Call to Order
Amanda Graham, Chair of Classified Senate, called the meeting to order at 10:10 AM on December 20, 2018.

Roll Call
Classified Senate members in attendance
Jane Boney, Pat Bungard, Jeff Fulk, Heather Gould, Amanda Graham, Adam Grimm, Marilyn Maher, Serena McCollum, Theresa Meyer, Jan Moody, Cyndi Parsons, Melanie Quolke, Sharon Romina, Dana Wright

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

Classified Senate members absent
Jacob Jakuszeit, Maryann Lape

Guests via Adobe Connect:
Allison Weber, Angela Brock, Nicole Knapp, Melissa Ervin, Susie Pitts, Tamara Hawk, Tracey Humphrey

Guests in Person:
Joni Staggs, Teresa Rainey

Secretary Report – Heather Gould
- A draft of the November meeting minutes was distributed by Heather Gould on 12/18. Additions and corrections were made as proposed by members and the minutes were approved via email by all members.
- The November meeting minutes will be posted online today.

Treasurer Report – Serena McCollum, BSC
- The reports will be revised and sent out again.
- Serena doesn’t have receipts for everything so she did the best as to where to put the expenses.
- We will be revising the budget to add an administrative bucket of money.

Chair Report – Amanda Graham
- Thank you Theresa for showing up early and helping out with Sales. Thank you to Dana as well for coming in early to help out. We made $976 in sales for that day, which was amazing. We’re planning to have better communication in the future in regards to shifts to avoid having one person running the table.
- January’s meeting will be pushed back to January 24th because the President is coming to this meeting and he is able to attend on the 24th. Another reason to move this meeting is because we currently have the meeting scheduled during the first week of classes. Everyone should wear your senate shirts to the January meeting so that we can take a picture with the President.
• We’ll be sending around cards for Colleen and President Nellis to sign and show our appreciation to them for all of their support.

• Sick leave donation is moving forward and the President seems to be very supportive. The sick leave donation was a pilot program a few years ago that had a rough start. This is where employees could donate time to other employees who could use it in situations where direct family members are ill and sick time has been exhausted.

• As a reminder, today’s meeting will only be half as long in order to close the second half for our Mid-Year Retreat

Committee Reports
Classified Senate Committees
Committee A –Adam Grimm & Marilyn Maher (co-chairs)
• Committee A members were asked in Executive Committee to wait to send out the survey on Professional Development until after Amanda had talked with Colleen Bendl. Adam and Marilyn talked with Amanda after our regular Committee A meeting and she gave us approval to send it out. We will send out the survey in December with a close date of January 8th so that we can review the results at our next Committee A meeting. Our goal is to plan a professional development event for the spring.

• We will start sending out the positive note cards in January. After winter break, we will request a current list of Classified employees from Carlotta Hensler to send to mail services. We will need their name, department and building location.

• The Lunch & Learn went well and Dani Underhill is interested in partnering with us for another Lunch and Learn in the spring. We have about 20-25 attendees.

• Heather will begin working on a December Newsletter with the goal of sending it out on December 19th.

• We decided to hold our next Meet & Greet on the Athens campus and it will take place in the spring. We discussed the updated Administrative Spending Guidelines and need to review them again before we start planning the Meet & Greet.

• Committee A members indicated that they were still waiting on feedback on the infographic from Executive Committee. Melanie sent Adam and Marilyn the comments/suggestions that she received. Adam and Marilyn talked with Amanda and she indicated that we could continue working on the infographic. We will review it at our next meeting.

• Amanda and Jacob met with Colleen Bendl and discussed having a short meeting with new Classified employees during the bi-weekly Orientations. The meeting would be from 8-8:30 am. Amanda has a condensed binder from April Butterworth that she wants to rework and give to new Classified employees. Amanda wants this project to be a partnership between the Chair, Chair-Elect, and Committee A. We have invited Amanda and Jacob to attend our next Committee A meeting so that we can hear more about this and determine everyone’s roles in this project.

• Our next meeting is January 9th from 9-10:30 am in HRTC 150.

Committee B – Theresa Meyer (chair)
• The Committee prepared for two days of selling items at the bottom of Baker Center, which occurred on December 6th and 7th. We had a total of $215.01 in sales plus a $2.00 donation.

• The Committee also prepared for selling items at the Fall Commencement in the Convocation Center on December 15th. We had a total of $976.00 in sales plus a $1.00 donation.

• There were two Employee of the Month celebrations:
  o On November 16th we honored Michelle Ruble of HCOM
On December 7th we honored Lindsay Radmoski from Social and Public Health in the College of Health Sciences and Professions.

