

**Classified Senate – FY 2010-2011 - Ohio University
Minutes May 19, 2011**

Present: Behm-Geddes, Bell, Cheripko, Forshey, Fulk, Hutchison, Inman, Jenkins, Lape, Martin, Meeks, Mulligan, Pettit, Ramsay, Stoltzfus, Walker T, Winchell, Young
Excused: Jordan, Walker C., Dearth,
Absent: Woods
Guests: Debi Tallman, Melissa Riddle, David LaPalombara, Don Adleta, Cheri Sheets, Patricia Palmer, Steve Golding, Becky Watts, George Mauzy

Topic	Response	Comment	Follow-up
Call to Order	Cheripko, Chair	Meeting was called to order at 10:07 am.	cheripko@ohio.edu
Roll Call	Meeks, Secretary	Roll call by Hutchison, Secretary-Elect.	meeksa@ohio.edu
Secretary Report	Meeks, Secretary	No changes to April minutes. Motion to approve by Hutchison and seconded by Young.	meeksa@ohio.edu To view previous meeting minutes visit www.ohio.edu/csen/
Treasurer Report	Walker, Treasurer	No changes to April report. Motion to approve by Inman and seconded by Winchell.	walkers1@ohio.edu
EOTM		<p>April EOTM: Debi Tallman, Administrative Associate, School of Art. Tallman was nominated by her supervisor, Don Adleta. She is highly praised for her perseverance, dependability, and punctuality, just to name a few. She is the “glue” that has kept the School of Art in operational order and has made it feel like “home” and not just a “job.”</p> <p>May EOTM: Amy Meeks, Administrative Associate, Department of Geography. Meeks was nominated by Tim Anderson and Geoff Buckley. Both commended Meeks on her level of commitment to the department and the university and her positive attitude and demeanor. She is valued for her “can do” attitude which “rubs off” onto her co-workers, students, and faculty members.</p>	
Elections	Winchell	<p>There are 11 seats open and 7 applications were received.</p> <p>Three-year term applicants are as follows:</p> <p>Sharon Romina, Women’s Center, Baker Center Maryann Lape, Continuing Education, Lancaster Jackie Forshey, Nursing, Zanesville Carrie Ramsay, Nursing, Zanesville Patricia Palmer, Multicultural Programs, Baker Center</p>	

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		<p>Two-year term applicants are as follows: Misty Hutchison, CORE Research, OUCOM Janet Merwin, Education Student Affairs, McCracken</p> <p>Motion to vote on all of these members by Young and seconded by Bell.</p> <p>There are 14 current members (including Meeks): Three-year: 7 Two-year: 4</p> <p>Vacancies remaining: Three-year: 3 Two-year: 2 One-year: 2 (Amy Meeks and Connie Walker)</p> <p>Winchell asked that each senator make a personal visit to someone that they think would be a good fit (before the July retreat).</p> <p>The terms are two- or three-year positions. Only the alternate has one-year term and also has no voting rights.</p> <p>A brief discussion took place about offering one-year terms. Some feel that more employees might be interested if they could sign up for one year.</p> <p>Also, the CPD program is confusing and also might be considered part of the professional development rule of four hours per week. This may cause potential participants and potential senators to not join. Additional discussion took place about the CPD/CDP confusion and the new information, specifically the contract and commitment requirement.</p> <p>Open enrollment is open until may 27th – all employees are reminded to review their plan and submit any changes.</p>	
Chair Report	Cheripko	<p>Holiday closure status: the committee has looked at all the information and there are still some issues but it looks promising. A holiday closure could be in place but it won't be implemented until the semester system begins. More information to come on this but it is looking favorable. This closure is not considered a furlough. Time taken would be</p>	

