

Classified Senate - FY 2005-2006 - Ohio University
Minutes – February 16, 2006

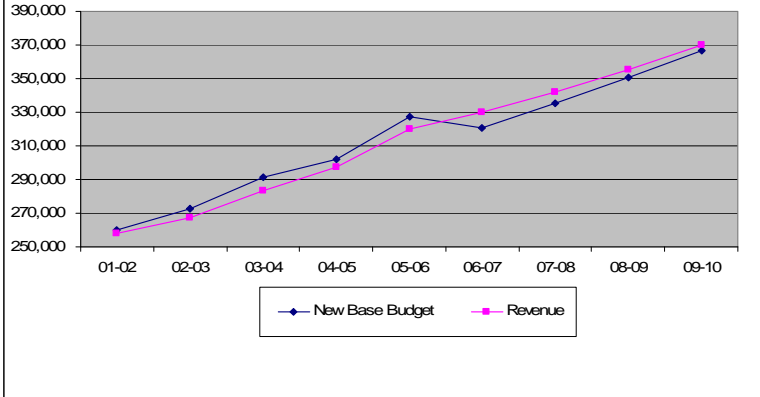
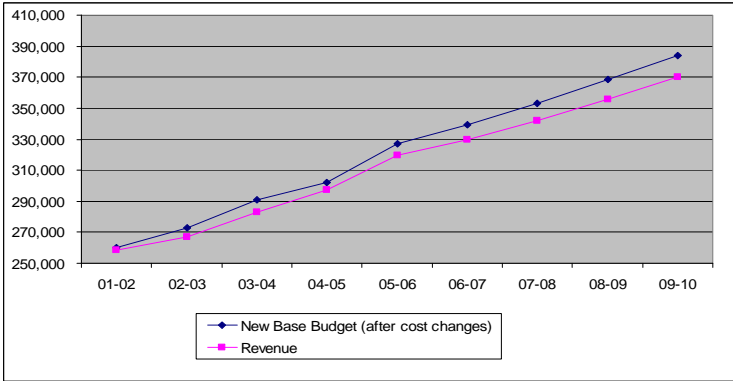
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| Present: Bell, Campbell, Chalfant, Cheripko, Cvetan, Hensler, Hoffman, Houlette, Hutchison, Jordan, Kaaz, Llewellyn, Mash, McKown, Reeves, Swartz, Tate, Yeager, Webb, and Whitlatch |
| Excused: Tedrow, Six, Wingett, Weinfurter |
| Absent: |
| Guests: Phyllis Bernt, Larry Corrigan, Jen Shomburg-Kanke, Becky Andrews, Roxanne Dicken, Carol J. Stout, Patricia Palmer, Joan Kray Nanski, Jill McKinny, Diana Glaizer, Cathy Glenn, Kerry Kottyan, Michelle Raines, Teresa Bartlett, Carrie Lockhart, Trina Jones, Linda Martin, Margaret Cooper, Margaret Delasey, Barb Moran, Barb Summerfield, Doreen Redecker, Judy Stumbo, Carma West, Jan Hodson, Kathy White, Susan Hopkins, Jane Taggart, Bonnie Childress, Dixie Mayle, Lori Abdella, Audra Rose, Norma Wagner, Darlene Campbell, Peggy Jameson, Lureen Bailey, P.J. Guthrie, Diana Schoonover, Deborah M. Brewer, Anne Ward, Marilyn Moore, Molly de Laval, Jan Hodson, Kathy White and Trina Jones. |

| Topic | Response | Comment | Follow-up |
|-------------------------|---|---|--|
| Opening Remarks | W. Kaaz | Wendy Kaaz called meeting to order and welcomed senate members and guests to the meeting. | kaaz@ohio.edu |
| Roll Call | M. Swartz | Roll call completed by Marlene Swartz, Secretary Elect | |
| Employee of the Month | B. Reeves | The following employees have been selected to receive the Employee of the Month Award. Presented by Tammy Jordan <ul style="list-style-type: none"> • January Employee of the Month, Sandy Goodwin, could not attend today. • Kathy White is the Employee of the Month for February. Kathy is an Administrative Associate with the Honors Tutorial College. Also in attendance was with Jan Hodson (Asst. Dean, Honors Tutorial College). Congratulations to Kathy! | reevesb1@ohio.edu |
| ERIP/Budget Realignment | Larry Corrigan, Interim VP for Finance and Admin. | ERIP/Budget Realignment presentation presented by Larry Corrigan, Interim VP for Finance and Administration: <ul style="list-style-type: none"> • Discussion on Budget Realignment – <ul style="list-style-type: none"> ○ When looking at budget for Fiscal year 2007 Basic assumptions assuming the Budget 5+1% student fee increase, ○ The board then looked at other major sources of revenue including State subsidy next year which is 97% of what we got last year (equals a \$3million reduction) • Then the board looked at additional costs <ul style="list-style-type: none"> ○ 3% salary increase built in for all employees ○ \$4 million increase to health cost (did apply \$1.5 million in reserve to that) ○ New things such as new space and additional costs associated, increased utility costs and any minor programs that the provost may initiate ○ This all equals around a \$9.3 million deficit (from base budget of units) • The projection for next year, using the same assumptions, a 5+1% student fee increase. They didn't predict the same reduction in state subsidy (assuming that | For more information contact Larry Corrigan at: corrigan@ohio.edu |

