Ohio University Administrative Senate
Minutes of March 21, 2013
HRTC, Room 150

Next Meeting:  April 18, 2013
12:10 p.m. – 1:30 p.m.
Location TBD

Present:   Heather Anerino (online), Filiz Aydin (online), Martin Barnes (online), Patti Barnes, Joshua Bodnar, Scott Carpenter, Lisa Dael, Deborah Daniels, Tim Epley, Melanie Glassmire, Doug Grammer, Toni Heightland (online), Lisa Kamody (online), Wendy Kaaz, Marjorie Mora, Kelly Pero, Adam Riehl (online), Wendy Rogers (online), Andrew Stuart, Eileen Theodore-Shusta, Cathleen Waller, Jessica Wingett, Eleni Zulia

Excused:   Amy Dean, Jennifer Maskiell, Connie Pollard, Sarah Rist

Absent:    Amy Kovach, Aaron Leatherwood

Guests:   Karen Hudson, Jennifer Kirksey, Linda Lonsinger, George Mauzy,

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

University Update – Linda Lonsinger – Chief Human Resource Officer:  Linda Lonsinger gave updates on the following:
● The University is staying with Anthem and it is not out for bid this year.  Lonsinger is unaware of any changes to the benefits.
● ELearning modules will be on the Human Resources front door soon.  Lonsinger will follow up on the Performance Management Goal Setting Module.  If questions, contact Leadership and Staff Development Consultants: Teri Combs combst@ohio.edu or Brent Patterson pattersonj@ohio.edu.
● Centralization of Administrator files is moving slowly with OIT.  This will not be fully implemented until it is set up for departments to have the ability to access the files.  Classified and Administrative staff files will be scanned and maintained electronically in the future.
● The University is looking very closely at the ways the Affordable Care Act does and could impact the University.  Lonsinger will provide updates when available.

University Update – Karen Hudson – Director of Compensation:  Karen Hudson reported that COMP 2014 questionnaires continue to be reviewed, but are somewhat behind schedule due to new hires and changes to existing positions.  If a job has not changed more than 30%, then a new PCP does not need to be completed.  Over the next couple of months, the Development and Compensation Steering Team will assist with strategy on job descriptions and pay grades.  The market analysis will be done in late spring or early summer and policies and procedures will be reviewed that govern the pay plan.  The Oracle E-Biz R12 upgrade project and Human Resources will need to coordinate as the two projects will affect each other.  The last time the pay structure was reviewed was 2008.  The pay structure should move by a percentage annually and should be slightly less than the raise pool to allow staff to move up the pay grade.  Research is being done with other universities on salary and policies.  The University has an obligation to ensure there is no discrimination.  Linda Lonsinger mentioned the goal is to have everything in place by end of December 2013.
University Update – Jennifer Kirksey – Chief of Staff & Special Assistant to the President:
Jennifer Kirksey reported that the University is looking into aligning spring break with the area school districts next year.

- Response to the recent water main break was managed by the Critical Incident Response Team (CIRT), led by Chair, Joe Adams, Associate Vice President for Risk Management and Safety. University Communications and Marketing will send out information soon about who sits on CIRT and who to contact in the event of a critical situation.
- Jim Petro retired in February as Chancellor of Higher Education. Stephanie Davidson was named Interim Chancellor and Becky Watts was named Interim Vice Chancellor.
- When the Ridges was transferred to the University from the State; an old master plan stated some of the buildings were to be torn down. This plan is open to interpretation and an advisory committee has been appointed to help interpret the old master plan and develop a new master plan. The University works with Facilities Management and the City of Athens when making plans about the buildings at the Ridges and campus.
- The old Beacon School was not torn down for fracking.
- Email Kirksey at Kirkseyj@ohio.edu if any questions.

Approval of Minutes: Joshua Bodnar asked for a motion to approve the minutes of the February 21, 2013 meeting, Kelly Pero moved, Deborah Daniels seconded the motion, a vote was taken, and the minutes were unanimously accepted.

Chairperson’s Report: Joshua Bodnar gave an update on the faculty staff climate survey initiative. He noted that Faculty Senate had a resolution for the first reading at their last meeting. Chair of Faculty Senate, Elizabeth Sayrs, is coordinating the effort, and the next step involves meetings with University leadership and Senate Chairs to create the survey. Bodnar may ask a small group of Senators to look at other institutions for ideas and issues to include.

- University Communications and Marketing is working on final drafts for the University Core Values which include:
  - Excellence is our hallmark. Outstanding people, ideas, and programs empower our collaborative educational mission to serve our students, regions, State, and world.
  - Integrity, civility, and diversity define our community. These values guide us as leaders in a global society.
  - Stewardship advances are proud traditions as Ohio’s first institution of public higher education. We are ever mindful of our responsibility to remain accountable to the public trust.

Send any feedback to Bodnar at Bodnar@ohio.edu. The University Core Values will be kept separate from the 5 C’s: The Values of OHIO, yet work together.

Vice Chairperson’s Report: No Report

Secretary’s Report: No Report

Treasurer’s Report: Deborah Daniels distributed the March 2013 Budget Report prior to the meeting. $3000 was approved in January to purchase a new award plaque and plates. The bill for the new plaque is $3350 and the bill from Facilities Management to hang the plaque has not been received. Joshua Bodnar asked for a motion to adjust the budget to $4000 to allow for increased costs, Andrew Stuart moved, Lisa Dael seconded the motion, a vote was taken and passed unanimously. Joshua Bodnar suggested highlighting the plaque in a Compass story.

Committee Reports: No Report
Old Business - Proposed Revisions for OAA Process: Eileen Theodore-Shusta announced that recipients of the Outstanding Administrator Award have been selected. The Outstanding Administrator committee has elected to remove the language from the guidelines about how often an administrator can receive the award. The discussion is tabled for now and will resume next year. The only changes are in the calendar due to the change to semesters and to change the words “contract employee” to “presidential appointment.” Joshua Bodnar asked for a motion to approve the changes to the process related to dates and calendars, Andrew Stuart moved, Marjorie Mora seconded the motion, a vote was taken and passed unanimously.

New Business: None

Discussion and Announcements: The 2013 Administrative Service Awards Ceremony is April 16, 3 – 5 p.m. in Baker University Center Ballroom.

Adjournment: Joshua Bodnar asked for a motion that the meeting be adjourned, Eileen Theodore-Shusta moved, Tim Epley seconded, the motion passed unanimously, and the meeting adjourned at 12:45 p.m.

Respectfully submitted,

Jessica Wingett
Secretary

Next Meeting: April 18, 2013
12:10 p.m. – 1:30 p.m.
Location TBD