

**Classified Senate - FY 2007-2008 - Ohio University
Minutes January 15, 2009**

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Present: Case, Cheripko, Cvetan, Dearth, Estep, Fulk, Hutchison, Jordan, Kittle, Lape, Pettit, Sitko, Stoltzfus, Swartz, Tarantelli, Tedrow, Walker, Winchell, Yulish
Excused: Cecil, Forshey, Jamison, Mathews, Ramsay
Absent: Chalfant,
Guests: Sari Bailey, Teresa Bartlett, Deborah Brewer, Megan Greve, Melissa Lee, George Mauzy, Cheryl Sickles, Becky Watts,

Topic	Response	Comment	Follow-up
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	No edits to December's minutes. Kittle motioned to approve with a 2 nd by Estep	tarantel@ohio.edu To view previous meeting minutes visit www.ohio.edu/csen/
Treasurer Report	L. Cvetan Treasurer	The Treasurer's report was distributed which included the expense sheet from our Professional Development Day (Shooter on Campus) in December, 2008. Cvetan transferred \$1140.00 to the scholarship account to bring all scholarships up to \$1000.00. Cvetan reminded everyone that coverlet sales are to be deposited within 24 hrs. Motioned to approve by Yulish, 2 nd by Case.	cvetanl@ohio.edu
EOTM	Tedrow	January's EOTM is Brian McCoy, Administrative Associate in The Literacy Center in McCracken Hall. Brian was very surprised and appreciative of the award. He was nominated by a co-worker with the following comments: "Brian always looks for ways to exceed expectations, takes on new responsibilities and finds ways to engage in outreach in the University. He is very customer-service oriented, dependable, proactive, professional and one of the kindest people ever." Congratulations to Brian!	

**Classified Senate - FY 2007-2008 - Ohio University
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DRAFT

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<p>Guest Speakers:</p>	<p>Sari Bailey & Cheryl Sickles – Payroll</p>	<p>Oracle Employee Self-Service Project: When the project is complete, employees will be able to view paystubs online, receive W2's online, allow access personal information and update this info (address & phone number), campus directory data will be viewable and updatable online, manage direct deposit bank information online, and update W4 tax information at any time. There are other attributes, but these are the main ones that affect Classified Staff.</p> <p>Bailey is recommending constituents participate in Direct Deposit, participation is currently 87%; her goal is to reach 95%. They are currently printing 14,500 direct deposit stubs per month. This could save the University \$100,000.00 or more.</p> <p>Q: What about a signature needed for W4 forms online? A: Oak ID & password would suffice as an electronic signature.</p> <p>Bailey hopes the project will be implemented in the next few weeks; we will no longer receive paper direct deposit pay stubs. Bailey would like us to start promoting Direct Deposit immediately. W2s will be mailed this year and on the website.</p> <p>Q: Will the OU Directory be online also? A: Yes, estimated savings will be \$20-30,000.00 in printing costs.</p> <p>Many employees will resist not receiving a hard copy of the directory and/or pay stubs but the goal is to eliminate both of these to save money for the University. It was recommended to keep the "green pages" of the directory online also, as these are very helpful. The comment was made that custodians throw out BOXES of directories in some dorms, that many students don't seem to use them and what a tremendous waste of money this is. Bailey said they will be working with Communications & Marketing throughout the process.</p> <p>Q: How much will this change cost? A: \$10,000 one-time cost to purchase a server; no other costs.</p>	

**Classified Senate - FY 2007-2008 - Ohio University
Minutes January 15, 2009**

DRAFT

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HR	Luis Lewin	<p>Lewin stated that 80% of University expenses are compensation & benefits and discussed several cost saving options that are being considered. The University is looking to cut 3 million dollars. He will be meeting with BPC several more times next week.</p> <p>Options discussed:</p> <ul style="list-style-type: none"> • Mandatory generic drugs would save \$400,000/year. If a physician recommends that a brand name drug is better for a patient, that is ok. • Mandatory mail order prescriptions (anything over 90 days) will also save the University 400,000/year. • \$180-200,000 savings to place a surcharge for smokers - \$50.00/month with a cessation program offered for smokers. <p>Yulish stated this would be asking for a lot of backlash and we would be walking on a “slippery slope” if we concentrate on smokers. This opened up a heated discussion concerning other unhealthy attributes such as overweight employees who develop diabetes, excessive drinkers, etc.</p> <p>Yulish stated that a \$200,000 savings in light of 3 million dollars would be asking for a lot of problems and cautioned very strongly that more issues will surface. The following questions were discussed:</p> <ul style="list-style-type: none"> • What about “closet smokers” and dishonesty? The comment was made concerning a research study stating that smokers have less health care costs because they die earlier. • What about walking through second hand smokers on campus? • What about a spouse who smokes, do we charge more for the person who breathes second hand smoke? • Would it include all tobacco products, those who rub/chew? • Do we place a surcharge on students who smoke? • Would this be discrimination toward smokers and not toward overweight employees with health concerns such as diabetes, heart disease, knee or hip replacements due to excessive weight, etc. <p>Other cost saving options:</p> <ul style="list-style-type: none"> • Increase out-of-pocket expenses • Surcharge – if your spouse is eligible for health insurance through his own employer but chooses OU, there would be a \$50.00/month surcharge to cover 	

