Ohio University Administrative Senate  
Minutes of January 16, 2014  
Baker Center, Room 240

Next Meeting: February 20, 2014  
12:10 p.m. – 1:30 p.m.  
Baker Center, Room 240

Present:   Filiz Aydin (online), Jewell Barlow, Martin Barns (online), Joshua Bodnar, Nicholas Brigati, Lisa Dael, Marissa Dienstag, Tim Epley, Melanie Glassmire, Doug Grammer, Keely Hultz, Wendy Kaaz (online), Lisa Kamody (online), Aaron Leatherwood, Jennifer Maskiell, Marjorie Mora (online), Kelly Pero, Connie Pollard, Melissa Standley (online), Andrew Stuart, Eileen Theodore-Shusta, Cathleen Waller, Matt Ward, Eleni Zulia

Excused:   Wendy Rogers, Jessica Wingett

Absent: Toni Heightland, Amy Kovach

Guests: Tasha Attaway, Stephen Golding, Paul Sundberg, Nick Wortman

Call to Order: Joshua Bodnar called the meeting to order at 12:15 p.m.

University Update - Stephen Golding, Vice President for Finance and Administration:
Stephen Golding stated that the Board of Trustees meet next week and several matters will be presented at the meeting.
● OHIO Guarantee, formerly known as the Tuition Guarantee program will be presented. The Board of Trustees must view and accept the program, and then a formal letter with the attached plan will be sent to the Chancellor for approval. Once approved, the next step is to publicize the program in the next set of admission materials for the 2015 – 2016 academic year. The Provost will present a proposed completion plan as required by State statute. No other public university in the United States has a program like this.
● The Provost Compensation Committee has been looking at faculty compensation requests and will present to the Trustees to discuss findings and recommendations.
● Job descriptions and equitable job families are still being worked on for COMP 2014. Next, a statistical analysis on compensation across job families and categories will be done to determine if they are equitable compliant, which means that job families and categories are treated equitably.
● A brief update will be given about the status of the Dublin Heritage College of Medicine (HCOM) building renovations so they are ready for the first class next fall. Constructing a new developer built building to house the new Physician’s Assistant program offered by Health Sciences & Professions (HS&P), and possibly other programs offered in Columbus. Discussions are taking place with the City of Columbus, Ohio Health, and Columbus State College about other uses in the new facility.
● Golding then mentioned there are a number of construction projects to be initiated this spring to take advantage of a full construction cycle. Renovations include Tupper Hall, Lindley Hall, McCracken Hall, and Phase 2 for Scripps. All renovations must be ADA accessible.
● The Capital Funding Commission that President McDavis chaired made recommendations to the Governor and the recommendations were accepted. There is a 15% increase in capital appropriation which will increase from 19 million to 21 million on the Athens campus. Most allocations will go to deferred maintenance.
• Golding plans to follow up with Senate later about the Leadership Development Program. The University is looking to restructure the way employees are provided opportunities to develop new skill sets.

University Update – Paul Sundberg, Interim Chief Human Resource Officer and Nick Wortman, HR Business Consultant: Paul Sundberg reported on the following:
• New Chief Human Resource Officer, Colleen Bendell begins February 17, 2014. Sundberg will remain during the transition.
• There are two upcoming Staff Appreciation Days. The first is scheduled for Saturday, February 1 before the OHIO vs. Toledo basketball game. There will be a tailgate from 11:15 a.m. – 12:45 p.m. with food and beverages. Faculty and staff will receive a ticket voucher for one free ticket to the game. Additional ticket vouchers will be available for $5 each. The second staff appreciation is an ice cream social to be held April 25 from 2 – 4 p.m. in Wolfe Garden outside Alden Library.
• COMP 2014 is on schedule to finish the end of 2014. There will be more communication in the next month or two.
• There will be an update on the Affordable Care Act next month.
• Nick Wortman is the representative for the Liaison Pilot Program which provides each unit or college an assigned point person contact for Human Resources. Arts & Sciences, Scripps College of Communication, and Health Sciences & Professions have liaisons and there has been very good feedback on the program. Plans are to expand to other units and colleges in the next couple of months.
• Payroll is becoming a part of Human Resources and is moving to the second floor of the Human Resource and Training Center the first week of February. On-boarding, off-boarding, and benefit questions are functions that can fall under both and combining processes will make it easier for staff. Human Resources and Payroll are combined at similar universities and was recommended by Huron.
• Wortman gave an update on the Winter Closure policy. Currently administrators accrue a vacation day on the 15th and a day on the 30th. To ease time reporting, a vacation day will not be accrued December 30th. This will involve some minor system changes and language changes to the policy. There will be no changes in time reporting for those who use Workforce, but this may be looked at in the future.

