

**Classified Senate - FY 2007-2008 - Ohio University
Minutes April 16, 2009**

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|---|
| Present: Case, Cecil, Cheripko, Cvetan, Dearth, Estep, Forshey, Fulk, Hutchison, Jordan, Lape, Mathews, Pettit, Ramsay, Sitko, Stoltzfus, Swartz, Tarantelli, Tedrow, Walker, Winchell, Yulish |
| Excused: Jamison, Kittle |
| Absent: Chalfant |
| Guests: Krista Antle, Erica Bennekamper, Shiela Bolin, Meghan Britt, Pat Bungard, Connie Garrett, Luis Lewin, Brenda Llewellyn, George Mauzy, Joyce Mulligan, Carolyn Sinclair, Becky Watts, Jenni Young |

| Topic | Response | Comment | Follow-up |
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| Opening Remarks | Swartz, Chair | Meeting was called to order at 10:03 am. | swartzm@ohio.edu |
| Roll Call | Winchell, Secretary | Roll call completed by T. Winchell, secretary-elect | tarantel@ohio.edu |
| Secretary Report | Tarantelli, Secretary | There were no additional edits to last month's minutes. Cvetan motioned to approve with a second by Winchell. | tarantel@ohio.edu To view previous meeting minutes visit www.ohio.edu/csen/ |
| Treasurer Report | L. Cvetan Treasurer | Cvetan distributed a balanced treasurer's report. Hutchison motioned to approve the report with a second by Tedrow. | cvetanl@ohio.edu |
| EOTM | | <p>The March EOTM was Meghan Britt, Administrative Assistant in Facilities Management. Meghan was nominated by a co-worker. She regularly seeks ways to make the department and the Work Center more efficient and effective, and sets the standard for consistent, expedient, forthright customer service.</p> <p>April's EOTM is Carolyn Sinclair, HR Benefits Specialist. Carolyn was nominated by several co-workers. Her commitment to university employees is unsurpassed and takes on challenges as if they were her own. She is a great asset that will truly be missed upon retirement.</p> <p>It was noted that Meghan has only been with the University a little more than one year and Carolyn is close to retirement. We truly appreciate all our employees, no matter how many years of service they offer.</p> | |

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| <p>Guest Speakers:</p> <p>Senate Nominations Tammy Jordan</p> <p>Human Resources Lewis Lewin</p> | | <p>Jordan begins her senate chair term on July 1, 2009, along with Traci Winchell, secretary, and Jill Estep, treasurer. Senate needs to recruit new members and officers-elect. Jordan reminded everyone to get permission prior to officer nomination. If your term expires this year, please let Jordan know ASAP if you are considering another term or not. We need a total of 25 members, 7 current members' terms will expire this year.</p> <p>Classified staff job abolishment is under 20 & coming down depending on position vacancies and the ERIP. Lewin guarantees everything will be done to place or transfer employees. He stated that JIQs are now frozen.</p> <p>Job abolishment letters will go out on or about 5/4/09. Job abolishment date is 6/3/09. The retention list will be posted when the letters go out.</p> <p>The question was asked about retired employees returning to the University to abolished positions (double dipping) when hiring does start again. Lewin stated the Board of Trustees is reviewing this now. Swartz reminded us that classified staff has recall rights for one year after abolishment.</p> <p>The question was asked about new positions being created in Health & Human Services? Watts states this is one year away and nothing will change until Fall, 2010. An interim dean has been named for H&H.</p> <p>Open Enrollment 4/22-5/8/09. HR intends to send out a campus mailing (mailing to home addresses is too expensive). Swartz stated there were problems with campus mailing last November for the awards ceremony with employees not receiving their inner-office mail. She suggested a campus-wide notification for all employees to expect the campus open enrollment mailing. HR will offer two open enrollment information sessions on April 28 & 29 in Baker Center, Room TBA.</p> <p>The Flex Savings Account is increasing from \$3,000 to \$5,0000, there will be upcoming information seminars. Enrollment for this will be online.</p> <p>Medical insurance will be available for 5 years if your spouse dies. We will have a new deductible. Medical insurance for students of employees will increase from age 23-25. We will have mandatory generic drugs when appropriate and mandatory mail-in prescriptions for maintenance prescriptions.</p> | <p>jordant@ohio.edu</p> <p>lewin@ohio.edu</p> |

