Call to Order
Amanda Graham, Chair of Classified Senate, called the meeting to order at 10:13 AM on August 16, 2018.

Roll Call

Classified Senate members in attendance
Jane Boney, Leo Chimo, Jeff Fulk, Heather Gould, Amanda Graham, Adam Grimm, Serena McCollum, Theresa Meyer, Jan Moody, Cyndi Parsons, Melanie Quolke, Sharon Romina and Dana Wright

Classified Senate members present via Adobe Connect
David Jezewski and Sherie Steinberger

Classified Senate members absent
Pat Bungard, Jacob Jakuszeit, Maryann Lape, Marilyn Maher and Janet Russell

Guests
In attendance: Tara Jordan – HCOM
Via Adobe Connect: Susie Pitts, Bonnie Behm-Geddes, Brenda Kinzel, Carrie Linscott, Cheri Sheets, Erin Dunn, Jean, Lindsay Radomski, Michelle Schall, Nancy Edgar, Nancy Vandeman, Pam Harvey and Tara Martin

Secretary Report – Heather Gould
A draft of the meeting minutes from June 14, 2018 has been distributed to Classified Senate members. Adam Grimm motioned for approval and Jan Moody seconded the motion. June meeting minutes are approved as distributed.

Treasurer Report – Serena McCollum
- We have an entry that needs to be investigated to determine what exactly it’s for.
- Budget for the Sales account has not been loaded yet but should be in the near future.
- We have one more reimbursement that needs to be paid out from our account still.

Chair Report – Amanda Graham
- Introduction of new Exec. Committee (Chair-Elect is Jacob Jakuszeit, Treasurer-Elect is Jane Boney and Secretary-Elect is Jan Moody with Web Master being Leo Chimo).
- New member is Melanie Quolke and she gave an introduction on herself to the group.
- Another employee received the paperwork to join but hasn’t completed or turned in yet so we will keep everyone updated on that.
- Senate Chairs met yesterday (8/15/2018) and are working to get a better meeting space, better technology and on helping to include regional campuses a little more. Zoom has also been looked at for the meetings. It was mentioned that McCraken has a room that could work for meetings.
• Our website is not up to date because we are currently in the middle of updating our website to the new webpage. We’re just waiting to be converted over at this current moment. All content has been given to make the transition go smoothly.

• The Board of Trustees met in June and Amanda had attended on behalf of Classified Senate. The Board of Trustees wants our monthly meeting minutes now so that they can stay on top of what’s going on with us and any issues that we might have. They want to be kept in the loop.

• Last week Amanda was invited to the HR Liaison round table to discuss how to make things better for the employees. They are asking for any input on how to make the process better between HR Liaisons and employees. Melanie said to talk to Catherine Russell (HR Liaison) because she does a great job with communicating, feeling comfortable, etc. It was suggested that maybe the HR Liaisons could send out an email with a brief introduction and a picture of themselves to departments so at least people know their names and faces. It was also mentioned for them to give an idea of what they do/can do in the email as well. We thought about inviting the HR Liaisons to one of the Classified Senate meetings in the future to talk about what all an HR Liaison can do for the employee or help out with. A good thing to know is that you don’t have to go just to your assigned liaison, you can go to any of them.

• For Service Awards: Registration starts at 10:30am and all members are expected to attend. It will be held on September 5th and members can be show up at 9am to help setup.

• Regional employees, if there are any events, updates or anything exciting on your campus, let Amanda know and we can bring it up at the meeting. The same goes to all Athens Campus employees as well. We want to let everyone know what’s going on exciting in your areas.

• Volunteers are needed to help welcome the incoming freshman class (Thursday & Friday is a chance for you to help with move in and are 4 hour shifts). You can sign up on [www.ohio.edu/welcomeweek](http://www.ohio.edu/welcomeweek) for the various jobs and shifts or you can just come and greet students. You don’t have to lift anything while volunteering.

• Registration is currently open for the first two courses for the COA Fundamentals and cash handling on the Performance Management. You can sign up for those on the website. More certificates are in the making but those are the two that are currently open.

