Call to Order
Amanda Graham, Chair of Classified Senate, called the meeting to order at 10:10 AM on November 15, 2018.

Roll Call
Classified Senate members in attendance
Jane Boney, Pat Bungard, Heather Gould, Amanda Graham, Adam Grimm, Jacob Jakuszeit, Maryann Lape, Marilyn Maher, Serena McCollum, Theresa Meyer, Cyndi Parsons, Melanie Quolke, Sharon Romina, Dana Wright.

Classified Senate members present via Adobe Connect
David Jezewski, Jan Moody, Sherie Steinberger

Classified Senate members absent
Jeff Fulk

Guests via Adobe Connect:
Allison Weber, Bob Roman, Deb, Erin Dunn, Susie Pitts, Cinda Friend

Guests in Person:
Angie Brock, Keith B, Alaina (UCM)

Secretary Report – Heather Gould
- A draft of the October meeting minutes was distributed by Heather Gould on 10/24. Additions and corrections were made as proposed by members and the minutes were approved via email by all members.
- The October meeting minutes was distributed and posted online on 11/14/2018. The meeting minutes were sent to David Moore from the Board of Trustees on 11/14/2018 as well.

Treasurer Report – Serena McCollum, BSC
- The Treasurer report was passed around
- The report doesn’t include deductions for coverlets.

Chair Report – Amanda Graham
- After voting last month on the revisions to the rule of three, it was brought to our attention that there is a policy 40.044, called transfer or promotion for Classified Employees and it doesn’t specifically say “Rule of Three” but it is about the rule of three.
  - This is being updated to reflect those changes that were voted on previously.
- As of yesterday, we officially have a new closet in Lindley Hall on the 3rd floor, but until February we will be sharing a closet with Admin Senate.
  - Admin Senate has been great to work with in a sense of where our stuff will go.
The move and everything will be paid for from OMSAR. Movers will come to actually move our items but we have to have everything packed up by tomorrow or Monday.

- **Performance Management Information Sessions.**
  - You do NOT have to register for either of these sessions. Just show up.
  - Adobe Connect will not be available for Athens employees because we would like them to come in person. This option is only available to regional employees.

- **New Employee Email**
  - Amanda will be creating an email to go out to new employees in regards to what/who we are.

- **It was mentioned as to if we should have some type of training or a number to call if new employees need help with anything regarding the onboarding process.**
  - The Ohio Ready Staff has a number they can call if they have any questions. We would like to implement this with others.

- **Christmas Eve**
  - We’ve received a lot of phone calls regarding working on Christmas Eve this year.
  - Per Ohio revised code, the only Holiday left to float is Martin Luther King Day and we are not planning on floating that holiday to Christmas Eve.
  - Everyone should plan to work Christmas Eve unless other arrangements have been made. Ohio University will be open on Christmas Eve.

- **One Drive**
  - Remember that we have access to all of the files from every committee but please do not edit any of the other committee’s documents.

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**Committee Reports**

**Classified Senate Committees**

**Committee A – Adam Grimm & Marilyn Maher (co-chairs)**

- **Professional Development / Survey**
  - Janey has been working on the survey and everyone on the committee has tested it. The survey was sent to the Executive Committee for their approval. Amanda asked that we wait on sending out the survey, as she has been in communication with Colleen Bendl, Greg Fialko and Lewis Mangen about possibly collaborating with HR on two professional development events.

- **Positive Note to Staff**
  - The cards have been printed and shipped to Mail Services. Every month we are to email bulkmail@ohio.edu with the name, department and building of every employee who is to receive a card that month.

- **Lunch and Learn for Classified Staff is scheduled for December 6, 2018 from 12-1 in HRTC 141/145.**

- **Reaching out to new employees.**
  - Amanda asked that we confirm if the new employees are receiving the keychains and brochures.
  - We also discussed going to new employee orientation to give a short presentation to new employees on Classified Senate.
  - We also discussed sending out an email to new employees with a message from Amanda and more information about Senate. Melanie brought an infographic for everyone to take a look at. Any suggestions should be sent to Melanie.

- **Mentoring Program**
  - It was brought up about bringing back the mentoring program for Classified Staff.
• This will be a pilot program with all new Classified employees who are hired in January 2019 and later. Committee A will collect data at the end of the year to determine if this program was successful.
• If you have any ideas on what to name this program, please let us know.
• We have to decide if we want to pair new employees with members of Committee A based on job, title, etc. or if we want to give them the option to reach out to us and tell us who they would like.

• Next meeting will be on December 12 from 9-10 in HRTC 154.

