

**Classified Senate - FY 2006-2007 - Ohio University
Minutes October 19, 2006**

Present: Carpenter, Cheripko, Cumings, Cvetan, Dearth, Hensler, Hutchison, Jamison, Jordan, Kaaz, Llewellyn, McAdoo, McClain, Nickerson, Peters, Stoltzfus, Swartz, Tate, Tedrow, Yeager, Yulish, and Jim Kemper
Excused: Chalfant, Estep, Houlette, and Kroutel
Absent:
Guests: Roderick McDavis, Bill Sams, Jennifer Hinton, Heather Morris, Bridget Daugherty, Janelle Nichols, Amber Goodfellow, Hartley Mikus, Andy Kreutzer, James Kahler, Deborah Brewer, Connie Flores, Debi Orr, and Samantha Hewakapuge

Topic	Responsible	Comment	Follow-up
Call to Order and Opening Remarks	G. Cheripko, Classified Senate Chair-elect	Cheripko called meeting to order and extended a welcome to guests	
Roll Call	M. Swartz	Roll call completed by Marlene Swartz, Secretary	swartzm@ohio.edu
Classified Staff Scholarship Program	President Roderick McDavis	President McDavis recognized the 2006-07 recipients of the Classified Senate scholarships and thanked Senate for the hard work done to establish these funds. President McDavis also commended Classified Staff as a whole for their outstanding work in keeping the university community safe and operating well. President McDavis congratulated all of the scholarship recipients and emphasized that these students should be most proud of distinguishing themselves as scholars.	Please visit the Classified Senate web site for scholarship information www.ohio.edu/csen/
Introduction of Special Guests	B. Llewellyn	Llewellyn introduced those scholarship recipients present at today's meeting: Bridget Daugherty, Janelle Nichols, and Amber Goodfellow. Llewellyn briefly presented the accomplishments and mini-biographies of these students. Daugherty is a junior in the College of Business with a major in Marketing and received the Academic Scholarship. Nichols is the recipient of the Multicultural Scholarship for Appalachian Students and is a sophomore majoring in Health Administration. The Ohio University Employee Scholarship recipient is Goodfellow who is in her junior year studying Early Childhood Education. Amanda Sweeney, the Non-Traditional Scholarship recipient, and Wayne Laughlin who received the Regional Campus Scholarship, were not able to attend today's meeting.	
Employee of the Month Awards	T. Tedrow E. McClain Co-chairs of the Employee of the Month Committee	The mission and criteria of the Employee of the Month award were reviewed by Tedrow and she then presented the September award to Connie Flores, a Sr. Library Associate. Debi Orr and Samantha Hewakapuge from Flores's department accompanied her to today's meeting for the presentation and praised Flores for her exemplary work. The August Employee of the Month is Teresa Tedrow and her award was presented by McClain. Several staff instrumental in her nomination attended today and included: Jennifer Hinton, Heather Morris, Andy Kreutzer, James Kahler, and Deborah Brewer. Tedrow's coworkers commented briefly on her outstanding work attributes for which she was chosen.	Please visit the Classified Senate web site for the nomination form for the Employee of the Month www.ohio.edu/csen/

