

**Classified Senate - FY 2007-2008 - Ohio University  
Minutes February 21, 2008**

<b>Present:</b> Chalfant, Cheripko, Cvetan, Dearth, Estep, Houlette, Hutchison, Jordan, Kittle, Lockhart, Peters, Sitko, Stoltzfus, Swartz, Tarantelli, Tate, Tedrow, Walker, Winchell, Yeager, Yulish
<b>Excused:</b> Cecil, Fulk, Jamison, Kaaz, Llewellyn,
<b>Absent:</b>
<b>Guests:</b> Brice Bible, Loretta Dehmann, Steve Noftz

<b>Topic</b>	<b>Response</b>	<b>Comment</b>	<b>Follow-up</b>
Opening Remarks	Cheripko Chair	Introduction of newest alternate member Maryann Lape (Lancaster campus)	cheripko@ohio.edu
Roll Call	M. Hutchison Secretary	Roll call completed by Cheri Tarantelli, Secretary Elect	hutchism@ohio.edu
Secretary Report	M. Hutchison Secretary	Peters motioned January minutes to be approved with a second by Tarantelli.	hutchism@ohio.edu To view previous meeting minutes visit <a href="http://www.ohio.edu/csen/">www.ohio.edu/csen/</a>
Treasurer Report	T. Tedrow Treasurer	Scholarship outline was handed out.  Homecoming Float/Banner award is now showing in expense reports.  Lockhart announced that the alumni association has asked to put the pillow and coverlets online at their Bobcat store. This would give us more exposure/cheap advertisement for our scholarships. The association would up the cost of these items to cover shipping/handling but with keeping cost within reason we would loose 1.00 on each pillow sold. If anyone is directed to our website (which not a lot of people make it to our site) the cost will remain the same. Jordan motioned to discuss proposal.  Estep sent a letter to the union regarding the 2006 reward reception with no response.  Tarantelli motioned to approve the treasure report with a second by Chalfant.	

**Classified Senate - FY 2007-2008 - Ohio University  
Minutes February 21, 2008**

<b>Topic</b>	<b>Response</b>	<b>Comment</b>	<b>Follow-up</b>
Guest Speakers:	Brice Bible	<p>IT Update – I have been with OU for a year now. When I arrived last year the IT office did not exist, it was 3 dept and now is 5 various IT dept. into one. My team along with the regional campus individuals deserves a lot of credit for their dedication in solidifying the organization.</p> <p>Key Issues:</p> <p>IT Funding – early plans are for some additional revenue to go toward IT this year. Key areas are the network, system and services that support the enterprise is behind. One area that needs funding is SIS. We are using a software that was announced a year ago it would go out of service in 3 years. We have to make the change but we need funding.</p> <p>Central and Distributed IT relations – we are well into the merger and learning a lot of lessons. We are very customer service oriented.</p> <p>Faculty Advisory Group is taking on “what the faculty’s expectation of technology are now and in the future”. This is helpful information for OIT.</p> <p>Web services (IT behind the scene of anything to do with the web) will be one unit. It would be a one stop shop for any web questions. Also a service oriented group.</p> <p>Service Area Group – One place responds well and rapidly to a service or application request. All calls have been moved to one place and it seems to be working out well.</p> <p>Questions –</p> <p>Q. What do you being providing on a one on one basis for web services? Will they be channeled from the help desk? If the help desk is called and they can’t handle the problem then it would go on to this group?</p> <p>A. Some groups have contract with individual companies or students and we’d like to become your broker to have contracts in place with companies (locally and regionally). We would like to keep it in-house and if we do not have the resources then we would help find the right contract from the outside.</p> <p>Q. Would there be a charge for inside or outside group?</p> <p>A. Basic help is free. We want to see things working well. For instance we have Commonspot which is marginally helpful. We will fix the underlying problems to see it working well. We can also put up a website. If you want a more in-depth webpage there would be a cost similar to what you pay now. CommonSpot is several versions behind. We would like to get Commonspot where it needs to be.</p> <p>Q. Is there any discussion about wireless phone system?</p>	