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| | | <p>it will be the same). Next year looks as though it will be a \$12million deficit. The decision was made to go ahead and take the “hit” in the first year to free up some monies for next year.</p> <ul style="list-style-type: none"> o Each budgetary unit was asked how they would make this kind of cut happen. That is where we are at now with a \$18.6 million budget cut for next year. o This would free up a \$9.3 million pool to offset issues caused by budget cut as well as a pot of money for the President or Provost for Vision Ohio or for other academic initiatives. o ERIP is a potential alternative to layoffs <ul style="list-style-type: none"> ▪ Currently plan to propose a one (1) year buyout in March. There would be around 308 people eligible to help to minimize layoff possibilities. The impact we hope will be to minimize actual layoffs depending on participation. <ul style="list-style-type: none"> • Feedback from open forum tomorrow • Dr. McDavis has met with each senate to solicit feedback, within a two-week period. Input will be considered before they go forward. <p>Q: In the proposed budget there was health care benefits that the university is experiencing. A few years ago an overage was moved over to assist with faculty salaries, and a few months ago we received a credit. What is the deficit we are about to experience?</p> <p>A: In health care projections we look at what is anticipated as far as major health care projections. We’ve been in a period of very low claims as compared to industry averages. Projected figures are 13% increase for major medical, and 17% for prescriptions for the next year. You need to build in extra in case there is an increase in claims.</p> <p>Q: Could you give me the figure for the 7-13% extra built in for projected deficit?</p> <p>A: \$4 million is a close figure. Health Benefits task force looked for an equitable way to doing this. Their suggestion was to keep the employee and employer portion separated. If not used give back to employees. There is a \$7 million in reserve, using \$1.5 million to offset this years claim and \$1.5 million next year.</p> <p>Q: What is the total figure proposed to The Board of Trustees for promotion of Vision Ohio?</p> <p>A: There is no set amount for Vision Ohio even after board meeting. Pot is available for different projects or initiatives. Some funds could be used for ERIP. There is no set amount for Vision Ohio. \$9.3 is available for whatever purpose administration would want to use it for.</p> <p>With current assumptions we should go through a four year period of no needs for cuts.</p> | |

