

**Classified Senate - FY 2009-2010 - Ohio University
Minutes June 24, 2010**

Present: Dearth, Estep, Fulk, Hutchison, Jamison, Jordan, Lape, Martin, Meeks, Mulligan, Pettit, Ramsay, Sitko, Stoltzfus, Swartz, Tarantelli, Tedrow, Walker, Winchell, Woods, Young
Excused: Case, Cecil, Cheripko, Forshey, Jamison, Lape, Pettit, Stoltzfus, Swartz
Absent: Woods
Guests:

Topic	Response	Comment	Follow-up
Opening Remarks	Jordan, Chair	Meeting was called to order at 10:05 am.	jordant@ohio.edu
Roll Call	Meeks, Secretary- elect	Roll call completed by Meeks, secretary-elect.	meeksa@ohio.edu
Secretary Report	Winchell, Secretary	No additional edits to May minutes. Motion to approve by Tedrow, second by Hutchison.	winchelt@ohio.edu To view previous meeting minutes visit www.ohio.edu/csen/
Treasurer Report	Estep Treasurer	Good sales with coverlets and pillows in May. Motion to approve by Tarantelli, second by Meeks.	estepj@ohio.edu
EOTM	May & June	Lynne Chapman from OU-COM. Tedrow thanked her committee for their hard work. The artwork on the pillows takes some time and not an easy process. May EOM is Lynn Chapman. Nominated by co worker in OUCOM. At a time when everybody is doing more with less, she always kind and helpful to everyone. She has went above and beyond and covered for a coworker when they had sick family member. Natasha Hutchinson – Nominated by Misty Hutchison. Always helpful even during panicky and difficult times.	

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	<p>Guest Speakers:</p>	<p>Linda Lonsinger – HR Director, as outgoing President of Senate the University has appreciated working with Tammy as Chair of Senate. Very dedicated and loyal.</p> <p>Recognition to departing senate members – Marlene Swartz; Cheri Tarantelli – 3 years and past Secretary suggested that all employees serve at least one term on Senate; Teresa Tedrow – completing second term, enjoyed greatly and encourage to get others involved in Senate and to volunteer to be a part of a committee if they can't do full senate; Cathy Sitko – 2 ½ years, very informative and interesting; Debra Jamison; Brad Cecil; Jill Estep – 4 years, Treasurer, enjoyed working with everyone and feel that everyone should give back time to classified senate.</p> <p>Happy with how displacement process has ended up. Departments have been willing partners and HR will be following employees to see how they are doing and what supervisors have to say. If there are any red flags want to be able to follow up.</p> <p>Question on Educational Benefit form not being up. The policy is in the process of being revised to modernize it (including domestic partners), more clearly call out what is covered to check that the course is covered (i.e online courses offered by other universities.) Once this policy is completed the form will be uploaded. Will check on the status of this. This form will be uploaded now as the office was not aware it was not on the web.</p> <p>Linda is working on the Supervisor letter for the Mentoring luncheon encouraging employee participation – this letter will go out Friday June 25.</p> <p>Benefits – how much does the university pay for our benefits? The employee cost is 9.8% so the university cost is the balance.</p> <p>Tammy thanked Linda for working with Senate, listening, moving forward and accomplishing things. Linda stated that Senate is a good group to work with and will do our best to give back.</p> <p>Erica – New director of Employee Labor Relations 593- 1640 here to do best to help the employees and the institution.</p> <p>David Fried – Psychology Department Graduate Student, research being done on phased retirement. How do classified staff feel about this? Phased Retirement is a hot topic these days – very popular and several presumed benefits. Allows a worker to</p>	

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		<p>gradually prepare for retirement to become familiar. Good for succession planning to allow passing on knowledge to younger workers. A worker decides to quit working full-time to part-time. Purpose of this project is why or why not is this beneficial to classified employees at OU. Timeline for study is July through August with an online survey via email to participate. Survey is completely voluntary, can be started or stopped at any time, no penalty for any responses. The data collected will be used for the research paper only. HR is interested in the data collected but this is David's project.</p> <p>Some people have shared why they would like the phased retirement. Phased retirement would not be so scary, allow to still be active. Received lots of questions about pensions and how would you collect pension benefits after the program and how would you collect after. This is very complicated and depend on pension plan types and organizations. If were to develop a phased retirement at OU would depend on policies set by OU.</p> <p>Something similar has been done with Faculty to work one quarter a year. Not something done for classified employees. With a classified employee</p> <p>Question was asked about the budgeting and departments not being able to afford it.</p> <p>Tammy suggested using phased retiree as a floater. Would be a temporary pool of people with previous experience.</p> <p>Another question about "double-dipping" and that it has been a concern of classified employees.</p> <p>How many people – if you could work part-time, are people at all interested in that?</p> <p>From a time perspective if willing to answer the survey. Anything less than 10 minutes would be preferred.</p> <p>Survey will be sent to Tammy the week of July 4 and forwarded on to all senate members.</p> <p>Policy 40.027 – Rehiring of Retirees - requires Presidential approval and this is a part of the ERIP that was done last year. The president is seeking input on making changes to this policy.</p> <p>CDP Participants – Jennifer Dillie and Joan Waggoner to share their first year experience with the CDP program.</p>	