**Classified Senate - FY 2007-2008 - Ohio University
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DRAFT

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		<p>the spouse. If the spouse doesn't have insurance thru another plan, there wouldn't be a surcharge</p> <ul style="list-style-type: none"> • Institute a deductible – we do not currently have a deductible • Increase the current co-pay from \$15.00 to \$20.00 • Increase out-of-pocket • Eliminate our dental plan • Raise the premium 1% which would save \$1.6 million dollars. • Mandatory two week furlough <p>Yulish appreciated the tremendous amount of detail Lewin gave us for all options being considered. He suggested a comparable chart describing our benefits compared to other universities and stated we are fortunate to have so many benefits at OU.</p> <p>Lewin reiterated that we MUST come up with 3 million dollars somehow, and all options are being considered. He stated this is a very sensitive topic and they are not playing God, and welcome all opinions. The money has to come from somewhere and there will be cuts/changes.</p> <p>Senate members stated our intention wasn't to "shoot the messenger" but we are relaying objective opinions and offering feedback. Our job as senate members is to give feedback. We aren't "attacking" the messenger and we don't want to be shot down either with our opinions. Our role also is to take this info back to our constituents. Winchell & Cvetan serve on the Health Benefits Committee; if we have questions, direct those to these individuals. The committee and university are open to ALL suggestions. Cvetan thanked Lewin for being so frank and providing so many details and understands the deficit must come from somewhere. She states that employees need to realize we may start doing without in order to keep our jobs. Cvetan stated how important it is to keep all communication lines open.</p> <p>Other Options being reviewed:</p> <ul style="list-style-type: none"> • Dental plan is the same for everyone; possibly eliminating or change • Extend dependent age to 25 • Increase life insurance • Add adoption benefits • 2 million dollar cap; recommends 3 million dollar cap on claims • Offer life insurance for dependents • Offer long term disability • Short term disability 	

**Classified Senate - FY 2007-2008 - Ohio University
Minutes January 15, 2009**

DRAFT

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		<ul style="list-style-type: none"> • Long term care for parents • Pet insurance • Educational benefits, currently unlimited for age of children – may place an age limit • Wellness Program • Pay for parking – most other schools currently charge for parking <p>FYI: Miami University is looking at 100 layoffs. ODOT recently mandated 1 day off per month w/o pay and other state institutes may follow. Forty-three employees at Bowling Green received layoff notices on Christmas Eve recently.</p>	
Chair Report	Swartz	<p>1. Swartz met with Lewin concerning grievance policy 40.043 which isn't compliant with Ohio Revised Code (time period for filing a grievance with the State of Ohio).. It is being sent to Dick Carr (chair of policy review committee) for review.</p> <p>2. There has been a grievance filed and 2 more members for the grievance committee are needed. The committee is only made up of classified employees. Schwartz will e-mail volunteers for the grievance committee. Alexis Cline will provide a grievance brief training session.</p> <p>3. FutureOU.org is a recently-formed concerned group for anyone involved with OU (administrators, faculty, staff, students, parents, etc.,) to discuss and support the upcoming University changes. There will be no actual meetings and will all be done electronically. An e-mail address is needed to register but can be an anonymous one if desired.</p> <p>4. Senate purchased a table and 8 tickets to attend the Martin Lutheran King Day event at 10:30 am on 1/19/09. There are 4 tickets remaining, a motion was made and approved to distribute the remaining tickets to the multicultural center.</p> <p>Yulish spoke on behalf of senate and thanked Lewin again for all his hard work, courage and details about budget cuts, etc.</p>	swartzm@ohio.edu
Committee Reports		<p>BPC: Fulk reported that a pay freeze would save several million dollars.</p> <p>There was discussion concerning a recent Graduate Student Senate resolution that asks for a pay-freeze exemption for employees earning less than \$30,000.00 per year. We agreed to support an amended version of this resolution that would exempt employees earning less than \$36,900 yearly base salary (the second level of classified salaries that the Health Benefits Committee is reviewing). A recommendation will be proposed via e-mail today due to time constraints, BCP is meeting tomorrow to discuss this.</p>	

