Ohio University Administrative Senate
Minutes of July 19, 2012
HRTC, Room 241

Next Meeting: Annual Retreat and Business Meeting
September 20, 2012
8:30 a.m. – 1:30 p.m.
Baker Center, Room 240


Excused: Wendy Kaaz, Amy Kovach, Jennifer Maskiell

Absent: Amy Dean, Kelly Pero

Guests: Jennifer Kirksey

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

Approval of Minutes: Lisa Kamody asked for a motion to approve the minutes of the 6/21/2012 meeting, Eileen Theodore-Shusta moved, Lisa Dael seconded the motion; a vote was taken, and the minutes were unanimously accepted.

Introduction of New Senators: Lisa Kamody welcomed all senators and Jennifer Kirksey, Chief of Staff and Special Assistant to the President. A round of introductions took place.

The current schedule for meetings will continue this year, with the retreat September 20, and no meetings in August and December. Meeting times have been posted to Senator’s calendars. There is a possibility the retreat may start as early as 8:00 a.m. and senators from other senates may attend. The Administrative Senate: New Senator Information form was distributed. A list of constituents will be sent prior to the September retreat. This list has been difficult to keep current the past few years and may continue as some Senators will be relocated due to Lindley Hall and other renovations on campus. Pass on updated information to your constituents as you receive it.

Notify Jessica Wingett – Secretary at wingettj@ohio.edu if you cannot attend as there is an attendance requirement. An alternate can attend for a Senator.

Committees are where most of the work of Senate is done. Some are busier than others, and some meet as needed. Professional Development and Communications ad hoc committees will continue this year. Plan to use the reserved space in Lindley Hall and in the new location, once renovations begin.

Chairperson’s Report: Lisa Kamody stated that nominations are needed for the University Standing Committees and the committees in need of representation include: Honorary Degree, Interdisciplinary Council, Kennedy Lecture, Parking and Vehicle Violation, and Radiation Safety. Faculty, administrative and classified staff, and students are all eligible for nomination and do not have to serve on one of the senate committees. Joshua Bodnar reported that the Parking and Vehicle
Violation Committees primary responsibility is to review parking appeals and advise on any proposals requested by Parking Services. Senators who serve on this committee can give updates as needed. Answers to questions that followed are: Unsure if a person can serve if they are not working on the Athens Campus, but will investigate. Webcasting depends on the committee, and this option would make it more convenient to serve.

Kamody thanked those who served on the Compensation 2014 focus group and said there will be more in the future.

Vice Chairperson’s Report: Joshua Bodnar asked senators to consider serving on a committee. Serving is a great opportunity to share points of view and represent constituents.

Secretary’s Report: No Report

Treasurer’s Report: Deborah Daniels distributed the July 2012 Budget Report prior to the meeting. Thanks to the Outstanding Administrator committee for making sure all expenses for the FY12 awards posted in FY12. In addition to the FY12 allocation, approximately $300 of carry-forward was spent. The May report (which was not distributed at the June meeting) is available for anyone interested.

Guest – Jennifer Kirksey - Chief of Staff and Special Assistant to the President: Jennifer Kirksey stated that she is very excited to work with the Senators and to feel free to email, call, or stop by her office.

Old Business: Lisa Dael along with the Chair is in the process of redesigning the Administrative Senate website with a similar look to other websites on campus and will be more useful in providing information. It is expected to be ready by fall.

Melanie Glassmire reported that health insurance rebates are to be mailed to policy holders this summer. She will check with Greg Fialko – Director of Benefits, on how this will affect Ohio University employees. Dael will add to the website when the update is received.

New Business: A slate of officers was presented to the senate: Joshua Bodnar, Chair; Cathleen Waller, Vice-Chair; Deborah Daniels, Treasurer; Jessica Wingett, Secretary. Lisa Kamody asked for a motion to accept the entire slate, Andrew Stuart moved, Heather Anerino seconded, a vote was taken and the slate was unanimously accepted. Kamody was then thanked for her service.

Discussion and Announcements: Nelson Dining Hall renovations are finished. Faculty/Staff meal plans are available. No plans for an open house have been announced.

The road in front of the first floor of Baker University Center is expected to be open by August.

There was storm damage from the storm earlier in the week. Trees were down by Scott Quad and Oxbow Dr. There was damage to Bromley Hall and the elevator will be closed for another couple of days.

The job analysis survey has been pushed back to the end of July or first of August. The Human Resources Management Group is testing the training package.

The University is considering placing Faculty and Administrators on a bi-weekly or twice monthly pay cycle. There will be considerable cost savings to change to one pay cycle. There was concern about automatic payroll deductions and a discussion took place.

The Holiday Closure is confirmed. The University is open December 24th, and closed December 25th through January 1. Service oriented units are concerned about what to put on their websites to inform others about the closure and how to obtain service.

The Parental Leave Task Force has been divided into sub-groups to look at forms and process approval, website, and other complicated issues. The sub-groups will put together recommendations
to present to the Provost and the policy will go in effect fall semester with the first leave effective January 2013.

● Jennifer Kirksey stated there is a faculty and staff convocation on August 28 and information will be sent.

Adjournment: Joshua Bodnar asked for a motion that the meeting be adjourned, Patty Barnes moved, Lisa Dael seconded, the motion passed unanimously, and the meeting adjourned at 1:00 p.m.

Respectfully submitted,

Jessica Wingett
Secretary

Next Meeting: Annual Retreat and Business Meeting
September 20, 2012
8:30 a.m. – 1:30 p.m.
Baker Center, Room 240