Ohio University Administrative Senate
Minutes of November 20, 2014
Baker Center, Room 503

Next Meeting: January 15, 2015
12:10 p.m. – 1:30 p.m.
Baker Center, Room 240

Present: Martin Barnes (online), Joshua Bodnar, Nicholas Brigatti, Lisa Dael,
Marissa Dienstag, Tim Epley, Doug Grammer, Myca Haynes, Wendy Kaaz,
Jennifer Maskiell, Marjorie Mora (online), Kelly Pero, Wendy Rogers, Misti Smith,
Andrew Stuart, Eileen Theodore-Shusta, Cathleen Waller, Matt Ward,
Jessica Wingett, Eleni Zulia

Excused: Jewell Barlow, Ricky Huard, Laurie Lach, Feliz Levy, Connie Pollard, Corey Posey,

Absent: Toni Heightland, Melissa Standley

Guests: David Alexander, Greg Fialko, Michael Williford

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

University Update – David Alexander, Os Programmer 2 for Information Technology: David
Alexander presented on the Catmail/calendar upgrade. About 50 OIT staff are on Catmail testing the
process and the remaining staff will be moved after Thanksgiving. The benefits of Catmail include:
50 GB quotas, a better web mail experience and everyone is on the same system. Catmail will work
with Internet Explorer, Firefox, Chrome, and Safari and all browsers will look the same. Mobile
devices will need updated. The Bobcat Depot will offer training sessions in December and January
that will show how to use Catmail and answer questions. Staff can share/delegate directly with
students so there is no longer a need to ask OIT for student employee accounts. Deleted items will
stay in trash 60 days, instead of the current 30 days. Archives will be saved the same way.
Microsoft has restrictions on bulk mailing limits: 10,000 recipients per day and 500 max recipients
per message. Distribution lists are a way to get around this restriction and it is recommended that
OIT be contacted if large external mailings are done. The hope is to have the conversion done in 3
months. Instructions will be published when all staff and students are converted. A survey will be
sent to determine who is all connected; who has student employees, calendar sharing, and shared
mailboxes. Delegation does not work across two systems and delegate activities can’t be done
during the change, but all calendars will be viewable. The website is up to
date, www.ohio.edu/email and information Alexander distributed during the meeting is attached.
OIT will work with departments about the change and several emails will go out. Contact Alexander
at Alexandd@ohio.edu with questions or concerns.

University Update – Michael Williford, Associate Provost for Institutional Accreditation:
Michael Williford reported that the University is up for Reaffirmation of Accreditation. The
University has 35 specialized accreditors. The United States is divided into six geographic regions
and there are three different pathways the Commission offers the Institution to gain and maintain
accreditation. Since 2002, Ohio University’s pathway has been the Academic Quality Improvement
Program (AQIP), the newest pathway. The University is constantly being reviewed and there will be
several quality checkup visits over the next year. The website provides current and accurate
information to students and staff; a requirement as part of the evaluation. There are criteria based on our institutional mission, the mission being a University decision. Criteria for accreditation are: Mission, Integrity, Teaching and Learning, Evaluating and Improving Teaching and Learning, and Resources and Planning. Every four years AQIP assigns a team, which consists of faculty and staff from other universities and colleges, to review and to assure accountability. The University must accommodate and comply with requests when the team is on campus. Excellent feedback was received on the systems appraisal. There are three choices for evaluation response on five criteria. The middle evaluation choice is where most institutions will end up on assessment which states “we meet” or “do not meet” qualifications. If qualifications are not met, there will be more work to do, monitoring reports and a new team assigned. Especially academic units, provide whatever support possible as things are done. Look for patterns of evidence. Look through historical documents for what improvements have been made. The Council for Higher Education and the U.S. Department of Education are continually getting involved. Within accreditation the University is required to start documenting and publishing evidence of student success. Communication will be sent and Williford is happy to share information with individual departments. For more information see the attached handout or the Accreditation website http://www.ohio.edu/provost/accreditation/index.cfm.

University Update – Greg Fialko, Director of Benefits: Greg Fialko gave an update on the Benefits Advisory Council (BAC) and benefits survey. The BAC has been charged with analyzing and making recommendations related to the University benefit plan designs and was asked to consider competitiveness, fairness, and financial sustainability. All University benefits are considered and the council then makes recommendations to the Total Compensation Committee. The three guiding principles are:
1. Eliminate structural deficits
2. Manage University healthcare cost increases
3. Suggest plan design modifications to avoid the Affordable Care Act (ACA) Cadillac tax.

The University previously had reserves, but has used the reserves to balance the budget. Using reserves is not being considered going forward. Many other institutions list premiums on their website and set up strategy. The University pays 85% of healthcare benefits for administrators and the employee pays 15%. If the reserve is eliminated, the University may have to pay a little more. Healthcare is expected to go up 6% - 8% annually for a group this size and in this region. A consulting firm assists to help project yearly costs. The University wants to minimize the number of healthcare plans. According to the ACA, health plans that exceed $10,200 for a single plan, and exceed $27,500 for a family plan are subject to a tax of 40% on the amount in excess of these thresholds. The tax is applied against the combined full University and employee provided premium, and the University is assessed, not the employee. The University faces a projected tax of 2.8 million in 2018 for all current plans and an increase of 8% yearly. If current plans are not changed, the tax could approach 9 million by 2025. The goal of the Committee is to set up plan design changes that will avoid the tax for at least three years. Ways to reduce the tax is to look at copays, co-insurance, etc. The higher education benchmarking has been reviewed and all employees have been surveyed. The participation included Faculty 49%, Administrators 49%, and Classified 66%. Initial recommendations must be provided by December 2014. Our brand formulary plan is very good and according to the survey, this is one thing employees are willing to decrease. The University subsidizes its health plan more than the Federal Government, so there will probably not be employees who switch from the Ohio University plan to an ACA Plan. The family plan charges three times the single rate so the exception might be a switch to a Medicaid plan depending on an employee’s family size. Next Steps:
1. There are four benefits open forums scheduled in December.
2. Need to determine the appropriate reserve level needed.
3. Recommend changes and timing of necessary changes to avoid the ACA Cadillac tax.
4. Recommend redeployment of cost savings.
5. Review and recommend increasing health plan options for faculty and staff. A high deductible plan was a popular response on the survey, so one other health plan may be offered at some point.