**Classified Senate - FY 2007-2008 - Ohio University
Minutes January 15, 2009**

DRAFT

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		See additional BPC reports attached Committee A – see report Committee B – see report Committee C – see report	
Q2S	Cheripko	Quarters to Semesters Calendar dates for 2012-2024 The committee met yesterday, Cheripko brought up the overlooked budget for potential overtime necessary for academic offices; potential rush of phone calls, walkup customers with concerns about the transition, etc. The committee is looking at our recommendations seriously and may have a central office set up during the transition. Cheripko will report more soon.	
Old Business			
New Business		Jordan distributed information about the mentoring program which we are to review for tweaking. These are suggestions that would be helpful for new employees. Estep distributed information about incoming students who have been admitted for next year; goal is to keep enrollment up (more dollars, etc.).	
Next Proposed Meeting Agenda/Topics			
Meeting Adjourned		Motion to adjourn by Cvetan, 2 nd by Hutchison. Meeting adjourned by Swartz at 11:57 am.	
Next Meeting Date/Time/Place		2/19/09; Baker Center 242	
<i>Respectfully submitted by Cheri Tarantelli, Secretary, Records Management Associate – Athens Campus</i>			

**Classified Senate - FY 2007-2008 - Ohio University
Minutes January 15, 2009**

DRAFT

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Classified Senate Professional Development Committee Are yOU ready? Participant Survey Results (71 were returned) Publicity – Was e-mail notification sufficient?					
1 – poor	2 – fair 1	3 – satisfactory 5	4 – good 17	5 – excellent 48	
Comments: <ul style="list-style-type: none"> • First e-mail didn't tell what the workshop was about • The program was much more positive than I expected and follow-up e-mail was instrumental in my attending • One the day before with the room information would be nice 					
Sufficient noticed given to schedule yourself out of the office?					
1 – poor	2 – fair	3 – satisfactory 1	4 – good 7	5 – excellent 57	
Registration (via e-mail or campus mail)					
1 – poor 1	2 – fair	3 – satisfactory 2	4 – good 13	5 – excellent 53	
Check-in at Baker Center					
1 – poor	2 – fair 1	3 – satisfactory 1	4 – good 17	5 – excellent 50	
Comments: <ul style="list-style-type: none"> • It was wonderful having someone there to meet us and show us where to go!!! ☺ • No one at the table 					
Length of workshop					
1 – poor	2 – fair	3 – satisfactory 5	4 – good 21	5 – excellent 44	
Comments: <ul style="list-style-type: none"> • Not long enough • Maybe more time for questions • Started late so didn't get full attention 					
Same workshop scheduled twice – helpful?					
1 – poor	2 – fair	3 – satisfactory 1	4 – good 12	5 – excellent 55	
Comments: <ul style="list-style-type: none"> • I could choose best time for my schedule I often think about “what if” scenarios, this program helped. 					
Committee B Coverlet/Scholarship Committee					

**Classified Senate - FY 2007-2008 - Ohio University
Minutes January 15, 2009**

DRAFT

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<p align="center">January 8, 2009 Meeting 12:00-1:00 p.m.</p> <p>Present: George, Traci, Cheri, Sandi, Sharon, and Teresa</p> <p>Employee of the Month – Cheri sent letters to departments/programs requesting gifts for the monthly Employee of the Month (EOTM). Contact for presenting the December EOTM is being completed.</p> <p>Merchandise – Mike from Marketeers attended the meeting and presented products for consideration for resale. Totes and a bobcat mascot are currently being considered. Teresa is still trying to obtain photos for the banner.</p> <p>The next scheduled committee meeting is Feb. 5, 2008 at noon in Grover E215.</p>			
<p align="center">Hiring and Promotion, Benefits and Compensation, and Policy and Procedure Committee Classified Senate Thursday, January 15, 2009</p> <p>Present: Linda Cvetan (Co-Chair), Nell Ann Kittle (Co-Chair), Maryann Lape, Marlene Swartz, Tami Walker, Adam Yulish</p> <p>Absent: Brad Cecil, Edie Chalfant, Jackie Forshey, Debra Jamison, Carrie Ramsey</p> <p>Policy #41.134 Professional Development and Enhancement for Classified Employees</p> <p>Under the current policy, classified staff can receive up to 10% release time from their jobs, for job-related development and degree pursuit or classes at the university.</p> <p>With the current budget crisis and the rising cost of health care, it is felt that focus should be placed on helping staff become healthier. An initiative would be to offer 5% release time (in lieu of release time for professional development) for wellness activities.</p> <p>This was originally suggested by this committee when Mike Yeager was chair, but did not receive support by administration. Nell Ann volunteered to contact Mike Yeager to see if he is willing to work on the policy, again.</p> <p>Mike and Nell Ann will look at other IUC institutions (Ohio, Akron, Bowling Green, Cincinnati, Kent State, Miami, Ohio State, Toledo, and Wright State) to see if they offer wellness incentives to their classified employees.</p>			

