

Classified Senate - FY 2006-2007 - Ohio University
Minutes July 27, 2006

Present: E. Chalfant, G. Cheripko, K. Cumings, L. Cvetan, J. Dearth, L. Dudding, G. Houlette, M. Hutchison, D. Jamison, T. Jordan, W. Kaaz, D. Kroutel, B. Llewellyn, D. McAdoo, E. McClain, D. Nickerson, J. Stoltzfus, M. Swartz, J. Tate, T. Tedrow, M. Yeager, A. Yulish, and Jim Kemper, Asst VP HR
Excused: R. Arbaugh-Dicken, P. Carpenter, R. Peters
Absent:
Guests: Guest Speaker, Dr. Rich Greenlee

Topic	Response	Comment	Follow-up
Opening Remarks	Gail Houlette Chair	Welcome by <u>Gail Houlette, Chair</u> , to the 2006-07 Classified Senate retreat and planning session. All members introduced themselves to each other with brief bio.	sergeant@ohio.edu
Roll Call	M. Swartz Secretary	Roll call completed by Marlene Swartz, Secretary	swartzm@ohio.edu
Secretary Report	M. Swartz Secretary	Llewellyn moved that June meeting minutes be accepted and was 2 nd by Tedrow. Motion carried by Senate. <u>The secretary, Marlene Swartz</u> , reviewed the 2006-07 notebook pages distributed to each member and instructed that all committee chairs must submit monthly reports to her for inclusion in the Senate minutes. This year each Senate member will be responsible for forwarding the Senate minutes and other Senate communication to their constituents. Each Senate member's constituent list was included in their new notebook pages. Please contact Swartz any questions or changes.	swartzm@ohio.edu To view previous meeting minutes visit www.ohio.edu/csen/
Treasurer Report	B. Llewellyn Treasurer	<u>Brenda Llewellyn</u> is the treasurer for Senate this year. She distributed copies of the Senate budget for this year plus spreadsheets of current accounts including coverlet sales and scholarship disbursement. Llewellyn requested that members review these sheets and notify her of any corrections needed. She reminded all members that any purchase request is to be submitted to Senate. If this is an emergency purchase you must notify Houlette and Llewellyn prior to the purchase. After a P-card purchase charged to Senate, the treasurer must have a copy of itemized receipt(s) and copy of the Paris transaction screen. Please submit in a timely manner so that the accounts will be accurate and current. Llewellyn is required to submit a sales tax report to accounts payable each month. Regarding the election of a treasurer-elect today, Llewellyn suggested that all members keep in mind that the treasurer should be a person who is organized and timely – deposits must be made by next day. Treasurer responsibilities, including deposits, should never be assigned to a student. Income registry for coverlet sales has to taken to Lynn Andrews in Chubb for balancing. Treasurer must do a monthly report, keep the Senate accounts book, and track the scholarship checks. In response to a question regarding Senate's vendor license, Llewellyn will check with Pat Thompson about Classified Senate's tax certificate for coverlet sales.	llewellb@ohio.edu To view previous Treasurer's report visit: www.ohio.edu/csen/

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Kemper Report	Jim Kemper	<p>Jim Kemper Asst. VP for Administration for Human Resources E-mail: kemper@ohio.edu Human Resources absorbed the Professional Development Dept. with a reorganization of HR to incorporate PD (see attached reorg chart). Kemper spoke about Senate's expectations of HR for 2006-07 and presented a brief overview of Senate's past, present, and future. This coming year may still have some difficulties but within five years, Kemper feels that OU will be strong and nationally recognized. Kemper encouraged members to communicate with their supervisors about what Senate is doing and the member's role in Senate. If members run into difficulties because of Senate time away from their work, please contact Kemper. Don't just quit but let HR help so that resignation is last option.</p> <p>Questions: Have any ERIPs returned to OU employment? Jim: No Business Service Center status – Carlotta Hensler is on that committee and regarded by administration as the official rep for Classified Staff. There is a concern from Senate that Carlotta is not a current Senate member and that Senate is not truly represented. Kemper provided feedback on the BSC – VP Decatur essentially wants to get it going or discard the idea. The VP for Administration and Finance Dept is developing a model within their dept only before proceeding to a campus-wide approach. Julie Allison is serving as chair of that unit's BSC Committee.</p> <p>Question: How is this going to work logistically when considering a unit's budget but revenue is received by another unit? BSC is a concept designed for each planning unit to eliminate duplication and obtain efficiency. Job audits could possibly be handled by the BSC within the unit. Designed to consolidate all of the student services so that there is one-stop "shopping" by the student. Since time is limited Senate will address this issue with Kemper at a later Senate meeting.</p> <p>Last question: Research hiring category status – Greg was to respond but did not – Jim said the decision was made to apply this employee category only to new hires and incumbents will be "grandfathered". Chalfant requested that Kemper allow her to partner with HR on this committee.</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>
Chair Report	Gail Houlette	<p>Houlette reviewed the "Who Am I" handout which outlines duties of Senate reps. Reviewed list of Senate goals for 2006-07 primary of which will be to communicate with constituents in a timely but accurate manner. Establish involvement between constituents and Classified Senate.</p> <p>2006-07 meeting schedule distributed to members for all meetings of Chair and Chair-elect with President, the Executive Committee with Jim Kemper including those quarterly meetings with Decatur, and the Senate meetings. Notify Houlette in advance with agenda items for Senate meetings. Schedule subject to change but administration has always rescheduled. Adam Yulish will administer the list serve for Senate. Although the web site should be a good resource for information it will not serve as the official communication link for Senate and Classified Staff. Senate reps will be the primary information distributor to constituents.</p>	<p>sargent@ohio.edu</p>

