Call to Order
Sharon Romina, 2017-2018 Chair of Classified Senate, called the meeting to order at 10:00 am on September 21, 2017.

Roll Call
*Classified Senate members in attendance*
Bonnie Behm-Geddes, Heather Gould, Adam Grimm, Maryann Lape, Serena McCollum, Bobbie Perpich, Jennifer Romero, Sharon Romina, Nancy Vandeman, and Dana Wright

*Classified Senate members not present*
Pat Bungard, Jeff Fulk, Amanda Graham, Marlene Jenkins, Theresa Meyer
Jacob Jakuszeit via Adobe Connect

*Classified Senate members absent*

**Guests**
In attendance: George Mauzy
Via Adobe Connect: Susie Pitts, Misty Hutchison, Sandra Dixon, Claire Kimok, Ruth McCall King, and Linda Schoeppner

**Secretary Report – Serena McCollum, BSC**
A draft of the August meeting minutes was distributed to Classified Senate members on August 30 and again along with the agenda on September 19. No further comments have been received. Adam Grimm approved and Nancy Vandeman seconded. The minutes were approved as distributed.

The September agenda was sent to all of classified staff via the classified staff listserv on Thursday, September 21.

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 send a response when accepting / declining calendar invitations. The Outlook tracking feature only works if you send a response.
- Classified Senate members to report to the Secretary any updates on committees they serve on.
Treasurer Report – Heather Gould

- 3 of the scholarship recipients sent thank you letters
- The 5 awardees for 2017-2018 were:
  - Ethan Gates – CSAC Multicultural Scholarship - $1000.00
  - Alisa Kelley – CSAC OU Employee Scholarship (Eastern) - $1000.00
  - Jimmie Leiffer – CSAC Regional Scholarship - $1000.00
  - Jessica Mossack – CSAC Academic Scholarship - $1000.00
  - David Rothwell – CSAC Non-Traditional Scholarship - $1000.00

Chair Report – Sharon Romina

- FPAC – Barbecue on the Bricks
  - Tuesday, September 26th – 5-7 PM
  - Corner of Court Street and Park Place (in front of Baker)
  - Free Kiser’s BBQ & Ice Cream
- Sexual Misconduct Survey
  - Sara Trower from ECRC will be attending the October meeting
  - Asked Sharon to seek volunteers for the pilot/focus group, if interested then let Sharon know
  - To be rolled out first of October to the pilot/focus group then to all of faculty and staff
- Homecoming – October 7
  - Sign-up sheets to be distributed during the meeting
  - No official game time yet
  - Work from 7:30 to 2:30 at Howard Park (will vary depending on game time)
- HR Resource Fair – October 17
  - Time is 10:30 to 2:30
  - Would prefer for 2 people to work a shift
- Business Forum – October 10
  - HRTC 141 from 2-4
- Freedom of Expression Policy – 24.014 (Interim)
  - Policy was put into place without the normal channels
  - Passed August 17, 2017 along with 24.016 - Use of Outdoor Space
  - President Nellis met with 5 chairs last week
    - having a comment period
    - Policy sent to Committee C for review
    - Extended comment period to October 20
    - Sharon recommended everyone to please review and provide comments
- Retention Point list now on HR Website
  - Location is Employment/Separating from Ohio/Retention at the bottom
  - To be published monthly, last update was 8-29-17
- University Hearing Board
  - Any staff member can apply
  - Deadline is October 2, contact Martha Compton (comptonm@ohio.edu)
- Alice Training – November 15, 10-1 at Baker 240/242
- Active Shooter – December 19, 8:30-12 at Baker 240/242
  - Preregister – Bev Wyatt – wyatt@ohio.edu

Committee Reports
Classified Senate Committees

Committee A – Heather Gould, Adam Grimm & Nancy Vandeman

- Committee A met on September 14, 2017 and we discussed that the official time for the Meet and Greet is 11:30 am-1:30 pm in the 1804 Lounge. We also discussed that we are going to be giving away the coolers with candy and Classified Senate info inside them as our gift for the Meet and Greets. I am in the process of ordering our catering for the October 25, 2017 Meet and Greet, the menu will include pumpkin rolls, cookies, apple cider, and water etc. We are reviewing and discussing what questions to ask Classified Staff at regional campuses so we can get an idea of what types of Professional Development they are seeking.