**Classified Senate - FY 2007-2008 - Ohio University
Minutes January 15, 2009**

DRAFT

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<p>PD Day results</p> <p>The surveys received for the Are yOU ready? seminar on December 3 were phenomenal. The final survey results were shared with all representatives on Classified Senate, Brian Kapple and his supervisor.</p> <p>Classified Senate will look at the suggestions for future professional seminars.</p> <p>Donation sick time</p> <p>A staff person on one of the regional campuses has spent a tremendous amount of time researching all over the United States the issue of donating sick time. Linda will check to see if this person is interested in attending a committee meeting in February or sending their research to the committee.</p> <p>Mike Yeager previously researched this issue, too. Nell Ann will check with Mike to see if he kept any of the information.</p> <p>Currently staff in Athens County, Alexander Schools, and Athens City Schools participate in sick time donation programs.</p> <p>Health benefit changes</p> <p><u>Changes suggested elsewhere</u></p> <ul style="list-style-type: none"> • Potential furlough – administration wanted staff to know that the salary reduction will be spread out over 26 pays to minimize impact to staff – this would affect <u>all</u> employees • Generic drug use will be mandatory. Maintenance drugs will be required to use the mail in system (\$15). There is a class for every drug and if there is no generic brand for a particular drug, a comparable drug in the same class would be used. If there is a medical reason why an individual cannot take the generic drug, their doctor would have to write a letter stating the reason and it would have to be reviewed and approved. CVS, Krogers and Walmart currently offer generic drugs for 90-days for \$10.00 <p><u>Changes discussed by committee</u></p> <ul style="list-style-type: none"> • Pay freeze – it was recommended that all University employees get a 3% raise and other cuts be made – this would give employees an additional 3% toward their retirement dollars – this suggestion will be sent to Jeff Fulk (BPC rep) • Suggested closing between Christmas and New Year • It was suggested that the University have a huge stop smoking campaign. There is new information out about 3rd hand smoke • Pre-taxed flexible spending accounts need to be promoted 			

**Classified Senate - FY 2007-2008 - Ohio University
Minutes January 15, 2009**

DRAFT

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<p align="center"><u>Enrollment Management Advisory Committee</u></p> <p align="center">Report to Classified Senate Chair From meeting January 12, 2009</p> <p>Jenny Klein, Allen Student Help Center, presented the “Early Alert” program that the center is working on with IT. Apparently there are approximately half a dozen groups on campus that track attendance for certain populations of students (e.g., CAP, LINKS, ROTC) and each is currently using a separate request form with some instructors filling out more than one report for a single student. Their plan is to make one form that encompasses all the questions asked on the existing forms and hopefully make the reporting process easier for instructors and timely enough that students still have the option to drop a class if they aren’t doing well. EMAC endorsed the plan.</p> <p>Craig Cornell, Vice Provost for Enrollment Management reported on current enrollment numbers and initiatives. As of that date undergraduate freshmen applications were down 500 from last year; however, last year was unique due to the large high school class size. The goal for Fall 2009 is 4000 freshmen plus 150 new students admitted to the Nursing program for a total of 4150.</p> <p>New initiatives to help yield these numbers include the implementation of a “Wait List” for applicants who are marginal in academic strength; hosting a “Financial Aid Workshop” which is a highly successful yield program and already 250 families have signed up; searching on web sites such as “Come Recruit Me” which is a site much like Facebook where students build a profile and colleges can search for students interested in areas the colleges are recruiting for at a nominal fee.</p> <p>Cornell also advised that students who are denied as applicants to the Athens campus will automatically receive letters admitting them as a student to the nearest branch campus.</p> <p>David Garcia, Director of Admissions, stressed the importance of yield programs and is working closely with the assistant deans and other departments on campus to help with yield efforts. He stressed that the applications have been submitted and now it’s up to the colleges to convince students that an education at OHIO is more impressive than at other colleges who may have better scholarship opportunities. The colleges really need to be involved. Be aware of the Ohio Up Close days coming up in February, March and April. All students visiting on these visit days have already been admitted and now it’s up to us to show them what OHIO has to offer. In these tough economic times and with a declining high school population every student is going to count.</p>			

