AGENDA
10:00 – 10:05 a.m. Call to order: Amanda Graham, Chair
Roll Call: Heather Gould, Secretary

10:05 – 10:15 a.m. Executive Reports
   • Secretary: Heather Gould
   • Treasurer: Serena McCollum
   • Chair: Amanda Graham

10:15 – 10:30 a.m. Classified Senate Committee Reports
   • Committee A
   • Committee B
   • Committee C

10:30 – 11:00 a.m. University Standing and Ad Hock Committee Reports

11:00 – 11:30 a.m. Guest: Dr. Gigi Secuban, Vice President for Diversity and Inclusion
   • Diversity and Inclusion at OHIO

11:30 – 12:00 p.m. Guest: Jenn Bennett, Director of WellWorks
   • Healthy OHIO

12:00 p.m. Meeting Adjourn

UPCOMING EVENTS
Monday, August 27   First Day of Fall Semester
Wednesday, September 5   Classified Staff Service Awards
   • 11:00 – 1:00 p.m. Walter Hall Rotunda
Saturday, October 20   Homecoming Weekend Sales Event
Saturday, December 15   Fall Commencement Sales Event
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 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 name tag. 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](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 McCallum, 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. Romena, B.A.
https://www.ohio.edu/admin senate/awards/outstanding.cfm
- Won’t meet until the Fall

Presidential Advisory Committee on Sexual Misconduct (PACSM) – Serena McCallum, 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 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.
  o 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
  o Castrop Work Health Center (September 4 – November 30) & Baker (October 3)
  o Physician Screening Form will need to be submitted by November 30th
  o Spouses/partners will get a postcard in the mail for this.
  o Over 800 spouses/partners were screened this past year (80% participation)
• Well Works Champion
  o 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
  o wellworks@ohio.edu is the general email to use with any questions.
  o 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.
AGENDA
10:00 – 10:05 a.m.  Call to order: Amanda Graham, Chair
Roll Call: Heather Gould, Secretary

10:05 – 10:15 a.m.  Executive Reports
• Secretary: Heather Gould
• Treasurer: Serena McCollum
• Chair: Amanda Graham

10:15 – 10:30 a.m.  Classified Senate Committee Reports
• Committee A
• Committee B
• Committee C

10:30 – 11:00 a.m.  University Standing and Ad Hock Committee Reports

11:00 – 12:00 p.m.  Guest: Human Resource Liaisons
• Informational Session

12:00 p.m.  Meeting Adjourn

UPCOMING EVENTS
Saturday, October 20  Homecoming Weekend Sales Event
Saturday, December 15  Fall Commencement Sales Event
Call to Order
Amanda Graham, Chair of Classified Senate, called the meeting to order at 10:07 AM on September 20, 2018.

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

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

Classified Senate members absent
Heather Gould, Maryann Lape, and Dana Wright

Secretary Report – Jan Moody
A draft of the August meeting minutes was distributed by Heather Gould on 9/13. Proposed changes to the process of approving the meeting minutes were also included. These changes will be incorporated to the updated Bylaws:

1. No later than 1 week after the meeting, the Secretary will email Exec. Committee members with the draft minutes and give them 2 business days to review for additions, corrections, etc.
2. After edits are made, the Secretary will email the draft minutes to Classified Senate membership and give them 2 business days to review for additions or corrections and/or provide an approval.
3. No later than 10 days after the meeting, the finalized minutes will be emailed to the webmaster (to post on the Classified Senate website), and the appropriate Board of Trustees member (with the Classified Senate Chair copied).
4. The webmaster will notify the Secretary when the minutes are posted to the website. The Secretary will then send an email via the listserv notifying classified staff that the finalized meeting minutes were posted to the Classified Senate website with the link to the meeting minutes in the body of the email.

Treasurer Report – Serena McCollum, BSC
• Provided monthly report of operating accounts and sales funds
• Reminded Senate members to submit a funds request form before spending
• In conversation with members of the Bursars office to determine best way to handle electronic payments. Square is not secure and the desire is to get away from paper slips. Looking at a system called CloverGo.
Chair Report – Amanda Graham

- Rule of 3
  - Posting - Open campus and community wide; HR first checks for least 3 employees within that planning unit, if there is, HR only releases those applicants information to the hiring department -> If there isn’t HR then checks for at least 3 employees within the University, if there is HR only releases those applicants information to the hiring department -> If there isn’t then HR releases all outside applicants information to the hiring department
  - It is not a University policy
  - Modify the Rule of 3 and eliminate the first step
  - The Reasons:
    - Limits internal candidates
    - Will increase advancement opportunities to internal employees

- Classified Staff - Grievance Procedure
  - Abolishment - Not one within the university, Contact SPBR (State Personnel Board Review)
  - Other issues - Classified Senate Chair

- Monthly meeting space for all Senates with proper technology to stream to regional campuses

- Website revamping
  - Adding policies and a Q&A about important issues regarding Classified Staff

- Service Awards

- Time of meetings

- University News:
  - HEED award
  - In an effort to improve safety around campus, the CATS Late Night Shuttle Service to begin piloting Sunday evening service hours, 10:00 p.m. - 3:00 a.m. - Free to students, faculty and staff
  - StressLess website to help students overcome stress and anxiety
    - Last year students and representatives from across campus formed the Stress and Anxiety Reduction Committee to help students manage stress and anxiety
  - Next Board of Trustees, October 18-19, on the Athens Campus, same weekend as Homecoming
  - Volunteer to become an OHIO “Green Jacket” for Halloween - Additional presence on and around campus – despite the fact that this was sent to all employees, it was later confirmed during the HR Liaison’s time that this is not open to classified staff.

