

**Classified Senate - FY 2009-2010 - Ohio University
Minutes September 17, 2009**

DRAFT

Present: Case, Cecil, Cheripko, Estep, Forshey, Fulk, Hutchison, Jamison, Lape, Mulligan, Ramsay, Swartz, Tarantelli, Tedrow, Walker, Winchell, Young
Excused: Dearth, Martin, Meeks, Stoltzfus
Absent: Pettit, Sitko, Woods
Guests: Sheila Bycofski, Tamela Erwin, George Mauzy, Renea Morris, Becky Watts, Jackie Wolf

Topic	Response	Comment	Follow-up
Opening Remarks	Jordan, Chair	Meeting was called to order at 10:02 am.	jordant@ohio.edu
Roll Call	Winchell, Secretary	Roll call completed by Winchell	winchelt@ohio.edu
Secretary Report	Winchell, Secretary	No additional edits to August minutes. Motion to approve by Case, second by Hutchison. Winchell made a motion to purchase two laptops for Senate exec officer use Motion to purchase one or both after receive carry forward. Purchase at least one laptop, Dell Latitude E6500 model, purchase one computer @ \$1,149 motion passed. Two @ \$1,149 each, one for chair/OSCHE events and one for Secretary @ 1149 each 5 opposed, 12 in favor, motion passed to purchase two laptop computers once carry forward is transferred.	winchelt@ohio.edu To view previous meeting minutes visit www.ohio.edu/csen/
Treasurer Report	Estep Treasurer	Not much different than last month \$106.79 difference between FMS in our favor. Jill did an adjustment for our books to balance with FMS. Net loss of \$40, no expenses or sales in August. Motion to approve Hutchison, second by Cecil.	estepj@ohio.edu
EOTM		Traci Winchell, Administrative Associate in Social Medicine Department of College of Medicine. Winchell was presented with her bag of goodies and paid day off at a surprise meeting in her office.	
	Guest Speakers: Renea Morris, Exec. Director Comm. & Marketing	Renea and Tammy met late August on how to work together in regards to getting out information. Tammy now has access to communicate with all constituents. Renea has been at OU since February. Did a survey when arriving at OU on the readership of Outlook, how are they communicating, how effective. Over arching theme was that people want to hear more about people! Came from students, staff, and faculty that want to hear more stories about people. How can Communications and Marketing do this in a more deliberate way? How are they already recognizing employees in our group? EOTM would be easy for Communications & Marketing to highlight the employee and give the	

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HR	Teri Combs	<p>employee a copy of the story.</p> <p>Renea looked back through archives and found a column that was called a Face In The Crowd, focusing on the interesting things that people do outside of work that make people who we are. Celebrating the differences of people.</p> <p>Communications and Marketing is going to be starting a video series called My Ohio. Does not focus on a particular segment.</p> <p>Question:</p> <p>It is hard to get information to people you want to get it to. Some don't get emails, how can Communications and Marketing help get this out? Are there tools that could be provided?</p> <p>Outlook is an important avenue for our regional campuses, they discuss it and look at it. Very important that Outlook be there to keep them up on what is happening in Athens.</p> <p>American Express credit card – employees found out through The Post, should have received through Outlook. Can we ask Communications and Marketing if we hear of something that they could verify and then post information? Yes, please contact George Mauzy, Renea Morris, or Tammy Jordan. Information will be passed on to the appropriate person, checked for accuracy and will be announced in appropriate places, Outlook, email announcement, from Senators.</p> <p>Is those in higher administration using Outlook as their voice? Is this how they are going to communicate with employees? If so then this needs to be announced so that employees will read as first source of information.</p> <p>Outlook is going to try to be that voice, there will be some direct communications and those will be linked as well through Outlook.</p> <p>Training and Development – Good news, everyone is in class! One member of the group has pneumonia. Class is very busy, can't get bored. The cohort is meeting every Friday. Everyone has a study buddy. Challenging this week, have to create a new logo and do advertisement. Not just learning computer but testing creativity.</p>	<p>combst@ohio.edu</p>

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		<p>Everyone needs Microsoft Office 2007 and Photoshop 2007. Microsoft 2007 cost is only \$20 through OU as an employee.</p> <p>Tammy had a constituent contact her for a link to sign up for Professional Development trainings at OU. In the past staff could sign up for two hour classes held in the Computer Services Center for various programs to get some on hands training with someone teaching the class. Tammy left messages for Joan Wigel and is waiting to hear back from her. In going through HR and OIT website was able to find it. Workforce, PCard, training can be found through Finance. No actual one-on-one training, now done as online.</p> <p>Teri spoke with HR regarding the direction for training. It is being revised for organization and delivered. The link was removed from HR website and is now through OIT website. The supervisor series is being revised with three different types of leadership training, some group training and some online. Individual workshops that people signed up for in the past are not currently being offered.</p> <p>A great resource is www.Linda.com Jewel Barlow can set people up with a temporary license to use software for training.</p> <p>SIS training is now done through the Registrar's office.</p> <p>We need a simplified source of where to find training: SIS, PCard, Workforce, Microsoft Office, etc.</p> <p>Teri will speak with Jenny and Linda. Constituents need to let Teri Combs know of other training links that would be nice to see listed in one place. Email Teri at combst@ohio.edu</p> <p>Outlook email/calendar will be replacing Mulberry and Oracle calendar.</p>	
Chair Report	Jordan	<p>Procurement changes – checking into this re:American Express being gone by December 31, 2009.</p> <p>Temps – has asked constituents if there are temps on campus to be sure that they are only there for a short term to fill in until a permanent Classified Employee is hired. Tammy and George will be meeting with Luis next week to follow-up on these.</p>	jordant@ohio.edu