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IT Update – Guest Speaker	Bill Sams, Chief Information Officer for Ohio University	<p>A PowerPoint presentation was reviewed for Senate by Bill Sams, Chief Information Officer (CIO) of Ohio University. Listed below are several areas of the presentation which Dr. Sams discussed followed by Sams addressing questions from the floor.</p> <p>The search committee for a new CIO has reviewed applicants and narrowed it to six candidates. These six presented for airport interviews and this reduced the search to two finalists. Invitations to visit the OHIO campus were accepted by each candidate and hopefully an accepted offer will be received by the end of October.</p> <p>The major themes being addressed at this time are: working on moving from Tech Centric to Stakeholder Centric perspective, implementing the Blueprint for Success (a twenty point plan), implementing Project Management, implementing an IT Governance structure, and developing an IT Strategic Plan.</p> <p>Dr. Sams discussed the new organization of his department which will provide more clear and functional distribution of responsibilities. The main job of the CIO should be to facilitate and to provide information for decision making.</p> <p><u>The 20 Point Plan</u></p> <p>Technology – 1) Installed the perimeter firewall on Oct 14 and it will be fully implemented by the end of year. 2) Monitor network intrusion activity with equipment purchase in November and implementation complete by February. 3) Conduct IT Risk Assessment with the Deloitte audit to begin this month and their completed report back received by January. 4) Classify data by security level which will be defined by the Deloitte audit. 5) Complete installation of Active Director which was established by the IT Architecture Council. 6) Develop a multi-tiered enterprise-wide security architecture which will be enhanced on a weekly basis.</p> <p>Strategy and Process</p> <p>7) Develop enterprise-wide best-practices policies and procedures which will evolve from the IT Risk Assessment. 8) Implement the prevention security practices with a network segmentation plan with a pilot to be started Winter Quarter. 9) Reduce the social security number or encrypt using a software designed to protect sensitive data. A short term solution for the library is in the works now. 10) Process to monitor and assure security compliance which will also be contingent on the IT Risk Assessment. An incident response system will accompany this. 11) IT strategic plan will be addressed by the new CIO. 12) Comprehensive business continuum plan is being developed in partnership with OSU. This will allow essential services to continue in case of an emergency situation.</p> <p>13) Define clear roles and responsibility for data security across campus. 14) Inventory applications and information assets in both central and distributed IT areas.</p> <p>Organization and Governance</p>	Please contact M. Swartz at swartzm@ohio.edu for a copy of Dr. Sams's PowerPoint

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IT Update Cont'd	Bill Sams, CIO	<p>15) Organization restructure for IT was implemented in July. 16) One position of additional security staff has been filled with the second position awaiting decision by the new CIO or CISO. 17) Complete central IT staff JIQs by March 15, 2007 so that skills can be accurately assessed. 18) Recommend that the new CIO establishes a project management team. 19) IT will be working closely with Marketing and Communication to improve communication throughout the system. 20) Submitted a recommendation that new CIO restructure the IT Leadership Council.</p> <p>The current SIS system project is old and inadequate. A new Student Information System should be decided on by March 2007 and installation totally completed in 2-3 years. Dr. Sams discussed the IT governance concept as the decision-making authority and accountability in the use of IT. The university cannot afford to continue with inefficiencies and the money will need to come from all departments to support IT changes. The Leadership Council will play an important role in the decision making process with committees making recommendations and developing plans. The past practices will have to change and a project rubric will have to be followed for new technology changes. The university is now moving to a point where managing decisions can be made. Dr. Sams and his staff have been discussing IT issues with other state institutions in order to discover best practices. Also several vendors have expressed a willingness to work with universities on technology issues that would support university services. Students are now seeking institutions with higher tech resources and Ohio University has to advance in order to compete for enrollment.</p> <p>Question: Please discuss process of the Central IT JIQ skill evaluations and pay assessment which will finish up in March and then move on to IT Distributed. Answer: Evaluation process will only go to Distributed staff who are interested. Concerns are that there are not enough people, job classifications often do not reflect job duties, proper training not provided to staff, and 80% of Central staff are under market value compensation.</p> <p>Question: What is the difference between Administrative and Classified and between Administrative IT and Classified IT? Answer: Jim Kemper responded that this is determined by the Federal Fair Labor Standards Act which Kemper would be willing to conduct an in-service about at a later date.</p> <p>Question: Why didn't the IT job study done 3-4 years ago resolve the IT compensation and classification issue? Answer: Only about half were completed and then budget constraints and the dot com meltdown resulted in a market change for IT personnel.</p>	
Secretary Report	M. Swartz	There were two typos on the September minutes which have been corrected but no other requests for changes/corrections/additions were received. A motion to approve the September minutes was made by Llewellyn with a second by Tedrow. Swartz thanked the committee chairs for getting minutes to her in a timely manner last month for inclusion with the Senate minutes. If you are a guest please sign the guest list being passed	Motion to approve September meeting minutes approved To view previous Secretary's report visit: www.ohio.edu/csen/