Committee Reports

Classified Senate Committees

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

- Professional Development/Survey
  - We discussed professional development ideas/workshops from the Career and Leadership Development Center and the Women’s Center, as well as the motivational speaker Chris Stewart. Heather brought up the Disc Assessment (personality test) that HR conducts. Melanie also suggested a Customer Service Leadership workshop that a faculty member in her school (Robin Ambrozy) provides.
Before the next meeting, we will work on the questions to include on the survey to classified staff.

At the next meeting, we will create the Qualtrics survey to send out to classified staff.

• **Meet and Greets**
  - September 26 is the date of our Dublin Meet & Greet. We will take a tour of the campus while we are there.
  - We sent out a Doodle to Dublin Classified staff to see what food they would like to have. Marilyn will purchase the food, ice and candy on her P-card. There is water in the Classified Senate closet that Marilyn and Adam will pick up.
  - Adam reserved the van for the Meet & Greet.
  - Marilyn is working on the PowerPoint for the Meet & Greet.
  - We made a list of items to bring: sign-in sheet, coolers, pens, quarter-sheets, and applications.

• **Positive Note**
  - Heather has been working on this with Printing Resources. We decided to send out a postcard that we will design, along with a decal of Rufus the Bobcat. Printing will send out the postcards monthly to those classified employees celebrating the anniversaries of their hire date that month. Melanie will work on the design of the postcard. Heather followed up with Printing and received a cost breakdown of expenses. Marilyn sent in the Funds Request form to Executive Committee.

• **Lunch and Learn for Classified Staff**
  - Adam will get in touch with Dani Underhill to get more information on their Lunch and Learns and find out if they are already hosting any in the near future for HR.

• **Open Discussion**
  - We discussed the HR Resource Fair that is taking place on October 3. Heather reached out to Executive Committee, who said that they had not registered Senate to be a vendor yet. Marilyn registered Senate to be a vendor at the fair. We will create a sign-up sheet for shifts and distribute it at the full Senate meeting on September 20.
  - We discussed the newsletter that we plan to send out in October. Heather said that there will be open forums about pay-for-performance that she wants to highlight in the newsletter. We also discussed interviewing classified staff who have worked at the University for many years to talk about the changes that they have seen over the years. We also discussed including photos of classified staff in their daily lives.

*Committee B – Theresa Meyer (chair)*

- We discussed how the Employee of the Month works as far as how individuals are selected.
- We have items for EOTM gift-bags, we think through October, so we will be asking soon for donations.
- We spoke of meeting with someone to start the conversation of us getting a card swipe (cube), and discovered that the executive committee already had a meeting planned for this. We have not yet heard how that meeting went.
- We discussed trying to get a sale table in Baker for the last week of classes (still trying to arrange this).
- We were informed that we do have a location reserved for Homecoming, but I asked the question about whether we as a committee still need to reserve locations for graduations/Mom’s weekend, etc. Nobody seemed to know what we have when already, so we do need to find out.

*Committee C – Jan Moody (chair)*
• Service Award Ceremony was a success! Many opportunities for improvement which will be discussed at the next meeting. Still working on some of the award items.
• Bylaws document has been heavily changed, mostly formatting, but also to bring the document up to date with current procedures. Draft copy has been shared with CHRO and VPAF. Full review by the committee at the next meeting and final draft shared with Senate members next month.

CSEN History – Jeff Fulk, Heather Gould, Sharon Romina and Jan Moody
• History committee is meeting via email.
• We have developed committee goals
  o A written plan for how we want to process the historical data of Senate.
  o Scheduled time to work on the historical folders.
  o Removal of sensitive information from one drive.
• Ironing out guidelines for sorting the historical documents by fiscal year to make them more searchable and user friendly.
• Categories in order by year oldest to most recent.
  o Meeting minutes
  o Committee A
  o Committee B
  o Committee C
  o Reports
  o Rosters
  o Finances and Budget
  o Sales and inventory purchases.
  o Miscellaneous.
  o Speakers and events
• Members are scheduling blocks of time to work on the history documents.

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

Committee on Committees – Amanda Graham
• Have not met

Intercollegiate Athletics Committee – Jacob Jakuszeit
• Have not met

Kennedy / Frontiers in Science Lecture – Sharon Romina
• Molly Hughes, Production Designer was here on September 10. I did not attend lecture but heard it was successful. We will begin to meet in the Fall.
• Anita Hill, J.D.
  From Social Movement to Social Impact: Putting an End to Sexual Harassment in the Workplace Monday, April 1, 2019, 7:30 p.m. in Memorial Auditorium, Admission is free, doors open at 6:30 p.m.
  Anita Hill is University Professor of Social Policy, Law, and Women’s, Gender and Sexuality Studies at Brandeis University. She is a women’s rights icon and the chair of the Commission on Sexual Harassment and Advancing Equality in the Workplace, which the entertainment industry formed in response to the #MeToo movement.
Library Committee – Jeff Fulk
- Meets tomorrow

Post Publishing Board – Theresa Meyer
- Have not met

Transportation and Parking Committee – Leo Chimo
- Have not met

Sorority and Fraternity Life Community – Melanie Quolke
- Introductions made at last meeting with explanation of classified senate
- Will meet bi-weekly

Diversity and Inclusion Committee – Pat Bungard and Janet Russell
- Have not met

Ohio University Ad Hoc Committees

Badging and Certification Workgroup – Sharon Romina and Cheri Sheets
- Have not met