- Heather is going to get working on the Classified Senate newsletter which will include pictures from our September 25, 2017 Meet and Greet at the Chillicothe Campus and various Classified Senate Employee spotlights, EOM recognition and/or Classified Senate Members Spotlight. It will also include an announcement for our October 25 Meet and Greet. We hope to have this go out to campus Classified Staff on October 18, 2017 with a letter from the Classified Senate chair.

Committee B – Amanda Graham

- Homecoming Sales October 7, 8:30 - 1:30 sign-up volunteers, we need people!

Committee C – Serena McCollum and Theresa Meyer

- Committee C has been meeting more than just monthly to finalize all of the plans for the Service Awards.
- Service Awards will be held Thursday September 28th from 11-1:30 at the Walter Hall Rotunda
  - All of classified senate will need to help out
  - All of senate to wear their new shirts
  - All of the awards to be handed out have been delivered
  - Program is currently being printed at Printing Resources
- 4 university policies have been given to Committee C for review and feedback
  - Policy 24.014 – Freedom of Expression
  - Policy 24.016 – Use of Outdoor Space on the Athens Campus
  - Policy 44.113 – Smoke and Tobacco Free Campus
  - Policy 41.090 – Retirement Separation

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)

- Jennifer Romero has submitted Heather Gould’s name to the President’s Office for consideration.

Intercollegiate Athletics Committee – vacant (3 yr. term)
Interdisciplinary Council – Christi Gang
• The committee has not met for several years. No update.

Kennedy / Frontiers in Science Lecture – Sharon M. Romina, B.A.
• Pete Souza lecture was September 19 and filled. Next up: An Evening with Gloria Steinem, Tuesday, November 21

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

Post Publishing Board – vacant (3 yr. term)

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
• Have had 2 meetings
  o First meeting was a review of what the committee is tasked with doing and getting to know who is on the committee. Also a small review of the accomplishments from last year and a starting discussion of where we need to focus on this year.
  o Second meeting was a more detailed review of where we finished up last year and figuring out what we need to focus on this year.
    ▪ The dependent audit will be taking place this fall with more details to come later.
    ▪ We will be working on revising our three year plan and working with the consultant Mercer.
    ▪ There are some changes with Healthy Ohio this year with a communication plan in place to get the word out.

• https://www.ohio.edu/finance/bpa/council_new.cfm
• Budget Planning Council met on September 14th and discussed the following:
  o FY 19 Budget Planning Assumptions
    ▪ We will have to make reductions again. We currently have $2.3 million in base reductions to Administrative Planning Units that will need addressed.
    ▪ Currently are planning to do raises this upcoming year
  o Went over the RCM Budget Model
  o The next meeting will be September 28th

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](https://www.ohio.edu/equal-opportunity/pacdap/strategic-plan.cfm)
- Committee will be meeting September 27th.

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 Meeting Minutes - 9/7/17 - 6:00 PM - Athens Community Center**

In Attendance: Chief Powers (OUPD), Capt. Harvey (APD), Josh Bodnar (admin senate), Landen Lama (student senate), George Cheripko (classified senate), Karen Dahn (Community), Arian Smedley (city council), Jackie Wolfe (Fac Senate), Kim Castor (OU Survivor Advocacy), Josh Thomas (AUBA), Delfin Bautista (OU LGBT Center)

Guest: Jackson Baehr- 1804 Communications (New name of OU Impressions)