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		around.	
Treasurer Report	B. Llewellyn	Llewellyn distributed and reviewed the treasurer's report. Only item not on the report is that Llewellyn will reimburse herself for \$30 spent on the parade registration. On the coverlet sheet there are no changes from September. \$150 worth of coverlets was sold yesterday that do not appear on this financial sheet. Two promotional coverlets were donated to the alumni association plus another to the Jarvis benefit. Diana Jarvis was on Senate at one time so this is an appropriate donation given her contribution to Classified Staff. The Classified Senate shirt purchase was back ordered by Baron's and they are now at the embroiderers. They should be ready by Friday or Monday for pick up. As soon as the shirts are delivered to Baron's, Llewellyn will pick them up. The plan is for all staff that are participating in the homecoming parade to meet at the beef barn at the fair grounds by 8:30 sharp. If you cannot be there by that time, plan to meet at the float over on May Avenue between Morris and East State (between Speedway and the Red Cross). McClain moved to accept treasurer report with second by Cvetan.	To view previous Treasurer's report visit: www.ohio.edu/csen/
Treasurer Report Cont'd	B. Llewellyn		Motion to approve Treasurer report accepted
Human Resources Report	<u>Jim Kemper</u> <u>Asst. VP for Administration for Human Resources</u>	Kemper did not have any current issues to discuss with Senate so opened the floor to any questions that members might have. 1. Question: Which form should be used for Classified Staff performance evaluations this year? Answer: Kemper responded that supervisors may use either the old form or the new one that was piloted last year. Both forms are on the HR web site. Question: Is the midyear evaluation due date identified correctly? Answer: Kemper will make sure that it is correct but please follow up with Jenny Jordan if you have any questions about it. 2. Question: Why is the new Anthem administrator denying claims for an employee's spouse? The employee is receiving bills from non-participating providers which were not chosen by the patient (i.e., diagnostic service providers). Answer: Kemper explained that before the university selected Anthem that a study was done upfront as to the extend of disruption in the network providers by switching administrators. Over 90% of the MMO providers were also Anthem providers. Comment that it would be helpful if HR could have a link to the participating providers from the HR web site. Kemper advises that employees should notify HR if they or a beneficiary is seeing a non-participating so that Anthem can approach any provider to contract with Anthem. Ohio University does have the final say on what provider is paid. Those non-participating providers who are working with an Anthem provider are generally to be paid as an Anthem provider, also. Kemper encourages employees to please work with HR as the transition from the old administrator to the new will take some time. There were many problems when the university moved to Medical Mutual and it was well over a year before the MMO administrator was effectively adjudicating claims. Pending Policies: Kemper discussed that there are at this time eighteen policies related to HR that have been submitted and are at various levels of consideration. This is due to several reasons but the primary one is probably confusion caused by the changes in	Policy website for review: http://www.ohiou.edu/policy/index.html Human Resources website: http://www.ohio.edu/hr/index.cfm
			Chart of pending policies is Addendum A to these