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

Budget Planning Council – Heather Gould
https://www.ohio.edu/finance/bpa/council_new.cfm
- Nothing significant to report

Facilities Planning Advisory Council – Shelley Barton
- Have not met

Joint Police Advisory Council – George Cheripko
- August 23, 2018, 5:30 to 6:10 PM, City Hall
- JPAC Members in attendance: Chief Powers, Chief Pyle, Jackie Wolf, Ron Lucas, George Cheripko, Maria Modayil, Karen Dahn, Sarah Grace, Toby Stock

1. Report on Move-in: Traffic control is in place. Chief Pyle: not a lot will be done with parking enforcement for the next three days. There was a water line break between Lash and Stimson, but it will not affect move-in. Chief Pyle: there has been only one complaint about a banner and the students were told that banner violated the sign code. One big change for move-in from the city standpoint is that High St. is one way north until Monday to support students moving into Bromley. One problem: the Stimson roundabout needs better signage for move-in. Although those arriving in Athens are told to use the Stimson exit to get to the east green, there is no sign at the roundabout to explain which way to go to get to the east green. This
semester, four weekends will be identified to be devoted to community service to clean up the uptown area.

2. Fall JPAC BBQ: Final Name Chosen by JPAC: BBQ on the Bricks: Cops, ‘Cats, and Community (don’t forget the Oxford comma on all publicity!)
   Date: September 12
   Time: 5-7
   From a set-up perspective: tables will be in the intersection for eating. Tables for organizations will be on the patio area in front of Baker.

3. 1804 Marketing: 1804 will continue being our marketing group. They will continue to develop our Twitter campaign. They will also develop flyers for the BBQ on the Bricks to be put on websites and social media. 1804 will decide if we also need a paper flyer.

4. Roundtable: Maria: identified lighting issues on Columbus road. She will send details to Chief Pyle.
   Karen: Nothing has been done about the stairs on Columbia that we looked at in the fall. Ron explained it’s budgeted for next year.
   The next JPAC meeting will be September 6, 2018, 5:30 p.m., Athens City Hall.
   To be discussed: JPAC membership, vacancies to be filled, Halloween, homecoming, faculty and student reaction to the new Free Speech and Use of Space policies. Email any agenda items to either Ron or Jackie.

Outstanding Administrator – Sharon Romina
https://www.ohio.edu/adminsenate/awards/outstanding.cfm
- Outstanding Administrator will have co-chairs Eileen Theodore Shusta and Lisa Dael.
- The committee is restructuring and will ask for a new member from Classified Senate for 2019 - 2020.

Presidential Advisory Committee on Sexual Misconduct (PACSM) – Serena McCollum, B.S.C.
- Have not met

Presidential Advisory Council on Disability and Accessibility Planning – vacant

Sustainability Committee – Dana Wright
- No report

Task Force on Affordability and Efficiency – Heather Gould
- No report

Tobacco Free Committee – Christi Gang
- No report

Old/New Business:
- HR Liaisons were welcomed into the meeting. Topics discussed were:
  o Can assist with performance management goals, conflict resolution, and other HR needs
  o Website is being redesigned to help communicate the services of the HR Liaison
  o Understanding the difference between the HR service center and the HR Liaison
- If you aren’t comfortable with your assigned liaison, you can reach out to others. If you aren’t satisfied with the answer you receive, you can reach out to Nick Wortman.
- It was suggested that each liaison offer office hours. This would be information that would be included in the new website.
- If you need an HR liaison in the moment and can’t reach your assigned one, contact the HR service center and one will be identified to help you.
- Suggestion for the new website – a quick contact list on who to contact based on topic. Nick clarified that if in doubt on who you need to talk to, either talk with a liaison or call the HR service center to be directed to the correct person.
- Rule of 3 – this is currently applied to the planning unit level and university community during the hiring process. Applicants must meet minimum qualifications and will be screened first by HR and again if the hiring manager feels the minimum qualifications aren’t met. Amanda explained the upcoming changes to this rule to eliminate the planning unit only. This will also be documented as a policy so that it is adhered to university wide.
- Bumping rights are based on campus location, classified staff position (title or job family/sub family), retention points, classification level (TAS4, TAS3, etc) and previous positions held. This is an Ohio Revised Code rule. Retention points are posted on the HR Website.
- Confidentiality between liaison and supervisor – certain topics (policy violation, workplace violence, sexual harassment, etc.) cannot be kept confidential. Most situations can only be resolved if the person identifies themselves. There are protections from retaliation. Ombudsman is the only person that can keep the topic and person confidential.
- You have the right to a job audit once a year that may lead to increased pay or promotion to a higher level.

**Upcoming Events**

Theresa Meyers motioned for adjournment with Serena McCollum seconding. The meeting was adjourned at 12:15pm.

Respectfully submitted,
Jan Moody
2019-2020 Classified Senate Secretary-Elect
Classified Senate Monthly Meeting  
October 18, 2018  
Baker Center 219, Multicultural Center – Multipurpose Room

AGENDA
10:00 – 10:05 a.m.  Call to order: Amanda Graham, Chair  
Roll Call: Heather Gould, Secretary

10:05 – 10:15 a.m.  Executive Officers’ Reports
   • Secretary: Heather Gould
   • Treasurer: Serena McCollum
   • Chair: Amanda Graham

10:15 – 10:30 a.m.  Committee Reports
   • Classified Senate Committee Reports:
     o Committee A
     o Committee B
     o Committee C
   • University Standing Committee Reports
   • University Ad Hoc Committee Reports

10:30 – 10:45 a.m.  Old Business

10:45 – 11:00 p.m.  New Business

11:00 – 12:00 p.m.  Rule of Three  
Guest: Nick Wortman & Lewis Mangen

12:00 p.m.  Meeting Adjourn

UPCOMING EVENTS
Saturday, October 20  
Homecoming Weekend Sales Event

Thursday, December 6  
Classified Senate Lunch & Learn for all Classified Employees
   • 12:00 p.m. – 1:00 p.m. in HRTC 141/145

Saturday, December 15  
Fall Commencement Sales Event
Call to Order
Amanda Graham, Chair of Classified Senate, called the meeting to order at 10:10 AM on October 18, 2018.