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|--------------|--------------------------------------|--|------------------|-----------------|---------|-------|---------|---------|-------|---------|---------|-------|---------|---------|-------|---------|---------|-------|---------|---------|-------|---------|---------|-------|---------|---------|-------|---------|---------|-------|---------|---------|------|--------------------------------------|---------|-------|---------|---------|-------|---------|---------|-------|---------|---------|-------|---------|---------|-------|---------|---------|-------|---------|---------|-------|---------|---------|-------|---------|---------|-------|---------|---------|--|
| | | <p>Current base budget – Slides as follows:</p> <p align="center">Effect of Proposed Realignment</p>  <table border="1"> <caption>Effect of Proposed Realignment</caption> <thead> <tr> <th>Year</th> <th>New Base Budget</th> <th>Revenue</th> </tr> </thead> <tbody> <tr><td>01-02</td><td>260,000</td><td>260,000</td></tr> <tr><td>02-03</td><td>275,000</td><td>270,000</td></tr> <tr><td>03-04</td><td>295,000</td><td>285,000</td></tr> <tr><td>04-05</td><td>305,000</td><td>295,000</td></tr> <tr><td>05-06</td><td>325,000</td><td>315,000</td></tr> <tr><td>06-07</td><td>320,000</td><td>330,000</td></tr> <tr><td>07-08</td><td>335,000</td><td>345,000</td></tr> <tr><td>08-09</td><td>350,000</td><td>360,000</td></tr> <tr><td>09-10</td><td>365,000</td><td>375,000</td></tr> </tbody> </table> <p align="center">Current Cycle of Annual Budget</p>  <table border="1"> <caption>Current Cycle of Annual Budget</caption> <thead> <tr> <th>Year</th> <th>New Base Budget (after cost changes)</th> <th>Revenue</th> </tr> </thead> <tbody> <tr><td>01-02</td><td>260,000</td><td>260,000</td></tr> <tr><td>02-03</td><td>275,000</td><td>270,000</td></tr> <tr><td>03-04</td><td>295,000</td><td>285,000</td></tr> <tr><td>04-05</td><td>305,000</td><td>295,000</td></tr> <tr><td>05-06</td><td>325,000</td><td>315,000</td></tr> <tr><td>06-07</td><td>340,000</td><td>330,000</td></tr> <tr><td>07-08</td><td>355,000</td><td>345,000</td></tr> <tr><td>08-09</td><td>370,000</td><td>360,000</td></tr> <tr><td>09-10</td><td>385,000</td><td>375,000</td></tr> </tbody> </table> <p>Q: Can you give us any details of proposed ERIP? A: No details are available until board makes a decision. Proposed buyout would be</p> | Year | New Base Budget | Revenue | 01-02 | 260,000 | 260,000 | 02-03 | 275,000 | 270,000 | 03-04 | 295,000 | 285,000 | 04-05 | 305,000 | 295,000 | 05-06 | 325,000 | 315,000 | 06-07 | 320,000 | 330,000 | 07-08 | 335,000 | 345,000 | 08-09 | 350,000 | 360,000 | 09-10 | 365,000 | 375,000 | Year | New Base Budget (after cost changes) | Revenue | 01-02 | 260,000 | 260,000 | 02-03 | 275,000 | 270,000 | 03-04 | 295,000 | 285,000 | 04-05 | 305,000 | 295,000 | 05-06 | 325,000 | 315,000 | 06-07 | 340,000 | 330,000 | 07-08 | 355,000 | 345,000 | 08-09 | 370,000 | 360,000 | 09-10 | 385,000 | 375,000 | |
| Year | New Base Budget | Revenue | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 01-02 | 260,000 | 260,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 02-03 | 275,000 | 270,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 03-04 | 295,000 | 285,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 04-05 | 305,000 | 295,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 05-06 | 325,000 | 315,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 06-07 | 320,000 | 330,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 07-08 | 335,000 | 345,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 08-09 | 350,000 | 360,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 09-10 | 365,000 | 375,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Year | New Base Budget (after cost changes) | Revenue | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 01-02 | 260,000 | 260,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 02-03 | 275,000 | 270,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 03-04 | 295,000 | 285,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 04-05 | 305,000 | 295,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 05-06 | 325,000 | 315,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 06-07 | 340,000 | 330,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 07-08 | 355,000 | 345,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 08-09 | 370,000 | 360,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 09-10 | 385,000 | 375,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | | <p>April 1st through end of August 31st. It is suggest that an incentive be offered to retire before July 1st but details need to be ironed out by The Board of Trustees.</p> <p>Q: Is there any way this can period of time can be extended due to the fact that it will not be announced until March and considering the short time left to make a decision? A: Will be discussed at meeting tomorrow</p> <p>A: What will the monetary amount for incentive might be? A: It will probably be in the ten thousand dollar range.</p> <p>Q: Is this incentive figure pretax? A: YES</p> <p>Q: With possible layoffs if ERIP is as hoped, how will this figure into layoffs? How can we determine who will lose jobs with ERIP pending? A: That is what is pushing this incentive and the short window of opportunity is to assist in this issue</p> <p>Q: Will positions identifies be public knowledge? A: The first stage of ERIP will need to happen before this can happen.</p> <p>Q: At this point, can the abolishment of positions be announced? A: Yes, but other retirement issues may figure into this as well.</p> <p>Q: How will the group meet to decide what positions are to be abolished? A: Legal Affairs and Human Resources will be deciding this.</p> <p>Q: At what point do you think the retention list will be posted as to where they stand? A: Human Resources said that we could post positions but not individuals. Larry stated that he will follow-up and get back with us with more information.</p> <p>Q: Any possibility that there could be a list posted by the beginning of March of possible job eliminations? It would behoove the university to post, as soon as possible so that employees can know and can plan their lives accordingly. A: I think that is the plan by board as soon as they meet. Once ERIP is approved it will be up to individual unit.</p> <p>Q: is there a timeline for layoff notice? A: 30 days for classified employees. 90 for administrators.</p> | |

