recommendation of honoring an administrator more than once during their career and will report back to the Senators. The policy will remain written at three (3) administrators and the discussion will be brought back at the March meeting.

**Discussion and Announcements:** An IPad and connector will be purchased.

**Adjournment:** Joshua Bodnar asked for a motion that the meeting be adjourned, Wendy Kaaz moved, Lisa Dael seconded, the motion passed unanimously, and the meeting adjourned at 1:30 p.m.

Respectfully submitted,

Jessica Wingett
Secretary

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