**Classified Senate - FY 2007-2008 - Ohio University
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DRAFT

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BPC		<p>The topics covered during today's meeting 12/08</p> <p>Goals of meeting: Provide budget and process updates. overview of facilities management-related budgets General overview of centrally budgeted items and key expenditures. Share information regarding the employee fee waiver benefit(for discussion on 1/9/08) Budget and process updates Position review: Reported vacancy savings, 2.2M empty positions budgeted and not budgeted October = 600 Abolished positions = 250 Positions wanted filled about = 150 Discontinued searches. Targets have been distributed to Planning Units for 2010 Budget Planning. Their proposals are due Early February.</p> <p>Overview of Facilities Management-Related Budgets Utilities and Maintenance Operations Components Key cost Drivers Service Levels On a scale of one to five One being the highest and 5 being lowest. The service levels are between 3 and 3.5 At the same time staffing levels are between 5 and 3.5</p> <p>Budget projections for Facilities Management</p> <p>Methods to Impact the Facilities Management Budgets Space Utilization Resource Conservation Construction and Renovations with Ease of Maintenance in Mind.</p> <p>Overview of Centrally Prepared Budget Items and Key Expenditure Drivers. A. Healthcare Benefits B. Central Pools Items Employee Fee Waivers Debt Service Utilities Scholarships and Financial Aid C. Budgeted Reserves Enrollment reserves Financial strength Other Academic and Institutional Reserves D. Graduate Fee Waivers</p> <p>Employee Fee Waivers(Information Distributed for Discussion at Next Meeting) Summary of Ohio University Program</p>	

**Classified Senate - FY 2007-2008 - Ohio University
Minutes January 15, 2009**

DRAFT

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<p>Current Policy Historical Utilization Summary of Peer Institutions' Programs</p>			
<p>Next scheduled meeting January 9, 2009 Jeff Fulk Library Associate</p>			
<p>BPC 1/9/09</p>			
		<p>Some of the ideas that HR presented to us at the 1-9-09 BPC meeting were:</p>	
		<p>Generic drugs instead of name brand saving \$400,000 per year. Mail order for drugs prescribed constantly saving another \$400,000. In the past we were told that the University would also save about\$500,000 by switching prescription providers this coming year.</p> <p>\$1,300,000 total from these three things. These changes do not require much if any change to the actual health care benefits.</p> <p>Other ideas they shared were \$20 co-pay instead of \$15. This would save an estimated \$200,000 per year. But with the possibility of no pay raises, adding costs to health care seem to be a cut in pay. Especially for so little savings.</p> <p>And that 1% increase in employee paying toward healthcare was \$300,000 savings for the University.</p> <p>Other ideas I have heard are increased cost due to Holzer. Add a separate tier for Holzer users. Can we ban the use of Holzer by employees? Or at least ask them not to use Holzer if they can avoid them do to the increased cost involved? I do not know if this is feasible.</p>	
		<p>BPC is also discussing the possibility of a pay freeze. Some discussion has also followed the idea of exempting those making less than most. Example \$30,000. The pay freeze was tabled at the last meeting after Decatur asked us to request HBC to look at ways of trimming from health care.</p> <p>Information was presented to provide Fee waiver discussion points.</p> <ol style="list-style-type: none"> 1) Vesting period before benefits start 2) Should general fee be waived for employee or paid by the planning unit? 3) Definition of eligible dependent 4) Domestic Partners Benefit 5) Age or Credit Hour Limit 6) An Amount Limit % 7) Should General fee be included 8) Should Employee pay for failed courses? 	

**Classified Senate - FY 2007-2008 - Ohio University
Minutes January 15, 2009**

DRAFT

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9)	Should Dependents that are eligible for University or other aid be able to receive the full employee fee waiver benefit if this amount exceeds the total instructional and general fee?	10) After retirement or death should the spouse remain unmarried to receive the benefit? 11) Should there be a vesting period or limit after death? 12) Should there be vesting period or limit after retirement? These vary by university.	Jeff Fulk Library Associate