Roll Call
Classified Senate members in attendance
Jane Boney, Pat Bungard, Jeff Fulk, Heather Gould, Amanda Graham, Adam Grimm, Jacob Jakuszeit, Maryann Lape, Marilyn Maher, Serena McCollum, Theresa Meyer, Jan Moody, Cydi Parsons, Sharon Romina and Dana Wright

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

Classified Senate members absent
Melanie Quolke

Via Adobe Connect: Angela Brock, Brenda Kinzel, Carrie Linscott, Noel Payne, Susie Pitts, Tamara Hawk, Pam Harvey, Nancy Vandeman, Bonnie Behm-Geddes and Valerie Denney

Secretary Report – Heather Gould
- A draft of the September meeting minutes was distributed by Jan Moody on 10/01. Additions and corrections were made as proposed by members and the minutes were approved via email by all members.
- The September meeting minutes were distributed on 10/3/2018 and were posted online on 10/17/2018. The meeting minutes were sent to David Moore from the Board of Trustees on 10/5/2018 with both August and September meeting minutes.
- Reminder that the process for the meeting minutes has changed.

Treasurer Report – Serena McCollum, BSC
- Treasurer Report was passed out to everyone but we still have some charges left that need to hit. This report was everything as of today and Serena might contact people if she needs some receipts. It was mentioned that we still haven’t been charged for the 100 coverlets that were purchased but we did receive them already.
- We also received thank you letters from two of the scholarship recipients and Serena will scan and email them to everyone for them to read.
Chair Report – Amanda Graham

- Transportation and Parking Committee as well as the Diversity and Inclusion committee need someone from Classified Senate to represent on these committees. If interested, please let Amanda know.
- Dana Wright volunteered to be on the University Communication and Marketing Committee, as we need someone for that committee as well.
- Marilyn Maher volunteered to be on either the Diversity and Inclusion Committee or the Transportation and Parking Committee.
- The Classified Senate website is slowly being revamped so take a look and let Amanda Graham know if there is anything that needs changed.
- Dana Wright is now the new webmaster so anything pertaining to the website, you can send those requests to Dana from this point moving forward.

Upcoming events (Per Jacob Jakuszeit)
- Homecoming parade is at 10am on Saturday (10/20/18).
  - Pepsi Bash at TailGreat Park will be at 11am.
- Any Classified Senate members that can work Homecoming sales, please let Theresa Meyer know ASAP.
- The 8-10:30am shift will meet at 31 S. Court to gather the items from our office/storage location.
- The 10-12:30pm shift will meet at Howard Park and will help to tear down and take items back to 31 S. Court after the parade is over.
- As a side note: If Pat Bungard doesn’t work a sales event then someone that will be there needs to get a key from Pat in order to access our office location and get merchandise prior to that sales event.
- Amanda is still working with Shawna Bolin and her team to look for a location for us to move our merchandise permanently. We haven’t received a location just yet from their team so once we hear back from them then we will notify everyone.

Committee Reports

Classified Senate Committees

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

- Since the last meeting we had our Dublin campus Meet & Greet. There were about 8 people who were in attendance from Dublin, which was about half of the employees. Overall this went very well.
- We had a table at the Resource Fair and everything went well there.
- The survey questions were reviewed and finalized that we would like to have on the survey regarding Professional Development. Jane will be working on this in order for us to send that out to all Classified staff here in the near future.
- Melanie created some wonderful designs for the postcard that we would like to send out as a positive note/appreciation to staff during their hire month. We passed around a proof of the card that Printing Services created for us to review. The proof was a little blurry so we need to look into fine tuning that. There will also be a Rufus decal that will be attached to the back of the postcard. The plan is to start sending these out in January.
• The newsletter is currently in the making and we sent out an email to all members on Classified Senate asking for everyone to give a little bit about themselves to feature in this newsletter. If you haven’t emailed that information to Heather yet, please do so. The newsletter is scheduled to be sent out to all Classified Staff at the beginning of next week (10/22-10/24).
• We scheduled a Lunch & Learn with the Ohio University Credit Union on Thursday, December 6, 2018 in HRTC 141/145. The topic will be “Dollar Stretchers: Making the Most of Your Money”. We believe this will be a good topic around the holiday season.

**Committee B – Theresa Meyer (chair)**

- A new Sales Order Form will need to be created and it was discussed on changing the price of the pint glasses.
- Homecoming Sales and schedule was discussed earlier but we still have openings on the schedule if you can work this event. A doodle was created to sign up and there are two shifts to pick from.
- Graduation and Moms Weekend we will be selling merchandise as well. The sign up will come around when this gets a little closer.
- We have a table reserved in Baker to sell and advertise merchandise on December 6th and December 7th from 10am – 2:00pm. Theresa will add this to the calendar and a doodle sign up will be coming at a later date.
- Employee of the Month bags are set and the next one is on the calendar. Please respond if you are able to attend. Continue to encourage people to submit nominations as we like to have a good pool to pick from.