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| | | Jordan stated the IMPACT Training was excellent and offered great suggestions for dealing with stress, etc. IMPACT has a 24 hr/day service and offer many different services. | |
| Chair Report | Swartz | <p>FPAC committee (Facilities Planning) – Kittle resigned from the committee and Swartz asked for any volunteers to serve.</p> <p>The President’s Advisory Council on Campus Safety committee met yesterday. Emergency closings really affect students. The recent Emergency Closing was lifted at 5:00pm; students suggest that the closing be 24 hrs. Students also feel there is conflict between the University and the City of Athens about pedestrian and bicycle crossings.</p> <p>To dispel rumors, Joni Tate requested that senate be informed that her position has been terminated for cause and she is pursuing the matter. Tate was a very supportive member of senate in the past for many years.</p> | swartzm@ohio.edu |
| Committee Reports | | <p>OSCHE – Joanna Stoltzfus</p> <p>The spring meeting is 4/23/09. BGSU wants to compare any policies on political activity by classified staff. ORC doesn’t permit us to use university resources to promote activity. Bowling Green feels classified staff at their university is being targeted and is requesting information how other state universities handle this problem. The OSCHE Summer conference is coming up in June. Stoltzfus stated we need a couple OSCHE alternates. We have 2 voting members, Stoltzfus & Jordan. Alternates can vote only if the two voting members cannot attend. OSCHE is a great source for gathering information from other state universities, and is a VERY beneficial organization. During last year’s summer conference, everyone loved our EOTM Program and thought t was a great way to boost employee morale.</p> <p>The summer conference will be held at Sinclair College this year and is a 2 day event, June 18, & 19; we plan to leave Wed evening, 6/17 and return late Friday afternoon, 6/18.</p> | |

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| | | <p>Committee A – Prof. Development The committee didn't meet in April.</p> <p>Committee B – EOTM/Coverlet/Scholarship Tedrow displayed the new items for sale; Totes – \$15.00; Bobcat mascot – \$10;00; Gift bag containing a bobcat, disposable camera and mints, price TBA and Bobcat earrings for \$10.00. A paper fan may also be added to the gift bag. There are still coverlets & pillows remaining. The committee will be setting up for Mother's Day Weekend, 4-6, Friday May 1 and graduation and welcome any volunteers. Sitco is updating the order form to include the new items.</p> <p>The multicultural scholarship was previously for 4 years, the committee decided it should be awarded yearly instead of one person getting it for 4 years.</p> <p>Committee C – Hiring & Promotion/Benefits Cvetan distributed the holiday closure draft proposals & cover letter. Tedrow made a motion to accept the proposal and submit to administration.</p> <p>EVVP – distributed a draft list of questions to be asked (Krendl's position). One hour is scheduled for each candidate. Watt says the number of candidates is not definitive yet.</p> | |
| Old Business | Job Abolishment | <p>Senate members should stress to constituents that it's difficult to give definitive answers about layoffs. Those whose jobs are being abolished have already been informally notified (classified positions) but the numbers can change daily. As stated previously, official letters will go out the first week in May.</p> <p>HR will redeploy as many positions as possible to avoid layoffs.</p> | |
| New Business | Revision Draft Policy 40.043 | <p>This is the former Grievance Policy, will now be called the Problem Policy. Any comments or suggestions please send to Swartz. Swartz will send her recommendations to senate members. She thinks there should be reference to the fact that the employee shouldn't receive any retaliation for coming forth with a problem.</p> | |
| Next Proposed Meeting Agenda/Topics | | | |
| Meeting Adjourned | | <p>Motion was made to adjourn by Cheripko with 2nd by Winchell; Meeting was adjourned by Swartz at 11:55 am.</p> | |
| Next Meeting Date/Time/Place | | <p>Next meeting on 5/21/09, Baker Center, Room 242</p> | |

