

**Classified Senate – FY 2010-2011 - Ohio University
Minutes August 19, 2010**

Present: Behm-Geddes, Bell, Case, Cheripko, Dearth, Hutchison, Inman, Jordan, Llewellyn, Martin, Meeks, Mulligan, Pettit, Ramsay, Stoltzfus, Walker, Winchell, Young
Excused: Forshey, Fulk, Lape, Love
Absent: Woods
Guests: Jim Jenkins, Linda Lonsinger, George Mauzy, Rusty Thomas, Becky Watts

Topic	Response	Comment	Follow-up
Call to Order	Cheripko, Chair	Meeting was called to order at 10:09 am.	cheripko@ohio.edu
Roll Call	Meeks, Secretary	Roll call by Hutchison, Secretary-elect	meeksa@ohio.edu
Secretary Report	Meeks, Secretary	Meeks received a few changes for July minutes, no other corrections. Motion to approve June and July minutes by Winchell and seconded by Hutchison.	meeksa@ohio.edu To view previous meeting minutes visit www.ohio.edu/csen/
Treasurer Report	Walker, Treasurer	July report Case suggested that reports be sent out before meetings similar to agenda. This would eliminate Walker having to bring copies for everybody. We will try this next month. Motion to approve June and July reports by Jordan seconded by Winchell.	walkers1@ohio.edu

Guest Speakers:	Rusty Thomas	<p>Print Management Program – Thomas commended classified staff for their service and ability to keep things running smoothly. The powerpoint shown at the meeting was titled “Print Management Solutions” and explained objectives for deploying a complete cost per copy (CPC) print management solution. The goal is to:</p> <ul style="list-style-type: none"> • Standardize equipment for both multi-function devices (MFDs) and desk top printer • Consolidate the aggregate spend of copy and print of the University • Reduce document spend per copy/print • Eliminate leases and ownership by the University <p>Main points of presentation:</p> <ul style="list-style-type: none"> • The current state of copier and printer procurement on campus is that copier and printer acquisitions are decentralized, multiple manufacturers are represented, equipment is wrong size and often based on budget rather than need. • Many copiers are not networked and printers are often purchased on cost of box, not cost per page of print. The ordering and payment process is cumbersome and 	
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	Linda Lonsinger	<p>costly. Currently, there is no consolidated tracking of equipment and cost associated.</p> <ul style="list-style-type: none">• Thomas asked if anybody knew the number of prints the University makes in a year's time? The answer is over 50 million copies.• Focus is printer management and modern office methods (MOM) – VP for Finance underwent printer management summary and results showed that average annual spend was approximately \$43,000. MOM would eliminate or replace all ink jet printers and replace all printers not on network. This could result in an estimated savings of \$8,000.• The total savings for the University as a whole could be approximately \$1,533,348 annually and as high as \$7,666,740 for a five-year savings. <p>Solutions desired through this process include :</p> <ul style="list-style-type: none">• Create an enterprise of standards for MFD's and printers• Eliminate lease and ownership cost by going to a true Cost Per Copy Program• Reduce the cost associated with printing• Reduce the footprint and redundancy of equipment (copier, printer, fax, scanner) as needed• Streamline the “back of the house” administrative overhead (order, pay, track)• Develop dynamic reporting• Enhance the level of service• Develop a simple cost per copy (CPC) program that is calculated from the aggregate volume of all prints• Successful Vendor must demonstrate responsibility to analyze existing office equipment and recommend appropriate cost savings measures.• Provide a electronic solution for the ordering, billing, tracking, redirecting print jobs, reporting and energy efficiencies• 5 year initial contract with 3 two year extensions (11 total years possible)• Provide superior service to the products placed in contract <p>Go to http://www.ohio.edu/csen/upload/081910_CPCPowerPoint.pdf for the corresponding Power Point presentation.</p> <p>Contact Rusty with any questions/concerns at thomasr@ohio.edu or by calling 593-1968.</p> <p>Lonsinger reported that HR is gearing up for Fall Quarter and not much new to report. They are scanning files for classified records and hope to have all personnel files available online. They hope to do this with administrative files as well.</p>	
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	Jim Jenkins	<p>As far as employee relations, they are faced with some current issues and hope to keep morale as high as possible.</p> <p>The Compensation Department is currently rewriting the administrative pay plan. This process is long overdue for administrative staff. Jenkins reported that they started the task late last Fall and unfortunately weren't able to keep up with JIQs and PDQs. The administrative pay review is a huge undertaking and normally universities hire consultants to do this type of review. Human Resources is conducting their review in house. This resulted in the decision to freeze JIQs and PDQs with the exception of very significant changes in job duties. The staffing is low in HR, causing them not to have necessary market data to conduct their review of the administrative pay plan. They also had to update their computer system to be able to implement the new plan once it is developed. New pay plans also require them to change policies and procedures. Their goal is to have the new plan developed in July 2011 and also includes regional campus administrative staff. Jenkins asked that reviews (JIQs/PDQs) be minimized until the end of the year but emphasized that Human Resources will treat all reviews fairly.</p> <p>Jenkins provided examples of JIQ reviews that will NOT be considered:</p> <p>Increased volume of work: Budget cuts have forced departments to do more with less but increased volume does not affect position evaluation. Also, temporary projects (due to budget cuts and loss of positions) are not considered significant changes and will not affect position evaluations.</p> <p>An example of a JIQ review that will be considered:</p> <p>Restructuring: If a department restructures and suddenly an employee is managing several people is an example of a significant change in duties. If an employee is faced with new supervisory duties, this is considered significant enough to submit a new JIQ.</p> <p>Another example is if an employee was assisting in the development of a program, but is now designing, leading, or developing a major project. In this case, a review of JIQ/PDQ is justified. Also, an employee who has been given the responsibilities of an additional department would be able to have their JIQ reviewed.</p> <p>Jenkins also noted that if JIQs that have been delayed but are then reviewed and employee is successfully upgraded, the employee will be compensated (backdated) appropriately. Lonsinger emphasized that significant changes in responsibilities is important. If an employee has had significant responsibilities added to their position, they should talk with their supervisors to start the process. Supporting documentation will be required and also approval from planning head. Information about JIQ/PDQ exceptions</p>	
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was provided in a letter to deans/directors/department heads. She hopes to have a link added to their web site that will explain the exceptions and how the process for reviews will be handled. Other exceptions to the suspension include: Hiring freeze exception requests and new fully-funded grant position JIQs will be reviewed. Human Resources appreciates everybody's patience while Compensation finishes their review of the administrative pay plan. Again, she emphasized that outside agencies usually charge up to \$500,000 for this kind of service and the staff in Human Resources is doing it themselves.