**Committee C – Jan Moody (chair)**

- Urgency was tightened on the bylaws revision.
- A paper was passed around outlining the changes of the bylaws. Please review this for anything you feel needs addressed.
- Colleen needs to see the final document to look them over.

**Ohio University Standing Committees**

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

**Committee on Committees – Amanda Graham**

- Have not met.

**Intercollegiate Athletics Committee – Jacob Jakuszeit**

- Have not met this semester and no word on when the initial meeting will take place.

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

- Kennedy Lecture Committee had one email task to complete; vote on 3 mini Kennedy grants to be awarded to 3 groups requesting funds. A meeting is to be scheduled in the near future but has not been scheduled yet.

**Library Committee – Jeff Fulk**

- The collaboration Suite is a student innovation hub to be located on the third floor of Alden Library. Funded through an Innovation Strategy proposal, this undergraduate-focused space hopes to promote student innovation and connect student entrepreneurs to existing resources for prototype fabrication in other campus locations. Paul Mass, Director of the Center for
Entrepreneurship and OHIO’s Entrepreneur-in-residence, gave a brief overview of the program goals.

- Librarians made additional progress toward investigating potential faculty status over the summer. This work continues, and the task force chair updated the ULC as to the progress.
- The Libraries’ expends approximately $4,700,000 annually on scholarly resources for use by the OHIO community. Most of those funds are allocated to disciplines based upon a complex formula developed—in conjunction with ULC—over a decade ago. Changes in technology, licensing, and usage, are rendering that formula obsolete. Janet Hulm gave an overview of the structure of the formula; how it prescribes expenditures; and how that is becoming ever more detrimental to resource purchases. Discussion on whether the formula should be replaced and, if so, how that would work might commence, as well as who might be involved.
- The Libraries submitted proposals for up to $415,000 in reductions from our $11,100,000 total budget.
- Isaacson, Miller has been engaged to manage the search for the new Dean of Libraries. A search committee has been named and will meet immediately after the ULC meeting. A representative of Isaacson, Miller joined the ULC in the final few minutes of the meeting to gather feedback and discuss process.

**Post Publishing Board – Theresa Meyer**

- New job for a Post Business Management Internship Coordinator is in the process of being posted. This person will report directly to the board. The position has been re-worked, as the new employee will not be part of Student Affairs.
- There is a new Investigative Editor and a new Director of Podcasts, which are both a first for the Post.
- There were strong praise from the readers on “The Breaking Point”
- They received an award from the Society for Professional Journalist – Top non-daily student newspaper
- There are new writers from many majors and levels (heavy recruiting of incoming freshman was a success).
- Ad sales are down, but are working on new strategies.
- They crafted $90,000 three-year advising commitment proposal for the Division of Student Affairs.
- There was a payment of $15,000 from the Division of Student Affairs (1st payment), which has been a great help.
- Due to new business model/budget unit, we must amend the Charge but unfortunately the meeting ran out of time so this will need to be addressed at a later date.

**Transportation and Parking Committee – vacant**

- Have not met

**Sorority and Fraternity Life Community – Melanie Quolke**

Presentation on organizing boards for fraternity and sorority life:

- IFC
  - Ohio’s Inter-Fraternity Council
  - Consists of 16 fraternal organizations on Ohio University’s campus.
  - IFC is the governing body for 16 member fraternities and nearly 1,000 affiliated members.
The executive board is made up of elected representatives from the member organizations responsible for overseeing academic, recruitment, finances, service and programming.

They oversee the fall and spring semester structured recruitment processes, hosts a benefit dinner each October called the “Pink Tie Affair” to raise funds and awareness for the Susan G. Koman Foundation, and a scholarship recognition event called “Donuts for Dean’s List.” They also hold various philanthropic and service events throughout the year.

**IFC Requirements**
- 2.5 GPA
- 6 hours of community service

228 New fraternity members this year
- A few bad bids were given out (bad bid consists of when an organization does not register with OrgSync, the bids they give out are considered bad bids until the issue is rectified)

IFC requires fraternal organizations to update their chapter roster in OrgSync.

- Leveraging Greek Life Event & Halloween Safety Event planned for October.
  - Halloween safety event is mandatory for first year students.

@ohioifc
- Mainly use social media as a means of communication to groups on campus.
- IFC has 16 person Delegate Meetings and an 8 person Executive Meeting, each occur once a week.

**NPHC**
- National Pan-Hellenic Council
- Is the governing board for 9 Historically Black Greek Letter Organizations.
- Currently 6 NPHC orgs (3 fraternities and 4 sororities)
- Affiliated members are elected to the NPHC executive board to oversee collaboration, educational programming initiatives, service projects and social activities.
- The NPHC board hosts an annual event each September called “Meet the Greeks,” where prospective members and the community are able to learn more about the culturally based orgs in the council.
- They also sponsor “NPHC Week” in February which included educational programs and service activities for the community.
- Social Media is the main source of communication (Instagram/Twitter)
- Engage in Date Picking at least 1 semester ahead of time
- 3-4 events each semester
  - Focus events on new member education, anti-hazing, etc.

**WPA**
- Women’s Panhellenic Association
- The governing body for 10 member sororities and over 1,800 affiliated members.
- The executive board of WPA is made up of elected representatives from the member organizations to oversee recruitment processes, academic programs, educational initiatives, judicial affairs, finances and other programming.
- Oversees the fall primary recruitment process and any continuing Open Bidding events which occur later in the fall or during the spring.
- Host a series of healthy body image and female empowerment programming each September called “Love Yourself Week.”
- The executive board members and member orgs host an annual event in March called “Sisterhood for the Traveling Dresses,” where a donated storefront in the area is set up for local area students to get a prom/event dress, shoes, and accessories at no charge.
- Council regularly hosts a scholarship recognition event in February and member organizations hold various philanthropic, service and education programs for the campus community.