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| | | <p>Q: Do you have specific numbers for Classified positions to be abolished? A: No, I have no information.</p> <p>There are 220 people eligible without buy-out, an additional 80 with a one year buy-out would pick up another 25 employees by going to end of August.</p> <p>A: Regarding the new Ethics hotline. What is the cost of this to the University and why was this needed at this time? A: The board is very adamant to have people take more notice of this issue. Anonymity is an issue. Larry doesn't have an exact figure at hand but will send to Wendy. Possibly \$20 to 50 thousand dollars for each department.</p> <p>Wendy expressed thanks to Larry for attending and giving updates today. She encouraged all in attendance to send concerns or comments by 4pm tomorrow to her for tomorrow's meeting. She will make sure that everything is heard and our suggestions are passed on.</p> | |
| Budget Resources | Phyllis Bernt Chair Faculty Senate | <p>Budget Resources – Phyllis Bernt, Chair of faculty Senate, Co-chair of Budget Resources Implementation Team for update.</p> <p>Updates:</p> <ul style="list-style-type: none"> • Budget Implementation team has nothing to do with budget realignment. • What they are doing is looking at putting together a different way to organize budget numbers on our books. Same message today as from open forums held. The current way we do budget doesn't provide flexibility that we need going forward, we need new activity base system in place. • There is an ambitious timeline in place for this realignment • You can get information from Provost website • Recommendations will be made by Spring Quarter and will continue to be tweaked • 2007-2008 should go live • We currently use a historical incremental approach – Resources subcommittee of Vision Ohio moving to an approach that reflects the link between revenue and costs. • Two peer institutions (Indiana University and New Hampshire) have put this in place. • Budget Centers – Academic and Academic Support (direct and Indirect) | <p>For more information contact Phyllis Bernt at: bernt@ohio.edu</p> <p>Implementation Team Open Forum 1/25/06 webcast link: http://streaming.cns.ohiou.edu/PTF/archives/20060125.shtml</p> |

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| | | <p>Q: Is your committee looking at the Business Center model and if not will you be? A: It shouldn't have anything to do with this model. There was a committee that looked at this two or three years ago and reported.</p> <p>Q: How do you come up with a calculation for each unit or department? A: All has to do how allocation percentage is figured. (look at costs and revenue in figuring percentage allocation) You want stability so that it doesn't have to be dealt with every budget year.</p> <p>A: Will there be a central pool to adjust these allocations? Q: Yes there should be. The goal is to make a more rational budget.</p> <p>Q: There are some units that lose money but they are necessary units, how does this model help to alleviate this problem? A: The model is just a tool it is used to make a decision. You need the necessary resources for those necessary</p> <p>Q: Who makes those decisions? A: We will be asking all of the institutions who is responsible for this. We are looking for what will work best for us. We have a budget planning council, this would be an ideal group. Part of the recommendation is there is something like a budget planning council that will be in place to provide much input into decision making.</p> <p>Q: Will money from grants be managed by department writing the grant? A: Grants work by getting the money, but in addition they pay you a certain amount per dollar for additional costs. 49% goes to VP for research (Jack Bantle) some goes to PI and some goes to the college. Should research incentive money go to the department? This is always an issue.</p> <p>Q: What will keep a unit from operating a course that is offered by another college to receive tuition moneys and who at a unit level will be making the budget decision, will it be the deans? A: University curriculum council controls perverse incentives. There is something in place here at this university. Decisions the budget center is the one who makes the</p> | |