Benefits: There are no changes on the horizon. There may be changes to report after BPC (Budget Planning Council) meets again. Lonsinger is lobbying for at least one employee from Human Resources to serve on BPC.

Lonsinger asked that employees be aware of newly hired Director of Employee Labor Relations (ELR), Erika Pearsol-Christy, and she is confident that employees will enjoy working with her.

Questions for Lonsinger and Jenkins included:

What if an employee is currently in a B classification and would like to have their JIQ reviewed, but there isn't a C in that series? They have been given increased responsibilities but may not want to jump two classifications. Lonsinger and Jenkins did not know for sure why there isn't a C in the series (Purchasing series) and said they would have to look into it.

Stoltzfus asked Lonsinger about employees being allowed time away from work for the brown bag series. Lonsinger said that this is considered professional development and falls under the professional development (four hours per week) consideration. However, if an employee is currently taking college courses, they may already be out of the office and exceed the limit--may be required to make up time for brown bags sessions. In this case, the employee could use their lunch hour.

Llewellyn asked Lonsinger about the privatization of Hudson Health Center. How many employees will this affect? Lonsinger said that 5-6 nurses will be affected. The nursing series doesn't allow for them to bump anywhere on campus. They would receive severance pay starting October 15. Health services benefits will continue, depending on service times. If they are currently taking classes, their tuition waiver will continue. Human Resources strongly advised these employees to enroll, which would allow their dependents to also take advantage of this benefit.

Lonsinger was asked about the difference in Hudson employees and the displaced Parks

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Hall employees. She said the holding pool is not an option this time – funding is not available. The displacement process that took place for Parks Hall employees was due to vacancies and matching of skills. However, the classified employees in the Records Series (in Hudson) will have bumping rights.

Behm-Geddes asked about final numbers. Lonsinger's answer was that two classified employees have bumping rights. The remaining employees are given severance. Is there a possibility of placing any of the other employees, depending on skill set? Lonsinger said placements would be based on skill set and they would have to look at it case by case. The privatization of Hudson will happen in three phases, which was announced on August 11. The first phase of the alignment went into effect immediately and affected physicians. The second phase, which involves nursing staff, will go into effect October 15. The third phase, which includes all other staff positions (classified), will go into effect December 31. By Jan. 1, all employees assisting students through Campus Care will be UMA employees.

Young expressed concern about the well being plan with students and how does the \$40 payment (used to help with co-pays) affect Ohio University since student health would be private? Lonsinger was not sure and suggested that Dean Lombardi would be the person to ask.

What if a JIQ for Administrative Associate and Administrator Coordinator are the same? Is there a way to move up in pay and not change positions? Jordan suggested looking at the official descriptions from Human Resources website and not departmental descriptions. Jenkins asked to review this further. The JIQs for C and D positions should not be the same.

Another question about Hudson Health Center has to do with injured employees. Will they still be required to go to Hudson? Lonsinger said they are still working out the details. There is no answer for this yet, Lonsinger will get back to Classified Senate.

Llewellyn asked why the announcement about Hudson was so abrupt. Lonsinger is not sure of the intent or rationale of timing but suspects it may have to do with the academic year. She isn't aware of any specific reason and only giving her best guess.

Behm-Geddes asked about the personnel files being scanned. Once they are scanned, will the files be permanent, or will HR be able to edit files or remove them? Lonsinger said files can be edited or removed if necessary. For instance, disciplinary files that should be removed after twelve months will be removed (even after they have been scanned) – Scanning won't make them permanent. Carlotta Hensler would be the best person to ask specific questions about this process.