6. Review all benefits policies as there are some policy conflicts.

- A question was asked regarding the Domestic Partners Policy and why partners must have some joint property or account. The policy was just reviewed and was made easier for partners to receive benefits.

Suggestions and feedback are welcome, please email benefits@ohio.edu.

Chairperson’s Report: No reports – due to the shortage of time, the Chair, Cathy Waller recommended that unless there was any time sensitive information all reports be held for the January 2015 meeting.

Vice Chairperson’s Report:

Secretary’s Report:

Treasurer’s Report: The October 2014 Budget Report is attached.

Committee Reports:

Old Business: None

New Business: None

Discussion and Announcements: Wendy Merb-Brown will present grievance training at the next meeting January 15, 2015.

Approval of Minutes: Cathleen Waller asked for a motion to approve the minutes of the October 16, 2014 meeting for which a correction will be made to show Misti Smith as Chair of the Professional Development Committee, not the Public Relations Committee; Nicholas Brigatti moved, Joshua Bodnar seconded the motion, a vote was taken, and the minutes were unanimously accepted.

Adjournment: Cathleen Waller asked for a motion that the meeting be adjourned, Eileen Theodore-Shustsa moved, Eleni Zulia seconded, the motion passed unanimously, and the meeting adjourned at 1:37 p.m.

Respectfully submitted,

Wendy Rogers
Secretary

Debbie Crabtree
Assistant to the Senate

Next Meeting: January 15, 2015
12:10 p.m. – 1:30 p.m.
Baker Center, Room 240
OHIO UNIVERSITY REAFFIRMATION OF ACCREDITATION 2013-2015
Ten Accreditation Facts

1. Accreditation Overview: Institution-wide accreditation is done through 6 regional accrediting associations. Ours is the Higher Learning Commission (HLC). The Academic Quality Improvement Program (AQIP) is one of HLC's pathways to accreditation. HLC developed AQIP to help institutions like us retain our institutional autonomy and academic freedom by providing a structure to demonstrate what we do to achieve academic excellence.

2. Accreditation History: Ohio University has been accredited since 1913 and has been in AQIP since 2002.

3. Benefits of Accreditation: Students can receive federal financial aid. Faculty can receive federal grant funding. We demonstrate a commitment to best practices for teaching and learning, academic support, and planning through 5 HLC Criteria for Accreditation.

4. Significant Dates in Ohio University's path toward Reaffirmation of Accreditation:
   - 2013-2014 Systems Portfolio; Systems Appraisal (HLC evaluation of Systems Portfolio)
   - 2014-15 Strategy Forum (Ohio University sends an AQIP team in Spring)
   - 2015-16 Reaffirmation of Accreditation (on-campus review and notification by HLC)

5. Criteria for Accreditation: (1) mission; (2) integrity; (3) teaching & learning; (4) evaluating and improving teaching & learning; (5) resources & planning.

6. Activities 2013-14 through 2014-15:
   - Increase awareness and understanding about HLC accreditation and AQIP
   - Engage the University community in AQIP accreditation activities in preparation for site visit
   - Convene AQIP Task Force--representatives from colleges and Planning units
   - Increase Ohio University's involvement with HLC: annual conference, assessment training
   - Focus AQIP Action Projects on academic assessment and curricular themes
   - Develop and implement student learning objective assessment plans for all academic programs
   - Consult with outside AQIP/assessment experts to assist our academic units

7. Assessment of student learning objectives: Criterion four requires that all academic programs assess their student learning objectives. We are following a simple implementation plan, asking each academic program to update their student learning objectives; identify sources of systematic evidence (qualitative and/or quantitative); and develop an action plan to improve teaching and learning based on the evidence gathered.

8. AQIP Reaffirmation of Accreditation Panel Review: Peer reviewers from HLC will examine our accreditation documents (Systems Portfolio, Action Project reports, Comprehensive Quality Review including a site visit, University's Web site, institutional responses to AQIP reports, etc.).

9. AQIP Categories: (1) helping students learn; (2) accomplishing other distinctive objectives; (3) understanding students' & other stakeholders' needs; (4) valuing people; (5) leading & communicating; (6) supporting institutional operations; (7) measuring effectiveness; (8) planning continuous improvement; (9) building collaborative relationships.

10. Outcome(s) of Review: Panel of reviewers examine each accreditation criterion and evaluate Ohio University in terms of the following: met; met with concerns; not met. Any rating but "met" requires additional action on Ohio University's part (following specific HLC recommendations for correction along with some form of monitoring or follow-up visit). Maximum duration of reaffirmation of accreditation for any institution that has met all criteria is now eight years.
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