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		<p>vacation, personal, or unpaid unless the university would provide bonus days. Employees would not be permitted to use sick time. If an employee has no vacation or personal time and does not want to take time off without pay, they would not be able to work because the university would be closed.</p> <p>Employees are encouraged to follow the budget forums and announcements. They can send any questions to Cheripko.</p> <p>OPERS has Facebook and Twitter pages. Employees are encouraged to view either of these or their web page. One of the latest updates explained an upcoming independent study on contribution ratios It could be late summer early fall before results are provided. OPERS board meetings are also always interesting. Even if employees cannot attend, they should review the agendas and minutes.</p> <p>Over max employees: a constituent asked about being over their max and how the pay raise would work with the parking/healthcare offset. Human Resources is currently running a report to determine the number of classified employees who are at the maximum hourly rate. An initial report showed two employees would be affected but Lonsinger reports that there are several employees who are close.</p> <p>The parking/healthcare offset will go to all base salaries, even the ones who are over their max. Any other increase that would over max them would be issued in a lump sum.</p>	
Committee Reports		<p>Committee A: the committee is starting to work on service awards. They will begin by looking at the budget and potential location. Nelson will be closed for renovations. They are also checking president’s schedule to make sure he can present. There is no brown bag even for May. These events are co-sponsored by Human Resources and that office has been busy with ERIP/VESP traffic.</p> <p>Committee B: the office in Lindley is ready and can be used for meetings. Coverlet sales are up and the recent email helped. Please remind constituents that these make good graduation gifts.</p> <p>Committee C: a survey has been distributed to ask employees how they feel about donating to a sick leave bank. Some questions include whether or not they would donate and how many hours. Some administrative employees have asked if a draft plan would only include classified employees and the answer is yes. The committee is still in the initial planning stages and it will take some time to draft a policy. Also, Senate Bill 5 may affect</p>	

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		the number of sick hours accrued, which will have an impact on whether employees would donate their time or not.	
	Linda Lonsinger	<p>Erip/VESP numbers are as follows:</p> <p>20 administrative 25 AFSCME 34 classified staff 45 faculty</p> <p>HR anticipates more by the 23rd deadline.</p> <p>Open enrollment is up and running until next Friday, May 27.</p> <p>Reduction in force notices will go out next week. HR does not anticipate very many for Athens Campus (right now a maximum of three employees). Displacement is not desirable but the good news is that there are vacancies in which to place these individuals.</p> <p>The 1.66% annual wage adjustment goes to base salary (classified) for those not over max and 1.44% offset for parking/healthcare. For over maxed (so far, two employees have been identified) the 1.44% goes to their base and the 1.66% will be a lump sum.</p> <p>There are some individuals who will go over max with the pay increase. The portion of the 1.66% that throws them over max will pay out in a lump sum. There will be a new pay plan for classified staff in the future. This plan will provide a different way of looking at compensation and will help with this kind of issue.</p> <p>There is no certain day when employees affected by the reduction in workforce will be contacted.</p> <p>A constituent asked if state employees could list each other on their insurance. Lonsinger knows of an opt out availability but will check to see if employees can list their spouse's insurance secondary to their primary.</p>	

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	Becky Watts	<p>Bryan Benchoff has been named vice president for university advancement. For more information, see Compass story: http://www.ohio.edu/compass/stories/10-11/5/vpua-appointment-2011.cfm.</p> <p>Eric Burchard has been named director of government relations. He also served as interim director.</p> <p>The presidential assistant position has been suspended for the time being and will be revisited in the next few months. Currently, there is an interim person in this position.</p> <p>Watts reported that there will be a number of positions open in university advancement.</p> <p>Email and phone interviews have taken place for the director of sustainability and finalists have been chosen. Open forums have already started and will take place over next few weeks. The first forum was held for Erin Sykes, who is also serving as interim director.</p> <p>Howard Dewald has been named interim dean of the College of Arts and Sciences. He is currently an associate dean in the college. For more information, see Compass story: http://www.ohio.edu/compass/stories/10-11/5/dewald-interim-as-dean-2011.cfm.</p> <p>Provost Benoit has not named an interim for the College of Communication. Dean Shepherd has resigned.</p> <p>Provost Benoit has also not named an interim vice president for research/dean of the graduate college. Dr. Bose has resigned.</p> <p>These interim placements come at a time when we move into summer, which will allow them to gain solid ground. Interim placements are usually at least a year.</p>	
	Steve Golding:	<p>BPC is close to having a full list of recommendations for the president. Everything will be compiled into one document and presented. This information will relate to everything to tuition to parking and how these will affect base pays and also the merit raise pool.</p> <p>Discussion took place about parking, specifically carpooling and opting out. Golding reported that the plan is to reform the Parking Committee, possibly as soon as over the summer. The charges for the committee will be increased to more than reading appeals. There is also a question about the mix of representation and it was asked if the committee on committees can look at this.</p>	