**MGC**

- Multicultural Greek Council
- Represents 2 member organizations
- MGC member organizations seek to empower members through philanthropic and service work, educational programming, and social justice initiatives.
- Alpha Psi Lambda National, Inc. & Sigma Lambda Gamma National Sorority, Inc.
- Psi Lambda is the first and largest co-educational Latino organization founded in 1985. Their mission is to promote continuous personal and collective growth of our membership, success and unity through education, leadership, cultural awareness and community service.
- Sigma Lambda Gamma is the largest and fastest growing multi-cultural sorority in the nation. Founded in 1990 on the principles of academics, community service, cultural awareness, morals, ethics and social interaction. Its mission is to be the premier organization committed to providing a mechanism of empowerment to all women.

*Diversity and Inclusion Committee – Pat Bungard*

- Have not met.

**Ohio University Ad Hoc Committees**

*Badging and Certification Workgroup – Sharon Romina and Cheri Sheets*

- This work group has completed its task. The group was to be reconvened as the Training Advisory Council but that has not occurred yet.

*Benefits Advisory Council – Heather Gould*

https://www.ohio.edu/hr/benefits/bac.cfm

- Wellworks did a presentation on HealthyOhio & Virgin Pulse. They were asking to renew the contract with Virgin Pulse for 2 years. The contract renewal has to be in by November but our new contract would start in February. The numbers have increased over the year of people actually using the program but we still have not reached 50% utilization yet on the Athens Campus, which is where we would like to be. They have given out the MaxBuzz bands and have noticed a slight increase in engagement. It was discussed how this program is currently the best program on the market that doesn’t just focus strictly on physical wellness and believes that if you utilize this program that you will gain so much more from it. The council was in agreement
to sign the 2 year renewal but in hopes to see the numbers of people engaged increase over the next year.

- We are planning on hiring a benefits consulting company to look at all of our benefits and determine what steps to take in order to reduce costs. More information will come but this is aimed to save us money in the future not only on switching programs but on what programs to focus on that will help reduce long term healthcare costs (focus on a diabetes program if we have a lot of people with diabetes that will overall lower our healthcare spending on those people with diabetes for example).
- We are currently over our projected and expected budget for claims (medical, dental, drug, etc.) by 2%, which is $1,418,361.00 as of right now. We are hoping this starts to decrease.
- We looked over the budget projections for FY19-FY22 and with the current projection we are looking at raising premiums (premium update attached). The plan for FY19 was to have savings from the dependent verification plan but in FY20 the out of pocket maximum would increase from $2,500 for single to $3,000 and the out of pocket maximum for family would increase from $5,000 to $6,000. Along with this change would be an increase to premiums that would go from 15% to 17%, 17.5% to 19% and 20% to 21% depending on your salary bracket (attached info). However, it was brought to the council’s attention that we could use some of the reserves to make up the difference that we need to come up with to avoid a deficit and either reduce the increase in premiums, out of pocket max, all of it, etc. Greg will bring some data to the next meeting for us to look over how this could change. The next meeting will be on October 30, 2018.

Budget Planning Council – Amanda Graham
https://www.ohio.edu/finance/bpa/council_new.cfm
- Nothing significant to report as the group is currently going over presentations to get everyone acclimated to what will be discussed.

Facilities Planning Advisory Council – Shelley Barton
- Have not met.

Joint Police Advisory Council – George Cheripko
- The last meeting was cancelled and another meeting is scheduled in November.

Outstanding Administrator – Sharon Romina
https://www.ohio.edu/adminsenate/awards/outstanding.cfm
- Discussed the restructuring of the committee and received updates from the co-chairs, Eileen Theodore Shusta and Lisa Dael about the upcoming nominations.
- The plan is to add another Classified Senate member to this committee.
- The nomination email will go out sometime in November.

Presidential Advisory Committee on Sexual Misconduct (PACSM) – Serena McCollum, B.S.C.
- Have not met.

Presidential Advisory Committee on Sexual Misconduct – ProVention Subcommittee – Adam Grimm
- No Update.

Presidential Advisory Council on Disability and Accessibility Planning – vacant
Sustainability Committee – Dana Wright
- Last met on September 28th where the committee finalized the communication that was sent by President Nellis on 10/17/2018. This message was in regards to enhanced sustainability efforts at the University and the new Hub Coordinator positions that are to be filled by faculty. Please see Nellis’ email for further information and detail.

Task Force on Affordability and Efficiency – Heather Gould
- This is no longer an active committee and will only meet in the future if need be.

Tobacco Free Committee – Christi Gang
- No updates or meetings.

Old Business
- Rule of 3
  - All information pertaining to the Rule of Three as to what the current process is, what the new proposal is and the implementation and next steps are attached on a separate sheet.
  - This is only for Classified non bargaining unit employees.
  - January 1, 2019 will be when this change goes into effect - if approved.
  - Amanda and Colleen will draft a communication to send out to all Classified employees notifying them of the change if approved.
  - We have other things that need to be discussed but we don’t want to steer away from what we’re truly voting on at this current moment in time.
  - This is not truly a policy on campus but it is a practice. Practices do have to be followed as well.
  - 17 votes of “yes”, which is unanimous so this will take effect on January 1, 2019 with the new change.