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		<p>Policy discrepancies – will be meeting with Luis regarding Policies 40.015 and 41.134 regarding conflicting information. Some employees are required to make up time for Professional Development activities (taking classes, attending seminars) and some are not, there needs to be consistency across campus.</p> <p>Pictures – October 15 @ 11:30 am, President McDavis will not be at the meeting and cannot make the November meeting so going ahead with October. Teresa is working on contacting the scholarship recipients for pictures as well.</p> <p>Parking Services - major changes. Tammy was contacted to meet with Harry Wyatt along with Faculty, Administrative, and Student Senate Chairs. Some changes were put into place immediately but President McDavis did not know about them and requested that all changes that were implemented were to be reverse. All changes were reversed and meetings began with all Senate Chairs to obtain feedback from all constituent groups. One proposal is to charge \$5 for a visitor pass. Facilities employees have been told as well that they have to park state vehicles in regular parking spaces, which takes up employees spaces. Tammy will forward message today to send out to all constituents. Budget shortfalls were not to be passed on to other departments and this is what they are doing. Please send feedback to Tammy so she can forward on to the committee.</p>	
Committee Reports		<p>Committee A – The service awards is October 20th. We may have to elect to have someone else attend for Presiden McDavis, possibly Provost Benoit. The service awards has to happen before December 31, 2009. Becky Watts stated that President McDavis would be okay with Dr. Benoit speaking. Committee suggested inviting Mrs. McDavis to attend as well. President McDavis could possibly do a video message? Val will contact Cindy Cowie for Dr. Benoit scheduling. Jill will follow up on Nelson reservation.</p> <p>Committee B – EOTM/Coverlet/Scholarship – T-shirt logo was emailed to everyone, Homecoming is October 17. Senate started in 1989 so back of shirt says 20 years and lists major things that have been accomplished.</p> <p>Homecoming – walking float. Request for Senate to purchase a case of candy for the parade. Even with donations from constituents we run out. Second from Jordan to purchase candy.</p> <p>New pillow design – paw print on one side and OHIO on the other side.</p> <p>Committee C – Preliminary work on Professional Development Day. Three topics came up with - Covey information, critical conversations, 9/11 sharing information.</p>	

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		<p>Marlene, George, and Tammy met with Beth Liedeg to discuss OPERS. Involving more universities in Ohio to discuss what we should fight for.</p>	
	<p>Becky Watts, President's Office</p>	<p>What is the universities position on the OPERS proposal? Or on the IUC? IUC has not taken a stance yet.</p> <p>They are proposing changes to 5 items. Need concrete feedback from constituents of which okay with, which supportive of, not okay with. Further details on this feedback will be forthcoming.</p> <p>Currently age 55 with 25 years of service, 30 years of service can retire at any age,</p> <p>Looking at adding two years 67 to 5 years of service Age 57 with 25 years Unreduced retirement at age 62 Minimum age to retire with health care benefits 55. Currently not a grandfather option and legislature is reluctant to grandfather.</p> <p>We can lobby legislature, write letters. What is most important to us? What are constituents willing or not willing to compromise on? First part is to get a chart that lists components of what we currently have, what proposing, and what that means for us.</p> <p>Pension plans have already submitted their proposals to the oversight committee. OPERS, STRS, SERS. The board may then formulate a recommendation. They need to get a legislature to carry the bill.</p> <p>Tammy covered the list of proposed changes.</p> <p>Cost of Living Adjustment (COLA) once retired is always based on the amount when you retire. Does not change the base. When consumer index is down employees are being punished. The proposal is tied to inflation.</p> <p>Lots of articles are being written.</p> <p>Would petitioning help? Letters</p> <p>Constituents should look at the possible changes, read them over and send issues,</p>	

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		<p>concerns to senate reps. Tammy will be contacting Charlie Adkins or Chris DeRose to come to campus for an open forum for Administrative, bargaining, non-bargaining employees. This may help us make a better informed decision.</p> <p>Please send any suggestions on how to get the forum communicated more widely to Tammy Jordan @ jordant@ohio.edu</p> <p>The majority of information discussed above is from the OPERS website.</p> <p>Marlene is trying to contact Terry Geiger. Becky will keep us updated if IUC or the University position comes forward. In developing positions the University has to look at the politics and may have to do more quiet lobbying.</p>	
Meeting Adjourned		Motion to adjourn by Cheripko, 2 nd by Swartz; Meeting adjourned by Jordan at 12:05 pm.	
Next Meeting Date/Time/Place		October 15, 2009; 10 am – Noon; Baker Center 242	
Respectfully submitted by Traci Winchell, Secretary, Administrative Associate – Athens Campus			