Ohio University Administrative Senate
Minutes of September 20, 2012
HRTC, Room 241

Next Meeting: October 18, 2012
12:10 p.m. – 1:30 p.m.
Baker Center, Room 240


Excused: Martin Barnes, Patti Barnes, Scott Carpenter

Absent: Filiz Aydin, Melanie Glassmire, Amy Kovach

Guests: Greg Fialko, Karen Hudson, Jennifer Kirksey, Kim Valentour, Nick Wortman

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

Presentation - Kim Valentour – Director, WellWorks – HealthyOHIO: Kim Valentour presented on HealthyOHIO.

1. Free health screenings began September 17 and go through November 3, from 7 a.m. to 9 a.m. in HRTC. Appointments are scheduled one to two weeks at a time and can be made by contacting WellWorks at 593-2093. Blood pressure, weight, height, and BMI measurements are taken and blood work is done to check total cholesterol and glucose. Allow 30 minutes, but time spent may be less.

2. Results will be mailed and a brief online Personal Wellness Profile must be completed. Previous participants in Healthy OHIO will receive a trend report for past years. Last year over 800 OU employees participated.

3. Print the personal health report and contact WellWorks to schedule a 30 minute one-on-one health coaching session between October 8 and December 14. There are over 30 trained coaches to review results and provide health information.

If all three steps are completed, at the first of the year each OU employee will receive a $10 per month health insurance premium reduction, a total of $120 for the year. Valentour responded to questions as follows: The healthcare law now allows children up to age 26 to remain on a parent’s health plan. A recommendation to allow children to participate was noted. In the future, Healthy OHIO may be extended to the regional campuses, but currently do not have enough staff. If an employee cannot attend the health screening between 7 a.m. to 9 a.m. contact WellWorks and arrangements can be made. Any member of WellWorks will receive a free membership if they use the facility a minimum of 100 days between July 1, 2012 and June 30, 2013 and it is not too late to participate. Swimming pool memberships will be reconsidered.
Presentation - Karen Hudson – Director of Compensation, Human Resources – Compensation 2014: Karen Hudson stated that questionnaires were sent September 5 to over 1700 administrative/professional and classified non-bargaining employees and the training link was sent a few days earlier. Questionnaires must be completed by November 16 and each planning unit has a point person who sets up an internal time frame. The employee completes and submits the questionnaire, which is sent to the direct supervisor for review. A second level of review takes place before submission to Aon Hewitt. Supervisors can only add comments; they cannot change employee responses. Status reports are created and added to Footprint Software to view completion numbers by each planning unit. Once this process is completed, the review and revision of job classifications will take place. Hudson responded to questions as follows: There have been a couple isolated calls where the supervisor is too descriptive and Hudson asked that issues be resolved in each unit. Completing the questionnaire varies by employee and can take up to 1.5 hours. Provide information on current job duties. There are character limitations because HR does not need all details. You are considered a direct supervisor if you evaluate and supervise, including student employees, however; students are not considered in the direct report section of the form, rather there is a separate section about supervising students. If questions come up, call Hudson at 593-1636 or email comp2014project@ohio.edu.

University Update - Jennifer Kirskey – Chief of Staff & Special Assistant to the President: Jennifer Kirksey thanked everyone for the retreat discussion and stated she will work on things that were brought up.
- The State level budget planning process is underway and budgets must be completed by October 1. Administrators have instructions on how to prepare the budgets.
- Governor Kasich appointed Ohio State University President Gordon Gee to lead the Higher Education Funding Formula task force with President McDavis serving as one of the nine members. The task force will come up with new ways to fund higher education and will send recommendations to the Governor.
- The Ohio Board of Regents passed a resolution recommending the Board of Trustees at each college or university in the University System of Ohio implement a tobacco free campus. A committee will be formed and will include Senate representation. Questions to answer include: how will it affect the University and employees? How would the University enforce the policy? What legal challenges might occur? The committee will review other universities and schedule forums as this will affect Regional Campuses.