Committee B – Theresa Meyer (chair)
• Homecoming
  o We had the iPad, a personal laptop and sales slips to take orders. The iPad worked well Saturday morning at Howard Park.
  o Serena set up a $200 change fund, which she is responsible for and Cindy Parsons is her back-up.
  o Total sales for Homecoming were $240.02
• Clover Flex
  o Initial cost would be $600 and there will be no monthly use fee.
  o We most likely won’t have this by the December sales but Theresa has a tablet at work that she can bring to help.
  o The cost of the Clover Flex will most likely come out of the Sales Fund. A suggestion was made to request a grant from the President’s office to cover the cost, as it would reduce funding for scholarships if we actually have to pay for it.
• Baker Sales on December 6th and December 7th
  o Multiple Committee B members stated they were not attending the Lunch & Learn so we requested to keep the sales dates as we currently have it.
  o Calendar invites for both dates were added to all Senate Members’ calendars.
• Fall Commencement (December 15th) Sales
  o We have two tables reserved and we can have a maximum of 2 people per table (4 total) working at any given time.
  o Doors open at 12:30, and set up can begin as early as 10:30
    • Calendar invites were sent out starting at 11:30.
  o Commencement starts at 2pm, and the reservation states “Until end of event”. 3:30pm was a guestimate but it could be earlier or a bit later.
• Water
  o We currently do not have the ability to charge a credit card for water. We’re looking into the possibility of adding it for events only and other options. Once we have an answer, we will let Senate know.
• Employee of the Month
  o October EOTM was Erin Jeffers in Purchasing.

Committee C – Jan Moody (chair)
• Revisions to the bylaws were passed around. It was asked that any suggestions, concerns, etc. be given to Jan no later than Tuesday.
• Parliamentary Procedure sheet was passed out to all Classified Senate members as well.

Ohio University Standing Committees
(http://www.ohio.edu/standingcommittees)
Committee on Committees – Amanda Graham
• Has not met.

Intercollegiate Athletics Committee – Jacob Jakuszeit
• No update.

Kennedy / Frontiers in Science Lecture – Sharon Romina
• We met for the first time this semester on Tuesday, November 6th. The new Committee members were introduced and discussion of the pending budget was discussed as well.
• The next meeting will be in the spring.
• We are to submit several names as possible suggestions for the lecture series.
• Discussed mini Kennedy grants and eliminating the use of funds towards food/reception purchases.

Library Committee – Jeff Fulk
• Has not met but the next meeting will be on November 30th.

Post Publishing Board – Theresa Meyer
• No update.

Transportation and Parking Committee – vacant
• Have not met

Sorority and Fraternity Life Community – Melanie Quolke
• No update.

Diversity and Inclusion Committee – Pat Bungard
• No update.

Ohio University Ad Hoc Committees
Benefits Advisory Council – Heather Gould
https://www.ohio.edu/hr/benefits/bac.cfm
• Discussion took place regarding how much we have saved up in reserves and the plan moving forward. After much discussion and back and forth, the group decided it would be best if we use reserves to completely fill in the deficit that would need to be accounted for this upcoming year.
• This decision will be suggested and if approved then the premiums and out-of-pocket maximums will NOT increase this upcoming year.
• We also discussed that if there was disagreement regarding the Council’s decision and we had to increase anything, increasing the out-of-pocket maximums would be the best versus the premium increase.

Budget Planning Council – Amanda Graham
https://www.ohio.edu/finance/bpa/council_new.cfm
• The Benefits Advisory Council came to provide an update.

Facilities Planning Advisory Council – Shelley Barton
• No update. Next meeting is scheduled for November 19th.
Joint Police Advisory Council – George Cheripko

- Safety Tour Planning/Scheduling
  - Mentioned the idea of expanding the scope of the JPAC safety tour. There will be a JPAC city-wide bus safety tour planned for the spring.

- 1804 Update
  - Several ideas were brought up by the new 1804 representative (Cassidy Sellep).
    - A safety tips campaign issued on Twitter each Saturday or Sunday.
      - Chief Pyle suggested using the hashtag #safetySaturdays.
    - Make an informational video on JPAC, also for Twitter.
      - The video will consist, part, of a brief interview with each JPAC member. The main audience for the video will be students.
    - Create a JPAC website that 1804 would maintain.
      - Other members suggested a Facebook page but then suggested that the Twitter feed be a part of the website.

- Halloween Update
  - This year we had the smallest crowd that Chief Pyle has ever seen. It was said that the City of Athens has a real opportunity to change the nature of the event.
  - Chief Pyle noted that there was almost no trash this year and the majority of trash was on Mill Street.
  - The majority of the people who caused problems were, again, from out of town.