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		<p>Joan – has been very rewarding. Very comfortable in her position and has never taken the opportunity to take advantage of the educational benefits. With the economy this was a great opportunity to stay on top of her game and learning more. Her department has been very supportive in attendance. The classes have been very rewarding and has been able to use the classes in work. Joan has yet to be in a class in the main stream as has only been with the cohort. Winter Quarter had COMS and public speaking, very nervous and quivering but by the end of the quarter was comfortable. The group is very supportive and have made many new friends!</p> <p>Jennifer Dillie – very grateful for this opportunity and would like to see this offered to more employees. Some in the program are unable to talk with their co-workers about what they have learned as it is not embraced. Classes have helped personally and professionally, very empowering!! If it wasn't for this program would not be able to take classes – learning from others and Teri is unbelievable. Reenrolling students is not an easy process, very frustrating. Something that should be looked at from an Admissions stand point.</p>	
Chair Report	Jordan	<p>Google eye – the google eye is all over the place and we shouldn't be that way, we should stay focused. Whether you look back at what you have accomplished or look back and see what you shouldn't have said or look ahead at the future, stay focused and don't get google eyed!</p> <p>This is a great group – a lot has been accomplished this past year. Thank you for being a great team!</p> <p>OSCHE summer conference was held last week – some points of interest:</p> <p>Professional Development events are videotaped – not sure if this is something that we can do at OU but something we should consider doing.</p> <p>One university mentioned that their school allows them to do community service days, one or two a year, to work with the local community. One idea for OU would be to allow for release time for community service with some time being spent in the local schools as a resource for particular schools, this suggestion was given to the EMAC committee. Would be a great recruiting tool and as a relationship builder for the town/gown relation. As put a proposal together make broad based to include recruitment, resource,</p>	jordant@ohio.edu

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		<p>ambassador, connect with service learning through University College, habitat, health care.</p> <p>Another school mentioned that they have a President's Award for Excellence for classified employees. This would serve as a great motivator and morale booster. This is something that was done in the past at OU and would be nice to see it come back. Administrative Senate covers the cost of their Administrator of the year award.</p>	
Committee Reports		<p>Committee A (Professional Development) – July 7 will be the first session with employees affected by job abolishment's. The session will be 11:30 – 1:30 in Multicultural Office – HR and Employee Labor Relations will attend the first half hour to answer any questions followed by lunch with the committee and senate exec committee. This will allow employees the opportunity to ask questions or share openly how things are going. This was a very positive experience last year. Each employee is assigned a mentor from the committee as a contact person. A letter from HR will be sent to Supervisor of employees to encourage them to attend the luncheon.</p> <p>Committee B (EOTM/Coverlet/Scholarship) – Cathy Sitko sent spreadsheet with sales for the past year with totals made. Will need to purchase more tote bags as they have been very popular. Thank you to Cathy and Teresa for the work on the committee.</p> <p>Committee C (Hiring & Promotion, Benefits & Comp, Policy & Procedure) – Collected research for sick leave donation and will be compiling into a report. Thank you to everyone for helping the committee out. At the summer OSCHE conference there was a discussion on sick leave donations – Bowling Green has a great program and the committee does have a copy of the information for their report.</p>	
Old Business		<p>Board of Trustees Committee meeting this afternoon. Toured Residence Halls this morning. Big discussion at the meeting will be Residence Halls. Presented to the board will be four different models to go fourth. Continue to do what we have done; University takes on indebtedness (do bonding) and affect our debt ratio and do it ourselves to take care of the worst of the worst; third option – some form of public partnership and they take on the debt with some control; fourth option – full public partnership and they have control. The more risk the private partner takes on the more control they want over it.</p> <p>A decision will not be made until the fall meeting.</p> <p>In a public/private partnership – how do they make a profit? They set the fees but this is where it gets negotiated. Do they build on University land or private? If they went with the public/private partnership would it put a lot of university employees out of work? No.</p>	

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		<p>We don't know what the board will say and what will happen. The board could say take on the debt and do it yourself. Everything is wide open now. This will be the biggest thing to come from the meeting. Approval at the meeting will be the budget and nothing has changed on that for some time and expect it to be approved. Budget planning process for next year begins in September. Pay attention to what is happening at the federal level.</p> <p>Received close to \$2M in federal grants!!</p>	
New Business		<p>Henry Woods is on the Institutional Equity Director committee have met once. The position was only being advertised locally and have requested that it at least be a state wide search – would like nationally.</p> <p>VP for Finance and Admin – July 12 and 13 – will be coming back, his wife is coming as well. There will not be open forums. He is still interested and OU is still interested in him.</p> <p>President has asked Terry Conry to pull together numbers on closing the university between Christmas and New Years. Utility savings of \$6,500 due to buildings having to stay opened for research labs, international students, and residence hall staff who live here, faculty coming in to catch up. Ping has to stay open for international students.</p> <p>What is the policy for Marketeers or outside vendors? Are they allowed to contact us or who do we call? Becky has talked with him and he knows that all orders are suppose to go through Printing Services. Departments can bid prices with Marketeers as well as others and whoever is the best price, use there services.</p>	
Next Proposed Meeting Agenda/Topics			
Meeting Adjourned		Motion to adjourn by Woods, 2 nd by Tedrow; Meeting adjourned by Jordan at 12:02 pm	
Next Meeting Date/Time/Place		Wednesday, July 14, 2010 – Retreat – 8 am – 5 pm at Eclipse – REQUIRED ATTENDANCE	
Respectfully submitted by Traci Winchell, Secretary, Administrative Associate – Athens Campus			