University Update - Greg Fialko – Director, Benefits & Nick Wortman – Human Resources Specialist: Greg Fialko reported pension reform passed and was sent to Governor Kasich to sign. OPERS will be on campus October 9 and STRS October 10 to present the changes.
- The Faculty/Staff Resource Fair is October 9 from 11 a.m. to 3 p.m. in Baker University Center Ballroom.
- The Parental Leave committee is meeting September 21 and rules on how the leave will work will be presented in the next few weeks.
- There is a separate link on Blackboard for the Discrimination and Harassment training https://blackboard.ohio.edu/.
- Nick Wortman stated the Winter Break Closure Committee meets September 24 and welcomes staff for review of the plan. The plan calls for the University to be closed from December 25 to January 1 each year. The first day uses the floating holiday President’s Day. The second and third days use new holidays established for winter closure. The fourth day is a winter closure day if an administrator has less than one year of service or a converted vacation day if an administrator has more than one year of service. This allows a new employee to establish vacation time. If an employee is required to work over break or is using sick leave, contact Human Resources so time is not charged to winter closure. Next a discussion took place about cost savings of the plan. A communication piece with full information will be out in Compass next week.
Approval of Minutes: Joshua Bodnar asked for a motion to approve the minutes of the July 19, 2012 meeting. Andrew Stuart moved, Wendy Rogers seconded the motion; a vote was taken, and the minutes were unanimously accepted.

Introductions: Joshua Bodnar introduced the new senators.

Chairperson’s Report: Joshua Bodnar asked for referrals as there are vacancies on Senate. 
●The transition to the new Administrative Senate website should take place before the end of the month. Send updates, events, etc. to Lisa Dael at dael@ohio.edu or Jessica Wingett at wingettj@ohio.edu.
●Send referrals for University Standing Committees to Joshua Bodnar at Bodnar@ohio.edu. The list will be forwarded to the President’s office and President McDavis will select those to serve.
●An email will be sent asking for volunteers for the Faculty/Staff Resource Fair October 9 in Baker University Center. It is a good outreach opportunity and at least one executive committee member should be at the table for each shift.
●The constituent list is to be sent tomorrow. How the University describes an administrator is on the back of the handout provided at the meeting.
●President McDavis has a new contract and salary increase. Faculty Senate had a resolution commenting on the salary changes to the contract and invited discussion between the senates.

Vice Chairperson’s Report: Cathleen Waller asked for Senators to chair some of the Senate committees. Senators are encouraged to serve on at least one committee. Chairs currently serving gave a brief description of each committee:
● Service Awards: Wendy Rogers, Chair. Manages annual recognition of administrator’s service awards.
● Compensation: Aaron Leatherwood, Chair. Annual review of administrator compensation.
● Personnel/Policies: Deborah Daniels, Chair. Review policies and make suggestions.
● Outstanding Administrator: Andrew Stuart, Chair. Solicits nominations and manages outstanding administrator award process. April 16, 2013 is next year’s Outstanding Administrator Award Ceremony.
● Elections: Jessica Wingett, Chair. Manages nomination process and spring is the busiest time.
● Ad Hoc: Joshua Bodnar, Chair.
● Public Relations: Heather Anerino, Chair and is looking for members.
● Grievance: Joshua Bodnar, Chair.
● Professional Development: Chair needed. Provide and encourage professional growth. Brown Bag lunches done previously and they were a good way to discuss issues. A guest speaker was sometimes brought in.

Secretary’s Report: No Report

Treasurer’s Report: Deborah Daniels distributed the September 2012 Budget Report prior to the meeting. In FY12 we managed to spend all FY12 annual allocations plus $300 FY11 carry forward. FY13 budget of $62,092 consists of FY12 carry forward ($33,757) plus FY13 annual allocations ($28,335). After July/Aug actuals and projected expenditures, the current available budget is $36,246.
Old Business:  The new Administrative Senate website should be up sometime before the end of the month.

New Business:  None
Discussion and Announcements:  None

Adjournment:  Joshua Bodnar asked for a motion that the meeting be adjourned, Lisa Dael moved, Andrew Stuart seconded, the motion passed unanimously, and the meeting adjourned at 1:30 p.m.

Respectfully submitted,

Jessica Wingett
Secretary

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