• A Performance Management Feedback survey that will be sent out to all employees. The survey was passed around the room and the idea behind it is that there are many people who have not had their performance evaluation done so we want to get a good idea as to how many of those people there actually are. Any suggestions on what questions to include or changes to the current questions, please email Amanda.

• Clippinger lots will be closed on August 27th.

• August 21st is the next Board of Trustees meeting.

• August 30th is the “what were you wearing” exhibit for rape survivor victims.

Committee Reports
Classified Senate Committees
Committee A – Adam Grimm and Marilyn Maher (co-chairs)

• Discussed Professional Development workshops that the Career and Leadership Development Center provides and we will research other ideas and review to pick the top 3-4 ideas to send out in a survey to Classified to vote on. The survey will be created at our next meeting.

• Meet & Greet at Dublin will be our priority and we will be reaching out to Dublin to determine the best date, time, etc. (September 19th seems to be a good date so far but only half have responded so we will keep everyone updated).

• We plan on sending out “Thank You” emails to all Classified Staff on the month that they were hired. We also discussed sending out a physical “Thank You” postcard with something to go along with it.
• The next newsletter will go out in October.
• Thinking about doing a lunch & learn just don’t know when (suggested that they do a lunch & learn on budgeting which would include things like packing your lunch, etc.).

Committee B – Theresa Meyer (chair)
• Has not met yet, they meet today after our meeting.
• EOTM for July has been awarded with August still TBD. The nomination form will be changing so we are looking at spreading the word around campus to let people know of the change. The new form is a little more extensive.

Committee C – Jan Moody (Chair)
• Met weekly (via skype) to plan Service Award Ceremony. There are 59 honorees with 32 honorees and 25 guests attending so far. The honoree gifts were switched up this year and attend the award ceremony to find out what those are!
• Reviewed policies 40.051 (Compensation of Classified Employees during a Declared Emergency) and 41.111 (Reallocation Expenses) – changes were necessary due to law.
• Began review of the Classified Senate Bylaws for content and format.
• September 5th will be the Service Awards Ceremony. Please be there at 9am wearing polo and nametag. Let Jan Moody know if you will not be attending the Service Awards.
• We are having difficulties finding items for door prizes and are not putting the door prizes in the program this year. If we can get some door prizes then we will give them away but if not then that will not be included this year.

Ohio University Standing Committees (http://www.ohio.edu/standingcommittees)

Committee on Committees – Amanda Graham
• No update

Ecology and Energy Conservation Committee – Dana Wright (3 yr. term)
• No update

Intercollegiate Athletics Committee – Jacob Jakuszeit (3 yr. term)
• Last meeting in April and won’t meet again until the Fall

Interdisciplinary Council – Christi Gang
• No report

Kennedy / Frontiers in Science Lecture – Sharon M. Romina, B.A.
• Have not met

Library Committee – Jeff Fulk
• Has not met

Post Publishing Board – Theresa Meyer (3 yr. term)
• Has not met and will start again in the Fall semester
Transportation and Parking Committee – Leo Chimo
  • Has not met

Sorority and Fraternity Life Community – Melanie Quolke
  • This was vacant up until this meeting so we will give an update in the near future

Diversity and Inclusion Committee – Janet Russell
  • Has not met

Ohio University Ad Hoc Committees

Benefits Advisory Council – Amanda Graham
https://www.ohio.edu/hr/benefits/bac.cfm
  • Has not met

Budget Planning Council – Heather Gould
https://www.ohio.edu/finance/bpa/council_new.cfm
  • Has not met but the first meeting is scheduled for August 30, 2018

Campus Climate Task Force (Modern Think Survey)
  • Not sure if they will redo this but might be an undertaking with the new provost

Disability Strategic Plan Implementation Committee – Serena McCollum, B.S.C.
https://www.ohio.edu/equal-opportunity/pacdap/strategic-plan.cfm
  • This committee has completed its task.

