Ohio University Administrative Senate  
Minutes of May 16, 2013  
Baker Center, Room 240

Next Meeting: June 20, 2013  
12:10 p.m. – 1:30 p.m.  
Baker Center, Room 240

Present: Filiz Aydin (online), Martin Barnes, Joshua Bodnar, Lisa Dael, Deborah Daniels,  
Tim Epley, Lisa Kamody, Wendy Kaaz (online), Marjorie Mora, Connie Pollard,  
Sarah Rist, Wendy Rogers (online), Eileen Theodore-Shusta, Cathleen Waller,  
Jessica Wingett, Eleni Zulia

Excused: Scott Carpenter, Doug Grammer, Jennifer Maskiell, Kelly Pero

Absent: Heather Anerino, Patti Barnes, Amy Dean, Melanie Glassmire,  
Toni Heightland, Amy Kovach, Aaron Leatherwood, Adam Riehl, Andrew Stuart

Guests: Greg Fialko, Karen Hudson, Jennifer Kirksey, Linda Lonsinger, Don Wallbaum

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

University Update – Karen Hudson – Director of Compensation: Karen Hudson reported that  
Human Resources is working on the COMP 2014 Administrative Professionals pay plan and are  
starting to identify job families. Information obtained will be sent to staff in each area to review and  
will take 2 – 3 months to complete. The questionnaire used in the COMP 2014 project will be turned  
into an electronic form to replace the JIQ and PCP, and will be on the Human Resources website in  
2 – 3 weeks. A key person in each unit will be responsible for submitting the form. Human  
Resources is working to get a proposal approved to subscribe to a new efficient management module  
that will allow staff to check status in PeopleAdmin.

University Update – Greg Fialko – Director of Benefits: Greg Fialko stated that the Affordable  
Care Act will require employers to offer healthcare to employees working 30 or more hours per week  
annually and will require the University to track the hours of all employees who are not being offered  
healthcare to ensure compliance. Because of this change, Group 3 administrators will likely be  
changed to hourly. Student employee hours will be limited to 20 hours per week beginning fall  
semester, but there may be some exceptions to certain employment programs. July 2014 is the date  
employers must start offering healthcare, but Ohio University will start tracking hours late summer or  
éarly fall to determine which employees may fall under this new guideline. An employee cannot be  
charged more than 9.5% of their gross income for healthcare. There may be some employees on  
campus where an adjustment will be made on the amount charged. Human Resources is working  
with an attorney to determine if a different health plan can be offered and to try to get answers to  
many questions. Contact Fialko at Fialko@ohio.edu if there are any questions or exception requests.

University Update – Don Wallbaum – Instructional Designer: Don Wallbaum stated that there is  
a lot of repetitive training on campus, including new employee orientation, and he is taking on the  
task to put that information in an eLearning environment so it is available 24/7. Joshua Bodnar  
assisted in putting out a survey to all administrators to find out what they look for in training. All  
administrators should have received the survey and everyone is encouraged to respond. The survey
is anonymous and there is a feedback section. The deadline is June 3, 2013 and can be accessed at www.surveymonkey.com/S/ZS6F983. Email Wallbaum at Wallbaum@ohio.edu if questions.

University Update – Jennifer Kirksey – Chief of Staff & Special Assistant to the President: Jennifer Kirksey informed the Senators that a centralized calendar is being created to provide a higher level of efficiency and communication across campus. Tasha Attaway, Web Designer, University Communications and Marketing (UCM), will serve as the project director. Attaway is reaching out for volunteers to be a part of the development team.

Approval of Minutes: The approval of minutes was skipped due to one person short of a quorum.

Chairperson’s Report: Joshua Bodnar stated that work has begun on the Faculty/Staff Climate Survey. The three Senates are heading the initiative and there will be several meetings this summer. The goal is to have the rough outline done by end of summer, work on implementation this fall, the survey conducted next spring, and the results obtained by fall 2014.
● UCM has been contacting staff for input on the centralized calendar as it will require a lot of planning from all units to ensure nothing is left out. Email Bodnar at Bodnar@ohio.edu with ideas and comments.

Vice Chairperson’s Report: Cathleen Waller reported that at the last Executive Committee meeting with the President and Provost, a discussion took place about aligning spring break with the area schools. The hope is to have the spring breaks aligned in 2015.

Secretary’s Report: No Report

Treasurer’s Report: Deborah Daniels distributed the May 2013 Budget Report prior to the meeting. The Minutes comp was paid to the wrong account and will be corrected next month. Daniels thanked the OUtstanding Administrator Committee for payment of the awards the same month as the event.

Committee Reports: Jessica Wingett reported that the elections timeline is off and may be affected by the quarters to semesters change. There were very few nominees. The Elections Committee will come up with a proposal to amend the timeline for elections next year and will present a slate of candidates for positions not filled during the elections to Full Senate in July. The elections are open until May 21, 2013. If a district does not show vacancies, voting will be for at-large only. OIT’s administrator database does not include administrators hired after July 2012 and the message “You are not classified as an Administrator and are not permitted to vote in this election” has been received by some. This has been reported, and if other error messages are received, email Wingett at Wingettj@ohio.edu. Instructions to submit a paper ballot are at the bottom of the original elections email sent.

Old Business: None

New Business: None

Discussion and Announcements: Eileen Theodore-Shusta stated that a request has been submitted to Human Resources to change the requirement for a department head signature to a planning unit head signature on the form used for any kind of payment. Requiring a department head signature can complicate the process.
● Cathleen Waller will chair next month’s meeting as Joshua Bodnar will be attending a conference.
● Bodnar may task the Executive Committee to look into the Senate meeting calendar as it may need adjusted due to the quarters to semesters change.
Adjournment: The meeting adjourned at 1:00 p.m.

Respectfully submitted,

Jessica Wingett
Secretary

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