- Currently the Committee is still waiting to hear further information on the Clover Flex for sales.
- The Committee will be sending out a note as far as Employee of the Month gift bags.
- There was an article in Compass asking people to nominate for Employee of the Month.

**Committee C – Jan Moody (chair)**

- Put the finishing touches on the Bylaws and those were sent to Colleen. Colleen liked everything except for two different things that she would like for us to revisit.
- The Committee will be looking at the Service Awards as far as how it works. This upcoming year might be one of our largest.

**Ohio University Standing Committees**

([http://www.ohio.edu/standingcommittees](http://www.ohio.edu/standingcommittees))

**Committee on Committees – Amanda Graham**

- Have not met. Will meet in January with Jennifer Kirksey to better organize the committees. The Senate Chairs will be meeting with her to discuss further.

**Intercollegiate Athletics Committee – Jacob Jakuszeit**

- No update.

**Kennedy / Frontiers in Science Lecture – Sharon Romina**

- Has not met.

**Library Committee – Jeff Fulk**

- The Committee met on Friday, November 30th.
- Members attended a tour of the completed Co-Lab in Alden Library.
- There was brief discussion of the upcoming 1804 Faculty Grant Promotion and Selection.
  - Two grants of $50,000 each
    - The 1804 Special Library Endowment fund available to faculty, students, and staff.
    - The Arts and Humanities Junior Faculty Endowment fund with a tenure track faculty focus.
  - Advertisement for applying for these grants will be coming in January (attached to minutes).
- The Committee will meet in April to discuss funding of the proposals.

**Post Publishing Board – Theresa Meyer**

- The Committee met twice since the last meeting: November 16th and December 7th.
- The Committee finally has a posting for the Student Media Sales Internship Manager. This position oversees the business functions of The Post, and will report directly to the Post Publishing Board. If you are interested, the posting number is 20162102S.
- Due to changes in the position and funding, the board has also updated the Charge to meet the current requirements.
- The Post has experiences high readership on multiple articles online. Also, incorrect information in an article by a young writer and sensitivity issues were discussed.
Transportation and Parking Committee – Cyndi Parsons
- Not meeting until the 1st of the year but Cyndi Parsons is now in the loop and will be attending those meetings once they start.

Sorority and Fraternity Life Committee – Melanie Quolke
- At the last meeting, the Committee reviewed and discussed the following:
  - Academic Guidelines
  - Academic Achievement Guide
  - Standards & Expectations
  - Individual/Organizational Awards given by SFL Office
  - AFLV Awards & Assessment Process for Councils
- Rachel has stepped down from the student senate rep role and Mallory will be taking over beginning next semester.
- There will be a Grad Student Senate survey going out next semester.
- Kristen gave overview of academic piece and standards process.
- Organizational award nominations are pulled directly from the standards and expectations process. Outside judge panels determine the winners of individual and organizational awards. This committee determine scholarship award winners. Forms are all setup by who the judge feels is most to least deserving based on award criteria, and then averaged out to determine winner in each category. These awards are all then distributed at the SFL awards banquet.
- The goal is to one day put the awards and status levels as well as other information about each org in a report card type format on the website to be publicly available.
- Justin would like to look at the historical records for awards and recognition in the community for the last few years to do comparisons.
- Discussion took place in regards to the description of the AFLV council compass program, how it is a similar process for the councils of seeing how they score and compare to other councils at other schools. This also goes for how they are recognized in different areas. There are similar conferences in other regions such as NGLA that also do an awards and assessment process.

Diversity and Inclusion Committee – Pat Bungard
- Has not met.

Ohio University Ad Hoc Committees
Benefits Advisory Council – Heather Gould
https://www.ohio.edu/hr/benefits/bac.cfm
- Our last meeting was cancelled but we did receive confirmation that the recommendation to use reserves to delay planned changes in cost sharing and the increase in the employee premium percent was accepted. Please keep in mind that while we are not increasing the employee premium percent, premiums will still increase in relation to overall costs to the university. We will maintain the meetings schedule for spring semester with our first meeting scheduled for Tuesday, January 8th at 3pm.
Budget Planning Council – Amanda Graham

https://www.ohio.edu/finance/bpa/council_new.cfm

- Met last week. The good news is that the meeting in January was to discuss what employee raises will be this year. This topic will be discussed in more depth in the future.
- Last week the Council voted to take information to the board in regards to different increases (more information attached).
- We’ve been on a tuition freeze for the last few years and we have to do the increases in order to get out of the negative. All of the colleges in Ohio are in the same boat that we are. Hopefully this will push the State of Ohio to realize that we need more funding.
- All of this information/recommendations will go to the Board and is dependent upon State funds that we won’t know until June.
- The raise pool has created great discussions and Deb was thanked for her feedback to the President.
- The cost of living versus benefits was mentioned in regards to Classified Employees in an overall effort to determine if we truly received a raise in the end.

