Call to Order
Sharon Romina, 2017-2018 Chair of Classified Senate, called the meeting to order at 10:07 am on October 19, 2017.

Roll Call
*Classified Senate members in attendance*
Bonnie Behm-Geddes, Pat Bungard, Jeff Fulk, Heather Gould, Amanda Graham, Adam Grimm, Jacob Jakuszeit, Marlene Jenkins, Maryann Lape, Serena McCollum, Theresa Meyer, Bobbie Perpich, Jennifer Romero, Sharon Romina, Nancy Vandeman, and Dana Wright

*Classified Senate members not present*

*Classified Senate members absent*

Guests
In attendance: Angela Woodward, Communications & Marketing
Via Adobe Connect: Misti Hutchison, Cheri Sheets, Susie Pitts and Lindsay Radomski

Secretary Report – Serena McCollum, BSC
A draft of the June 2017 meeting minutes were distributed and need approved. September 2017 meeting minutes have been distributed to Classified Senate members. No further comments have been received. Both June and September meeting minutes were approved as distributed.

The October agenda was sent to all of classified staff via the classified staff listserv on Wednesday, October 18, 2017.

Serena McCollum reminded Classified Senate members:
- According to the bylaws, anticipated absences should be reported to the Chair. You may copy the Secretary, but official notice should go to Sharon Romina.

- Classified Senate members to report to the Secretary any updates on committees they serve on. Also any Classified Staff member who serves on a committee should send their committee reports to the Secretary prior to the next month’s meeting.

Treasurer Report – Heather Gould
- Overview of the budget distributed
- Will email full report
- Will check budget for Service Awards
Chair Report – Sharon Romina

- Sharon has been appointed to many committees
- Sharon has been appointed to the President’s Cabinet
  - First meeting in November
- The 5 senates (Faculty, Administrative, Classified, Student & Graduate Student Senates)
  - Have met regarding all of the standing committees
- 4 spaces available on committees for senate representation
  - Sorority & Fraternity Life Committee – Jacob
  - Post Publishing Board - Theresa
  - Intercollegiate Athletics – Jennifer, Jacob
  - Ecology & Conservation – Dana, Heather
- Interdisciplinary Council – Christi Lee willing to continue
- Suggestion about creating a Safety Committee
- Trying to get all the standing committees up and running
- Questions from adobe –
  - Have heard that classified positions are to be cut?
  - Incentives or buy outs?

Committee Reports

Classified Senate Committees

Committee A – Heather Gould, Adam Grimm & Nancy Vandeman

- Committee A is in the final stages of preparing the Tuned In newsletter for October and it will include a reminder that Classified Senate is having a Meet and Greet in the 1804 Lounge in Baker Center from 11:30 to 1:30. It should go out late next week.
- Also discussed about possibly having a speaker come in to speak to the Athens Campus somewhere in the timeframe of early to mid-January-early spring. I have reached out to a speaker to get some pricing and availability.
- Speaker Nicole Phillips has been booked to speak on January 10th in the Walter Hall Rotunda (exact time to TBA).
- The Newsletter is completed and has been emailed out.
- At the Meet & Greet, the first 100 people will receive a FREE lunch cooler.
- Committee A has reached out in regards to putting something in the binders during employee orientation in regards to Classified Senate but have not settled on what yet.

Committee B – Amanda Graham

- Homecoming sales was $289.00
- EOTM –
  - July 2017 – Rusty Thomas, Procurement and Contract Services
  - August 2017 – Leanna Ater, Financial Aid, Chillicothe campus
  - September – Teresa Crabtree – Housing & Residence Life

Committee C – Serena McCollum and Theresa Meyer

- The service awards were held September 28th at Walter Hall.
- The event was well attended.
- Dr. and First Lady Nellis were both able to attend along with David Descutner.
- Marlene Jenkins did an outstanding job of getting door prizes.
• There were a total of 76 Classified Employees who were honored this year ranging from 10 to 40 years of service.
• All of the service awards have been delivered to all awardees.
• All 5 year certificates have been mailed.
• Committee C reviewed the following policies
  o Committee C was to review and provide comments by 10-4-17
  o Committee C submitted those comments to Chair, Sharon Romina
  o Sharon will forward to the appropriate committee responsible for the policy
    ▪ 24.014 – Freedom of Expression
    ▪ 24.016 – Use of Outdoor Space on the Athens Campus
    ▪ 44.113 – Smoke and Tobacco Free Campus
    ▪ 41.090 – Retirement Separation (Greg Fialko did respond to acknowledge our comments)

Ohio University Standing Committees (http://www.ohio.edu/standingcommittees)
Committee on Committees – Sharon Romina, BA
• The committee has not met.