- Sexual Assault Campaign
  - Ron Lucas was asked to put together a committee to combat sexual assault. The committee will focus on eliminating the false stereotype that most sexual assaults are perpetrated by strangers hiding in bushes and alleys. 1804 can help relay the message by retweeting the OUPD tweets about consent.

- Roundtable
  - Self-Defense seminars will be held November 5, 12, and 19 from 7-8 in Baker Center 240-42. These seminars are free and open to the public.
  - Next Meeting will be on December 6th at 5:30pm in Athens City Hall. The December meeting will be a walking tour rather than a traditional meeting.

Outstanding Administrator – Sharon Romina
https://www.ohio.edu/adminsenate/awards/outstanding.cfm

- Has not met.

Presidential Advisory Committee on Sexual Misconduct (PACSM) – Serena McCollum, B.S.C.

- Has not met.

Presidential Advisory Committee on Sexual Misconduct – ProVention Subcommittee – Adam Grimm

- Has not met.

Presidential Advisory Council on Disability and Accessibility Planning – vacant

Sustainability Committee – Dana Wright

- Reviewed applications for the sustainability hub members.
  - Need to review applicants the week of December 10th to have the hub leaders and permanent members to the BOT by the January meeting.
Tobacco Free Committee – Christi Gang

- No update.

Old Business

- Training and Advisory Council will provide insight to campus needs.
  - We are looking for members currently.
    - Theresa Meyer, Melanie Quolkie and Jane Boney are interested.

Guests (Ohio Ready Staff)

- Introductions of who was in attendance (Mindy Colburn oversees the program, April Butterworth is an Employment Coordinator and she trains the Ohio Ready Staff, Virginia Ferrell is a member of the Ohio Ready Staff, Tina Payne is CFAO of Finance & Administration division) to present today.
- Program is to limit the downtime for departments when it comes to vacancies, maternity and paternity leave and other various assistance needs.
- They would like the employees to better themselves and move on to other jobs here at the University after trained.
- The most current set of cohorts started training on October 15th and on October 31st they were sent out on assignments.
- There are currently 5 full time Accounting Support Associates that make up the Ohio Ready Staff.
- After an employee finishes an assignment in a department then Mindy sends out a survey to the supervisor to receive feedback regarding not only the employee but the program in general.
- Ohio Ready Staff presentation is attached for further reference.

Meeting was adjourned at 11:57 AM.

Respectfully submitted,
Heather Gould
2018-2019 Classified Senate Secretary
OHIO-READY-STAFF

Program Update

November 15, 2018
Purpose/Mission

• Create a cost effective pool of employees who can fill short term OU accounting/office staffing needs
• Limit training expense and downtime for the department
• Cover internal leaves (medical, maternity, paternity, disciplinary) and departmental “busy seasons”
• Backfill vacancies temporarily during posting and recruiting
• Create a pipeline of talent for the university who are trained and tested on the job
Staffing Update

- We currently have 5 full-time Accounting Support Associates.
- Training began October 15, 2018 for our 4th Cohort; Staff deployed on October 31, 2018.
- The staffing strategy goal was to have a broad representation of units. These units so far have included: HCOM Admissions, HCOM Office of Student Affairs, Catering, Real Estate, VP for Student Affairs, Culinary Procurement, Procurement and Contract Services, Architecture Design and Construction, Parking and Transportation, School of Applied Health Sciences and Wellness, Printing, VP Advancement, Office of the President, OU Therapy Associates, COA Conversion Project, Legal Affairs, Accounts Payable, Library, Institute for Sustainable Energy, Women’s Gender & Sexuality Studies, Scripps College, Allen Advising Center, Undergraduate Orientation Programs, Linguistics/ELIP, Fine Arts Theater, Kids on Campus, College of Business, General Accounting.
Notes and Observations

- Higher than expected demand for part-time assignments
- Higher than expected demand for longer term assignments
- We have had to turn down assignments due to lack of resources
- Very good feedback from units regarding the quality of work, the ease of transition and the knowledge base of employees when arriving on site for assignments
- Five have moved on to promotional opportunities
The skills you need, the people you want trained, ready to work

Employees are available for full and part-time assignments (depending on availability). Due to revised purchasing policies, OHIO Ready Staff employees are not issued PCards. OHIO Ready Staff employees are trained to follow the Ohio Task Force on Affordability and Efficiency in Higher Education mandate.

When to use OHIO Ready Staff?

When you need temporary accounting/office assistance due to: vacation, sick leave, maternity/paternity leave, peak work times or coverage during the hiring process, etc. All staff are trained OHIO employees.

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Questions and Feedback

Questions and Inquires:
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