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| | | <p>decision, which are the Deans in the academic areas, but they are answerable to the Provost. Quality has to be what leads all of us. Quality and performance measures need to be in place. There had to be accountability and there has to be transparency.</p> <p>Phyllis pointed out that all of this is online on the Provost website. Suggestions and questions can be addressed to Debbie Brewer or herself (Phyllis Bernt).</p> <p>Wendy thanked Phyllis for her presentation.</p> <p>Wendy briefly discussed the announcement of the ethic hotline. She asked that she be contacted with concerns and question as soon as possible, so that she can pass them on.</p> <p>Phyllis Bernt mentioned that Ohio State has delayed implementation of this program until confidentiality questions are addressed.</p> <p>A senate member suggested Cathy Gilmore might come to a meeting to do a presentation on the hotline. Concern was raised about the possibility of false reports being given. There was also concern voiced that implementation will take place without input from others. Phyllis Bernt stated that new legislation has prompted the board to put this into place, as they are being held accountable. Many voiced concerns about confidentiality.</p> | <p>For more information contact Phyllis Bernt at: bernt@ohio.edu or Debbie Brewer at: brewerd@ohio.edu Provost website: http://www.ohio.edu/provost/</p> |
| Secretary Report | D. Campbell | <p>Secretary – Debbie Campbell Encouraged all guests in attendance to sign visitor's sheet and Thanked them for their attendance.</p> <p>Revisions to January 2006 minutes:</p> <ul style="list-style-type: none"> • Page 2/7-- Question: Section 218. Does the State of Ohio include this? Answer: No, Ohio doesn't include this. • Page 3/7 -- Second paragraph, second sentence changed to; "He stated that there were 220 employees eligible to retire on July 1 without the buyout and then an additional 82 with a one year buyout. Jim asked attending Classified Senate members feel that 150 people would take the buyout. • Third paragraph (question) If people retire with this ERIP, would they be allowed to return? • Page 4/7 Committee Reports for Public Relations Committee January 18th meeting and Policy and Procedure Committee January 19th meeting minutes added, changed from no report. • Page 6/7 Second paragraph under "Miscellaneous" deleted last sentence; (If there was an advance understanding that they will be absent without pay). | <p>campbed2@ohio.edu Phone: 597-2194</p> |

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| | | Motion to approve January minutes by McKown 2 nd by Cvetan Secretary Report for January stand approved | |
| Treasure Report | B. Reeves | Treasurer – Billi Jo Reeves (593-2158) reevesb1@ohio.edu Billi Jo reports: <ul style="list-style-type: none"> • Not much activity, mostly payroll. • Coverlet sold 4 in December and 1 and January. Scholarship information given • Reported contact with Susan Downward about \$276 donation from Jim Kemper. According to Cindy Strausbaugh, the donation will be included in scholarships awarded next academic year (06-07). • Correction of subtotal on academic scholarship. Billi Jo stated that she will make the correction. Motion to approve January Treasurer Report by: Llewellyn 2 nd by Chiripko Treasurer Report for January stands approved | To view previous Treasurer's report visit: www.ohio.edu/csen/ |
| Kemper Report | Peggy Jameson | Peggy Jameson, Human Resources Representative attending in Jim Kemper's place. Discussion: <ul style="list-style-type: none"> • Wendy reported an e-mail from Greg Fialko announcement made that there will be a freeze of JIQ reviews and classified appointments until ERIP decision made. Peggy Jameson stated that all changes involving JIQ reviews and reclassifications need to be completed prior to release of retention point list, which must be done by June 1st. • A senate member in attendance stated that they recalled Larry Corrigan mentioning that the retention list will be out much sooner. Wendy pointed out that these figures change every payroll because of how retention points are figured. | Policy website for review: http://www.ohiou.edu/policy/index.html |
| Chair Report | Wendy Kaaz | Ethics Hotline: <ul style="list-style-type: none"> • Wendy reported that there will be a forum on Friday, hopefully with good feedback and questions. Our hope is to get as many questions answered as possible. We will post answers on our website. | kaaz@ohio.edu |
| Committee Reports | | COMMITTEE REPORTS <hr/> PROFESSIONAL DEVELOPMENT Jessica Wingett , Chair e-mail: wingettj@ohio.edu reported: <ul style="list-style-type: none"> • Title is "It's Still All About You" • Idea of having a fashion show discussed. Three stores so far have expressed | Committee reports should be submitted by March 1, 2006 to campbed2@ohio.edu |