Guests (Nick and Lewis from Human Resources)
- Discussion was had in regards to how applicants are handled if you’re a current Ohio University employee and you apply for a position but aren’t considered due to a bad eval, attendance, etc. It was brought up that the employee should know that their application isn’t being considered but at this current time, there is nothing in place to where an employee will be notified if the application is not being considered.
  - Nick’s response was that you have to put a reason into PeopleAdmin on why you are not interviewing that person, which you can call HR and they can tell you that reason.
- It was brought up that an employee will have a hard time getting out of a position if the supervisor doesn’t like the employee and gets a bad eval, which can hinder them in getting another position elsewhere on Campus.
  - Nick replied to say that evals are compared with other employees in the Planning Unit and if someone does receive a bad eval that would hinder the chances of you getting another position elsewhere then those evals will have been discussed with HR already.
- A member of Senate said that employees should feel empowered to go to HR and voice their concerns, which Nick completely agreed.
- Checkpoints are being pushed on evaluations and this is a great time to iron out anything where there are mixed feelings between the employee and the employer.
- Employees can email Amanda if they have any issues or concerns that were not addressed today or related to the topics discussed today for further discussion. Also, if anyone would like, Amanda can email the Rule of three paper that was discussed in the meeting for anyone to look over.
• A question was asked: Why are approved vacation times entered into a system for Admin whereas Classified doesn’t have an actual practice in place? Nick stated that it was because the system wouldn’t accommodate hourly employees so this is where Workforce came into play. If it would, we would have everyone on the same system.

• Badging and Certification was outlined by Lewis.
  o Question was asked: If you aren’t in Finance then what courses are offered?
    ▪ Currently they are working on an “HR Operations” course that will cover workforce, benefits, etc. but this is still in the making.
    ▪ They are also looking into a relationship building certificate.
  o Lewis explained that they would like to have courses that apply to many people and then make sure that we have the skills and systems to support it.
  o An idea was mentioned from a Classified Senate member to create a course related to class scheduling, FERPA laws, etc., which Lewis thought was a great idea.
  o Lewis asked that if anyone has ever been involved in any trainings that you thought were very helpful and well worth the time, to please email Lewis and let him know about those because they would like to use those if possible rather than recreating.
  o Any idea was brought up by a Classified Senate member that they could have a course regarding the different resources available on campus for students and staff.
  o Lewis said that the goal was to have three certificates out in a year, they just don’t have the man power in order to get the good quality courses out there and open to everyone.
  o It was mentioned that you could take advantage of Hocking College and use the education benefit to take certain courses there, which would be free other than paying a fee. A majority are offered online and at the convenience of you at your own pace.
    ▪ The regional campuses also offer some courses that might be of interest as well.
  o Lynda is an online program that had resources for employees but we decided to discontinue this program and use the money saved on the program to go toward another resource instead. Lynda.com is available through the public library system, making it accessible to employees but still saving the university money.

Meeting was adjourned at 12:05pm.

Respectfully submitted,
Heather Gould
2018-2019 Classified Senate Secretary
Comparing FY19 and FY20 Premiums – 9-27-2018 Updated Mercer Projection

### FY19 Premiums

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### % Increase from Current Premiums

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<tbody>
<tr>
<td>Employee</td>
<td>$15.06</td>
<td>$16.53</td>
<td>$17.99</td>
<td>$19.46</td>
<td>$20.92</td>
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<td>$23.85</td>
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<tr>
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<td>$26.55</td>
<td>$29.14</td>
<td>$31.72</td>
<td>$34.30</td>
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<td>$42.04</td>
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<tr>
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<td>$34.62</td>
<td>$37.99</td>
<td>$41.36</td>
<td>$44.72</td>
<td>$48.09</td>
<td>$51.46</td>
<td>$54.82</td>
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<td>$61.56</td>
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### $ Annual Increase from Current Premiums

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<td>$215.89</td>
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<td>$657.87</td>
<td>$698.27</td>
<td>$738.66</td>
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### Average Salary of Brackets (From September 2018 Benefit Census)

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<td></td>
<td>$31,621</td>
<td>$43,135</td>
<td>$49,846</td>
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<td>$63,906</td>
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<td>$82,749</td>
<td>$97,477</td>
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### Premium Increase as a Percent of Salary

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</thead>
<tbody>
<tr>
<td>Employee</td>
<td>0.57%</td>
<td>0.46%</td>
<td>0.43%</td>
<td>0.41%</td>
<td>0.39%</td>
<td>0.37%</td>
<td>0.35%</td>
<td>0.31%</td>
<td>0.22%</td>
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<tr>
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<td>0.73%</td>
<td>0.69%</td>
<td>0.65%</td>
<td>0.61%</td>
<td>0.55%</td>
<td>0.38%</td>
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<tr>
<td>Employee + Family</td>
<td>1.31%</td>
<td>1.06%</td>
<td>1.00%</td>
<td>0.95%</td>
<td>0.90%</td>
<td>0.85%</td>
<td>0.80%</td>
<td>0.72%</td>
<td>0.50%</td>
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Based on 9-27-2018 Mercer Benefits Projections
AGENDA
10:00 – 10:05 a.m.  Call to order: Amanda Graham, Chair
                      Roll Call: Heather Gould, Secretary

10:05 – 10:15 a.m.  Executive Officers’ Reports
                      • Secretary: Heather Gould
                      • Treasurer: Serena McCollum
                      • Chair: Amanda Graham

10:15 – 10:30 a.m.  Committee Reports
                      • Classified Senate Committee Reports:
                          o Committee A
                          o Committee B
                          o Committee C
                      • University Standing Committee Reports
                      • University Ad Hoc Committee Reports

10:30 – 10:45 a.m.  Old Business

10:45 – 11:15 p.m.  New Business

11:15 – 12:00 p.m.  Ohio Ready Staff
                      Guest: Tina Payne, Mindy Colburn,
                      April Butterworth, Virginia Ferrell

12:00 p.m.                Meeting Adjourn

UPCOMING EVENTS  
November 27 & 29          Performance Management Information Sessions
Thursday, December 6     Classified Senate Lunch & Learn for all Classified Employees
                          o 12:00 p.m. – 1:00 p.m. in HRTC 141/145
Saturday, December 15    Fall Commencement Sales Event
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.
  o 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.
  o 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.