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Human Resources Report Cont'd	Jim Kemper	<p>administration. HR is going back to the beginning and is resubmitting those policies. Dr. Decatur is trying to get these eighteen pushed through ASAP to the cabinet. HR will resubmit these all at the rate of two per month prioritized. Five of the eighteen have already been sent which leaves thirteen to follow. Question: When will policy #40.055 be sent? Answer: Next month, November.</p> <p>Addendum – Kemper would like to announce that the vacant Administrative Associate position in the Center for Organizational Development & Effectiveness has been filled. April Koska who is currently working in the Housing Department in Chubb was the applicant selected and will begin her new position in three weeks. The search for the other Administrative Associate position and the HR Records Specialist is ongoing.</p>	minutes
Chair Report	G. Cheripko	Deferred to next meeting due to time constraint and Houlette's absence today	
"Where We've Been"	G. Cheripko	<p><u>Meetings attended by Classified Senate Representatives</u></p> <p>Mary Mize has agreed to serve on the Woman of the Year Committee for Senate. Adam and Marlene reported on the CIO interviews that both attended. Each candidate presented with different sets of skills and experience. Either choice would be an asset to the university.</p>	
Classified Senate Committee Reports	Committee Chairs	<p>Group A – Professional Development/Public Relations</p> <p>Co-chair Tammy Jordan briefly reviewed preparations for the Annual Service Awards program. Everything is ready except that there is a possibility one of the gift items may not arrive on time. Jordan reviewed the work assignments for the Senate members and those members should meet at Nelson at 11:00 on October 27th. President McDavis is planning to attend and will speak briefly. Service-year group pictures will be taken from 1:00-2:00. If anyone has any questions, contact Jordan.</p> <p>The web site update is still in progress but hopefully the site with changes will be available to view by next Monday. There is a possibility that the entire site may have to be reconstructed if the changes needed cannot be incorporated into the present set up.</p> <p>Group B – Coverlet and Scholarship/ Employee of the Month</p> <p>Pillow sample should be here by November 1. Question was asked about making available order forms for that pillow as it would be advantageous to send out now for pre-order. Reminder from Llewellyn to please not forget the parade on Saturday.</p> <p>Group C – Hiring and Promotion/Benefits and Compensation/Policy and Procedure</p> <p>Professional development and wellness plans were distributed to Senate reps but these do not appear on the list from Kemper. Senate will submit through HR again. Senate members working on the career development plan are meeting with the HR professional development team. This combined group will be traveling to Miami University on November 3rd to speak with Miami staff and administration about the problems, concerns, and issues that arose when their professional development plan was being developed and implemented at Miami.</p>	Committee meeting minutes are Addendum B to these minutes

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Old Business	G. Cheripko	A representative is needed for the IT Leadership Council. Yulish volunteered for IT Leadership Council. Regarding the membership recruitment, there is one person considering joining Senate but was unable to attend the meeting today. Please continue to speak with constituents and co-workers about participating on Senate.	
New Business	G. Cheripko	Holiday Plans – Consider ideas and send to Gail for a Senate holiday party in December Business Service Center Committee meeting was cancelled this month.	
New Business Cont'd	G. Cheripko	Consider ideas for OSCHE perhaps centered on OSCHE POOL Party standing for Participation Organization Opportunity Leadership with speakers addressing as themes.	
Next Proposed Meeting Agenda/Topics	G. Cheripko	The guest speaker will be Gwyn Scott, Catering Manager of Dining Services, and will discuss the services to be offered at the new student center. Also, Senate will begin preliminary planning for the OSCHE Summer Conference to be held on the Athens Campus June 14-15, 2007.	
Meeting Adjourned	G. Cheripko	Motion to adjourn made Cvetan by with a second by Tedrow	Motion to adjourn accepted
Next Meeting Date/Time/Place	G. Cheripko	November 16, 2006 in HR 141/145 10:00-Noon	
Respectfully submitted by Marlene Swartz, CPS, CAP, Secretary, Administrative Associate – Athens Campus			

Addendum A

INTERNAL UHR MATRIX

HOW A "PROPOSAL" BECOMES A POLICY: [REVIEWED EVERY THREE YEARS]

STEPS TO BE TAKEN AS OF 10/5/06 REV 10/6/06

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POLICIES IN PROCESS	REVIEW BY VPFA (SENT DATE)	INFORMAL REVIEW BY CABINET	PLACE POLICY IN APPROPRIATE FORMAT – SEE DICK PICCARD	TO REVIEWERS (COVER MEMO) (DEADLINE)	TO PROVOST (CABINET REVIEW)	TO PPRC (CLARIFICATION, ETC.)	TO PRESIDENT	UNIV. COMMUNICATION & MARKETING SERVICES INFORMS UNIV COMMUNITY
* 40.005 Performance Management for Administrators	X	X						
* 40.011 Employee Recognition	X	X						
5 40.015 Educational Benefits for Ohio University Employees								
1 40.024 Emergency Service Leave	X							
7 40.025 Jury Duty & Court Leave								
* 40.029 Sick and Bereavement Leave	X	X						
11 40.028 Personal Days for Classified Civil Service Employees								
10 40.034 Occupational Health Program for Classified Staff								
9 40.045 Terminations & Reinstatements of Classified Employees								
12 40.054 FMLA								
3 40.055, Pay Determination for Classified, Classified IT, and Administrative IT Staff must be jointly approved with 40.039								