1 - Welcome and Introductions
   - Members introduced themselves
   - Chief powers provided charter to new members
   - Chief powers explained JPAC’s relationship with the 1804 Communications PR Firm

2 - Fall BBQ
   - BBQ has historically been a JPAC event held in the fall, but it did not occur last year due to planning challenges
     - We had wanted to expand the event, but the expanded event proved too difficult to bring together
   - The years it was hosted, it was a well received and attended event
   - The concept for this year is to return to the smaller format that had been successfully used with past JPAC BBQ’s
   - Intent is to foster good relations between law enforcement and the community
   - Location is open to discussion, but easiest solution may be to return to the south end of Court Street just outside of
     - Baker Center (intersection of Court Street and Park Place) where it had been held previously
     - This location is easier to manage for this kind of event, and worked well in the past
     - The foot traffic coming out of Baker Center is also very advantageous
     - Committee agreed to return to that location
   - Would be helpful to have JPAC committee members clearly identified / mingling with the attendees
     - The LGBT Center has a button maker, and we could make buttons with the JPAC logo for members to wear
   - Possible Dates
     - Earlier in the semester is likely better
     - City Service Safety Director suggested the last week of September of first week of October
     - Targeting a Tuesday, Wednesday or Thursday Night
     - We would want to avoid the week of October 17th, which will be the presidential investiture
We also want to ensure both President Nellis and Mayor Patterson can attend
  - Our tentative date will be run by their offices
  - In the past, the ordinance has been written with a primary date and a rain date
  - Committee agreed to target the last week of September
    - Landon prefers Thursday to avoid the Wednesday night Student Senate meeting
    - We also need to be aware of Jewish holidays that occur at the end of September
    - Yom Kippur starts the 29th

Tentative date of Tuesday, September 26th with a rain date of the 27th (or 28th if President is unavailable)
  - The 26th will coincide with the University's Walk Together event
    - Chief Powers will coordinate with the President's Office to vet the date, and Capt. Harvey will check with the Mayor's Office.
  - Chief Powers will also reach out to the Sheriff's Office and the State Highway Patrol to invite them
    - Would be nice to have Deputy Childs and his DJ setup there (he has done the previous events)
    - OUPD will make sure to have the two bomb dogs there
  - Capt. Harvey will try to coordinate getting the mounted unit there

- Food Budget
  - We have a rough budget of $6,000 to work with right now ($3,000 from the City and $3,000 from the University PD)
  - There was also a suggestion that some funding may be available from Student Affairs
    - Chief Powers will check in with Dean of Students Jenny Hall-Jones
  - There also may be money available through Student Senate or uFund
    - Landon will investigate these options and notify Chief Powers of options
  - The LGBT center may also be able to make a small contribution
    - Delfin will reach out to Jason Pina for Diversity & Inclusion
  - We might also be able to get beverages donated through Pepsi
    - Landon will check on this with the CIC / Jonathan Renard
  - The hope is to garner an addition $3,000 from the other sources to bring the total budget to $9,000
    - As a gauge, the first event cost roughly $12,000

- Food Vendors
  - Have attempted to get a good mix of Community and University Catering vendors
  - Kiser's BBQ has been a vendor in the past
    - Kiser's is one of the few vendors in town that could accommodate the quantity and schedule
    - Arian will reach out to Kiser's
      - Check availability. We desire pork, chicken and tofu options
  - University Catering has provided desserts / ice cream novelties
    - We will continue with this
    - Chief Powers will discuss catering with Jenny Hall-Jones as well
  - Targeting food for 1,000