**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
  - We had the iPad, a personal laptop and sales slips to take orders. The iPad worked well Saturday morning at Howard Park.
  - Serena set up a $200 change fund, which she is responsible for and Cindy Parsons is her back-up.
  - Total sales for Homecoming were $240.02
- Clover Flex
  - Initial cost would be $600 and there will be no monthly use fee.
  - We most likely won’t have this by the December sales but Theresa has a tablet at work that she can bring to help.
  - 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
  - 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.
  - Calendar invites for both dates were added to all Senate Members’ calendars.
- Fall Commencement (December 15th) Sales
  - We have two tables reserved and we can have a maximum of 2 people per table (4 total) working at any given time.
  - Doors open at 12:30, and set up can begin as early as 10:30
    - Calendar invites were sent out starting at 11:30.
  - 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
  - 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
  - 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
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
OHIO UNIVERSITY > FINANCE AND ADMINISTRATION > OHIO READY STAFF

OHIO READY STAFF

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.

Contact Us:

Mindy Colburn
740.597.3269
colburnm@ohio.edu

April Butterworth
740.597.3120
butterwa@ohio.edu
Questions and Feedback

Questions and Inquires:
Mindy Colburn 740-597-3269 or colburnm@ohio.edu
AGENDA
10:00 – 10:05 a.m. Call to order: Amanda Graham, Chair
Roll Call: Heather Gould, Secretary

10:05 – 10:15 a.m. Executive Officers’ Reports
- Secretary: Heather Gould
- Treasurer: Serena McCollum
- Chair: Amanda Graham

10:15 – 10:30 a.m. Committee Reports
- Classified Senate Committee Reports:
  o Committee A
  o Committee B
  o Committee C
- University Standing Committee Reports
- University Ad Hoc Committee Reports

10:30 – 10:45 a.m. Old Business

10:45 – 11:00 a.m. New Business

11:00 a.m. Meeting Adjourn

UPCOMING EVENTS
December 21st – December 22nd Planned Power Outage for all of Athens Campus from 12/21 at 6:30pm to 12/22 at 10:30am
December 25th – January 1st Winter Break Closure
January 21st Martin Luther King Jr Day – Holiday Observed
January 24th Classified Senate Monthly Meeting – Room TBD – 10am-12pm
February 1st – 3rd Sibs Weekend
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)

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.
  o Marilyn Maher has volunteered to serve on this committee.
- Jacob and Amanda have talked with Colleen in regards to New Employee Orientation.
  o 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
Budget Planning Council Additional Information/Material

Discussion and Vote on the each of the Fall 2019 UG Tuition and Fee Increases, below:

<table>
<thead>
<tr>
<th>Ohio University</th>
<th>Continuing Students</th>
<th>Ohio Guarantee Rates Cohort 2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus and Fee Description</td>
<td>Increase Request</td>
<td>Increase Request</td>
</tr>
<tr>
<td>Athens Undergraduate Instructional and General Fee</td>
<td>2.0%</td>
<td>3.5%</td>
</tr>
<tr>
<td>Athens Campus Residential Housing Rates</td>
<td>0.0%</td>
<td>3.5%</td>
</tr>
<tr>
<td>Athens Campus Culinary Services Rates</td>
<td>0.0%</td>
<td>2.0%</td>
</tr>
<tr>
<td>RHE Undergraduate Instructional and General Fee</td>
<td>2.0%</td>
<td>3.5%</td>
</tr>
</tbody>
</table>

Effective Fall 2019

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

<table>
<thead>
<tr>
<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>
<th>Out-of State Resident Total</th>
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</thead>
<tbody>
<tr>
<td>New Program</td>
<td>Professional Masters of Business Analytics</td>
<td>505</td>
<td>3</td>
<td>454</td>
<td>115</td>
<td>1077</td>
<td>19</td>
<td>1096</td>
</tr>
</tbody>
</table>
Are you missing critical research materials?

Junior faculty apply for:

ARTS & HUMANITIES

JUNIOR FACULTY Endowment Fund

For more information visit
www.library.ohio.edu/AHFund

Faculty, students & staff apply for:

1804

SPECIAL LIBRARY Endowment Fund

For more information visit:
www.library.ohio.edu/1804Fund

PROPOSALS DUE MARCH 11, 2019
AND AWARDS ANNOUNCED BY JULY 1
Call to Order
Amanda Graham, Chair of Classified Senate, called the meeting to order at 10:05 AM on January 24, 2019.

Roll Call
Classified Senate members in attendance:
Pat Bungard, Jeff Fulk, Amanda Graham, Adam Grimm, Jacob Jakuszeit, David Jezewski, Maryann Lape, Marilyn Maher, Serena McCollum, Theresa Meyer, Jan Moody, Melanie Quolke, Sharon Romina, Sherie Steinberger, Dana Wright

Classified Senate members absent
Heather Gould, