Ohio University Administrative Senate
Minutes of February 20, 2014
Baker Center, Room 240

Next Meeting: March 20, 2014
12:10 p.m. – 1:30 p.m.
Baker Center, Room 240

Present: Martin Barnes (online), Joshua Bodnar, Nicholas Brigati, Lisa Dael, Marissa Dienstag, Tim Epley, Melanie Glassmire, Doug Grammer, Toni Heightland, Keely Hultz, Lisa Kamody, Aaron Leatherwood (online), Jennifer Maskiell, Marjorie Mora (online), Kelly Pero, Wendy Rogers, Melissa Standley (online), Andrew Stuart, Eileen Theodore-Shusta, Cathleen Waller, Matt Ward, Jessica Wingett, Eleni Zulia (online)

Excused: Filiz Aydin, Jewel Barlow, Toni Heightland, Wendy Kaaz, Connie Pollard

Absent: Amy Kovach

Guests: Colleen Bendl, Jan Myers, Paul Sundberg

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

University Update – Colleen Bendl, Chief Human Resource Officer; Jan Myers, Director of Compensation; Paul Sundberg, Interim Chief Human Resource Officer: Paul Sundberg introduced Colleen Bendl and Jan Myers. Sundberg will remain during the transition working bi-weekly.

- Jan Myers presented on the COMP 2014 project. Phase 3 of the project is about to wrap up and includes development of the framework, job families and sub families. The original phase 3 part of the project changed with the transition from AON Hewitt to Mercer Consulting. The job framework is developed and job families and sub families have been identified as well as a new job documentation tool to replace the old JIQ/PDQ. The next phase is market benchmarking and job mapping where all positions are mapped into the created framework. Once complete, the new salary structure will be created. Some steps are going on concurrently and include Fair Labor Standards Act (FSLA) review. Mercer will do an in-depth analysis to determine if positions should be hourly or administrative. Then the EEO analysis will occur to determine where employees fall in the new pay structure and pay grades. A glossary of terminology is being created and will be on the COMP 2014 and Human Resources websites. Mercer has identified three career Tracks: Technology/administrative support, individual contributor, and management. The main difference between individual contributor and management is if the employees purpose is to get the work done themselves or through management of others. Level guides have been created to identify what scope and complexity exists in each career track. The next step is to develop the job family grid to identify different levels of work that exists. Subject matter experts have been identified across campus and feedback and revisions to the grid are expected by the end of next week and information will be shared on the COMP 2014 website. Mercer will prepare several salary structures for review and the hope is to end up with one salary structure. It is still unclear how borderline positions will be handled, but they will be compliant with FSLA. When we look at market, we are looking at salary only and benefits are not included. The College and University Professional Association for Human
Resources (CUPA-HR) is being used to help build the framework and create job families that already exist.

**Approval of Minutes:** Joshua Bodnar asked for a motion to approve the minutes of the January 16, 2014 meeting. Lisa Dael moved, Nicholas Brigati seconded the motion, a vote was taken, and the minutes were unanimously accepted.

**Chairperson’s Report:** Joshua Bodnar reported that the faculty staff survey is moving forward and the three Senate chairs have met with representatives from the Provost’s office and Institutional Research. An instrument has been chosen and the option is available to add 10 institutional questions which have been drafted. This spring an easy to understand anonymous comprehensive survey will come out electronically and replaces the old Faculty Senate survey. The hope is that this will begin discussion points in areas that Senates can look at more closely. There is an option for a paper survey for those who do not have easy access to email.

● Joshua Bodnar reported on behalf of Jewell Barlow stating there were over 900 responses to the Tobacco Free initiative survey and results are being compiled. There is an upcoming meeting with University Communication and Marketing about roll out communication pieces. Results are expected early March with roll out later in the year. Send any additional comments to Jewell Barlow at Barlowj@ohio.edu.

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

**Secretary’s Report:** No Report

**Treasurer’s Report:** Tim Epley distributed the February 2014 Budget Report prior to the meeting. The only expenses in January were administrative salary and $2.30 for postage. Expenses are expected for employee recognition.

**Committee Reports:** Wendy Rogers stated that the Administrative Service Awards Ceremony is Monday, March 10 from 3 – 5p.m. in the Baker University Center Ballroom; appetizers and dessert will be served after. About 140 employees are expected to be recognized. The program will go to print early next week so if you know of anyone retiring, please forward the name to Rogers at Rogersw@ohio.edu so their name is listed.

● Eileen Theodore-Shusta reported that the Outstanding Administrator Awards committee sent recommendations for the top three candidates to the President and he has approved. There were close to 40 candidates nominated. Some were eliminated due to ineligibility and some withdrew. Those selected will get a plaque, their name in the program, their name on the Outstanding Administrator board outside Chubb Hall, and $1000. A nominations site for elections will roll out this year.

**Old Business:** None

**New Business:** Jessica Wingett asked for volunteers to serve on the Elections committee from now to mid-April. Wingett also proposed a change to the bylaws about the timing of the elections voting process, as the current timing no longer works due to the semester change. After review of the Constitution, any amendment to the bylaws requires a written document presented before the next meeting. A discussion took place about adding guidelines to the bylaws and realigning districts. Marissa Dienstag will assist Jessica with the proposed changes. Send any suggestions to Wingett at Wingettj@ohio.edu.

● Jessica Wingett announced that Lisa Dael has accepted a position in McCracken Hall and is no longer serving in District 13. Wingett asked for a motion to approve the transfer of Lisa Dael from
District 13 to District 4, Lisa Kamody moved, Marissa Dienstag seconded, a vote was taken, and the motion passed unanimously.

**Discussion and Announcements:** Joshua Bodnar reminded everyone that there is a professional development opportunity Thursday, February 27, 2014 co-sponsored by Classified and Administrative Senates. Everyone is encouraged to attend. There are almost 200 registered and it is capped at 300. The morning session will be streamed. More details are available in Compass February 11, 2014. The focus is to have better understanding between Classified and Administrative staff and will be conducted by Tracy Kitts, owner and operator of Tracy Kitts, Consulting.

**Adjournment:** Joshua Bodnar asked for a motion that the meeting be adjourned, Lisa Dael moved, Eileen Theodore-Shusta seconded, the motion passed unanimously, and the meeting adjourned at 1:00 p.m.

Respectfully submitted,

Jessica Wingett
Secretary

**Next Meeting:** March 20, 2014
12:10 p.m. – 1:30 p.m.
Baker Center, Room 240