Ohio University Administrative Senate
Minutes of March 19, 2015
Baker Center, Room 231

Next Meeting: April 16, 2015
12:10 p.m. – 1:30 p.m.
TBD

Present:   Jewell Barlow, Nicholas Brigatti, Lisa Dael, Marissa Dienstag, Tim Epley,
Doug Grammer (online), Myca Haynes, Ricky Huard, Christina Jenkins, Laurie Lach,
Jennifer Maskiell (online), Marjorie Mora (online), Corey Posey, Wendy Rogers,
Misti Smith (online), Andrew Stuart (online), Eileen Theodore-Shusta,
Cathleen Waller, Matt Ward, Jessica Wingett, Eleni Zulia

Excused:   Kelly Pero, Connie Pollard, Melissa Standley

Absent:   Martin Barnes, Joshua Bodnar, Toni Heightland, Wendy Kaaz, Feliz Levy

Guests:   Tasha Attaway, Cathy Lee, Hashim Pashtun, Carl Edward Smith III

Call to Order:  Cathleen Waller called the meeting to order at 12:15 p.m.  Waller announced that
Greg Fialko, Director of Benefits, was unable to attend, but today’s Benefits Forum was recorded
and will be posted on the Human Resources website later today, www.ohio.edu/hr.  Fialko is happy
to answer questions; please email him at fialko@ohio.edu.

University Update – Cathy Lee and Jewell Barlow:  Cathy Lee, Tobacco Free Campus
Coordinator; and Jewell Barlow, Senate member; presented on the Tobacco-Free Campus initiative.
Brochures for students, and faculty and staff were distributed that state the change will occur on all
campuses August 1, 2015.  Not all regional campuses will be ready and the brochure will be revised.
The Zanesville Campus is already tobacco free.  The Task Force worked with University
Communication and Marketing on the campaign:

• Ready for Change
• Ready to Choose
• Ready to Commit.

According to the last survey, 65% supported the Tobacco-Free Campus, and 82% don’t use tobacco
products.

• Who: Students, faculty and staff, visitors, patients, volunteers, and customers.  Notification
will be through signage.  Sponsoring organizations planning events will need to have the
information on printed material promoting each event so visitors know before arrival and
each organization will ensure compliance.
• What: Cigarettes, cigars, electronic cigarettes, oral tobacco, hookah smoked products and
others.  Electronic cigarettes are included because vapor and smoke look the same and safety
has not been determined; this may be revisited if they become FDA approved.  Exceptions
include FDA approved products and tobacco used for controlled research.  All must be
approved before use.
• Where: Any Ohio University facility and grounds, including sidewalks adjacent to
University property, as well as personal vehicles on University property.  Joseph Lalley,
Senior Associate Vice President of Technologies and Administrative is creating a map that will define boundaries. Everyone is responsible to inform and remind others and guidelines are on the website [www.ohio.edu/tobacco-free](http://www.ohio.edu/tobacco-free). It is the responsibility of supervisors to know and inform employees about the policy. University Communications and Marketing developed a blanket statement for communication to others. Some buildings have TV’s that can be used for announcements. Admissions tour guides will wear buttons. The International Street Fair is April 18, 2015, and a suggestion was made to set up an information table or banner. It is not clear yet how to handle large events, but Lee participates in a conference call about colleges with the Ohio Department of Health and will ask how other colleges handle large events. Signage and possible public announcements at events will be used. After looking at other institutions, the decision was made not to offer designated smoking areas because they are hard to enforce. Human Resources is developing specific steps and consequences for multiple offenses as consistency with enforcement is needed. Students will be given the opportunity to be warned before punishment. Suggestions were made about rewarding those who follow the policy. There are built in incentives for those who participate in the smoking cessation classes, but other rewards, including financial, will be discussed at an upcoming meeting with Human Resources. Smoking cessation classes will be offered each semester for students, and faculty and staff. Nicotine Replacement Therapy is available in a 6-month supply and is covered by Express Scripts. The only requirement is a prescription from your doctor. Questions can be emailed to Tobacco-free@ohio.edu or Lee at Leec2@ohio.edu, or follow Twitter #ReadyOHIO.

A survey will go out March 30 about how to implement policy and will take less than five minutes to complete. Encourage participation and five random winners will receive $50 Bobcat Cash. Another survey may be needed to determine additional needs. The brochure is attached and the PowerPoint presentation will be posted to the Administrative Senate website [www.ohio.edu/adminsenate](http://www.ohio.edu/adminsenate).

**Approval of Minutes:** Cathleen Waller asked for a motion to approve the minutes of the January 15, 2015 meeting; Nicholas Brigatti moved, Marissa Dienstag seconded the motion, a vote was taken, and the minutes were unanimously accepted.