**Classified Senate - FY 2007-2008 - Ohio University  
Minutes February 21, 2008**

<b>Topic</b>	<b>Response</b>	<b>Comment</b>	<b>Follow-up</b>
		<p>A. Have an older version of the Ericsson phone system in place right now. There are a lot of new things the newest version of that system can do. We are hoping to upgrade to the new system.</p> <p>That will also open up Voice over IP (you would only need one phone jack). From a phone point of view it let's you integrate your voicemail etc. with better features and functionality.</p> <p>There are a lot of ways to go with wireless and it's a major investment. One issue is that 911 is not up to date. Our current 911 system is dialed from a phone connected to the room jack knowing exactly which room in which building you are in. If you are unable to communicate and the phone you are using is wireless it might only come up the address to Baker Center but which room/floor is unknown.</p> <p>Q. Facilities IT person was moved to the HDL Center, we spent years to train her in the food programs, how will that affect service?</p> <p>A. We don't want this to be a problem. Think of it as having more than one person knowing how to run your software. Each person will be cross-trained and this way if your person is out sick or on vacation you are not stuck your call can go to the next available person.</p>	
Chair Report	Cheripko	<p>Special Honor to Officer Noftz and the Ohio University Police Department for the work and dedication that they provide everyday. Also to extend support from senate if any employee would need help or just a friend to talk with or listen to them. Kemper thanked Noftz for his relationship base he puts into his job.</p> <p>Noftz – On behalf of the police department Thank you. We are a true community and we can not do what we do without good people supporting us. I am always available and I encourage people to call me. I only get upset if I find out later people didn't call because they didn't want to bother me. I am here to serve.</p> <p>Reminder that June 26 and 27 is the Torch Run and if you'd like to help please contact Officer Noftz.</p>	
Committee Reports	Tedrow	<p>Employee of the Month –February – Loretta Dehmann was presented this award for her efficiency of the work flow in the office and her immediate response to tasks at hand. Congratulation to Loretta.</p>	
	Kemper	<p>Pre-Employment Background Search Policy Process is in draft form. We will implement background searches for all faculty and staff. This will be a departmental cost. The cost will be between \$50-\$100 depending on what you ask the firm to look for. The only ones excluded will be temps – we will work with temporary agency to make sure they meet our standards. There will not be a background check for international faculty because the data is not as reliable. The searches will include educational verification.</p> <p>Q. What sort of criteria would stop someone from being hired?</p> <p>A. Presenting false information, lied on resume, in a sensitive position and have certain</p>	

**Classified Senate - FY 2007-2008 - Ohio University  
Minutes February 21, 2008**

<b>Topic</b>	<b>Response</b>	<b>Comment</b>	<b>Follow-up</b>
		<p>criminal background. If we discover something that looks questionable we will let the person defend themselves. We will set a committee to review the background checks and deal with the questionable ones. Just under 3% will have an issue and only about 1% will be a "real" issue. One hole discovered yesterday is when someone transfers within – this is only a pre-employment background.</p> <p>People Strategy – Looking for feedback on the drafts (Cheripko should have the most recent draft). We are trying to remind people how people should be treated.</p> <p>30 Day Wait Period for Policies – Brought up at IUC last week, general consensus of the group (still needs to be worked out) – only applies to those elements of civil service rules that were in House Bill 187. Employment, classification, paid time off, provisions of your terms and conditions of employment rules passed have to have the 30 day wait period.</p> <p>HR and Senate must partner with the over max issue. We need a proposal into Decatur to stress the issue of classified staff that is over max. Yeager stated that this will be discussed in the meeting today. Do we need to hire a consultant to see what other universities are doing?</p> <p>Will the Ombudsman help us with this issue? Ombudsman has been encouraged to write up the language on the age/gender issue of over max caps. Approximately 51 people have gone to the Ombudsman regarding hitting the ceiling and questioning if it's an age/gender issues. (primarily women over 40). We need to reach out to those who have gone to the Ombudsman and let them know we have not backed down on this issue and maybe we can work together to get a proposal together.</p> <p>Cheripko still brings the issue to every meeting he has with the top 3 (McDavis, Decatur and Krendl). He has also been working with faculty, administrators and student senates who are very support of us on this issue. They will sign our proposal in support once we have one drawn up.</p> <p>HR has not been permitted to manage the administrators pay – there is not singular appointing authority for administrators. Kemper is the initiator of 40.036, but has no authority for enforcement.</p> <p>Benefits Survey Content meeting is in the process of being moved from tomorrow to another date. This survey will come from the HBC to see what you value and what level of importance that benefit is to you.</p> <p>Benefits Open Enrollment – Coming up in April/May.</p> <p>New E Positions – The design of the dean's secretary/executive level position went through the executive committee. Then HR took the design to an outside consultant who</p>	

**Classified Senate - FY 2007-2008 - Ohio University  
Minutes February 21, 2008**

<b>Topic</b>	<b>Response</b>	<b>Comment</b>	<b>Follow-up</b>
		<p>agreed to the Executive Associate Job Description, but that it would stay classified and be protected by overtime. Once the position was created it had to be filed with the state. The next step will be to create a certification program to qualify people who aspire to that role. This will not be a pre-requisite for the job, just a qualification booster. Third step will be to go back and revisit 5-6 recent contract positions to see where they align (possible re-audits).</p> <p>Just because you work for a dean or vp is not a definite for the upgrade, your job would need to have the required responsibilities and a JIQ would need to be completed.</p> <p>There are many "rumors" on a buy-out – but that is all they are "rumors"</p>	
Old Business			
New Business		<p>Dearth – Dreamweaver software is needed to keep the website up to date which will cost 160.00 to purchase. Swartz motion to purchase 160.00 for the software and it would transfer to whoever takes over the website update with a second by Yulish and all approved.</p> <p>Lockhart down to 39 pillows, but with graduation and putting it on the alumni website we need to look at ordering more. Email vote will take place once cost is received.</p> <p>Due to time constraints send committee reports to Hutchison</p>	
Next Proposed Meeting Agenda/Topics			
Meeting Adjourned		Motion to adjourn by Jordan with 2 <sup>nd</sup> by Stoltzfus; motion passed and meeting adjourned by Cheripko	
Next Meeting Date/Time/Place		Thursday, March 17 <sup>th</sup> at 10:00 am in Baker Center 242.	
Respectfully submitted by Misty Hutchison, Secretary, Administrative Associate – Athens Campus			