Ohio University Administrative Senate
Minutes of April 17, 2014
Baker Center, Room 240

Next Meeting: May 15, 2014
12:10 p.m. – 1:30 p.m.
Baker Center, Room 240

Present: Jewell Barlow, Joshua Bodnar, Nicholas Brigatti, Lisa Dael, Marissa Dienstag, Tim Epley, Melanie Glassmire, Doug Grammer (online), Keely Hultz, Wendy Kaaz (online), Lisa Kamody, Jennifer Maskiell, Marjorie Mora (online), Connie Pollard, Wendy Rogers, Melissa Standley (online), Andrew Stuart, Eileen Theodore-Shusta, Cathleen Waller, Jessica Wingett

Excused: Kelly Pero, Eleni Zulia

Absent: Filiz Aydin, Martin Barnes, Toni Heightland, Aaron Leatherwood, Matt Ward

Guests: David Alexander, Stephen Golding

Call to Order: Joshua Bodnar called the meeting to order at 12:15 p.m.

University Update – David Alexander, Os Programmer 3 for Information Technology: David Alexander presented on the OIT summer upgrades and changes, with a special presentation on the Office 365 email migration. To view the various upgrades and changes, access this link http://www.ohio.edu/oit/news/spring-change-guide.cfm

To view the Office 365 Email System upgrade, access the following link and enter your Ohio University login. This document will continually be updated as the process moves along. https://ohio.box.com/s/c3gu0rwhgtzakgnv14tc

Some items mentioned in the presentation include:

- The Tech Depot and Bobcat Essentials are being combined on the first floor of Baker University Center and will be in place before Bobcat Student Orientation.
- Be aware of phishing emails asking you to follow a link to change your password. OIT does not send emails with a clickable link to change your password; instead they explain how to access the link on the OIT website.
- Grad students will be the first group moved. A timeline is not confirmed until grad students are moved. If the move cannot be done before fall semester, the schedule will be re-evaluated.
- Work with OIT if a mass email needs sent.
- In new system, items in the Deleted folder will automatically delete after 30 days.
- You must be on Outlook 2010 or 2013 to migrate to new system, otherwise an upgrade of your Outlook client is needed.
- A checklist will be available to assist staff in making sure everything is done before and after the migration.
- Mobile device settings will need updated.
- OIT will assist departments with the move and will offer on-site assistance.
- In viewing calendars, there will be no break in service between those who have moved and those who have not.
Alexander forwarded these links to Joshua Bodnar to provide more information on the changes. Here is the link to the email website that will continually be updated.
http://www.ohio.edu/oit/email/
Here is the announcement about Box availability
http://www.ohio.edu/oit/news/box-storage-now-available.cfm

**University Update – Stephen Golding, Vice President for Finance and Administration:** Stephen Golding stated that the budget office was sent an update on the budget process and the date for submission of documents has moved to June. Budgets will be uploaded after the first week in August. Two budget forums were held where public input was solicited on how decisions will be made going forward about where to make key investments. Initially the colleges needed about 6 million dollars, but it is now determined the colleges need about 8 million dollars. Administrative needs are 7 million dollars and there are Institutional priorities. After these needs are met, there is 1.7 million dollars left. The University is beginning to see effects of the lack of investments over the last decade and the consequences on administrative units. The colleges are seeing the positive effects of growth in student programs and these programs should be continued.

● There is a possible tuition increase and the President will communicate a decision before graduation.
● The June Board of Trustees meeting will be on the Eastern Campus because the Trustees made a decision last year not to travel in February. This decision will be re-evaluated. For those who want to attend, a bus will be provided and will depart early Thursday morning and return Friday after lunch.
● The June Foundation Board meeting will be in New York City.
● Facilities will be sending out a summer project list. The projects are centered around the College Green and include University Terrace, from Jeff Hill to Tupper Hall, Park Place, and Mulberry St. between Baker University Center and Richland Ave. There will be tunnel repair on Richland Ave. 20 feet underground. Travel patterns are still being discussed for all the projects. There are many summer events scheduled on campus. Facilities will work around the events, but at some point events may need moved.
● Regarding Comp 2014, most managers have submitted reviews on job descriptions and Human Resources is reviewing comments. There will be more information in the coming weeks.
● The Chancellor has approved the OHIO Guarantee and materials are being prepared for the incoming class of Fall 2015.
● There is an RFP to hire a consultant to help with The Ridges Master Plan. An RFP is being prepared to bring in a Master Planner to help update the Master Plan. The University has to rethink how utilities are dealt with on campus as they are an ongoing concern. There are five miles of tunnels that need repaired and 85% of campus utilities run through wires that go through a small hole in a tunnel wall. There is a closet filled with water and a determination needs to be made about where the water is coming from.

**Chairperson’s Report:** Joshua Bodnar stated that the Faculty Staff Survey closes April 18. Administrative Senate has the largest constituency, but the smallest percentage of responses. Get the word out as this is an opportunity for Senates voice to be heard. Staff may think the email is spam as it comes from Modern Think. The University will only receive aggregate data and will not break down any data that is less than five people in a group to maintain anonymity. There is a “friendly wager” going on among the chairs of the senates; the chair of the senate with the lowest response rate will serve food to the senate with the highest response rate at their next meeting.

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

**Secretary’s Report:** No Report
**Treasurer’s Report:** Tim Epley distributed the April 2014 Budget Report prior to the meeting. The Administrator service awards are now showing up and postage and catering charges are still expected.

**Committee Reports:** The nomination deadline is April 23 and there are currently about 10 nominations. Anyone serving in a district and who would like to continue service, please self-nominate or have someone nominate you as terms do not automatically roll over. Email any questions to Jessica Wingett at Wingetti@ohio.edu

**Old Business:** None

**New Business:** None

**Discussion and Announcements:** Eileen Theodore-Shusta has received complaints about the closing of parking lots during the work week where no notice was given and no signs were in place. The lots are closed for events, not maintenance. There needs to be more notice and not just an article in Compass. An email push is recommended. A discussion took place and Joshua Bodnar asked that Senators email him, Bodnar@ohio.edu with specific examples and dates, and he will follow up.

**Adjournment:** Joshua Bodnar asked for a motion that the meeting be adjourned, Nicholas Brigatti moved, Eileen Theodore-Shusta seconded, the motion passed unanimously, and the meeting adjourned at 1:30 p.m.

Respectfully submitted,

Jessica Wingett
Secretary

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