Ecology and Energy Conservation Committee – vacant (3 yr. term)
• Sharon asked for name/names of those interested in serving.
• Dana Wright & Heather Gould both said they would be interested.

Intercollegiate Athletics Committee – vacant (3 yr. term)
• Sharon asked for name/names of those interested in serving.
• Jennifer Romero and Jacob Jakuszeit both said they would be interested.

Interdisciplinary Council – Christi Gang
• The committee has not met for several years. No update.

Kennedy / Frontiers in Science Lecture – Sharon M. Romina, B.A.
• An Evening with Gloria Steinem, Tuesday, November 21, 2017
• 7:30 pm in Memorial Auditorium
• Admission is free and doors open at 6:30 pm

Library Committee – Marlene Jenkins (2019)
• No update.

Post Publishing Board – vacant (3 yr. term)
• Sharon asked for name/names of those interested in serving.
• Theresa Meyer stated she would be interested.

Transportation and Parking Committee – Amanda Graham (2018)
• No update. Committee does not meet until mid-September
Ohio University Ad Hoc Committees

Benefits Advisory Council – Jennifer Romero
https://www.ohio.edu/hr/benefits/bac.cfm
- Last meeting was cancelled but scheduled to meet on Tuesday, October 24th.
- Continue to review data that will eventually help us make recommendations for next year and for the three year projection.
- Committee is hoping to have these recommendations ready to go by the end of the calendar year.

- https://www.ohio.edu/finance/bpa/council_new.cfm
- Council met Thursday, October 12th.
- Reviewed communication that went out to the deans and CFAO’s discussing the fall Financial Reviews and FY19 budget planning expectations.
  - There were some changes to be made and the document was to be sent out next week.
- Discussed Scholarship Leveraging where an additional $1,000 will be added to each student in the ACT ranges of 25-29 for our fall 2018 and future classes.
  - David Descutner and Craig Cornell believe this will increase our student numbers by 98 in-state students and 1 out-of-state student than without the additional funding. This would amount to a total of 99 new freshman students.
  - These are not solid numbers because students still might not decide to come to OU because of the additional $1,000 so this is the best outcome that we could have.
  - BPC left the conversation with wanting to know more information and give more details on this before making a decision to approve or decline this.
    - We would like to know our break-even point (so how many students it would take to gain or break even and at what point is this going to hurt the University rather than help).
  - BPC was asked to have a decision by November 1st to have enough time to build the changes into the awarding system.
  - At the next meeting (Thursday, October 26th) more information will be provided for BPC to make a decision.

Campus Climate Task Force (Modern Think Survey)
- University wide internal communication – Amy Meeks, B.S.J., M.A.
- Professional development – Cheri Sheets, BSVC
- Senior leadership and strategic direction – Shelley Barton, B.S.

Disability Strategic Plan Implementation Committee – Serena McCollum, B.S.C.
- https://www.ohio.edu/equal-opportunity/pacdap/strategic-plan.cfm
- The committee met on 9-27-17.
- Leadership Implementation Team heard the results from the self-assessment and we are planning next steps at the November 1 meeting.
  - In general, there were three kinds of requests from departments – 1. Training, 2. Consulting on Department level accessibility and 3. University-wide systemic changes (incorporating accessibility and inclusion in systems already in place, so they can have an overall impact for all users. Ex. Event planning, communication, HR hiring/employment practices, advancement, etc.)
Next meeting is November 1, 2017.

Facilities Planning Advisory Committee – Shelley Barton, B.S.
- [https://www.ohio.edu/planning-space/upsm/a40.cfm](https://www.ohio.edu/planning-space/upsm/a40.cfm)
- No update.