**Chairperson’s Report:** Cathleen Waller sits on the Benefits Advisory Council (BAC). The recommended changes to benefits are not done lightly. This committee is for three years and is looking to better other options including, dental, vision, short-term disability, and audio logical services.

- The Board of Trustees met last week and presented on the Campus Master Plan. Shawna Bolin may be asked to attend a future Senate meeting and present on the Plan. Part of Bolin’s presentation includes historical photos and she encourages feedback.
- The University Accreditation process is ongoing and staff will be on Campus this fall. Information will be sent as it becomes available.
- Budget Planning Council (BPC) meets March 20 and will discuss enrollment and proposed increases in dining services.

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

**Secretary’s Report:** No Report

**Treasurer’s Report:** The January and February 2015 Budget Reports are attached. Expenses will start coming in from the Administrative Service Awards. Tim Epley sits on the Board of Trustees search committee for the Secretary to the Board and the hope is to have someone named by April 1.
Committee Reports: Cathleen Waller thanked Wendy Rogers and Eileen Theodore-Shusta for a successful Administrative Service Awards Ceremony. Send photos to Lisa Dael, Dael@ohio.edu, to post to the Administrative Senate website. Rogers is putting together a Dropbox for photos. Contact her if you would like added to the list or if you were to receive an award, but were unable to attend. Arrangements will be made for pick-up. Rogers can be reached at Rogersw@ohio.edu.

● The OUTstanding Administrator committee is still working on the financial part of employee recognition awards, and hopes to have completed by the end of this fiscal year.

● Those serving on Senate with terms expiring this year should have received an email from Jessica Wingett encouraging reapplication. The nomination form with available districts listed will be out in a couple of weeks. Those districts are:
  • Two Regional Campus positions (any regional campus)
  • Six At-Large positions
  • Seven District positions

Encourage participation and Wingett is happy to reach out to anyone. She can be reached at Wingettj@ohio.edu.

Old Business: None

New Business: None

Discussion and Announcements: Contact Printing Services if interested in Ohio University wood products as they will no longer be available.

University Update – Tasha Attaway, Communications Specialist III, Campus Events – University Communication and Marketing: Tasha Attaway updated the Senators on the University calendar that she urges everyone to use.

• The University is close to closing the contract with Active Data, the new vendor. Their 2-day campus visit begins the week of April 6, 2015 and the calendar will be functional after the Active Data software is installed.

• The calendar will be done in phases and ready by fall. Integration will include Google Calendar which the College of Fine Arts has been using, and they will be the model for implementation.

• The calendar development team has representation from all colleges across campus and the regional campuses, and the full development team roster will be added to the website.

• The current calendar will be rolled over to the new calendar, including the Athletics calendar. If an event is not added to the new calendar, it will not show up in the events section on the University front door.

• Anyone with an Ohio ID and password can enter an event on the calendar. It might be a task for a student employee, but the person who submits the event, is the only person who can update the event.

• The calendar Twitter account is #Ohio_cue. There is also a Twitter account #Cuetips for tips on how to use the calendar.

Updates will be featured in Compass and the calendar website www.ohio.edu/calendar. If there are questions, contact Attaway at Attaway@ohio.edu or calendar@ohio.edu.

University Update – Hashim Pashtun & Carl Edward Smith III, Graduate Student Senate: Hashim Pashtun and Carl Edward Smith III presented a proposal about transportation issues on campus for graduate students and are looking for support from the Senates and University. Parking on campus is costly which includes:

• Economic – lot maintenance, etc.
• Social – time, rush hour traffic, etc.
• Public Health – there are benefits to walking vs. driving and parking a vehicle.
• Environmental – climate change, etc.

Campus is crowded and becoming harder to find a parking space. Many graduate students are low income and they live farther from campus, which makes a daily commute to campus a challenge. Many don’t have a car and they rely on others.

Overview Research Goals:
• Unnecessary commuting or parking
• Public transit options
• Policy changes

There were 1200 student commuter parking permits issued in 2014 – 2015.

Results – Unnecessary Commuting:
• 284 students live within a 5-minute walk from campus
• 396 students live within a 10 minute walk from campus

There are two types of parking spaces on campus: metered and non-metered/permit required. Most students do not stay on campus all day and use metered parking. Many lots allow parking without a permit after 5:00 p.m. Pashtun and Smith would like to see more metered parking spaces for use before 5:00 p.m. Smith talked to the Director of Athens Public Transit about expanding operating hours and route frequency/coverage to help graduate students commute to campus. Athens Transit now has service to Chauncey. With a high demand, the Director could offer a year-long bus pass to students for $135.