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Chair Report	Cheripko	<p>Any senator that requested to serve on standing committees should hear something soon. He has turned this information over to the appropriate areas and is waiting to hear selection results.</p> <p>Employee Labor Relation summits will continue. Cheripko hopes to make a change this quarter and that all senators who want to attend the summits will be able to do so.</p> <p>Thanks to everyone who participated in the phased-in-retirement surveys. There were over 111 surveys completed in the first three hours. There were several questions asked and Cheripko hopes to gather this information for next meeting. He has a phone call scheduled with OPERS regarding phased-in-retirement.</p> <p>Also, OPERS will be on campus on May 24-25 (room to be determined) and an all-day session will be offered to employees who will be retiring within five years. The second day will be one-half day providing retirement information for employees within 18 months of retiring.</p> <p>Communication and Marketing is looking for stories for their Employee Spotlight. Cheripko will be sending more information about this to senators, who can then forward it to constituents. George Mauzy explained that Communications and Marketing would like to print human interest stories featuring classified employees. This could be anything about employees with interesting stories away or at work. Employees can contact George at mauzy@ohio.edu. The stories will run once a month.</p>	
Committee Reports		<p>Committee A: Stoltzfus reported that the committee is working on resource fair and also a survey that will go out to employees. Survey will ask employees about what they are most interested in – Xpress scripts, medical benefits, campus safety, etc. Committee is planning on staggered monthly sessions.</p> <p>HR Fair is October 26 – HR selected group of vendors – details and invitations coming soon. Committee will be seeking food donations from vendors and also administrative staff.</p> <p>Classified Service awards ceremony will be September 30. The committee is quite busy with resource fair and service awards. There won't be any workshops in December.</p> <p>Jordan asked about time out of the office and Stoltzfus will find out – Cheripko said it</p>	

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		<p>should be considered professional development and would be considered part of the four hours a week. Since an employee may not attend every session, will it be a problem with super visors and time away from office?</p> <p>Remember, classified, faculty, and administrative staff will attend these sessions. The goal is to keep the topics interesting and attract all participants.</p> <p>Llewellyn suggested seeking permission ahead of time if there is an issue with time out of office. The committee will work with any supervisors and provide written permission is necessary.</p> <p>Cheripko asked about sign-up sheet for volunteers (senators) for service awards. Llewellyn reported that there is a high number of awardees (larger than last year.)</p> <p>Committee B: Hutchison passed around coverlet and pillow sales report – thanks to Llewellyn for helping with delivery of items. A sign-up sheet for senators who can volunteer to help deliver the coverlets and pillows. In the past, usually one or two people from the committee were responsible for delivering all items, which can be a lot of work. If each senator can volunteer one week, the committee would appreciate the help. Dearth volunteered to deliver all of the ridges.</p> <p>EOTM: Presentations will be in September for July, August, and September. Committee is pulling this together.</p> <p>Homecoming: This year’s homecoming parade is October 16, 2010. The theme is “Get your game on.” The next committee meeting is September 2 at noon in Baker 201. Feel free to attend and provide ideas. Committee is seeking crafty people.</p> <p>Case spoke to Athletic Department about selling items at tailgate area at football games. This is a possibility, but there may be a cost (possibly lower price for Classified Senate.) Additionally, we might be able to sell at basketball games (also might be a fee.) In the past, senate has always been denied access to sell items. We will follow up with ICA and stress that sales contribute to scholarships.</p> <p>Committee C: Young reported that no news yet (first meeting immediately following senate) and will submit a report at September meeting.</p>	
	Becky Watts	<p>Ohio University faculty and staff members from across campuses can take part in the Faculty and Staff Fall Convocation on September 8 at 3pm in Walter Hall Rotunda.</p> <p>The event will feature a State of the University Address by President McDavis, which is</p>	

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		<p>traditionally given at Founder's Day. Most faculty/staff convocations occur in the Fall and this seems to work better with summer vacations and schedules. Everybody is encouraged to attend and the convocation will also be streamed for those who cannot be there.</p> <p>Also, Watts followed up on the question of closing the University during Christmas Break. This is a long-standing item and Watts reported in a past meeting that the University was reviewing the possible utility savings and did not think it was possible to close between Christmas and New Years. The cost of services provided by OUPD, dining/residence halls, and Ping Center--areas that are essential to international students--did not show a significant savings. Watts emphasized that Dr. McDavis is still considering the option and wants to look at the possibility of accompanying the semester change.</p> <p>Watts asked about status of Smoking Taskforce and Meeks will report at next meeting.</p>	
Old Business			
New Business			
Next Proposed Meeting Agenda/Topics			
Meeting Adjourned		Motion to adjourn by Meeks and seconded by Case. Meeting adjourned at 12:06 pm.	
Next Meeting Date/Time/Place		September 16, 2010, 10am-noon, Baker 242	
Respectfully submitted by Amy Meeks, Secretary, Administrative Associate – Athens Campus			