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| Respectfully submitted by Cheri Tarantelli, Secretary, Records Management Associate – Athens Campus | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| <p align="center">Coverlet/Scholarship Committee April 9, 2009 Meeting 12:00-1:00 p.m.</p> <p>Present: Cheri, Traci, Cathy, Teresa and George</p> <p>Merchandise – The canvas tote has been received and the selling price will be \$15. The Bobcat mascot has also been received and will sell for \$10. Sterling silver earrings of the paw print have been ordered and will sell for \$10 a pair. Currently in stock there are: 68 green, 30 cream coverlets and 30 pillows. A new design for a pillow will be discussed at the May committee meeting. The committee is planning to sell the merchandise during Mom’s weekend (May 1, 4-6 p.m. at the main gate). The committee is also preparing a package to sell at graduation. The package will consist of a recyclable bag, Bobcat mascot, disposable camera and mints. A paper fan may also be part of the package.</p> <p>Employee of the Month – Meghan Britt was recently surprised with a visit from the committee. Meghan was presented with the March 2009 EOTM. She is employed at Facilities. The April 2009 EOTM is scheduled to be presented on April 13 to Carolyn Sinclair. Carolyn is employed in HR’s Benefits department.</p> <p>Graduation – The Committee will once again have a table at graduation to provide individuals attending graduation the opportunity to purchase our merchandise. Individuals are needed to work. The following individuals have volunteered to work the following day/time.</p> <table border="0" data-bbox="255 916 920 1126"> <tr> <td data-bbox="255 916 405 943"><u>Friday (6/12)</u></td> <td data-bbox="736 916 920 943"><u>Saturday (6/13)</u></td> </tr> <tr> <td data-bbox="255 943 405 970">9:00 – Noon</td> <td data-bbox="736 943 920 970">9:00 – noon</td> </tr> <tr> <td data-bbox="255 970 405 997">Traci</td> <td></td> </tr> <tr> <td data-bbox="255 997 405 1024">Teresa</td> <td></td> </tr> <tr> <td data-bbox="255 1024 405 1051">Cheri</td> <td></td> </tr> <tr> <td></td> <td data-bbox="736 1098 920 1126">1:00-4:00</td> </tr> </table> <p>Teresa will call and reserve tables (2) and chairs (2) for both days.</p> <p>The next scheduled meeting is scheduled for Thursday, May 7 at noon in Grover E215. The meeting adjourned at 12:55 p.m.</p> | | | | <u>Friday (6/12)</u> | <u>Saturday (6/13)</u> | 9:00 – Noon | 9:00 – noon | Traci | | Teresa | | Cheri | | | 1:00-4:00 |
| <u>Friday (6/12)</u> | <u>Saturday (6/13)</u> | | | | | | | | | | | | | | |
| 9:00 – Noon | 9:00 – noon | | | | | | | | | | | | | | |
| Traci | | | | | | | | | | | | | | | |
| Teresa | | | | | | | | | | | | | | | |
| Cheri | | | | | | | | | | | | | | | |
| | 1:00-4:00 | | | | | | | | | | | | | | |
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| <p>President's Advisory Council on Campus Safety Wednesday, April 15, 2009 3:30:00 p.m., Baker University Center 229</p> <p>Present Members: Jeff Campbell, Meghan Hanrahan, Don Holzschu, David Ingram, David Logan, Ryan Lombardi, Brenda Noftz, Helmut Paschold, , Marlene Swartz, Alyssa Thomas, Harry Wyatt. Advisors: Joe Adams and David Hopka. Recorder: Susan Hopkins</p> <p>Absent: Michel Kushnick, Andrew Powers, Gretchen Stephens, Richard Shultz,</p> <p>Chair, Helmut Paschold called the meeting to order 3:30 p.m.</p> <p>Introductions Committee members introduced themselves.</p> <p>Council Bylaws A revised copy of the Bylaws was distributed.</p> <p>Minutes of Previous Meeting Approved</p> <p>Blue Light Emergency Phones David Hopka distributed an inventory of all the emergency telephones on campus and the manufacturer's website. The list captures the variety of phones that were installed incrementally over the past 20+ years. The wall mounted phones on the residence halls appear to have the objective of communicating with someone in that particular residence hall.</p> <p>Andrew Powers provided a summary of the 2008 calendar year data on calls received from emergency phones. There were no emergencies reported from these phones.</p> <p>The subcommittee: Jeff Campbell, Andrew Powers, Gretchen Stephens, Richard Shultz and Alyssa Thomas were asked to meet before the next meeting to</p> | | | |

