Ohio University Administrative Senate
Minutes of March 20, 2014
Baker Center, Room 240

Next Meeting: April 17, 2014
12:10 p.m. – 1:30 p.m.
Baker Center, Room 240

Present: Jewell Barlow (online), Martin Barnes (online), Joshua Bodnar, Nicholas Brigatti, Lisa Dael, Marissa Dienstag, Tim Epley, Melanie Glassmire, Doug Grammer (online), Keely Hultz, Wendy Kaaz (online), Lisa Kamody, Aaron Leatherwood, Jennifer Maskiell, Marjorie Mora, Kelly Pero, Connie Pollard, Andrew Stuart, Cathleen Waller, Matt Ward, Jessica Wingett, Eleni Zulia

Excused: Filiz Aydin, Wendy Rogers, Eileen Theodore-Shusta

Absent: Toni Heightland, Melissa Standley

Guests: Stephen Golding

Call to Order: Joshua Bodnar called the meeting to order at 12:20 p.m.

University Update – The Procure to Pay Services new Independent Contractor Policy will be presented at a later date.

- Melanie Glassmire stated that the University JP Morgan Chase PCard will expire June 2014. New cards will be reissued and feedback is being gathered on how new cards will be distributed. The expiration date will no longer be June due to the switch from quarters to semesters. Communication will be sent regarding when cards will be reissued and pick up times. A Photo ID and the old card will be needed to pick up the new card.
- Bobcat Buy is undergoing some minor changes. Communication will be sent as to when the changes are effective and there is no training in April.
- Procure to Pay Services is working on online video training.

University Update – Stephen Golding, Vice President for Finance and Administration:
Stephen Golding reported that the Board of Trustees met last week, and presentations and discussion took place.
- Transforming OHIO focused on a number of planning initiatives that are underway that will inform how Campus moves forward over the next decade and how we allocate resources. A consultant is working with the Deans on collaborative initiatives across colleges. A real estate plan is being looked at and how it relates to needs for real estate to support what the colleges are doing. There is a broad set of planning around Facilities in the Capital Plan and includes the Multi-Disciplinary Science Center, clinical building for diabetes, and additional research space for the Russ College of Engineering and Technology.
- Normally at this meeting, recommendations for the FY2015 budget would have been made. Instead, recommendations for tuition were brought forward because there have been no meetings with the colleges to understand what resources and requirements are needed to support what they want to achieve. A view was presented to the Trustees that shows some decisions have been made with the Capital Plan. There are imbedded costs in those decisions as it relates to debt service and management. The Trustees are proponents of improvement in faculty compensation. It requires a
salary pool and planning to increase salaries to a competitive level and associated benefits. That leaves 1.5 million dollars to support about 14 million dollars’ worth of initiatives. There are certain needs that need continued support across campus. Decisions were laid out that have multiyear impacts. The University wants to be transparent. The open enrollment process and annual employee reappointment process is in April. Two budget forums will be scheduled after meetings with the Deans to present the tradeoffs to Campus. President McDavis is committed to students and he will announce his decision about tuition by the end of the semester.

- The June Board of Trustees meeting is on the Eastern Campus.
- The groundbreaking ceremony was in Dublin March 19 for Phase 1 of the two phase third party developer building and a potential 3 - 4 other institutions have been identified who would like to partner with us.
- Joseph Lalley, Senior Associate Vice President for IT and Administrative Services, and Deborah Shaffer, Senior Associate Vice President for Finance and Administration are sharing across campus the insurance matrix that will be tied to the procurement process.
- AllTour is taking over for Travel World for University travel needs.

Approval of Minutes: Joshua Bodnar asked for a motion to approve the minutes of the February 20, 2014 meeting, Nicholas Brigatti moved, Kelly Pero seconded the motion, a vote was taken, and the minutes were unanimously accepted.

Chairperson’s Report: Joshua Bodnar stated that the comprehensive Faculty and Staff Survey will go out next week. It is an anonymous survey contracted out to Modern Think, a research agency affiliated with The Chronicle of Higher Education. Institutional Research and the President and Provost are providing funding, and the three Senates helped with the design. Barbara Wharton, Associate Provost for Institutional Research assisted and helped create custom questions. Bargaining unit staff will receive paper surveys at their home address. The comprehensive survey takes about 20 minutes to complete and covers topics including satisfaction with benefits and perception of leadership. The Senates hope to do a survey every 2 -3 years and are hopeful to gather input from this survey. Response rate will be monitored. Poster advertising and staff meeting attendance may be done for promotion. The survey begins March 24, reminders will be sent March 31, April 7, and April 10, and the last day to complete is April 14, with results expected in June. Contact Bodnar, Bodnar@ohio.edu if there are any issues or concerns.

Vice Chairperson’s Report: No Report

Secretary’s Report: No Report

Treasurer’s Report: Tim Epley distributed the March 2014 Budget Report prior to the meeting. The only expenses in February were salary and benefits. Outstanding Service Award expenses are expected in March or April.

Committee Reports: Keely Hultz reported for Wendy Rogers on the Outstanding Administrator Service Awards. This year’s ceremony had the largest attendance yet and most unclaimed gifts have been distributed. Next year’s ceremony has been scheduled for a later March date next year.

Old Business: Joshua Bodnar said that redistricting needs more time to review. Buildings and campus geography needs looked at to realign districts so they are more balanced. Part of that discussion will include how to realign when staff move to temporary buildings. Meetings will probably be late spring to early summer. Contact Bodnar, Bodnar@ohio.edu if interested in assisting.
New Business: Jessica Wingett proposed changes to the by-laws regarding elections. The quarter to semester change has affected the current method of elections. Nominations are currently in April and elections in May. The proposed change is to move back one month to make nominations in March and elections in April beginning next year. Wingett noticed there was less voter response than when the University was on quarters. Other senates have made similar changes. Joshua Bodnar asked for a motion to accept the proposed revisions to the Senates by-laws. Kelly Pero moved, Marissa Dienstag seconded, a vote was taken and the proposed changes were unanimously accepted.

Wingett reported that because of confusion over Wilson Hall West Green and Wilson Hall Administrative, Keely Hultz was appointed to District 9 in error. Jessica Wingett represents District 8, Grosvenor Hall, but her office has moved to Irvine Hall in District 9. Marissa Dienstag is an at-large Senator. Wingett would like to move Hultz from District 9 to at-large through 2016, Dienstag from an at-large Senator to District 13 through June 30, 2014, and Wingett from District 8 to District 9 through June 30, 2014. Dienstag and Wingett will finish out their terms in newly appointed districts, and will need to rerun for these districts in the upcoming election. Joshua Bodnar asked for a motion to accept the reappointments of Senators into the new districts as stated, Nicholas Brigatti moved, Kelly Pero seconded, a vote was taken and the reappointments were unanimously accepted.

Ten Senators terms expire June 2014. An email will be sent within the next week to inform Senators whose terms are expiring to self-nominate or have someone nominate them if they would like to continue serving on Senate. Contact Wingett, Wingettj@ohio.edu or Dienstag, Dienstag@ohio.edu if not returning to Senate or if you know someone who might be interested.

Discussion and Announcements: None

Adjournment: Joshua Bodnar asked for a motion that the meeting be adjourned, Nicholas Brigatti moved, Lisa Dael seconded, the motion passed unanimously, and the meeting adjourned at 1:10 p.m.

Respectfully submitted,

Jessica Wingett
Secretary

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