

**Classified Senate - FY 2006-2007 - Ohio University
Minutes December 14, 2006**

Present: Chalfant, Cheripko, Cvetan, Dearth, Estep, Houlette, Hutchison, Jordan, Kroutel, Llewellyn, McClain, Peters, Stoltzfus, Swartz, Tedrow, Yulish, and Jim Kemper

Excused: Carpenter, Cumings, Hensler, Jamison, Kaaz, McAdoo, Nickerson, Tate, and Yeager

Absent:

Guests: Connie Graves, Tom Vaughan, and Diane Young

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	M. Hutchison	Roll call completed by Hutchison, Secretary-elect	swartzm@ohio.edu
Employee of the Month	Tedrow and Committee	Connie Graves has been selected the Employee of the Month for December 2006. Graves is a Records Management Associate in Student Health Services. Co-workers Diane Young and Tom Vaughan joined Graves at today's meeting and each spoke briefly about Graves's dedicated work ethic and pleasant attitude on the job. Graves was instrumental in supervising the move of the medical records at Hudson during the recent renovations to the first floor area. Graves made sure that all of the records were kept intact, in order, and that patient confidentiality was maintained during the move. Congratulations, Connie!	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	A few typos were corrected on the November meeting minutes but no other corrections or additions were submitted to Swartz. A motion to approve the November meeting minutes was made by Llewellyn with a second by Hutchison. Cheripko and Swartz toured the new Baker Center to scout out a room that would be suitable for Senate meetings during 2007. The January 2007 meeting will be in Room 239 of the new Baker Center. The room will be set up in the round much like the HR room is today so that members can see and hear one another clearly. If Senate does not find the location workable or the room adequate, then the meeting location can be changed.	Motion to approve October meeting minutes approved To view previous Secretary's report visit: www.ohio.edu/csen/
Treasurer Report	B. Llewellyn	Tedrow is doing a great job filling in as treasurer during Llewellyn's medical leave absence. The Senate fiscal report was distributed to members with Llewellyn noting that there were no changes to the operating account except for the entertainment expense line. Baker Center has not been entering enough information on the internal billing authorization using the correct natural code. Swartz has requested Catering Services to charge her p-card for meeting refreshments so that she can attach the correct natural account code to the transaction. This will eliminate Brenda having to do an accounting correction each month. Senate sold 39 pillows and 5 coverlets during the last month. A big thanks to Jim Kemper for his large order of the new Baker Center pillows for Human Resource employee service awards. A reminder that state sales tax needs to be charged on	To view previous Treasurer's report visit: www.ohio.edu/csen/

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Treasurer Report (cont'd)		coverlet and pillow sales if the purchase is not an Ohio University department or other tax exempt purchase. The motion to approve the treasurer's report was made by Yulish with a second by Cvetan.	Motion to approve Treasurer report accepted
"Where We've Been"	G. Houlette	<u>Meetings attended by Classified Senate Representatives</u> Houlette inquired of Estep if she had heard back from the Parking Committee and Estep said that she had not. Estep noted that the previous rep's name was listed as still being on that committee on the web site. Houlette will attempt once again to make sure that the committee recognizes Estep as the current rep for Classified Senate and notifies her of meeting dates and times. Houlette reported that a rep is still needed for the Kennedy Lecture Committee. Houlette asked that each Senate member canvas their constituents once again for a volunteer for that committee. A candidate for the position of spokesperson for the Senior Marketing Director was brought to campus for interview so that search is still active and ongoing.	"Where We've Been"
Classified Senate Committee Reports	Committee Chairs	Group A – Professional Development/Public Relations Jordan reported that the name of the June 2007 OSCHE Conference had been changed to "OSCHE in the LOOP" with acronym standing for same: L eadership, O rganization, O pportunity, and P articipation. Jordan will be making assignments for all senate members to help with the conference and she also has a working list of duties that need assigned. The assignments made at today's committee meeting requested that members begin checking on resources available and present options to choose from for the conference. Final planning decisions will be made at the next committee meeting on January 18 th . Houlette noted that the committees are not listed on the web site via links. Houlette will meet with Yulish and Dearth to work this issue out. It was also suggested that the listserv may be antiquated and Senate may want to consider going to a blackboard type of communication tool for Classified Staff. Group B – Coverlet and Scholarship/ Employee of the Month It is necessary that Senate begin to start looking for gift renewals from sponsors for the Employee of the Month awards. It is becoming increasingly more difficult to obtain gifts because of the budget constraints within the university and the economic environment in the community. Please notify the committee if your department can donate to the EOTM. Group C – Hiring and Promotion/Benefits and Compensation/Policy and Procedure The University Benefits Committee is meeting at 3:00 on Friday, Dec 15. Cvetan will be at that meeting and will provide an update at the January Senate meeting. Cheripko reports that the small group peer audit committee will be meeting with Kemper. Cheripko will have a report on this meeting at the January Senate meeting.	Committee meeting minutes are Addendum B to these minutes