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| | | <p>discuss whether additional Blue Light Emergency Phones are needed and the 4 questions raised at the January meeting.</p> <ul style="list-style-type: none"> • Who pays for repair of the phones? • Are there any standards (i.e., ADA)? • Since most students use cell phones to communicate, do we need them? • How often and for what purpose are the phones used? | |
| Campus Lighting | | <p>Tabled for the next meeting. Subcommittee appointed: Helmut Paschold (chair), Jeff Campbell, Meghan Hanrahan, David Ingram, Andrew Powers, Richard Shultz.</p> | |
| Pedestrian Traffic | | <p>Alyssa distributed a Pedestrian Safety Summary Report to the committee and three educational brochures she has developed for: 1) pedestrians, 2) drivers; and 3) bicyclists. Discussion was held regarding enforcement of (speeding) laws and education. The streets through campus are under the city of Athens jurisdiction. They control where crosswalks are placed. Signage at crosswalks was discussed. Some signage is city controlled (roadway) and some is University. A Pedestrian Traffic subcommittee was appointed to discuss goals, what can we accomplish and signage. Members are: Don Holzschu, Brenda Noftz, and Dave Logan.</p> | |
| Safety Management Policy | | <p>Ohio University Policy #44.109 was signed March 30, 2009 by the President. Copies were provided to the committee.</p> | |
| Emergency Notification System Test | | <p>Two Emergency Notification System tests were (run) on Friday, April 10.</p> <ol style="list-style-type: none"> 1. Outdoor Notification System was installed late last fall. There are audio modules placed around campus. The test broadcast was made at 12:30 p.m. with staff placed at strategic locations around campus to determine its effect. David Hopka felt the fidelity was excellent; however the time between the tone alert and the voice instructions needs to be shortened. 2. Text Messages were sent between 2:00 – 2:10 p.m. to approximately 5,500 students and 800 faculty and staff. | |
| Round Table | | <p>Megan Hanrahan, Undergraduate Student Senate representative, raised concerns over the snow/ice that caused the University to close January 28, 2009. Students had three concerns:</p> <ol style="list-style-type: none"> 1. Notice of the snow day. Some were upset they had to find out at 6:00 a.m. and the Residence life staff were upset they had to notify students because some didn't find out 2. Salt on the ice was an issue. Many students were concerned with falling, especially those who were injured on crutches, etc. 3. Explanation of snow warning levels. Students want to be made aware so they know what to expect. | |
| | | <p>David Ingram requested that we add to the next meeting agenda the subject of "Accountability on Safety Issues."</p> | |

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| <p>A motion to adjourn was made by Brenda Noftz seconded by David Ingram, unanimously approved. The meeting adjourned at 4:35 pm.</p> <p>Submitted by:</p> <p>Helmut Paschold, Ph.D., CSP, CIH Chair</p> | | | |
| <p>Policy and Procedure Review Committee</p> <p>I. The meeting came to order at 3:10 pm on Tuesday, April 7, 2009.</p> <p>Present were: Krista Antle, Dick Piccard (chair), Michael Prudich, and Marlene Swartz.</p> <p>Absent were: Deborah Daniels, Sherry Downs, and Willie Gist (all of whom had notified the chair in advance).</p> <p>II. The draft minutes of Meeting of February 23, 2009 were approved as submitted by e-mail on March 4, 2009.</p> <p>III. Chair's Report</p> <p>A. Recent Approvals: 41.090, 44.105, 44.109, 44.110 eliminated, 44.111 eliminated, 44.113, 44.115 eliminated, 44.118 eliminated, 44.120;</p> <p>B. Signatures in progress: 03.020</p> <p>C. Awaiting response from Provost & PRS: [none]</p> <p>IV. Old Business [none]</p> <p>V. New Business</p> <p>A. Discussion of the proposed revision of Policy 19.049, "Humane Care and Use of Laboratory Animals," identified no issues.</p> <p>B. Discussion of the proposed revision of Policy 42.550, "Solicitation," identified no issues.</p> <p>C. Discussion of the proposed revision of Policy 19.052, "Research Projects Involving Human Subjects," identified no issues.</p> | | | |