Joint Police Advisory Council – George Cheripko

JPAC - 10/5/17 - 6 PM - Baker University Center Rm. 230

In Attendance: Ron Lucas, Tom Pyle, Andrew Powers, Josh Thomas, Josh Bodnar, Landen Lama, Chad Barnhardt, Toby Stock, Karen Dahn, Jackie Wolfe, Lori Kinney, Barb Harrison

Special Guests Participating in the Meeting: Jackson Baehr (1804 Communications)

1. 1804 Marketing Update
   - Would like to focus on getting our social media up and running again
   - Need some assistance from the committee on the direction we would like to take with our social media presence
     - Ron suggested convening a small group / sub-committee to focus on this topic
     - Would like to get this moving soon so we can message around Halloween
       - Sub-committee volunteers - Ron, Josh, Toby, Karen, Chad
       - Meeting to be scheduled
   - Also consider how we can tie in with the social media accounts of the organizations represented on JPAC
   - Committee would also like 1804 assist with getting our website up to date
     - Sub-committee will work on this as well

2. Protest Pamphlet Discussion/Review
   - The City Law Director had some concerns about the Police Department publishing a document like this
   - Concept is that JPAC would release/publish the document and it would not be from the police departments
   - The final draft should still probably be run by both city and University legal counsel
   - Group discussed the feedback that had been submitted by members via email
     - Focus on both protecting free speech rights and maintaining public safety
   - 1804 Communications could also take the draft content and provide design services once content is finalized
   - The group thinks we should go back to the original draft bulleted list to circulate for feedback
     - The current design / draft distracts from getting good feedback on the content because of how it is organized
     - Chief Powers will send the original bulleted list out to the committee for feedback
   - Some question around if we still need a pamphlet knowing a permanent protest policy is coming out soon
     - The original concept of the pamphlet was to distill and summarize policy and law in a concise manner
     - Worry around if the people who would benefit from read it are willing to
   - The message we are trying to get out is that locally our police departments want to be partner to maintain safety
- Could we also host another community forum to attempt to build bridges again
  • Also some conversation on if rotating the meeting location each month is a barrier

3. Halloween 2017
- The block party will be Saturday October 28th this year
- Goal is to have the party wrapped up by 12:30 AM on the 29th
  • Bands end at 12:30 AM and vending ends at 1 AM
- The official band list is up on the official Athens Halloween website

4. JPAC BBQ Wrap-Up
- We stayed within our budget through collaboration with our partners
- Attendance was around 500 (which is down from the last event, which had around 750
  • Good representation of University and Community leadership
- Event went well, but communication/marketing the event could be improved upon for next year
  • The year off last year may also have affected our momentum
  • We also suffered from not having enough lead time to plan / get the word out this year
  • Maybe we could do a court street banner for marketing next year
- Suggest we keep the format for the BBQ on the Bricks the same moving forward
  • The mid to late-September timeframe seems to work well
  • The location also seems to provide a lot of foot traffic / Accessibility
    o The location does necessitate some more intentional outreach to the community
- Start planning significantly earlier for next Fall’s event
- Would like to see JPAC members be more visible during the event next year

5. Roundtable
- Off-Campus Living was out in the neighborhoods earlier today promoting safe decisions during Homecoming
  • They will do something similar again just before Halloween
- Homecoming this weekend!
  • The parade will follow the same route as it did last year
- Should we do another JPAC safety tour like we did in the first few years of JPAC
- Some discussion of if the City’s current plan to build a pedestrian tunnel under Richland Ave in 2019 is warranted
  • Under law there is no provision for there to be any kind of signal or traffic control device there
- October 15th at 2PM the Student Senate Off-Campus life commission is hosting a community picnic
  - Will be occurring in the West State Street Park
- Parties in the neighborhoods have been a concern/annoyance for the near north side neighborhood

**NEXT MEETING:** Thursday, November 2nd at 6 PM at the Athens Community Center

*Outstanding Administrator – Sharon M. Romina, B.A.*
- [https://www.ohio.edu/adminsenate/awards/outstanding.cfm](https://www.ohio.edu/adminsenate/awards/outstanding.cfm)
- Nominations being accepted through November 10, 2017.
- Any member of the Ohio University community can now nominate an OHIO administrator for the award, given each year to three administrators for their outstanding contributions to Ohio University.
Presidential Advisory Council on Disability and Accessibility Planning - vacant

Presidential Advisory Council on Public Safety – Maryann Lape, B.B.A.
• No Update.

Task Force on Affordability and Efficiency – vacant ?

Task Force on Diversity and Inclusion – Marlene Jenkins and Janet Russell
• Committee will begin soon; Marlene and Janet agreed to return.

Tobacco Free Committee – Christi Gang
• Policy 44.113 – Smoke and Tobacco Free Campus Policy presented for comments
• Committee will be meeting over the next couple of weeks to go over changes requested by the senates across campus.
• Any changes made will be noted and presented to the ESPC on November 16th.

Training Advisory Council – Sharon Romina, B.A. and Cheri Sheets, BSVC
• Will meet November 6, 2017

CSEN History – Jennifer Romero, Jeff Fulk, Heather Gould and Sharon Romina

Search Committee for VP for University Advancement – Jeff Fulk
• No update.

Search Committee for Executive Vice President and Provost
• Sharon submitted 5 names, no selection has been made.

Sara Trower – Executive Director, ECRC – Ohio University Faculty/Staff Online Education Module: “Bridges: Building a Supportive Community”

The University acquired this online education module from the vendor Everfi which acquired another company called Lawroom. Lawroom created the content that is in this module. Accordingly, in the module you will see reference to Lawroom as providing support if there are issues.

This online faculty/staff training initiative was undertaken in order to ensure that all faculty and staff are equipped with the knowledge to help prevent and respond appropriately to sexual misconduct. Additional faculty/staff training was one recommendation that came from the 2016-17 PACSM (Presidential Advisory Committee on Sexual Misconduct) as a result of the 2016 Social Experience and Safety Survey, which was conducted to obtain information concerning the prevalence of sexual misconduct on the Athens campus among students.
This 2016 climate survey was the first survey of its kind done at Ohio University. While the response rate of approximately 7% was small, the data obtained provides a baseline against which subsequent data can be compared. Results from the survey indicated:

- 45% students (550+ students) reported they had experienced some form of sexual misconduct by a faculty or staff member.
- The responses indicated the following numbers regarding who perpetrated sexual misconduct:
  - 68% by Faculty
  - 10.7% by staff
  - 11.4% by a graduate student instructor
  - 9.8% perpetrated by “other”
- 8.2% of graduate students reported experiencing unwanted sexual advances

With the online education module, all faculty and staff will have a shared baseline of understanding regarding the issue of sexual misconduct. Having this shared baseline of understanding will allow subsequent programs to build on and develop the faculty/staff’s understanding and knowledge in this area.

In order to prevent discrimination, including sexual misconduct, it is important that we build a culture of respect which does not tolerate sexual misconduct. It starts with each of us holding ourselves accountable to show respect and treat others as we want to be treated. And, for each of us to also hold each other accountable to that standard of respect that will not tolerate conduct that is disrespectful and can lead to sexual misconduct if not stopped. We have a chance to intervene to uphold our community values of respect. If we see something, we say something, we do something.

Faculty/staff sexual misconduct:
- 2017-18 Survey students again and extend to regional campuses.
- 2017-18 survey faculty/staff to obtain data on their experiences
- PACSM – Presidential Advisory Committee on Sexual Misconduct
- Provide more training to faculty/staff

3-9141 – Sara’s direct number or email her at trower@ohio.edu
Office of ECRC is located in Lindley Hall

780 faculty/staff have already completed the online education module. The online education module takes about 1 hour to complete, depending on the learner’s pace. Also, may take longer depending on how much of the additional content that available the learner chooses to read. The program is self-paced, meaning the user can log in and out if interrupted. The module picks up where it left off when the user was interrupted. The module will remain available until Sara removes it from the individual employee’s assigned courses.

At the end of the online module, faculty/staff can provide feedback in response to survey questions and some open ended questions. New employees will receive this training module

Confidential resources: Student Affairs revived the Survivor Advocacy Program (SAP) – students can obtain confidential assistance from SAP which is exempted from the duty to report sexual misconduct. For faculty/staff there is the Survivor Advocacy Outreach Program (SAOP) of Southeastern Ohio which is located in Athens. Counseling & Psychological Services serves primarily students, but Sara believes it will provide a referral for faculty/staff if they are contacted
Goal set by Dr. Nellis is for 100% faculty/staff completion rate on the online education module. The deadline for completion is 11-17-17. Auto reminders to go out every Friday to remind you of the deadline. The link will stay active even after the 11-17-17 deadline. At that time, we will look at the results for completion and determine how best to get to the 100% completion goal.

Sent pre-communication about the coming email and the links. If email link was deleted then let Sara know and she can re-send it.

**Old / New Business**

**Upcoming Events**
November 16, 2017  Classified Senate Meeting – Baker 233

Adam Grimm motioned for adjournment with Theresa Meyer seconding. The meeting was adjourned at 12:05 pm.

Respectfully submitted,
Serena McCollum
2017-2018 Classified Senate Secretary