

**Classified Senate – FY 2010-2011 - Ohio University
Minutes October 21, 2010**

Present: Behm-Geddes, Cheripko, Dearth, Fulk, Hutchison, Inman, Jordan, Llewellyn, Love, Martin, Meeks, Mulligan, Pettit, Ramsay, Stoltzfus, Walker, Winchell, Woods, Young
Excused: Bell, Forshey, Lape
Absent:
Guests: Teresa Tedrow, Debbie Brewer, Tia Barrett, Jody Grenert, Lisa Dael, Patricia Palmer, Jill Bean, George Mauzy

Topic	Response	Comment	Follow-up
Call to Order	Cheripko, Chair	Meeting was called to order at 10:05 am.	cheripko@ohio.edu
Roll Call	Meeks, Secretary	Roll call by Hutchison, Secretary-elect	meeksa@ohio.edu
Secretary Report	Meeks, Secretary	No changes to September minutes. Motion to approve by Llewellyn and seconded by Woods.	meeksa@ohio.edu To view previous meeting minutes visit www.ohio.edu/csen/
Treasurer Report	Walker, Treasurer	No changes to September report. Motion to approve by Meeks and seconded by Hutchison.	walkers1@ohio.edu

EOTM and Scholarships	EOTM	<p>July EOTM: Jill Bean, Records Management Coordinator, Undergraduate Admissions</p> <p>Jill was nominated by Chris Dalesandry, who says Jill has always been exceptionally knowledgeable in processing freshman applications to Ohio University, but in the past few years she has shown her leadership skills with on-base document imaging and SIS implementation initiative. She has accepted additional responsibilities in training and informing staff and is very courteous and helpful with parents, students, and other constituents. She is an outstanding asset to the Admissions Office and Ohio University.</p> <p>August EOTM: Patricia Palmer, Administrative Assistant, Office of Multicultural Programs/Multicultural Center</p> <p>Patricia was nominated by Cindy Cowie and Rebecca Watts, who say that she has demonstrated outstanding customer service, professionalism and flexibility in her office. In particular, she has demonstrated pride when working with members of executive staff and represents her area in everything that she does. She is a pleasure to work with and consistently arrives early and stays afterhours to make sure that events flow seamlessly and well equipped for space and technology.</p>	
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	Scholarships	<p>September EOTM: Debbie Brewer, Executive Assistant to the Dean, College of Health Sciences and Professions (formerly the College of Health and Human Services)</p> <p>Debbie was nominated by Randy Leite, Interim Dean, who says that her contributions to the Dean’s Office are invaluable, especially during a time of considerable turmoil and transition. He thanks Debbie for her assistance while he was orienting himself to the College and is appreciative of her assistance and knowledge. She has been very helpful in the transition involving phones, keys, name change, new faculty, etc. Dr. Leite says she is his “right hand” and regularly offers ideas to enhance efficiency, many of which have been implemented. She is very deserving of this award.</p> <p>Classified Senate Scholarship recipients:</p> <p>Jessica Fox is the recipient of the Non-Traditional Scholarship. She was unable to attend the meeting but sent a letter expressing her gratitude. She stated that it was her first scholarship and she thanked Senate for assisting her in her desire to succeed academically and professionally.</p> <p>Megan Weidig is the recipient of the Regional Campus Scholarship. She is a student on the Zanesville Campus and also holds three jobs. She works at the Information Center at Zanesville Campus, Aeropostale, and also mentors UC classes. She sent a heartfelt thank you letter expressing her gratefulness. This is Megan’s first scholarship and she was present to accept her award and have her picture taken.</p> <p>Jordan announced the benefit for Kelly Jolley was very successful and raised \$4,400 and donations are still coming in. The winner of the split the pot donated their portion back to Kelly.</p>	
Chair Report	Cheripko	<p>Discussion about the furlough policy: There have been a few responses regarding the drafted policy. Please remind constituents that he needs all responses by Monday. Cheripko has talked to Dr. McDavis and Mr. Golding and was able to let them know what concerns have been expressed so far. Questions really had more to do with the plan and not the policy itself.</p> <p>A roundtable discussion brought about many questions:</p> <ul style="list-style-type: none"> • What about soft money (will grant-funded positions be required) • Whole days vs. half days. • Timeline? Will be voted by board next Fall – won’t be this year • Can I take vacation? • How many days would employees have to take? • Where would savings go? Stay in 1-2? Watts explained that there isn’t a savings, because it would be money that isn’t spent. For example, if a school 1-2 budget is \$8 million and a mid-year state budget cut required that everybody take a 2-day 	

