

**Classified Senate - FY 2006-2007 - Ohio University
Meeting Minutes February 15, 2007**

Present: Cheripko, Cumings, Cvetan, Dearth, Hensler, Houlette, Hutchison, Jordan, Kaaz, Krutel, Llewellyn, Stoltzfus, Swartz, Tedrow, Yeager, Yulish, and Jim Kemper
Excused: Carpenter, Chalfant, Estep, Jamison, McAdoo, McClain, Nickerson, Peters, and Tate
Absent:
Guests: Kim Valentour, Danielle Arnett, and Heidi Anderson

Topic	Responsible	Comment	Follow-up
Call to Order and Opening Remarks	G. Houlette, Classified Senate Chair	Houlette called meeting to order and extended a welcome to guests	
Roll Call		Roll call completed by Hutchison, Secretary-elect	swartzm@ohio.edu
Employee of the Month		The Employee of the Month for February 2007 is not present at the meeting today and an announcement will be made at a later date as to the recipient of that award.	Please visit the Classified Senate web site for the nomination form for the Employee of the Month www.ohio.edu/csen/
Secretary Report	M. Swartz	Swartz reported that she had not received any corrections or changes to the minutes of the January meeting. A Motion to accept the January meeting minutes was made by Tedrow with a second by Cheripko. The committee chairs are to please continue to send written committee meeting reports to the secretary for addition as addendums to the monthly Senate meeting minutes	Motion to approve January meeting minutes approved To view previous Secretary's report visit: www.ohio.edu/csen/
Treasurer Report	B. Llewellyn	Llewellyn reported that there are no changes to the report that she distributed to Senate members. There were the usual expenses for officers' salaries and there was a purchase made for the cards that are being attached to the pillows as they are sold. Coverlet and pillow sales totaled \$550 in January and to date in February those sales are at \$100 which differs \$25 from Oracle but will be corrected when the deposit posts in FMS. The natural code 765900 back off expense of \$50 was for the coverlet given to Miriam McLaughlin's family as a tribute from Senate on her recent death. Senate should not have to order either coverlets or pillows as there is now an ample supply of each due to the recent purchase from the vendor. The motion to accept the treasurer's report was made by Krutel with a second by Cvetan.	To view previous Treasurer's report visit: www.ohio.edu/csen/ Motion to approve Treasurer report accepted
Ohio University Wellness Survey	Kim Valentour	Valentour distributed a summary sheet to Senate outlining the Health Risk Appraisal (HRA) that Well Works has designed. The HRA will contain about fifty questions related to health issues of the individual Ohio University employee. The survey questions were limited to fifty so that employees would be inclined to complete the form but fifty would still	

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Ohio University Wellness Survey (cont'd.)		<p>be adequate to provide a comprehensive report. This is a joint project between several units on campus including the HR Benefits unit and the university Health Benefits Committee as well as WellWorks. The survey will be offered online as well as a paper version for those employees who prefer that option. It was a general consensus of the Senate members that the online survey would probably yield the best response. The mutual goal is to develop a culture of wellness throughout the university community. One of the visions is to combine all of the campus services in order to help develop a wellness atmosphere. The group data will allow an assessment report to assist with this development and to focus on health issues. The information that will be conveyed by the survey will be positive as well as pinpointing the employees' problem areas. The survey will be repeated sometime between 12 and 18 months in order to compare with each employee's initial survey and will measure progress and/or regression. The PID employee number will be used on the surveys rather than the employee name. The survey will be on a voluntary basis only and will comply with HIPAA regulations regarding confidentiality. The project will include employee health screenings which will provide a baseline for each employee.</p> <p>The process will involve three steps; 1) the screening, 2) the completed survey, 3) a review session with the employee. Valentour requested feedback on this plan as outlined. Some of the incentives suggested that might increase employee participation were: 1) free membership in WellWorks 2) a reduced membership in WellWorks 3) a trial WellWorks membership 4) a free massage 5) a gift card that could be used for a private trainer 6) a cash incentive 7) a reduced employee insurance contribution 8) release time from work hours to exercise at WellWorks.</p> <p>Suggestions from Senate members included: It might be helpful if there were more information made available to employees about what the WellWorks experience really is; show people that WellWorks is a positive experience in many ways and not just the workout perception. A free tour of WellWorks when the health assessment review is done could emphasize its social gathering place aspect. The university could also offer an incentive with each step rather than just at the end of the three-step process as it could become a long time to wait if the incentive is only offered at the end. The incentives might be offered incrementally and could actually build the value of each incentive at each step. A comment was made that the survey may not be reflective of current health if the survey results take three months to compile. People like competition so perhaps a plan could be developed that involves an entire unit competing for a larger prize. Offer a personal trainer as a first incentive might at the beginning in order for an employee to get a good start. Teamwork is also an encouragement for individuals to maintain a program. Brief discussion on best way for WellWorks that might divide the groups for competition. Could organizing teams as a college or a unit encourage more team effort or perhaps organizing as faculty, staff, administrative, and bargaining unit which could create atmosphere of peer efforts.</p>	