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		<p>Senate membership recruitment – currently short one regular member and four alternates. Senate may want to consider appointing a recruitment officer to actually contact staff and explain Senate rep duties. Keep Pete McKown in our thoughts as his wife is not well and consequently he is unable to continue on Senate. McKown was a valuable member to Senate and will be missed. Houlette will be glad to talk with any Classified Staff person interested in serving.</p> <p>Houlette passed out info on committee membership which differs from the previous year. Houlette has assigned members to committees rather than sign up on a volunteer basis. Attempt new approach so that there is more equity. All current committees were combined into three groups A, B, and C which hopefully will help with overlapping committee issues and reduce meeting time. Please inform Houlette if you are not happy with your committee placement and she will try to accommodate your preference. Please encourage Classified Staff to join committees – don't need to be Senate rep to serve on committees. Time away from office has become a real issue and Gail would like to everything possible to condense meeting time.</p> <p>Officer elections: Officers voted in today will serve 2007-08 but would as an “elect” move into their office early upon resignation of the current office holder. Brief review of chair's, secretary's, and treasurer's duties and each salary attached. Cautioned that amount of work done does not match the monetary compensation offered to the officers. Primary motive in holding an office would be to serve and not to make money. Gail passed out the ballots. Names in no particular order on the ballot – Gail requested nominations from the floor but none were made. Remarks from nominees were presented by each candidate: George Cheripko and Linda Cvetan for chair-elect; Tammy Jordan and Teresa Tedrow for Treasurer -elect; Misty Hutchison for secretary- elect. Vote was then taken by paper ballot and results are noted below in “New Business”.</p>	
Committee Reports		<p>COMMITTEE REPORTS</p> <p>Following the breakout session into the committee groups, brief reports were made by the committee chairs. Houlette advised that each committee should be prepared at the Sep meeting to present their list of goals for the coming year. It was also announced that the June recipient of the Employee of the Month award will present at August Senate meeting for recognition as her supervisor was unable to attend the June meeting.</p> <p>Group A will consist of the following committees: Professional Development, Public Relations, and Mentoring. Members are: Kathy Cumings, Libby Dudding, Misty Hutchison, Tammy Jordan, Debbie Krutel, Janet Dearth, Joanna Stoltzfus, and Adam Yulish. The co-chairs of Group A, Tammy Jordan and Misty Hutchison gave a brief report on some issues and goals that their group will be pursuing. Group A will meet 9:00 AM on third Thursday of the month.</p> <p>Group B will meet first Weds of the month with Joni Tate and Brenda Llewellyn co-chairing the Coverlet and Scholarship Committee section. Teresa Tedrow and Esther</p>	<p>All committee reports should be submitted to Marlene Swartz (swartzm@ohio.edu) within one week of meeting</p>

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		<p>McClain will share the chair duties for the EOTM Committee. In addition to the co-chairs mentioned, the other Group B members are: Roxanne Arbaugh-Dicken, Paula Carpenter, Wendy Kaaz, and Rena Peters.</p> <p>Group C consists of the Hiring and Promotion Committee, the Benefits and Compensation Committee, and the Policy and Procedure Committee. Mike Yeager and Linda Cvetan will co-chair Group C and plan to meet Noon-1:00 (possibly ½ to 1 hour beyond if needed) on the third Thursday of the month following Senate meetings.</p> <p>During a general discussion period, some suggestions were made by members to present coverlet sales at pre-college and other university events during the summer.</p>	
Guest Speaker	Dr. Rich Greenlee	Dr. Greenlee spoke of his Appalachian heritage and the several mentors that impacted his life. Dr. Greenlee was recently appointed by President McDavis to the position of Associate Provost of Appalachian Access and Enrichment Programs at Ohio University. Classified Senate offered its services to Dr. Greenlee in any way that might assist him in developing a partnership with the Appalachian area schools and students.	
Old Business		Continue to communicate with constituents and encourage involvement on committees. Please continue efforts to recruit new members both for Senate and for committees.	
New Business		<p>Senate members are asked as a courtesy to turn cell phones to vibrate or to turn them off during meetings. If a member has to take a cell call during a meeting, they should leave the room, please. New members who want to purchase a CSEN shirt are advised that money will have to be paid up front. Brenda Llewellyn will be taking orders at the August meeting.</p> <p>The officers elect were announced as follows: Chair- Elect George Cheripko Treasurer -elect- Teresa Tedrow Secretary-elect – Misty Hutchison</p> <p>The elects will assume positions on exec committee and attend those meetings indicated. Senate picture is normally done in Sep but President McDavis has a crowded schedule so Houlette will confirm at a later date.</p> <p>Houlette has decided to discontinue the newsletter and in its place wants to post all items on the Senate's web site.</p> <p>Houlette requests that members recommend guest speakers that relate to issues that committees are working on.</p>	
Next Proposed Meeting Agenda/Topics		Dr. Decatur, VP for Finance and Administration will speak about his unit's reorganization	
Meeting Adjourned		Motion to adjourn by Kroutel with 2 nd by Hutchison; motion passed and meeting adjourned by Houlette	
Next Meeting Date/Time/Place		Date: August 17 , 2006 / Time: 10:00 AM – Noon / Place: HR	
Respectfully submitted by Marlene Swartz, CPS, CAP, Secretary Elect, Administrative Associate – Athens Campus			

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