

Classified Senate - FY 2010-2011 - Ohio University
Minutes
DRAFT

Present: Behm-Geddes, Bell, Boney, Cheripko, Fulk, Hutchison, Inman, Jenkins, Lape, Martin, Merwin, Mulligan, Palmer, Romina, Sheets, Stoltzfus, Walker, Winchell, Woods, Young
Excused: Forshey
Absent:
Guests: Valentour, Astrom, Anderson

Topic	Response	Comment	Follow-up
Opening Remarks	Winchell	Meeting was called to order at 8:40am	winchelt@ohio.edu
Roll Call	Hutchson	Roll call completed by Hutchison, secretary.	hutchism@ohio.edu
Welcome and Introductions	Winchell	Introductions and welcome to the 2011-2012 kick-off. Members received gym bags, water bottles (to suck up the water), "smiley" faces to deal with those tough situations throughout the year, stress-balls for stressful days and new senate shirts. New senator notebooks were provided. Be sure to read through and check meeting dates/times/locations.	hutchism@ohio.edu To view previous meeting minutes visit www.ohio.edu/csen/
2011-2012 Senate Goals	Winchell	<ul style="list-style-type: none"> Continue working toward Holiday Closure (follow-up). Request to have details of closure for 2012-13 (proposed) in advance This is NOT a Furlough, other IUC schools use this time off as a "benefit" to employees Energy Savings, discuss bring forward amounts saved from our "mandatory" savings time period to see if Summer/Winter hours could be re-instated Finalize sick leave donation 	winchelt@ohio.edu
Discussion of Goals/Purpose		<p>Q. Who gets the sick donation? A. That is still being worked out.</p> <p>Q. What do we want our purpose to be? A. Retention of Classified Employees, also to fill vacant senate positions and have a pool of alternates</p> <ul style="list-style-type: none"> Keep abreast health benefits. Remember the % we pay will always be a topic of discussion. <p>Q. Is there any possibility of a better plan/different insurer? A. Request for proposal went out about 2 years ago with Anthem being the best overall money wise. We are technically self-insured with Anthem as the "administrator"</p> <ul style="list-style-type: none"> Keep an eye on the news for State and OPERS decisions. You can sign up for 	Send Healthcare concerns to Winchell at winchelt@ohio.edu

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		<p>the PERS newsletter, facebook and/or twitter page(s)</p> <ul style="list-style-type: none"> • CDP, no update except only 2 people have expressed interest <p>Suggested that we re-visit the guidelines, which may be scaring new participants.</p> <ul style="list-style-type: none"> • Remember Classified Senate is not considered part of your professional development. President McDavis agrees that we are “working” for the university during our meetings etc. 	
Subcommittee Assignments/Teams	Winchell	<p>Committee lists are located in section 7 of your notebooks.</p> <ul style="list-style-type: none"> • You do not have to be listed on the committee to help/attend the meetings. There will be times (i.e. Homecoming, awards ceremony, professional development days) each committee will ask for additional help, please step-up if you are available. • You may recruit non-senate members to help/join your committee (they cannot be voted in as chair of the committee). <p>Remember to forward Hutchison your meeting minutes to be included in the full senate meeting minutes each month.</p>	Meeting minutes to hutchism@ohio.edu each month
Subcommittee Report Out		<p>Committee A Professional Development, Public Relations (including website), and Mentoring (as needed)– will have co-chairs: Stoltzfus and co-chair will be decided on at first meeting. They will meet the 4th Thursday of every month from 12-1, in Baker 356.</p>	Submit committee meeting minutes to hutchism@ohio.edu