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		<p>furlough—whatever percentage or size band aid needed—then it would be a wash. There is no savings, but no money spent, either.</p> <p>The proposal to close the university between Christmas and New Years is still on the table, and originally proposed that employees use vacation, comp, or personal time. Furlough was also added to the policy, meaning that if a furlough was implemented, proposing that employees take time off without pay over the Christmas break.</p> <p>Once the policy is written and approved, who actually puts the furlough policy in place? Is it the Board of Trustees? No, it is the President’s Office.</p> <p>Also, employees are skeptical that this is “only a policy in place – just in case.” With the cuts that Ohio University has suffered already, most think that the furlough is a good possibility and would like to know if it is going to happen or not. Cheripko said that the drafted policy has to first be approved by the Board of Trustees and wouldn’t happen until next year.</p> <p>Discussion about the Group III records request: Cheripko was asked to make a public records request to obtain university records on the number of Group III employees, the length of their contracts, and the number of times the contract has been extended. Results showed that there are currently 261 administrators and 524 faculty. The number of times contracts have been renewed and the length of contracts is not available in the Oracle system.</p> <p>What is Group III? Linda Lonsinger explained that the 261 administrators are hired on a truly temporary basis and are not adjunct. Contracts should be on a 12-month basis but it is unclear how many times they are being renewed, and this is definitely a problem. Another issue is that Group III may be doing “classified” work and Lonsinger is checking into this, involving Finance and Payroll, looking for instances where units are creative with their budgets. This may be a violation in policies and ethics.</p> <p>Cheripko added that this was discussed with Dr. McDavis, Mr. Golding, and the Classified Senate Executive officers. Cheripko suggested that Classified Senate stay involved in this issue and reviewing Group III positions, and they agreed.</p> <p>Lonsinger reported that from an employer perspective, these positions are intended for someone to come in and meet a peak need, should be temporary, and tasks should be administrative, not classified. If a classified employee retires and a Group III replaces them, this should not be happening.</p> <p>What are Group III benefits? They contribute to OPERS but receive no insurance benefits. Do they receive the educational benefits waiver? Lonsinger said they shouldn’t. Human</p>	
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	<p>Resources has no control for Group III and temporary employees. Dr. McDavis and Mr. Golding agreed that Human Resources should have control of this. Units are filling positions at departmental levels. Lonsinger stressed again that Group III should be filling interim positions and should not be long-term.</p> <p>Discussion about the Environmental Scan: Classified employees are asking where they fit in the scan. There isn't a real known presence at this time. Cheripko reported that he spoke with Ann Fidler about this and encourages employees to attend the next open forums. Dates will be announced. Updated information on the Environmental Scan can be found at http://www.ohio.edu/provost/Environmental-Scan.cfm.</p> <p>Cheripko and Marlene Swartz attended OPERS meeting and stakeholder session afterwards on October 20. Budget was presented to the Board and stakeholder session provided a lot of information. OPERS encourages members to ask questions and be involved. A breakdown of Congressional districts was provided, showing how many people retire from each district and how much money is going toward our pensions. It is a misconception that taxpayer dollars pay our pension, which isn't the case. OPERS turns every \$1 into \$5.73. Also, OPERS recognized its members' contributions, as well. Employees will be receiving electronic copies of these handouts as soon as Cheripko receives them.</p>	
Committee Reports	<p>Committee A: Results are back from survey monkey for suggested topics of workshop/brownbag sessions. There were 478 responses and the Resource Fair in October will be the kick off the workshop series. The first regular session will be held in November and will be during the lunch hour. Constituents should have already received information about the October Resource Fair, which will include faculty, administration, and classified staff. Refreshments will be provided and there are approximately 31 vendors. These include representatives from Purchasing (Concur), Human Resources, OUCU, and many others. Promotional information included an orange flyer, which employees should have received via campus mail.</p> <p>A mentoring session was held with the nurses from Hudson Health Center. Cheripko stressed the importance of these employees taking advantage of all services available to them. This includes resume assistance, exit interviews, utilizing the Office of Institutional Equity, etc. Cheripko reported that the session was helpful in that senators were simply able to be there for them and listen to all of their concerns. The employees also agreed that it was the session was useful and were appreciative of the advice they were given. Sessions like these also help Classified Senate in preparing for the future, including any more reductions in work force.</p> <p>A wrap-up of the Service Awards: An expense sheet was distributed and indicated that the budget was overspent by \$2,500. Cheripko reported that Stephen Golding was made</p>	