Facilities Planning Advisory Council – Shelley Barton

- No update.

Joint Police Advisory Council – George Cheripko

- No update as they were scheduled to do a walking tour.

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.

- Haven’t met.

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

- No update.

Sustainability Committee – Dana Wright

- Met just before the meeting last month and reviewed all of the applicants for the Sustainability hub leaders.
- This committee will become a standing committee starting in January.

Tobacco Free Committee – Christi Gang

- No update.

New Business

- Student Support Services Committee is a new committee and we need a volunteer to serve.
  - Marilyn Maher has volunteered to serve on this committee.
- Jacob and Amanda have talked with Colleen in regards to New Employee Orientation.
  - From 8-8:30 am during the orientation, the union employees are taken off to the side while others complete paperwork. We would like to pull the Classified employees to the side during this time as well.
Discussion took place over what will be discussed with the new employees during this time period.
  This will be discussed with Greg Fialko in order to coordinate.

**There was a new committee developed in regards to women’s pay here on Campus, called Commission on the Status of Women.**
  - The President would like an update in May on what the committee has done.
  - Promotion and child care will be discussed in this committee.
  - Amanda Graham is serving on this committee for Classified Senate.

**Due to multiple employee grievances and issues brought forward in the last few weeks, we have discussed with HR, creating a protocol to handle negative occurrences. We were instructed to come up with ideas on what to develop in this protocol and then bring that information forward.**
  - Classified employees need to have a better understanding of how things are handled when it comes to hearings, and disciplinary actions.
  - If anyone has any suggestions, etc. please let Amanda know.
  - It was mentioned to look at the Administrative process on discipline and gather ideas.

**The History Committee has been cancelled because nothing had been done in some time. We’re currently looking for a student to do this work either PACE or Work Study. Ideas are still being tossed around to decide the best course of action.**

**Old Business**

- Changes to the rule of the three was voted on and afterwards we found a policy that had wording regarding the rule of the three.
  - The policy that was brought to our attention in regards to the rule of three will now be changed as well so with that change, the updated changes will most likely go into place in March now.

- Christmas Eve
  - Per Ohio Revised Code, you can only float certain Holidays.
  - We would like to propose to the University that if New Year’s would fall on Thursday or Christmas Eve would fall on a Monday (vice versa) that the University would have one more Winter Break Closure day for energy savings.
  - This is typically Classified staff that is working on this day and it was mentioned in the Administrative Senate meeting that we typically are working and to be mindful of who is working during these days.
  - You can do a phone tree instead of having someone physically in the office on these days, if the department decides to do it this way.

Meeting was adjourned at 11:13 AM.

Respectfully submitted,
Heather Gould
2018-2019 Classified Senate Secretary
Discussion and Vote on the each of the Fall 2019 UG Tuition and Fee Increases, below:

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<thead>
<tr>
<th>Ohio University</th>
<th>Continuing Students</th>
<th>Ohio Guarantee Rates</th>
<th>Cohort 2019-20</th>
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<tr>
<td>Campus and Fee Description</td>
<td>Increase Request</td>
<td>Increase Request</td>
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<tr>
<td>Athens Undergraduate Instructional and General Fee</td>
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<td>3.5%</td>
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<tr>
<td>Athens Campus Residential Housing Rates</td>
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<tr>
<td>Athens Campus Culinary Services Rates</td>
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<tr>
<td>RHE Undergraduate Instructional and General Fee</td>
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<td>3.5%</td>
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Effective Fall 2019

Discussion and Vote: Graduate Program Fee Request – Professional Masters of Business Analytics

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<th>Change Type</th>
<th>Proposed by: College of Business</th>
<th>Instructional Fee</th>
<th>General Fee</th>
<th>Program Fee</th>
<th>Special Services/Materials Fee</th>
<th>Ohio Resident Total</th>
<th>Non-Resident Fee</th>
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<td>Professional Masters of Business Analytics</td>
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<td>454</td>
<td>115</td>
<td>1077</td>
<td>19</td>
<td>1096</td>
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1804

SPECIAL LIBRARY Endowment Fund

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PROPOSALS DUE MARCH 11, 2019
AND AWARDS ANNOUNCED BY JULY 1