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4 40.125 [not applicable; with Legal Affairs] Criminal Background								
8 41.000 Vacation for Classified Employees								
6 41.001 Vacation for Administrators	X	X						
POLICIES IN PROCESS	REVIEW BY VPFA	INFORMAL REVIEW BY CABINET	PLACE POLICY IN APPROPRIATE FORMAT – SEE DICK PICCARD	TO REVIEWERS (COVER MEMO) (DEADLINE)	TO PROVOST (CABINET REVIEW)	TO PPRC (CLARIFICATION, ETC.)	TO PRESIDENT	UNIV. COMMUNICATION & MARKETING SERVICES INFORMS UNIV COMMUNITY
41.010 Administrative Contract Presidential Appointees- Salaried Employees Benefits Policy								
13 41.134 Professional Development and Enhancement for Classified Employees								
2 42.550 Solicitation	X							
* DRAFT-no number assigned Retirement Separation "To differentiate between the ability to receive funds from a retirement system (STRS, OPERS, ARP) and qualifying for retiree status as a Faculty, Administrator, and Classified Staff at Ohio University. To establish criteria for an employee to be considered retired from Ohio University and qualify for retirement benefits provided by Ohio University."	X	X						

Continued Below

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<p>* DRAFT – no number assigned</p> <p>Research Employment Type “To create a category of employees, termed “Research” employees (expanding on the current Special Appointment language in policy 40.106) and improve the hiring process of such employees.”</p>	X	X						
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* = the policies noted by a star (*) have already been presented to Vice President Decatur for consideration by the President’s cabinet. It is assumed the stated (*) policies will be addressed by the cabinet.

The numbers indicate – in order of priority – the sequence in which UHR will present remaining policies to Vice President Decatur for review by the President’s cabinet. Over the past 2+ years, each of these polices have been submitted to the vice president for consideration and each are at various stages/places for approval – each should be discarded for re-consideration as they are presented. These will be submitted at a rate of two per month.

Addendum B

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Group A Annual Service Awards

The Service Awards were a great success this year. We have received a lot of positive feedback about the event held on October 27th in Nelson Dining Hall from 12:00 to 2:00pm. Our guest speaker was President McDavis, who stayed for the luncheon that was provided and said he enjoyed himself. He also wanted to let us know that we did a wonderful job planning the event. Other special guests, such as Jim Kemper, called this the “best ever” Service Awards event. We were able to give away several nice door prizes to recipients ranging from 10-40 years of service and the 50/50 split-the-pot reached \$400. We were delighted when the winner, Gary Dicken, donated his portion of the winnings back into the Scholarship Funds. Kudos to Gary! What a great day even with the rain and we can’t wait to get some pictures on the web for those of you who were unable to attend. Our next project will be the OSCE conference which we will begin discussing at the November meeting, all the while working to get our new web site up and running. This is going to be a great year and one for Classified Senate to really show what they are all about. I am excited about all of these things and greatly appreciate my fellow Professional Development Committee Members dedication to these causes!

Professional Development Committee
Tammy Jordan and Misty Hutchison, Co-chairs
November 2, 2006

Group B Coverlet, Scholarship and Employee of the Month Committee
November 1, 2006
12-1 p.m.

Present: Brenda, Rena and Teresa

Committee members revised the Employee of the Month nomination form. The form will consist of two (2) questions for the nominator to complete plus an area for additional comments. The form will be sent to Committee members for proofing and/or additional revision.

Next scheduled meeting is December 6, 12-1 p.m. in the lower level conference room in Cutler Hall.

Group C No Report Submitted