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		<p>Items of importance at this time:</p> <ul style="list-style-type: none"> • Service Awards (September 27) • Brown Bags – Will discuss having these quarterly with HR • Training 1-2 people on CSEN webpage (upkeep etc.) <p>Committee B Coverlet, Scholarship and Employee of the Month– will meet 1st Thursday of every Monday from 12-1 in Baker 203 (in multi-cultural center conference room)</p> <p>Items of importance at this time:</p> <ul style="list-style-type: none"> • Sales/scholarships - PROMOTION • EOTM • Design of new Pillow • Homecoming Parade – October 15th <p>Committee C Hiring & Promotion, Benefits & Compensation, and Policy & Procedure– Will meet 3rd Thursday of every month, from 12-1, RTBA</p> <p>Items of Importance at this time:</p> <ul style="list-style-type: none"> • Provide Professional Development Day in December • Continue to work on Sick Leave Policy with HR • FMLA Policy Awareness for Employees • Definition of FTE's 	
<p>Nomination of Officers & Business Meetings</p>		<p>Congratulations to Officer Elect:</p> <ul style="list-style-type: none"> • Jeff Fulk, Chair • Maryann Lape, Secretary • Bonnie Behm-Geddes, Treasurer <p>Review your notebook and Robert's Rules of order. Please remember side-bar discussions are disruptive not only for meeting participants, guests, but the secretary who is trying to capture the details.</p> <p>Hutchison will place meetings on your oracle calendar; they are also listed in your notebook. Remember to check the location, there are approx 4 meetings that will not be held in Baker due to scheduling conflicts.</p> <p>Q. Do we want the December meeting to be a retreat or holiday gathering? Will discuss at future meetings or if you have strong feelings one way or the other please let Winchell know. Could we adopt an OU Family or one from the Angel Tree?</p> <p>Most email items are things to forward to your constituent list. Winchell will mark if it is to</p>	

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		<p>forward or not in her email. If it is not marked do NOT forward until confirmed.</p> <p>Your constituent list is in your binder under tab 2. Hutchison will also send this to you electronically. If you have difficulty setting up your contact list please let Winchell or Hutchison know immediately. It is your responsibility to contact your constituents. Please send an “introduction” email to your constituents in the next two weeks.</p> <p>Though we have a mentoring committee during the abolishment process sometimes we are asked to take on additional mentees with extenuating circumstance. We gladly accept this role as we try to evolve the mentoring process. To help with these “additional” mentees and ease some of the time away from the office, you may be called to part of a mentoring group on a particular case. Many times those who are asked to help are ones who currently do work similar to a person who is requesting/needing the additional mentoring.</p> <p>Senate has also purchased mystar12.com training seminars for the year, which will be used to help with mentoring if needed. Many of the seminars offered are web based and can be set up in the conference room across from Winchell’s office in Grosvenor.</p> <p>Reminder: Please do not share Traci’s cell # if you have it!!</p> <p>University Committees:</p> <ul style="list-style-type: none"> • Kennedy lecture Series: Romina volunteered • Intercollegiate Athletics Committee: Merwin volunteered • Ecology & Energy Conservation: Woods volunteered <p>(Romina) Women’s Commission meets monthly and desperately looking for members. Must be appointed by provost.</p>	
Food & Mood	Kim Valentour, Wellworks	Ok – you’re stressed. Do you reach for a nice salad or a pint of Ben & Jerry’s? Find out why....	
Moving toward a plant-based diet	Francie Astrom, Wellworks	You already know eating fruits and vegetables is for your good health, Learn how and why to move away from animal products and toward a plant-based diet. Power point will be loaded on Wellworks website.	
Breathwork	Heidi Anderson, Wellworks	Changing the way you breathe is one of the easiest and most powerful ways to reduce your stress. Learn simple techniques to control your breath and your stress.	

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Next Proposed Meeting Agenda/Topics			
Meeting Adjourned		Woods motioned to adjourn, with a second by Boney, adjournment 3:45pm.	
Next Meeting Date/Time/Place		Thursday, August 18 th 10am -12pm in <u>HRTC 141/145</u>	
Respectfully submitted by Misty Hutchison, Secretary, Administrative Associate – Athens Campus			