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

Joint Police Advisory Committee – George Cheripko
  • The Joint Police Advisory Committee will be having a BBQ on September 12 from 5:30-7:30 with the street closed off from 4:30-8:30 to accommodate cleanup and setup. Rain date is September 17, same time.
  • Kaiser BBQ will have sandwich choices and sides. OU will donate ice cream treats with student senates providing drinks.
  • Mounted Horses will be there.
  • Next meeting will be August 23 at 5:30 at Athens City Hall.

Outstanding Administrator – Sharon M. Romina, B.A.
https://www.ohio.edu/adminsenate/awards/outstanding.cfm
  • Won’t meet until the Fall

Presidential Advisory Committee on Sexual Misconduct (PACSM) – Serena McCollum, B.S.C.
• Has not met – No update

**Presidential Advisory Council on Disability and Accessibility Planning – vacant**

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

**Sustainability Committee – Dana Wright**
• Has not met – No update

**Task Force on Affordability and Efficiency – Heather Gould**
• Has not met – No update

**Tobacco Free Committee – Christi Gang**
• This committee is slowly coming to an end. They approved the policy last fall but the team still communicates issues that arise.
• A discussion on boundary maps was brought up. Ann Addington met with Miranda Kridler and they are tweaking the map for the final review soon. Once it is completed, it will be uploaded on the website.
• Signage is still an issue. Ann Addington and Christi Gang met with the reps last fall regarding the major overhaul of campus signage that will happen in 2023, this may be the best solution for signage unless funding becomes available.
• Since the initiative went into place in 2015 and the policy in affect since last fall, there have been few violators and the campus looks a lot better with less butts on the ground.

**Training Advisory Council – Sharon Romina, B.A. and Cheri Sheets, BSVC**
• This was transformed into Badging and Certification workgroup and has completed their task. TAC will be starting up again soon according to Lewis Mangen.

**CSEN History – Jeff Fulk, Heather Gould and Sharon Romina**
• We will be meeting via email and we’re still needing a 4th member. We just found more material but we’re not sure if those were scanned already or still need to be. We used to be called Classified Senate Advisory Council and then switched to Classified Senate in 2007. It was later discussed in the meeting that the Secretary –Elect should serve as Historian, therefore Jan Moody is now a part of the CSEN History Committee.

**New Membership**
• Ordering new shirts, tags, binders, etc. for the new member and we should have those in shortly.

**Gigi Secuban, Vice President for Diversity and Inclusion (Diversity and Inclusion at OHIO)**
• She started in June 2018 at Ohio University and is excited to be here.
• Climate study – the results will be shared with everyone in the next few weeks
  o They were all pretty positive with student satisfaction
• Breakfast for Progress with the President will continue in the future.
• Insight to Diversity Award was in the spring and we won for the first time. The standards went up this year for the award.
• Strategic plan and how to spread the word on diversity and inclusion around campus is one of her main goals at Ohio University.
• OMSAR is relocating. They will still be on S Court and are creating a reception area. Their looking at gaining more staff to help support the resources and still give support.
• On September 20th there will be a Multicultural Mix and Mingle. Their partnering with Alumni Relations on this event.
  o This will be hosted in HRTC and are hoping the President can make an appearance.
  o Information will be given to Amanda in hopes that we can all attend
• She talked about Regional Campuses being involved more by live streaming. She also mentioned the possibility of sharing resources that we utilize here on the Athens campus but could be available to Regionals.
• Shared Governance is important to the President and to everyone in general. Gigi would like to hear what we do as Senate to get a good feel for efforts being made on campus.
• The process moving forward on Strategic Planning would be that she wants to find groups of people that will represent all Senates, Regionals, etc. to help in certain programs and policies to craft an overall campus plan.
• Academic Affairs (Admissions and Enrollments) was in Gigi’s previous work experience.
• National Prominence – President Nellis looks at it as it’s everyone’s responsibility and there are a lot of people that are doing great work but they don’t want to highlight those. Sharing what all of those good things are will help the President to know the accomplishments on campus already.
• New positions – LGBT, Women’s Center and MCC are receiving additional staffing. An Assistant Director has been approved to be hired for each of these Centers as well as some administrative support. These centers are currently not consistent with hours because they only had one person for each. With additional help, the hours will be consistent. Administrative Associate positions should be live posting next week.
• Working for next year to get a lactation space in the Convo and looked at lactation spaces on the regional campuses as well.
• Breakfast for Progress sessions will continue with the President thru this year.
• The office is not open for students only, so employees can come in as well.
• It was mentioned that the chef who prepares multicultural dishes might be a good fit for certain events here on campus.
• Freshman Convocation – changing this completely this year and showing a new video. It will be shown next Sunday.