Policy changes they would like to propose include:
• Commuter Permit 1 - $200
• Commuter Permit 2 - $135

There is already a disability policy in Parking Services and these changes will not affect that policy. They would like students to have the ability to purchase the Athens Transit pass at Parking Services and for the cost of the pass to be listed on their website. Previously, CATS did not run when school was not in session, but Marty Paulins, Director of Transportation and Parking, is working to offer year-round CATS service.

If there are questions, email Pashtun at mp068312@ohio.edu, or Smith at gss@ohio.edu.

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

Respectfully submitted, Respectfully submitted,

Wendy Rogers Debbie Crabtree
Secretary Assistant to the Senate

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PHILOSOPHY
Ohio University supports a smoke and tobacco-free policy as a major wellness initiative for all members of the OHIO community. Ohio University's Tobacco-Free Initiative (TFI) also fosters cleaner and greener space while preparing our students for future tobacco-free environments.

DEFINITION
The use of tobacco or smoking products is defined as all nicotine, tobacco-derived or containing products, and plant-based products including, but not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff).

EXCEPTIONS
- FDA-approved nicotine replacement therapy such as patches, gum, inhalers, and lozenges.
- Tobacco use for controlled research or for educational, clinical, or religious ceremonial purposes with the prior approval of the dean or director responsible for the facility.

TOBACCO-FREE INITIATIVE TIMELINE
- Spring/Summer 2015: Ongoing Tobacco-Free Initiative education, promotion, and cessation classes
- August 2015: Begin University-wide Initiative

LEARN MORE
For additional information, visit www.ohio.edu/tobacco-free or e-mail tobacco-free@ohio.edu

Tobacco-Free Initiative
BEGINNING AUGUST 2015
www.ohio.edu/tobacco-free

READY FOR CHANGE
READY TO CHOOSE
READY TO COMMIT
Community-Wide Accountability

Each member of the University community will be responsible for respectfully informing or reminding others of the smoke and tobacco-free policy. This follows a successful compliance model utilized on many campuses, such as the Ohio State University and the University of Kentucky. Effective approaches and sample scripts are provided on the tobacco-free website.

Employees

It will be the responsibility of the supervisor to enforce the policy and document as they would any other policy violation. Repeated violations could be subject to disciplinary action. Supervisors are encouraged to emphasize the wellness aspects of the policy and ask if the employee is interested in any assistance adapting to the policy or interested in cessation resources. A guide for supervisors is provided on the tobacco-free website.

Students

Students should be given the opportunity to be warned and not be subject immediately to a Student Code of Conduct charge. When talking with students, one is also encouraged to emphasize the wellness aspects of the policy and to ask if the student is interested in any assistance adapting to the policy or interested in cessation resources. Handouts and other communication materials will be available on the forthcoming website.

Visitors, Volunteers, Patients, and Customers

It is recommended that visitors, volunteers, patients, and customers be reminded that all OHIO campuses, centers, and facilities are tobacco-free environments. Educating these groups will begin prior to their arrival on campus by the sponsoring office via their websites, mailings, advertisements, and electronic information. During an event, the sponsoring office shall make efforts to ensure compliance.

RESOURCES AND SUPPORT FOR TOBACCO USERS

Understanding the realities of nicotine/tobacco addiction and the concern about personal rights, there is a strong and sincere empathy for University community members who smoke or use tobacco products.

OHIO is committed to assisting smokers and tobacco users on their journey if they choose to quit or cease use while on University property. Research indicates that it can take multiple attempts to quit and, therefore, we must support these attempts that may include such measures as cessation programs, support groups, and nicotine replacement therapy. Such efforts are currently being determined and will be fully outlined on the tobacco-free website.

FAQ

Why did OHIO decide to go tobacco-free?

Ohio University strives to foster a healthy and productive environment. Research and recommendations from the Board of Regents, The American College Health Association, and the Surgeon General encouraged us to move forward in our tobacco-free initiative. Finally, after providing an electronic survey through the University, a majority of the 926 respondents were positive about supporting a tobacco-free policy.

Will there be designated smoking and tobacco use areas on any of OHIO’s campuses?

After much consideration and review of input from tobacco users, survey results, and benchmarked institutions, there will be NO designated smoking/tobacco use areas on any of OHIO’s campuses, centers, or facilities.

Is abstaining from tobacco a condition of employment at OHIO?

No; a tobacco-free policy does not prohibit tobacco use; it merely states where use can and cannot occur.

JOIN US

in making a greater, healthier OHIO
beginning August 2015
www.ohio.edu/tobacco-free
#ReadyOHIO
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