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		<p>The Parking Committee has given its recommendations for implementation and the plan is for Transportation and Parking to present its plan at all senates. It is likely that this will be on the agenda for June. Meeks will distribute the committee's recommendations as well as the draft of Transportation and Parking's pay-to-park rules. Anybody with specific questions should consider attending the June meeting.</p> <p>Cheripko asked if Eric Burchard could be more involved with classified senate. Watts said yes and she would have Barb Mash contact Cheripko.</p> <p>Conversations are going on right now with regard to tuition increase. The question is whether or not align tuition increase with investments in key critical areas. For example, marketing and recruitment dollars to support enrollment management and recruiting in and out of state students. Also, should we identify dollars to allocate towards safety projects in the facilities area?</p> <p>The Rufus and Next Gen systems are now live and this has increased operating costs.</p> <p>There are also broad conversations about extending hours at Baker Center and covering furniture and equipment costs to reduce rental charges that are currently being incurred.</p> <p>Golding and his team are waiting for completion of ERIP/VESP on May 24 and then the president will make a determination on the budget outline. His modifications will be announced on June 3 and then the budget will be presented to the Board of Trustees on June 23 and 24.</p>	
Old Business			
New Business			
Next Proposed Meeting Agenda/Topics			
Meeting Adjourned		Motion to adjourn by Pettit and seconded by Stoltzfus. Meeting adjourned at 11:51 am.	
Next Meeting Date/Time/Place		June 16, 2011, 10 am-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 – May 24, 2011

Attended: Joanna Stoltzfus, Jeff Fulk, Janet Dearth, Judy Martin

Absent: Henry Woods, Marlene Jenkins, Valerie Pettit

Scheduled Baker Ballroom as tentative for Service Awards for 9.27.11.

Joanna is checking with Jen Haft to see if this works for the president's schedule. (Left message.)

Tentative menu of cold cuts and cookies.

Canceled Brown-Bag for 5.25.11

Printing Services has discontinued the wood pieces we use for service awards. They have set enough aside for us this year, however next year we will have to find several new gifts.

COMMITTEE B - Coverlet/Scholarship Committee Meeting

Meeting Minutes -

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

Meeting Minutes – May 19, 2011

Present: Mulligan, Young, Walker, Lape, Forshey, Ramsay, Meeks, Behm-Geddes

Committee is waiting on results of survey and discussed survey monkey and how to compile results. So far, approximately 130 employees have responded so the committee is anxious to see final numbers. This should be finalized at June meeting.

Parking Committee Update – Meeks

May 6, 2011

The committee met to discuss the pay-to-park (draft) implementation plan. This is a set of rules drafted by Transportation and Parking and the committee was asked to review it and give feedback. I shared this document with the executive senate members and shared their concerns as well. Changes were suggested and Marty said the next step is to present the pay-to-park rules at all senates (this was suggested by Steve Golding). It was decided that May meetings would probably be too soon and that June would be a better option. I am attaching the draft set of rules to these minutes and encourage employees to review them. The rules answer some of the most commonly asked questions we've received so far, but if employees still have concerns they should contact Parking Services, me (Meeks), or their representative senator.