Jenn Bennett, Director of Well Works (Healthy OHIO)
• Biometric screening event on regional campuses and Athens will be coming soon!
• Employees enrolled in the health insurance plan and their enrolled spouse/partner can participate to earn $260 a year with Virgin Pulse.
• Virgin Pulse is an online service that you can access this thru multiple devices. You can earn rewards by doing challenges, recording steps and much more. Virgin Pulse is not just fitness data, there are many other non-fitness related challenges as well. You can also add friends that you can late challenge.
• Zipongo is a recipe site that you can utilize to help prepare healthy meals.
• We are trying to increase enrollment and utilization of Virgin Pulse. A communication was sent out to leadership to determine the best way to do this and if someone could come to meet with them. If you would like a separate meeting, Well Works is more than happy to do that.
• Walking challenges are available thru Virgin Pulse from October 4 – November 30th and will be a world tour this year.
- Jen’s goal is to have another 1,600 people join Virgin Pulse this year.
- There is a chance to get a FREE Maxbuzz (like the Fitbit) from Well Works. It has a USB and will track sleep, steps, calories burned, active minutes, and distance.
  - September 4-November 30th they will draw a random number of people who can win one of these. Visit ohio.edu/Well Works for details. Anyone eligible for Healthy Ohio is eligible to enter to win one. This is a onetime program.
- Athens Biometric screenings will take place this Fall
  - Castrop Work Health Center (September 4 – November 30) & Baker (October 3)
  - Physician Screening Form will need to be submitted by November 30th
  - Spouses/partners will get a postcard in the mail for this.
  - Over 800 spouses/partners were screened this past year (80% participation)
- Well Works Champion
  - Need three on each Regional Campuses and a diverse pool of people on the Athens Campus to participate in the following:
    - Attend Monthly conference calls
    - Promote Healthy Ohio University
    - Organize one wellness event in your department each academic year
  - wellworks@ohio.edu is the general email to use with any questions.
  - They can’t do payroll deductions for the gym but can do a direct debit that will come out of your checking account. The 100 day count starts July 1 and ends June 30th.
- You are taxed with the free membership after the 100 day visits so it’s not completely free.
- Risk-Reduction is offered so you can email to say that you are interested but that usually fills up quickly.
- You get $60 for getting the blood work and can earn another $200 by using Virgin Pulse with certain amounts offered every quarter depending on points earned.
- Two newsletters are being sent out to say when the quarter is coming to an end and the money will go on the paycheck at the end of the quarter and doesn’t disappear. There are discounts on Virgin Pulse for a Fitbit if you’re interested. If you don’t win a Maxbuzz then the names stay in the pot to possibly win the next week.

Old/New Business:
- Bylaws about history committee – Secretary-Elect should act as a Historian so is now on the CSEN History Committee.
- Mission of Classified Senate needs developed so if you have anything please let us know.
- Our office will be staying at 31 S Court for now but they want suggestions on where to relocate in the future. Lindley Hall was suggested but it’s not the most feasible with moving merchandise.

Upcoming Events
- August 27          First Day of Fall Semester
- September 5       Classified Staff Service Awards, 11:00-1:00pm, Walter Hall Rotunda
- October 20         Homecoming Weekend Sales Event
- December 15        Fall Commencement Sales Event

Adam Grimm motioned for adjournment with Theresa Meyer seconding. The meeting adjourned at 12:10 PM.