Ohio University Administrative Senate
Minutes of November 21, 2013
Baker Center, Room 240

Next Meeting: January 16, 2014
12:10 p.m. – 1:30 p.m.
Baker Center, Room 240

Present: Filiz Aydin (online), Jewell Barlow, Joshua Bodnar, Nicholas Brigati, Lisa Dael, Marissa Dienstag, Tim Epley, Doug Grammer, Keely Hultz, Wendy Kaaz (online), Lisa Kamody (online), Jennifer Maskiell, Kelly Pero, Connie Pollard, Wendy Rogers, Eileen Theodore-Shusta, Cathleen Waller, Matt Ward, Jessica Wingett, Eleni Zulia

Excused: Melanie Glassmire, Marjorie Mora, Melissa Standley

Absent: Martin Barnes, Toni Heightland, Amy Kovach, Aaron Leatherwood, Andrew Stuart

Guests: David Alexander, Stephen Golding, Joseph Lalley, Duane Starkey

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

University Update - Stephen Golding, Vice President for Finance and Administration: Stephen Golding reported that budget hearings begin November 22, 2013 for administrative units and will run through winter break. Administrative units will meet with small committees established by Golding and the Provost to review investment requests, look at base budget requests, and then formulate a plan for investments in the non-academic side of the University for Fiscal Year 2015. These assumptions will then be used to help the colleges formulate budget plans with discussions to run from January through early April.

● The tuition and fee guarantee proposal will be discussed at the January Board of Trustees meeting, voted on at the March meeting, and forwarded to the Ohio Board of Regents for adoption by the Chancellor so that financial aid packaging and admission materials can be printed in time for the prospective class of 2015. A written description will be included on www.ohio.edu as more information becomes available. Also to be discussed are the faculty study by John Day, Associate Provost for Academic Budget and Planning, and the COMP 2014 project. The goal is to keep the Trustees updated so they can better understand initiatives when they are asked to vote. The work at the January meeting will be more informational, but more decisions will be made through spring and shared with the Trustees and campus.

● The capital budget was submitted November 1 to the Ohio Board of Regents and the Governors Committee, and it included infrastructure. It is important to invest as much as possible into infrastructure and defined maintenance. The State is more sympathetic to institutions that put their money in infrastructure. A meeting with the Governors Committee will take place next week and we will know before winter break what the Committee recommends to the Governor for adoption. The goal from the Governor is to have a Capital Bill pass this spring.

● The Chief Human Resource Officer is close to being hired. Deborah Shaffer, Senior Associate Vice President for Finance and Administration is making the final decisions. The University is finalizing the hire of a new Director of Employee and Labor Relations to replace Erika Pearsol-Christie, who left earlier this year. A few more searches are going on to replace staff who have gone on to other opportunities.
Golding responded to questions as follows: There is an incentive for the parents and students to complete the degree in four years to avoid cost increases. With the tuition and fee guarantee program, the parents and students will know the total cost to attend Ohio University for four years and the price will not change. If the student does not complete the program in four years, there will be a modest increase. An advantage to us is it takes us out from under the legislative cap. In the first year, the legislature allows us to increase fees up to 6% for the first cohort, and legislative cap plus inflation for each subsequent cohort. The power of compounding will allow us to increase costs at rates over what other institutions will achieve. There is the risk of pricing ourselves out of the market, but over time, the program will provide incentives to us to think more progressively, provide flexibility, and will attract other institutions to the program.

University Update - Duane Starkey, Interim CIO, Office of Information Technology; Joseph Lalley, Senior Associate Vice President of Information Technologies and Administrative Services; David Alexander, Os Programmer: The University is in the process of upgrading the email system. We have been using Microsoft Exchange 2007 and recently 2013 was brought out, and another option is Microsoft 365. The University is at a point where an upgrade is needed before Microsoft drops support for our current version and a decision has to be reached by end of spring semester. There are certain times of the year that are better to plan for the upgrade. With the on premise approach, we have more control in how it operates and have the ability to plan and schedule the upgrade. With Microsoft 365, email has 50 times the quota currently available and is great for those who archive email. It consolidates student and employee email together and allows students to share the calendar. In disaster recovery, we currently have to spend more money to recover, and with Microsoft 365, a system is already in place. There may be one fourth to one half million in savings with this option. Microsoft offering is free for upgrade to 2013 or 365. This is a University decision, not an OIT decision. Feedback & recommendations are needed as this project needs to be brought forth in December. Duane Starkey can be reached at Starkey@ohio.edu.

Joseph Lalley reported on Qualtrics, an online survey tool. David Alexander is the project manager and the University has purchased a site license so that it can be used by any unit. The cost to upgrade was minimal as many units already had it. More information will be provided as it continues to roll out and is made available.

Everyone is encouraged to view the webinar on Box cloud storage and sharing December 3, 2013 or view the recording from the November 20 Box cloud storage demo at http://www.ohio.edu/oit/news/box-demo-recording.cfm. The site license is $500 and a one-time set up fee of $65,000.

Approval of Minutes: Joshua Bodnar asked for a motion to approve the minutes of the October 17, 2013 meeting, Eileen Theodore-Shusta moved, Kelly Pero seconded the motion, a vote was taken, and the minutes were unanimously accepted.

Chairperson’s Report: Joshua Bodnar reported on behalf of Lisa Kamody that a meeting with a full agenda on COMP 2014 is scheduled this afternoon. An update will be given at the next Administrative Senate meeting January 16, 2014.

There is no meeting in December as this is an off month for Senate.

Vice Chairperson’s Report: No Report

Secretary’s Report: No Report

Treasurer’s Report: Tim Epley distributed the November 2013 Budget Report prior to the meeting. There are still a few charges that need moved to the new org. number. This past October, there was $1,162.36 moved to Compensation. There is an estimate of $3,485 for Outstanding Administrators...
Cash Awards and $7,500 for Outstanding Administrators Service Award gifts. An invoice was just approved to add recent awardee names to the plaque outside University College.

**Committee Reports:** Jewell Barlow, who serves on the Tobacco Free Ohio Committee, reported that the committee has met several times as a large group and as sub-groups. Tobacco Free Ohio is a directive from the Ohio Board of Regents and its purpose is health concerns for all who are on University property. The committee is working with the Communication Committee to come up with ideas on how to get the word out. University Communication and Marketing will be involved due to branding issues and communication across campus.

- The Sick Leave Donation Committee has recommended the implementation of a pilot pool to the Vice President of Finance and Administration, and is awaiting feedback.

**Old Business:** A discussion took place about crosswalk and lighting safety across campus. There have been several crosswalk incidents and concerns about visibility. At some crosswalks in Marietta, Ohio, a pedestrian can push a button to alert traffic. One option is to contact the President’s Advisory Council on Campus Safety where comments are forwarded to Joe Adams, Associate Vice President, Risk Management and Safety. Joshua Bodnar stated that the Senate Executive Committee can discuss at the next meeting with the President and Provost.

**New Business:** None

**Discussion and Announcements:** None

**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 1:10 p.m.

Respectfully submitted,

Jessica Wingett
Secretary

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