Ohio University Administrative Senate
Minutes of November 15, 2012
HRTC, Room 141/145

Next Meeting: January 17, 2013
12:10 p.m. – 1:30 p.m.
Baker Center, Room 240

Present: Heather Anerino, Martin Barnes (online), Patti Barnes, Joshua Bodnar, Lisa Dael, Deborah Daniels, Tim Epley, Melanie Glassmire, Doug Grammer, Toni Heightland, Lisa Kamody, Wendy Kaaz, Aaron Leatherwood (online), Jennifer Maskiell, Kelly Pero, Connie Pollard, Adam Riehl (online), Sarah Rist, Wendy Rogers (online), Andrew Stuart, Eileen Theodore-Shusta, Rosanna St. Clair (online), Cathleen Waller, Jessica Wingett, Eleni Zulia

Excused: Scott Carpenter, Marjorie Mora

Absent: Filiz Aydin, Amy Dean, Amy Kovach

Guests: Linda Lonsinger

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 reported that November 16 is the deadline for the COMP 2014 online questionnaire and the mandatory discrimination and harassment policy supervisor training, required for employees with direct reports. Human Resources will contact supervisors who have not completed the discrimination and harassment policy training. Lonsinger answered questions as follows: The discrimination and harassment policy training is something new employees will be made aware of during orientation and may be included in a manager’s tool kit online. Changes to the new employee orientation will be presented at a later date. Error messages have been received after submitting the COMP 2014 online questionnaire and Lonsinger asked to be contacted at Lonsinge@ohio.edu to report any problems or for questions.

● The Winter Break Closure Policy is going to the Executive Staff Policy Committee November 19 for finalization and there have been no changes.

● The Flex-Time Policy is going to the Executive Staff Policy Committee November 19 for finalization and changes have been made based on recommendations from Administrative Senate. Guidelines will be presented within a few weeks and are separate from the policy as they are more easily changed.

● The Workplace Violence Policy is up for review. A discussion took place regarding bullying, which is not included in the policy. Other schools in Ohio do not have policies that include bullying. Contact Employee Labor Relations at 593-1636 with questions.

Approval of Minutes: A quorum was present and Joshua Bodnar asked for a motion to approve the minutes of the October 18, 2012 meeting. Andrew Stuart moved, Kelly Pero seconded the motion; a vote was taken, and the minutes were unanimously accepted.

Chairperson’s Report: Joshua Bodnar led the discussion on business not completed at the September retreat.
**Vice Chairperson’s Report:** Cathleen Waller reported that committees are still looking for members. Email Waller if you have recommendations at Waller@ohio.edu.

- Compensation – Looking for members.
- Service Awards is full
- Elections – Always looking for new members.
- Outstanding Administrator – Looking for a male to balance out the committee and an undergraduate student.
- Personnel/Policies is full

The new website is expected to be up by the end of this week and a form will be available for those interested in serving on a committee.

**Secretary’s Report:** No Report

**Treasurer’s Report:** Deborah Daniels distributed the November 2012 Budget Report prior to the meeting. Bills have been received for the retreat catering and photography.

**Old Business:** The new office is almost ready and boxes will be sorted after Thanksgiving. Committee Chairs can contact Joshua Bodnar at Bodnar@ohio.edu for a key.

**New Business:** Joshua Bodnar led the discussion on the role of Senators and goals for the year. Bodnar asked the Senators their thoughts on moving the Senate to a resolution type model or staying with a communication type model. A straw poll showed 11 out of 20 present in the room thought the idea should be investigated. The Executive Committee and possibly some volunteers will look into the history of Administrative Senate to find lost documents and determine where Senate came from. The bylaws exist, but are missing. Eileen Theodore-Shusta volunteered to scan all documents. Lisa Dael liked the idea of each committee having a page on the website. The Public Relations Committee will be changed from an ad hoc to a permanent committee and the bylaws will be updated. Contact Bodnar at Bodnar@ohio.edu if there are other committee changes needed.

**Responsibilities:**
- Communicate to constituents and bring concerns back
- Advocate for administrators
- Keep Senate informed
- Serve as change agents
  - Help implement change
  - Suggest changes

**Goals:**
- Review how Senate operates and propose changes (Executive Committee)
- Transition planning – committee guidelines/information (Senate committee chairs, assisted by the Executive Committee)
- More information/reporting out from committees (on web)
- Continue to build on relationships with other Senates
  - Things we can address together

**Discussion and Announcements:** Clarification and a brief discussion occurred regarding the new pay structure with pay dates of the 15th and last day of each month. Checks will be deposited into accounts the day before each pay date. The Ohio University Credit Union is working with the University to pull automatic deductions from each of the two pay dates except for mortgages, second mortgages, and home equity lines of credit. The date for these types of loans is always the first of
each month. To resolve this issue, the Ohio University Credit Union will set up payroll deductions from each pay and deposit into another account, and then pull from that account to pay the mortgage or other line of credit the first of each month. If questions come up, contact Joshua Bodnar, Bodnar@ohio.edu and he will forward to Human Resources to be added to the FAQs. You can also view FAQs on the Payroll website: http://www.ohio.edu/finance/payroll/AdminFAQ.cfm.

● Eileen Theodore-Shusta, Andrew Stuart, and Jessica Wingett are on the 2012 – 2013 United Appeal Campaign. Theodore-Shusta asked the Senators to make people aware.

● Heather Anerino reported that The Promise Lives Campaign has moved from 409 million to 411.6 million.

● Elani Zulia stated that the Parental Leave Task Force will give an overview of the Parental Leave Policy to Senate once fully approved by the Provost.

Adjournment: Joshua Bodnar asked for a motion that the meeting be adjourned, Eileen Theodore-Shusta moved, Wendy Kaaz seconded, the motion passed unanimously, and the meeting adjourned at 1:15 p.m.

Respectfully submitted,

Jessica Wingett
Secretary

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