University Update – Tasha Attaway, Communications Specialist III, Campus Events – University Communications & Marketing: Tasha Attaway is the project lead for the overall upgrade to the University calendar. There is a need to have all events and activities in one location to show there is something for everyone at Ohio University. A centralized University calendar exists, but it needs a lot of work and the entire University needs to use it. There are so many events and groups on campus that it is impossible for one person to maintain. University Communications and Marketing is responsible for University departments, and Student Affairs is responsible for student organizations. Teamwork is needed for consistency. Help is needed in the effort to get the current calendar populated where people know information is in one place. The biggest drawback is that a lot of departments have their own in house calendar and one of the key goals is to funnel information from the department calendar into the University calendar. There will be opportunities for feedback including electronic, survey, and at least two open forums. Attaway presented on how to update the existing University Events calendar and the handout with instructions is attached. Anyone with an Ohio University ID can update the calendar. Please send feedback and ideas to Attaway at calendar@ohio.edu.

Chairperson’s Report: Joshua Bodnar stated that he has received questions about parking changes from the housing development plan. Most of the new parking is behind South Green where the soccer fields were. The South Green garage is now available for faculty, staff, and commuters and student storage parking has been moved to the large parking lot.
**Vice Chairperson’s Report:** Cathleen Waller reported that the Sick Leave Donation policy has been approved. Employees can donate to a pool or an individual and 20 days is the maximum to give or receive. The pilot program is expected to begin this fall.

**Secretary’s Report:** No Report

**Treasurer’s Report:** Tim Epley distributed the January 2014 Budget Report prior to the meeting. November and December expenses total $3,758.60 and are broken down by area. November expenses include $1,144.40 for promotional items and December expenses include $190.93 for printing. The previous org number is now closed.

**Committee Reports:** Eileen Theodore-Shusta reported that the Outstanding Administrators committee received a record number of nominations this year. Eligible nominees were contacted and asked to submit an information form. About 50% responded and those nominees will move to the next level. Over the next four weeks, the committee will reach out to those nominees, and in early February up to three nominees will be recommended to the President for the committee.
- The 2014 Administrative Service Awards ceremony is Monday, March 10, 2014 from 3 – 5p.m. in the Baker University Center Ballroom. Paperwork must be in by February 11, 2014 to be recognized this year. Joshua Bodnar will send a follow-up to the Administrator listserv as a reminder.
- Jewell Barlow reported that the Tobacco Free Campus committee finalized the survey and University Communications and Marketing will launch next week. The committee is looking for interested tobacco users to join the task force. Contact Barlow at Barlow@ohio.edu if interested.
- Eleni Zulia mentioned that the Winter Break Closure policy was on its way to the Personnel/Policies committee. Zulia is a member of a child care committee to find ways to help faculty and staff with child care needs. Send comments and feedback about the Winter Break Closure policy or child care to Zulia@ohio.edu.

**Old Business:** None

**New Business:** None

**Discussion and Announcements:** None

**Adjournment:** Joshua Bodnar asked for a motion that the meeting be adjourned, Nicholas Brigatti moved, Melanie Glassmire seconded, the motion passed unanimously, and the meeting adjourned at 1:25 p.m.

