Ohio University Administrative Senate
Minutes of May 15, 2014
Baker Center, Room 240

Next Meeting: June 19, 2014
12:10 p.m. – 1:30 p.m.
Baker Center, Room 240

Present: Filiz Aydin (online), Jewell Barlow, Joshua Bodnar, Dan Vorisek proxy to Nicholas Brigatti, Lisa Dael, Tim Epley, Doug Grammer, Wendy Kaaz, Kelly Pero, Connie Pollard, Wendy Rogers, Melissa Standley, Andrew Stuart, Eileen Theodore-Shusta, Cathleen Waller, Matt Ward, Jessica Wingett, Eleni Zulia

Excused: Jennifer Maskiell, Marjorie Mora

Absent: Martin Barnes, Marissa Dienstag, Melanie Glassmire, Toni Heightland, Lisa Kamody, Aaron Leatherwood

Guests: Stephen Golding

Call to Order: Cathleen Waller called the meeting to order at 12:16 p.m.

Approval of Minutes: Cathleen Waller asked for a motion to approve the minutes of the April 17, 2014 meeting, Andrew Stuart moved, Kelly Pero seconded the motion, a vote was taken, and the minutes were unanimously accepted.

University Update – Stephen Golding, Vice President for Finance and Administration: Stephen Golding presented on the following:
● The hiring of the Associate Provost for Academic Technology is almost complete. When this search is complete, the search will begin for a new Chief Information Officer.
● Harry Wyatt has resigned and has taken a position at Virginia Commonwealth University.
● The R12 upgrade is on schedule and the plan is to transfer to the new Oracle e-Business Suite the first weekend in August. The hope is to shut down Friday and open up Monday or Tuesday morning. Information is forthcoming on the management of the shutdown.
● The President approved the recommendation for a 1.5% tuition increase and the Board of Trustees will vote at the June 4 meeting. Finalizing all administrative recommendations for non-academic units is still in process. General fee recommendations are finalized. The Provost will meet with the Deans to go thru their budgets and finalize by early June. The Board will present the operation budget and capital budget, and information about the Class of 2018, which will be one of the largest and smartest classes enrolled. Deferred maintenance strategies will be discussed.
● The Sick Leave Donation Pool notification will go out to campus in the next several weeks. Software modifications are needed to process the donations.

Chairperson’s Report: Josh Bodnar thanked everyone who supported the Faculty/Staff Survey and stated it surpassed all goals for the number of respondents. Administrative Senate had the lowest number of responses and will be treating Classified Senate to snacks during one of their meetings.
● The election of officers is in July and if anyone is interested, contact Bodnar or another executive member. There will be at least one opening on the Executive Committee, either Secretary, Treasurer, or Vice Chair. According to the by-laws, the Executive Committee has the option to put forth a slate
of officers for vote. A Senator must have served at least one year on Senate to be eligible to serve on the Executive Committee.

● Bodnar provided answers to a previous discussion about parking. There are more staff parking spaces than there were last year. The South Green garage and Convocation Center garage are open to faculty and staff. The South Green garage is underneath the buildings that run from Pickering Hall to Nelson Commons and can be accessed from Nelson Dr. behind the buildings. The Convocation Center garage is open, but does close for major events for security reasons. Compass articles and signage alert staff to closures. Lot 133 will reopen when construction of the Walter Fieldhouse ends.

● Buses have changed routes for the summer and the online schedule is not up to date. An online mapping system was purchased for the buses and will be implemented by fall. Buses can be tracked and pickups requested through this system. A new website is being created.

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

**Secretary’s Report:** No Report

**Treasurer’s Report:** Tim Epley distributed the May 2014 Budget Report at the meeting. There are a few charges from the Administrator Service Awards and we have $41,260.97 in funds available.

**Committee Reports:** Human Resources took a number of suggestions into consideration that were put forth by the Policy Review committee on the updating of the Domestic Partner Policy. Some of the suggestions were language clarification and streamlining language in reference to other policies.

**Old Business:** Elections opened May 13 and close May 20, and everyone is encouraged to vote. There are six at-large vacancies and eight candidates. Problems that occurred the first day have been fixed, but contact Jessica Wingett at Wingettj@ohio.edu if you any questions or difficulties.

**New Business:** Senate met with University executive staff and were given these updates:

● The University is on track with the residence hall construction.

● There will be various road closures and Facilities will keep the University informed as steam tunnels around campus are taken care of.

● Comp 2014 is on schedule and they have started looking at the Fair Labor Standards Act (FLSA) to determine if positions should be classified or administrative. Feedback was sent to supervisors and department heads. A discussion took place between the Senators and an example was presented where a highly technical job description was last done in 2006 and was reviewed again in 2012 on the COMP 2014 questionnaire. There is concern that Human Resources does not understand the expertise required for some positions and therefore downgrade them to a lower pay range. Answers to some questions include: Some administrative positions may be changed to classified positions, but the number is very small. Pay reduction should not affect anyone currently in a position, but may affect those hired into the position at a later time. A trend in downgrading positions has not been seen and one department had several positions audited and none were downgraded. Teachers in the Child Development Center have been administrative, but may be moved to teaching positions after meeting with Human Resources later this month.

**Discussion and Announcements:** None
Adjournment: Joshua Bodnar asked for a motion that the meeting be adjourned, Wendy Kaaz moved, Wendy Rogers seconded, the motion passed unanimously, and the meeting adjourned at 12:55 p.m.

Respectfully submitted,

Jessica Wingett
Secretary

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