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| | | <p>interest in being involved.</p> <ul style="list-style-type: none"> • Jessica encouraged individuals to send their ideas to her • Will be held in Baker Center this year • Will be a fun day like last year • June 14, 2006 – date for event • Always open to suggestion <hr/> <p><u>EMPLOYEE OF THE MONTH</u> Billi Jo Reeves, e-mail: reevesb1@ohio.edu and Michelle Kittle e-mail: kittle@ohio.edu Co-Chairs reported:</p> <ul style="list-style-type: none"> • No report <hr/> <p><u>PUBLIC RELATIONS COMMITTEE</u> Marlene Swartz, Chair e-mail: swartzm@ohio.edu reported:</p> <ul style="list-style-type: none"> • Good feedback from last newsletter • Expressed that it is hard to continue on their own, especially with transition from Tonya to Donna, who will be taking over • Hopefully will be up and out by next quarter • Listserv monitor needs to be discussed • Donna Webb has volunteered to do web revisions. Thank you Donna! <hr/> <p><u>EMPLOYEE SERVICE AWARDS</u></p> <ul style="list-style-type: none"> • no report <hr/> <p><u>COVERLET AND SCHOLARSHIPS</u> Joni Tate e-mail: tate@ohio.edu and Brenda Llewellyn llewellyn@ohio.edu , Co-Chairs reported:</p> <ul style="list-style-type: none"> • Are still selling coverlets • Working on new project involving pillow design “Baker Center new and old” currently reviewing pictures for ideas • 5 endowed scholarships currently given from coverlet sales <hr/> <p><u>POLICY and PROCEDURE</u> Report given by Marlene Swartz, member of committee:</p> <ul style="list-style-type: none"> • No chair at present with Tonya’s resignation • Clarification of Personal Time and Release time for employees to take professional development <hr/> <p><u>BENEFITS and COMPENSATION</u></p> | |

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| | | <p>Mike Yeager Chair e-mail: yeager@ohio.edu</p> <ul style="list-style-type: none"> No report <hr/> <p>HIRING and PROMOTIONS</p> <p>Louise Bell Chair e-mail: belll@ohio.edu reported:</p> <ul style="list-style-type: none"> Committee met with Jim Kemper regarding ideas for new evaluation. It was agreed that there would be a pilot project for 5-6 units at this point. (Library, OUCOM (Mike Yeager's area) are a couple that have volunteered to pilot the new evaluation. Louse stated that there is a needs to get some schools involved. Suggestion made to put on website to encourage units to volunteer for pilot The pilot needs to be cleared by Larry Corrigan prior to starting <hr/> <p>MENTORING</p> <p>Teresa Tedrow Chair e-mail: tedrow@ohio.edu:</p> <ul style="list-style-type: none"> No report <p>SIS:</p> <ul style="list-style-type: none"> Pete McKown encouraged those in attendance to attend one of the meetings being offered. <p>President's Policy and Procedure Review committee</p> <ul style="list-style-type: none"> Gail Houlette reported that she was appointed (2 year appointment) to the committee and that policy 01.001 "preparation of Policies and Procedures" is being revised – requesting that it be made public. Specifically related to Classified Employees she expressed that she is pleased that there is representation on this committee. She also reported that there are four policies that Human Resources has proposed trying to combine 40.409 (Overtime for Classified Employees), 40.055 (Pay Determination Policy for Classified/Classified IT and Administrative IT Staff), 40.040 (Job Classification System), and 40.044 (Transfer or Promotion for Classified Employees). Peggy Jameson asked that this be directed to Jim Kemper for an answer. Gail reported that there is an official website for those policies that have been signed and that the working review site is password sensitive. Members include Dick Piccard, Chair, Debbie Daniels also remains on the committee, Linda Lonsinger, Legal representation, Mary Pattacca, Willie Gist, and Michael Prudich. Gail asked us to forward questions to her regarding policy update or change. | <p>Forward questions regarding President's Policy and Procedure Review Committee to: Gail Houlette at: sargent@ohio.edu</p> <p>Policy and Procedure website: http://www.ohiou.edu/policy/index.html</p> |
| Old Business | | None | |

**Classified Senate - FY 2005-2006 - Ohio University
Minutes – February 16, 2006**

| Topic | Response | Comment | Follow-up |
|--|-----------------|---|------------------|
| New Business | | New Membership: <ul style="list-style-type: none"> • Two employees interested in membership– Tabled until next meeting • Time conflicts with Kim Six and Paula Weinfurter are a concern that needs to be discussed | |
| Next Proposed Meeting Agenda/Topics | | <ul style="list-style-type: none"> • Shawna Stump from Reed and Baur, Inc, will be here to discuss 403B (retirement options) • Career Development presentation will be given by Becky Bushey-Miller and Brent Patterson from Professional Development | |
| Meeting Adjourned | | Motion to adjourn – Jordan 2 nd – Yeager Meeting adjourned | |
| Next Meeting Date/Time/Place | | March 23, 2005 10:00 am in the HR & Training Center 141/145 | |
| Respectfully submitted by Debbie Campbell CPS, Secretary, Administrative Associate – Athens Campus | | | |
| Minutes submitted to Classified Senate members on: March 7, 2006 | | | |
| Minutes submitted to Classified employees – March 7, 2006 --PENDING APPROVAL OF SENATE | | | |