Respectfully submitted,

Jessica Wingett
Secretary

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How to use the OHIO Calendar of University Events (CUE):

Posting Campus Events

Ohio University’s central Calendar of University Events (CUE) at www.ohio.edu/calendar/ is a tool used to show the breadth of activities and events happening throughout the University community in one convenient location online. The calendar is about to undergo a major transformation, but while work to develop the new CUE is under way, the University community is asked to use the existing calendar. This document shows you how to create, edit, and delete an event listing.

Who:
Anyone with an active OHIO ID can add events and everyone’s input is needed — both University departments and officially registered student organizations.

What:
The OHIO CUE central calendar of University events is accessible at www.ohio.edu/calendar/

- Add events by clicking the “Add Events” button or go directly to www.ohio.edu/calendar/submit/

When:
Event information can be added 24/7. The entries are moderated by University Communications and Marketing and Student Affairs and will be approved within three hours during business hours (typically 8 a.m. to 5 p.m.)

Where:
Generally, any event that is sponsored by an official University department or a registered and recognized student organization that takes place on an Ohio University campus is eligible for calendar inclusion.

Why:

1) To help publicize your organization’s events — the OHIO CUE is the one spot to find information about events throughout the University.

2) In addition, events posted there are featured in daily “Today @ohiou” tweets from the OHIO Calendar Twitter feed, @OHIO_CUE. Events posted to the CUE also will be eligible to be featured from the redesigned OHIO front door and other OHIO social media and communication outlets.

3) To ensure that the event information the calendar contains is as accurate as possible. The person who creates the event listing is able to edit that entry, so if an event has to be canceled or if details change after the event listing is created, he or she can make corrections at any time. Safety tip: If an event is canceled or corrections need to be made close to the time of the event, please e-mail calendar@ohio.edu to request that the approval be made right away.
How to create an event listing

Step 1: Open a Web browser on your computer (Firefox is preferred because it is compatible with the current calendar's multiple date functionality).

Step 2: Visit www.ohio.edu/calendar and click the "Add Event" button near the top of the screen (or copy and paste www.ohio.edu/calendar/submit/ into your browser window).

Step 3: Log in with your OHIO ID and password (the same login you use to get your e-mail).

Step 4: Fill out the resulting form (see below) with as much information as you can provide.

![Calendar of Events Submission Form](image-url)
Filling out the form

Each step of the instructions below is labeled by the name of the field that must be completed. Look at the image on the previous page to see exactly where the fields appear on the form.

**Critical information to include:** Title, location, date and time, description including price (if it’s free, say so), sponsoring organization(s) and/or department(s), URL for website that contains full details, and contact information for someone who can answer questions about the event.

**Step 1: Event Title** - Type or copy and paste a brief “headline” with the essential information into this field (limited to 50 characters). Do not use quotation marks “” in this field.
*Example:* 14th Annual MLK Jr. Day Brunch
*Example:* OHIO Club weekly meeting

**Step 2: Event Location** - Type in the building and room number where the event will take place (limited to 50 characters).
*Example:* Kennedy Museum, Lin Hall, The Ridges
*Example:* Baker University Center Ballroom A

**Step 3: Description** - The description is a brief snapshot of the event. As you’re writing, try to think like someone who knows nothing about your event and be sure to answer any questions someone trying to decide whether or not to attend might have. Remember, you don’t have to fill in every detail because you will provide a link to a webpage that contains all of the detailed information, but give enough information that the reader will be able to decide whether or not they might be interested in attending.
*Example:* OHIO Men’s Wrestling welcomes Eastern Michigan to the Convo. Wrestling events are FREE of charge and do not require a ticket for admission to all regular season home games.
*Example:* Fredrick Harris, Columbia University professor of political science and director of the Center on African-American Politics and Society, will be the keynote speaker at the annual MLK Jr. Brunch sponsored by Alpha Phi Alpha Fraternity. His research interests are race and politics in America, political participation, social movements, religion, political development, and African-American politics. Tickets can be purchased at the Ohio University Multicultural Center on the second floor of Baker University Center or by calling 740-593-4027. Ticket prices are $12 students, $15 general, $80 student table, and $110 general table (tables seat 8).