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		<p>aware of this issue in a previous meeting with the Classified Senate Executive team. No response has been received, but he is hopeful that the next service awards ceremony will include new guidelines and an increased budget. Senators received several thank you emails from awardees and the general consensus is that the ceremony was a big success. This year included a larger than ever group of awardees and the committee and volunteers were thanked for helping with door prizes and delivering gifts.</p> <p>Committee B: Classified Senate was unable to participate in the Homecoming Parade this year. The committee was working on a small float but was unable to coordinate their schedules with the new student committee and mandatory evening meetings. This was unfortunate, because Classified Senate usually wins their category, which brings in money for the group. Future homecoming participation will be discussed in later meetings.</p> <p>Two scholarships were awarded. Both recipients sent very nice thank you letters. One of the recipients was able to participate in today's meeting.</p> <p>Committee C: The date for the Winter professional development workshop is December 8. There will be two speakers at each session, one from OUCU and the other from the State of Ohio Treasurer's office. PERS has also offered to attend. Topic to be determined at meeting immediately following senate, but mostly likely will be related to saving for the future. Flyers to be distributed in next few weeks.</p> <p>FMLA and compliance issues are still being discussed. Audits revealed that when comparing hospital stays to FMLA claims, employees are not utilizing FMLA. Employees need to know what is covered under FMLA, for instance, if an injury requires physical therapy, this would be covered. FMLA will be a topic of discussion in the brown bag luncheon series.</p> <p>Question for Committee A: will the brown bag sessions be streamed live for regional campuses? Cheripko asked for regional senators to ask around their campuses to find out interests and see if there is enough interest and whether Classified Senate could foot the bill. Guest Lisa Deal suggested that Adobe Connect be obtained from the Tech Depot. As a member of Administrative Senate, she added that this is what they used to broadcast their meetings. Dearth will check into this option.</p>	
	Linda Lonsinger	<p>Group III was discussed in Chair report. Lonsinger stressed that the issue is on the radar and Human Resources is trying to enumerate and work out the issue.</p> <p>Furlough was also discussed in Chair report. Our information seems up-to-date and relevant. The intention is to inform all senate groups.</p> <p>Lonsinger hopes that classified employees attend and enjoy the Human Resources Fair on October 26.</p>	