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Ohio University Wellness Survey (cont'd)		<p>Question: If the screening tests were done on campus would there be a cost to the employee? Answer: This is good question and something that will have to be carefully considered so that employees will not be deterred from participating because of testing expense.</p> <p>One of the big barriers to such a program is the perception that the time investment may not be worth the results. There will be a number of employees that see the survey and question how it is really going to be used. Employees may be concerned that the university will come back with recriminations as to what an individual should be doing to improve their health. Concern that perhaps the survey results could affect our insurance coverage. Perhaps those employees who already see a doctor on a regular basis would not participate in the screening process and would need something extra as incentive. It was suggested that the university needs to be upfront about the value to employees who participate in the program and survey.</p> <p>Danielle Arnett from WellWorks spoke briefly about the various effects of stress. She indicated that some stress is good for motivation and productivity but that too much stress can be exhausting. Arnett demonstrated some exercises and reviewed other activities that can help reduce the negative impact of stress. Arnett distributed a pamphlet with ten simple exercises that can be done in the office or work place.</p>	
"Where We've Been"	G. Houlette	<p>University Committees</p> <p>Cvetan reported on the Health Benefit Committee meeting. Human Resources is in the process of developing a personal statement for all employees that would give an overall picture of the individual employee's benefits by giving those benefits value to the employee's total monetary compensation. Cvetan passed around a preliminary format of the information that would be distributed to employees and requested any suggestions be sent to her. The form will be called the "Total Compensation Statement". A subcommittee of the Health Benefits Committee will be meeting to decide on when this will be distributed. It was suggested that the employee's history of their benefits could be added to this report but Kemper responded that he was not certain that this can be done. Kemper stated that the statement will give each employee an overall picture of the cost to the university of the benefit package. The second item from the Health Benefit Committee is that the Budget Planning Council had been charged with looking at three benefit budget reduction scenarios (\$.5 Million, \$1 Million and \$1.5 Million) and subsequently the Health Benefits Committee has been asked to develop three plans to recoup some of the shortfall.</p> <p>HR anticipates doing a survey perhaps next fall asking employees what benefits are the most important to them.</p> <p>Houlette reports that Senate is now up-to-date with representation on the university-wide committees.</p> <p>President McDavis has invited the various university senate chairs to his news conference.</p>	

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<p>"Where We've Been" (cont'd)</p>		<p>Houlette passed out copies of the PowerPoint presentation of VP Decatur's at his Feb 14 open forum where he discussed the budget deficit for FY 2007-08. During a lengthy meeting, the Budget Planning Council (BPC) worked on ways to reduce costs to align the budget. Houlette distributed copies of some examples that the effect of different budget scenarios would have for Classified staff. Houlette used some very generic numbers for these examples. None of these may be what is proposed but Houlette wanted to give the BPC a general idea of the results these scenarios would have on Classified Staff's income. BPC has resolved that there will be "no sacred cows" but the Provost holds firm to improving faculty pay, graduate programs, and undergraduate programs. Please notify Houlette with any concerns, questions, or ideas for BPC. The university-wide policy and procedure committee is being re-activated and Houlette has informed Krendl of the 40.055 policy as one that needs the administration's immediate attention. This is the proposed revised policy that gives a 7%-12% pay increase for a position upgrade which would make it the same percentage raise as a promotion.</p> <p>Academic Calendar and System Committee - The interesting aspect of this meeting was that McDavis did not demonstrate an administrative stand on changing to a semester system but the majority of the college deans advocate semesters over quarters. This issue is still in the very preliminary stages of discussion and involves not only changing from quarters to semesters but also addresses when the academic year should begin and finish even for the quarter system.</p> <p>Houlette thanked Cheripko and Swartz for attending the grand opening of Baker Center with Houlette. It was a very nice affair and Houlette is thankful that Classified Senate was well represented on the occasion.</p> <p>Houlette is serving on the search committee for the Administrative Coordinator for Student Affairs. When one of the search committee shared with Houlette that they were testing for this position and why they were testing, Houlette chose to ask Career Connections to present at a Senate meeting about the testing process. This will be good information for Classified Staff who bid on a posted position. It will give employees some advanced idea of what departments are looking for in job candidates.</p> <p>Everyone needs to participate in Senate committee activities. Houlette encouraged reps to attend the EOTM presentations as these are very exciting and special visits. The EOTM Committee needs assistance setting up the EOTM presentations at the employees' work sites. Tedrow is doing most of that preparation by herself at this time.</p>	
<p>Classified Senate Committee Reports</p>	<p>Committee Chairs</p>	<p>Group A – Professional Development and Public Relations Jordan, Committee Chair – There will be a meeting next week on Thursday at Grover to continue the OSCHE Conference planning. The "Local Girls" have been booked for the entertainment segment of the conference.</p> <p>Group B – EOTM Award and Coverlet & Scholarship Tedrow and Llewellyn, Co-chairs - The Coverlet & Scholarship Committee met last week</p>	