- Street closure ordinance
  - Goal to take to City Council Committee this week and to the full Council next week
  - Chief Powers has the ordinance that was passed last year, and will coordinate providing update to the city
- New Beginnings Animal Center has reached out to APD about doing an adoption event together, and that could be a possible collaboration
  - This could be intentionally staged to be an appropriate distance from food service and eating areas
  - Capt. Harvey will reach out to them to see if this collaboration would work for them
- Advertising - 1804 Communications can assist with getting the word out
  - To enhance community involvement, we could request a community announcement with WOUB
  - An article in the Post, Messenger or A-News in advance of the event would also help
  - Maybe a story that also introduces JPAC and helps us make the community more aware of JPAC and what we do
    - Kim will reach out to Connor Morris from the A-News to gauge their interest
  - Provide fliers to Uptown Businesses to post (1804 Communications will design fliers)
  - Perhaps also provide electronic version to committee to distribute to their constituents
  - In addition, perhaps the Chiefs could send targeted invitations to under-represented groups
    - ISFS, Global Opportunities, Diversity & Inclusion
  - Student Senate will also reach out through their commissions
  - A large banner at the event telling about what it is may be helpful as well
    - Josh Thompson will coordinate investigating options and pricing for the banner
  - Would also like to have a pamphlet to hand out that has the JPAC logo and basic information about the committee
  - Formal name: BBQ on the Bricks
  - Goal would be to have advertising ready to distribute by September 18th (gives us a week to advertise)

3 - Demonstration Guidelines Pamphlet
- Chief Powers provided a sample draft and solicited the committee's feedback
- The Chief provided background on the history of why the pamphlet was drafted
- City and University Legal Counsel have some concerns about summarizing law in this manner
- Was an initial thought to collaborate with Student Legal Services, but the goals of the two organizations were too divergent to agree on a single document / approach
- The document was designed to be very high-level and not dive too deep into citing specific laws / codes
- Feedback:
  - Make the cover of the pamphlet more positive. Do's and Don'ts takes a negative connotation
  - Try to summarize some of the background information that Chief Pyle and Powers have said in the past to explain how and why local law enforcement manage demonstrations
  - Perhaps brand the pamphlet as a publication of JPAC rather than OUPD
    - Replace OUPD logo with JPAC logo
- Further input requested at the October meeting that the Chief can use to have the document revised
  - Chief Powers will send out a draft that clearly identifies on it that it is a DRAFT, and feedback will be brought to the October meeting for discussion

NEXT MEETING: October 5th, 6 PM, Room 230 of Baker University Center
Outstanding Administrator – Sharon M. Romina, B.A.
- [https://www.ohio.edu/adminsenate/awards/outstanding.cfm](https://www.ohio.edu/adminsenate/awards/outstanding.cfm)
- Met on September 11, will be RELEASING nomination form soon.

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

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.

Healthy Ohio Presentation – Jenn Bennett (power point)
- Creating a Lunch and Learn
- Questions – email wellworks@ohio.edu
- Postcards will be sent to all insured homes

Lewis Mangen and Amanda Davis – Training Development (power point)
- Training development by groups
- Working on a project right now to talk to 4 different groups - Sept 26 & 28 – 30-50 people
  - Knowledge, skills and behavior
  - Competency Training
- Working on rolling out a new training site for Concur by the end of the year
- Working on a lot of strategy and will return in the spring
  - To report on the results of the focus groups

Colleen Bendl - (power point)
- Colleen, Nic Wortman & Mike Courtney
  - Bumping information
  - Policy references
  - Pay reduction could be 5-15% with the supervisor's discretion (from the new job)
Years of service determines severance pay
Displaced employee can contact HR for onboarding training to help be successful in the new job
Bumping is by family/sub-family/level

Old / New Business

Upcoming Events
September 28 Classified Staff Service Awards, Walter Hall Rotunda
October 7 Homecoming
October 10 Business Forum – HRTC 141-145
October 17 OUHR Resource Fair – Baker Center Ballroom
October 19 Classified Senate Meeting – Multicultural Center – Baker 219

Bonnie Behm-Geddes called for adjournment with Adam Grimm seconding that motion.
The meeting was adjourned at 12:05 pm.

Respectfully submitted,
Serena McCollum
2017-2018 Classified Senate Secretary