Ohio University Administrative Senate
Minutes of October 18, 2012
Baker Center, Room 240

Next Meeting: November 15, 2012
12:10 p.m. – 1:30 p.m.
Baker Center, Room 240

Present: Heather Anerino, Martin Barnes (online), Joshua Bodnar,
Scott Carpenter, Lisa Dael, Deborah Daniels, Amy Dean, Tim Epley,
Melanie Glassmire, Doug Grammer, Wendy Kaaaz, Aaron Leatherwood,
Jennifer Maskiell, Marjorie Mora, Kelly Pero, Connie Pollard,
Adam Riehl (online), Andrew Stuart, Rosanna St. Clair (online), Cathleen Waller,
Jessica Wingett, Eleni Zulia (online)

Excused: Filiz Aydin, Patti Barnes, Toni Heightland, Lisa Kamody, Sarah Rist,
Eileen Theodore-Shusta

Absent: Amy Kovach, Wendy Rogers

Guests: Julie Allison, Greg Fialko,

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

University Update – Julie Allison – University Controller: Julie Allison reported that the faculty
pay conversion to a twice a month pay cycle is done and the conversion of administrative pay will
occur in January 2013. Pay period end dates are the 15th and the last day of each month and will be
direct deposited into accounts at the end of the previous business day. Overload contracts will be
paid out over the contract period instead of one lump sum; one month overload contracts will be paid
in two payments. All monthly payroll deductions will be divided with one half deducted on the 15th
and the other half deducted on the last day of the month. Vacation and Sick Leave accrual will be
divided into both pay periods. Education benefits will be spread out over several pay periods.
Human Resources has worked with the Ohio University Credit Union and other banks and there is
nothing any employee needs to do unless changes are needed. The Ohio University Credit Union is
prepared to answer questions, 740-597-2800 or email Julie Allison at Allison@ohio.edu.

University Update – Greg Fialko – Director, Benefits: Greg Fialko stated that 84% of the COMP
2014 surveys have been submitted ahead of the November 16, 2012 deadline. Each department has
internal deadlines for completion of each step.
●Human Resources just gave Senate the Flex-Time policy to review and assist in establishing rules
and procedures to put in place. The policy will allow managers to offer flex-time, and also deny it.
If there are questions, contact Nick Wortman at Wortmann@ohio.edu.
●Information on the Winter Break Closure has gone out.
●Fialko thanked everyone for attending the Faculty/Staff Resource Fair.

University Update – Jennifer Kirksey – Chief of Staff & Special Assistant to the President:
Jennifer Kirksey was unable to attend the meeting.
**Approval of Minutes:** Joshua Bodnar asked for a motion to approve the minutes of the September 20, 2012 meeting. Wendy Kaaz moved, Kelly Pero seconded the motion; a vote was taken, and the minutes were unanimously accepted.

**Chairperson’s Report:** Joshua Bodnar reported that Budget Planning Council (BPC) and Transportation and Parking have started meeting again.
- The Executive Committee has begun packing items from Lindley Hall for the end of October move to 31 S. Court St.; the old Woolworth building. The meeting space, used for committee meetings and storage, measures 10 x 10 and is much smaller than the space in Lindley Hall. None of the furniture will fit and Bodnar has asked Design and Construction for pricing on new furniture. Part of the carry-forward may be used for this purchase. Suggestions were made to convert files to electronic and possibly share space with Classified Senate. Learning Communities has a larger adjacent space and is available if Administrative Senate has a larger committee meeting.

**Vice Chairperson’s Report:** Cathleen Waller mentioned that Senate had a table at the Faculty/Staff Resource Fair.
- There are still committees looking for members:
  - Compensation
  - Service Awards – Contact Wendy Rogers if interested in serving.
  - Elections – Always looking for new members.
  - Professional Development – No chair or members.
  - Outstanding Administrator – Undergraduate and graduate students can serve on this committee.

The Public Relations Ad Hoc Committee Chair asked for instructions on what the committee should do. Brainstorming ideas was suggested as well as making the committee permanent, in which the Bylaws would need updated.

**Secretary’s Report:** No Report

**Treasurer’s Report:** Deborah Daniels distributed the October 2012 Budget Report prior to the meeting. Two retirement gifts have posted and the voice recorder was replaced.

**Old Business:** The new Administrative Senate website is about half way completed. Web submission/Nomination forms will be added. Review and give feedback to Joshua Bodnar, Bodnar@ohio.edu or Lisa Dael, Dael@ohio.edu.

**New Business:** None

**Discussion and Announcements:** Jessica Wingett asked for suggestions on how to improve the Administrative Senate table at next year’s Faculty/Staff Resource Fair. This year’s table was small compared to others and most other departments had giveaways. Wingett suggested purchasing a laptop or Ipad for use at this and other events/meetings. A discussion took place about how to improve the table, giveaway ideas, and the pros and cons of a laptop or Ipad. The cost of a tablecloth from Printing Services is about $200 and Wingett estimates that the tablecloth, giveaways, and a laptop or Ipad can be purchased for under $2000. Wingett asked for a motion to get prices and purchase items, Heather Anerino moved, Scott Carpenter seconded, a vote was taken, and the motion passed unanimously.
Adjournment: Joshua Bodnar asked for a motion that the meeting be adjourned, Lisa Dael moved, Wendy Kaaz seconded, the motion passed unanimously, and the meeting adjourned at 1:00 p.m.

Respectfully submitted,

Jessica Wingett
Secretary

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