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Human Resources Report	<u>Jim Kemper</u> <u>Asst. VP for Administration for Human Resources</u>	<p>Kemper discussed the options to help cover expected deficit for the Health Benefit Fund. Two main themes are either to increase the employee contribution to the benefit pool or shift the majority of the cost to the user by increasing the co-pay and co-insurance to cover the three scenarios of \$.5 million, \$1 million or \$1.5 million shortfall anticipated FY 2007-08.</p> <p>A question was asked about the positive variance to the benefit fund that occurred about two-three years ago. Kemper will research this and find out if the employee contribution part was returned in the form of a premium holiday, a refund, or combination. VP Decatur's response to this question at the forum was that the money was absorbed into the university's general operating fund. One point of clarification is that the change in third party administrators resulted in a lower shortfall rather than actual money generated. The university is paying less to providers than it would have with Medical Mutual of Ohio</p>	<p>Policy website for review: http://www.ohiou.edu/policy/index.html</p> <p>Human Resources website: http://www.ohio.edu/hr/index.cfm</p>

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Human Resources Report (cont'd)		<p>acting as administrator.</p> <p>Houlette mentioned the winter break hours and summer hours were initiated because it was determined that there would be actual costs savings by shortening the work day. Kemper will mention this to VP Decatur and Kemper will contact someone in Facilities to track down the report. It was recommended to Kemper that Julie Allison may have access to that report.</p> <p>An employee in Communication and Marketing contacted Kemper for the Board of Trustees news release regarding HB 187. The staff person was basically asking Kemper for information about the HB 187. Kemper and Larry Llewellyn from Ohio State will be speaking at OSCHE conference as they are chairing the IUC committee that will be establishing guidelines for the state universities pursuant to HB 187. These guidelines will serve the IUC institutions for changing and defining each individual school's procedures. There has not been much conversation on the OSCHE list serve so it would appear that most of the schools have adopted a "wait and see" as to what the IUC decides. Chalfant and Swartz would like to serve on the OU committee that will be establishing Ohio University's policy and procedure while adhering to the IUC guidelines. Kemper will report on the IUC meeting at the March Classified Senate meeting.</p> <p>Kemper was questioned about the IT personnel review as Bill Sams indicated in October that this might occur in the spring. The compensation unit from HR is meeting with IT tomorrow about reviewing Central IT employee evaluations.</p> <p>Houlette indicated that a report from HR will be made available to this committee (sent to Swartz) with Classified Staff salary information. This report will be used by the committee to determine those employees affected by the salary compression issue.</p>	
Chair Report	G. Houlette	<p>Houlette will continue to keep Senate updated on the Budget Planning Council issues. The Executive Committee met with Chy Wooten from HR in order to establish a new process for classification upgrade appeals which will now be the responsibility of Classified Senate and the Group C Committee. The process is only being changed in the way that the appeals committee members are notified and the appeal meetings scheduled. The information will come directly to Classified Senate eliminating the middle person in HR. This process will help keep Senate current on upgrade issues. Wooten indicated at this meeting that all of the job audits were current and that there was no back log.</p> <p>Before the March Senate meeting the Executive Committee will be meeting to plan for the officer transition in July and what form Senate should have next year. The committee will be looking at the actual structure of Senate especially the at-large reps. Please forward any recruitment or retention ideas to Houlette or Cheripko.</p>	
Old Business	G. Houlette	The issue of Senate attendance was addressed and Houlette said that anyone needing help with getting information forwarded to constituents to please contact her.	
New Business	G. Houlette	No new business.	

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Next Proposed Meeting Agenda/Topics	G. Houlette	Thursday, March 15, 2007, 10:00-Noon Baker Center Room 239 Connie Garrett will present on IMPACT, the employee assistance program	
Meeting Adjourned	G. Houlette	A motion to adjourn was made by Llewellyn with a second by Hutchison	Motion to adjourn accepted
Next Meeting Date/Time/Place	G. Houlette	March 15, 2007 in Baker Center Rm 239 10:00- Noon	
Respectfully submitted by Marlene Swartz, CPS, CAP, Secretary, Administrative Associate – Athens Campus			