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Human Resources Report	<u>Jim Kemper</u> <u>Asst. VP for Administration for Human Resources</u>	<p>Report on ERIP There have been 4 additional employees declare for an ERIP but HR had anticipated a number of 5-7 by the end of 2006. There is no targeted number for the ERIP. The ERIP was offered by the university voluntarily because an ERIP would have been mandated by law because of the positions being abolished. HR had projected that total of ERIPS would be 75 by July 1, 2006 and then an additional 75 by August 31, 2007. HR now anticipates that only another 25-30 will declare by August 31, 2007. There is one unit, Facilities, that was granted a 1-year reprieve from layoffs which the Provost funded with "bridge money". It is hopeful that some retirement eligible employees will declare at the end of the year when that bridge funding is depleted. Again Kemper and Houlette emphasized that there has been no quota number set by the university that has to be met regarding the ERIP.</p> <p>Kemper suggested that Senate might consider having Kim Valentour present at a Senate meeting to speak about health risk assessments. The Health Benefits Committee set one of its goals to develop a culture of wellness awareness among employees.</p> <p>This Friday HR will be sending out a batch of policies for review. HR has ownership of 57 policies of which 35 have already been submitted but which did not progress through the system so have been re-submitted simultaneously to the administration for consideration.</p> <p>HR has been charged with putting together a student pay plan due to the raise in the minimum wage. Kemper asked if Senate would like to participate by having a representative sit on this committee. Work on this committee will start late January or early February. Kemper and Soni Williams will head this committee.</p> <p>Kemper wants to order more Baker Center pillows from Senate. HR will donate a pillow to each of the EOTM award recipients. This pillow will be a limited edition and the Coverlet Committee will be discussing a time period termination of the pillow availability so Kemper may need to discuss with Krista about funds to purchase enough for at least two years for the EOTM.</p> <p>Kemper asked if anyone present remembered if the new Policy 40.055 replaces Policy 40.039. Houlette answered that yes, it does replace 40.039. That information about combining the two policies into one should appear in the draft of the new policy 40.055.</p> <p>Houlette asked Kemper about what month would be best to request Kim Valentour to speak. Kemper indicated that February meeting would work.</p> <p>Kemper was asked about the health care awareness. Kemper said a questionnaire will be sent to employees with responses to be submitted anonymously. Results will enable the university to assess wellness culture and design wellness plans.</p> <p>A question was raised about the new Ohio smoking ban law. Kemper responded that since the university is already smoke-free, a committee will be just a follow-up to make sure signage is in compliance. Senate will be represented on this committee. Kemper</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> <p>Kemper will keep Senate updated on the ERIP situation at Senate monthly meetings</p>

**Classified Senate - FY 2006-2007 - Ohio University
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		does not feel that this committee will be suggesting any major changes and those smokers should not find it any more difficult to smoke after the committee finishes its work than they do now with the restrictions that are currently in place.	
Chair Report	G. Houlette	<p>Houlette announced that there have been a couple of questions from Classified employees about grievance hearings. A grievance hearing is conducted at HR and the employee is allowed to have a representative as support. However this support person's role is not to speak on behalf of the employee at the hearing. Example: Houlette attended a hearing with an employee who found it emotionally difficult during the hearing and Houlette was able to be supportive when the employee had to step out of the room for a moment. Please contact Houlette if you have been requested to go with a fellow employee as support but are unable to do so. Houlette will go in your place or find another Senate rep to attend with that employee.</p> <p>Another example regarding support at a grievance hearing – Llewellyn requested that Houlette participate in an information meeting that Llewellyn had with an employee. Llewellyn then accompanied the employee to the HR hearing. If you are contacted please make sure that the employee has someone to go with them to the hearing. A report is sent to the employee from HR after the hearing in the form of a letter to the employee.</p> <p>Question was asked Kemper about the accounting specialist position for the facilities business service center. Kemper checked and that position was posted for applications on Nov. 6 and came down from the employment site on Nov. 13. An employee was awarded the position on Dec. 1 and started in that position on Dec. 13. Ruth McCall King was hired from within the unit and the application considerations did not go beyond the facilities unit.</p> <p>A question was asked about the status of the proposed Career Development Plan. After the meeting that Houlette and others attended this morning with Dr. Decatur it appears that the plan will be going back to the table for some changes. There was a discussion with Decatur at the meeting about why Hocking Technical College courses would be the only ones included in the plan. Some of the items from the survey were also discussed especially the fact that only 114 responses were received from the 658 non-bargaining Classified Staff. The survey was sent out before the proposal was announced and the responses were not indicative of the entire group. Houlette apologized about giving the impression at the last Senate meeting that the committee meetings were secretive. Houlette's only intent at that emergency meeting was to have an honest and open discussion about the plan. Minutes of that meeting were not done intentionally so that everyone would feel free to talk and express opinion. The vote taken was not formal but just a consensus of opinion. The topic was difficult to address with members because of the lack of information that could be shared about the program. There is still much discussion to be held regarding the CDP.</p>	
Old Business	G. Houlette	Membership Recruitment – Still down one member and so please continue to recruit from	

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		your constituents.	
New Business	G. Houlette	No new business	
Next Proposed Meeting Agenda/Topics	G. Houlette	Julie Allison will be back at a future meeting to update Senate on Facilities business service center and then perhaps Kim Valentour to speak about the wellness questionnaire at a future meeting. Please continue to encourage constituents to attend Senate meetings.	
Meeting Adjourned	G. Houlette	Motion to adjourn made by Peters with a second by Kroutel	Motion to adjourn accepted
Next Meeting Date/Time/Place	G. Houlette	January 18, 2007 in New Baker Center Room 239 10:00- Noon	
Respectfully submitted by Marlene Swartz, CPS, CAP, Secretary, Administrative Associate – Athens Campus			
Minutes Approved by Senate January 18, 2007			

Addendum – Committee Reports

Professional Development/Public Relations Group Committee

The OSCE conference planning is still in progress with sub-committees being formed to finalize two-day event agenda. All of classified senate should attend the January Professional Development meeting to be held prior to the Classified Senate Meeting on January 18th, 2007 in the New Baker Center to vote on the issues. Tammy Jordan, Co-chair of Professional Development Committee.