**Step 4: Event Duration** – If the event will occur on a single day, select “Single Date” and enter the date using the dropdown menus for month and day and typing in the year, or click on the small calendar icon and select the date on the resulting pop-up calendar. Enter the time, by selecting the start time using the dropdown menus and type in the event duration in hours and minutes.
*Example:* For an event that begins at 8:00 p.m. and ends at 10:30 p.m., you will select 8:00 am from the start time dropdown menus and type in 2 hours and 30 minutes for the duration.

Under “The Following Omitted Unless Checked,” be sure to check the box(es) next to Saturdays, Sundays, and Holidays if any of those terms describes your event’s date.
*Example:* If you enter an event that occurs on Saturday, Dec. 21, and you do not check the “Saturdays” box, that event will not be visible to the public.
If the event happens over multiple dates, select “Multiple Dates” and the table below will be added at the bottom of the page (if you are using a Firefox browser):

If Firefox is not available to you, you can create the entry with a single date, submit it, and then edit that entry to add the additional dates.

Step 5: Campus – This field is required field. Activate the checkbox next to the name of each campus that is impacted by the advisory.

Step 6: Organization Type – This required field refers to the primary sponsor of the event.

Step 7: Event Type – Select the description that most closely matches your event (required)

Step 8: To Finish – Click “Preview & Review Event” to submit your event and you will see a pop-up window with your information giving you another opportunity to review it and/or create a clone (see next page). If you need to edit, click “Back” but if you’re happy with it, click “Submit Event.”

How to edit an existing entry

You can edit any entry you created by logging in at www.ohio.edu/calendar/submit/ (which takes you to the submission form) and clicking “Edit Events” in the gray bar at the top of the page (see image 1). You’ll reach a listing of all of the entries that you created and clicking on an entry title will take you to the completed submission form, which you can edit as needed. Click “Update Event” to submit your edits for approval.
How to create a clone (template)

If you are entering an event that is likely to recur in the future with slightly different information (e.g., a lecture series that has different speakers each time or a club sports team that plays different opponents every week), you can create a clone. A clone is basically a template that contains the title and details of an entry that you can customize and submit as a new entry.

To build a clone, go through the process of creating an event entry. After you click "Preview & Review Event," click "Clone Event" at the top of the resulting pop-up window. Decide whether you want to keep the clone private (only you will be able to access and use it) or make it public and available to other calendar users, then click “Create Clone.” You will land on a page that looks exactly like the Add Event page, but it will have the information already filled in with the data you submitted.

NOTE: The entry date always will default to the current date, so be sure to check that the date is accurate before you submit an advisory created from a clone.

You will now be able to access this event listing and its saved information through the Clone Bank (the Clone Bank link is in the upper left corner of the Add Event page). The Clone Bank houses links to all public clones (visible and available to all calendar users) and any private clones you created.

How to delete an entry

You can delete any entry you created by logging in at www.ohio.edu/calendar/submit/ (which takes you to the submission form) and clicking “Edit Events” in the gray bar at the top of the page (see image 1). You’ll reach a listing of all of the entries that you created and clicking on an entry title will take you to the completed submission form. Click “Delete Event,” then click “OK” in the resulting pop-up window. Please note: Deleting an entry is not undoable. If you accidentally delete an entry, you will have to recreate it from the beginning of the process.

Need help?

If you have any problems, comments, or additional questions, please send them via e-mail to calendar@ohio.edu. You also can call Tasha Attaway at 740-593-2568.

Thank you for your help to make the OHIO CUE the best it can be!

Updated January 15, 2014