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		<p>What were the results of health screening? Lonsinger will check on this and have the results posted on their website.</p> <p>Human Resources' website is changing. A new site is in the works and should be more modern and easier to navigate. This has been a long time coming and should be ready in about a month.</p> <p>When will be benefits be reviewed again? Anthem is three-year contract, but Human Resources is always reviewing and looking at statistics.</p>	
	Becky Watts	<p>Watts wanted to make sure that there is no confusion/connection between the lapse of SSI payment from the state and the timing of the furlough policy. The President's staff has known since June 2009 about the lapse in SSI funding and that it would not occur until this fiscal year. This is somewhat of a political debate because some challengers say Ohio University cannot do this. The State has already made the obligation and the legalities aren't the issue. This conservative approach hasn't caused a crisis for Ohio University. It's a lapsed payment, but Ohio University is prepared. Watts asked that constituents be informed that there is no connection. Complete details about the delay in receiving SSI funding can be found at http://www.ohio.edu/compass/stories/10-11/10/golding-ssi-message-878.cfm</p> <p>Watts spoke briefly about furlough since it was a topic of discussion earlier in the meeting. She reminded senators that the policy is being written just in case a furlough is implemented. Consider it a tool for the toolbox. Information about the furlough policy can be found at http://www.ohio.edu/president/news/Budget-Update-10-15-2010.cfm.</p>	
Old Business			
New Business			
Next Proposed Meeting Agenda/Topics			
Meeting Adjourned		Motion to adjourn by Jordan and seconded by Pettit. Meeting adjourned at 11:46 am.	
Next Meeting Date/Time/Place		November 18, 10am-noon, Baker 242	
Respectfully submitted by Amy Meeks, Secretary, Administrative Associate – Athens Campus			

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Committee A - Professional Development, Public Relations, and Mentoring

Meeting minutes - October 26, 2010 - 12-1 p.m. BUC 356

Attending: Henry Woods, Jeff Fulk, Joanna Stoltzfus, Annette Love, Janet Dearth, Working Resource Fair and not able to attend Meeting was Brenda Llewellyn and Valerie Pettit
Absent: Judy Martin

Resource Fair: Was taking place at time of meeting. 30 vendors attended and 250 staff RSVPs for event. Don't have final number of attendees at present. Classified Senate had a table displaying our sale items and promoting Senate Membership. Several Committee members took turns at table.

Web Casting: Janet Dearth, Henry Woods and Joanna Stoltzfus will learn process of webcasting meetings. Janet will make contacts and set up time for training. Would like to use this for Brown-Bag sessions and possibly for our Senate meetings.

Service Awards: Suggestion was made that expiration or claim-by dates should be put on Gift Certificates. Joanna will add to Service Award procedure guide.

Thank You notes to gift donors will be sent by individual that requested the gift.

Brown Bag events: First Brown Bag session will be in the Ballroom on November 16th. Will hopefully webcast so branch campuses can be involved. First session will be on My Anthem with a short blurb on Adoption Benefits.

COMMITTEE B - Coverlet/Scholarship Committee Meeting

Meeting Minutes -

COMMITTEE C - Hiring and Promotion, Benefits and Compensation, and Policy and Procedure

Meeting Minutes – October 21, 2010, 12-1pm, Baker Center Room 331

Present: Jenni Young, Joyce Mulligan, Amy Meeks, Bonnie Behm-Geddes, Tami Walker, Carrie Ramsey.

Absent: Mary Ann Lape, Jackie Forshey.

Discussion on the upcoming Professional Development.

Date: December 8, 2010, Baker University Center Ballroom

Time: 8:15 Registration for first session

1st session 8:30-11:30

Lunch from 11:30 to 12:45

2nd session 11:45- Registration for second session

2nd session 12:45-3:30

Flyer will be email to all Classified Staff the week of November 22, 2010. Amy Meeks is designing the flyer. The title of the event is "Saving for YOU"

Jackie Forshey and Carrie Ramsey will be responsible for the RSVP's.

Bonnie Behm-Geddes will be responsible for the speakers; the line-up will be OPERS and a financial planner/accountant. The sessions are split up for the OPERS to speak, and then the financial planner.

Joyce Mulligan spoke with catering concerning the menu and coffee /tea service. The coffee/tea service will be available for the entire event in the back of Ballroom A. Menu for the event is-- two soups, 6" subs(25 will be veggie), Pasta salad, Broccoli with Jicama salad, Assorted Cookies, Iced Tea, Coffee, Water.

Jenni Young will be coordinating with Bonnie for the speaker times.

Meeting adjourned at 12:50pm.

Respectfully Submitted: Joyce Mulligan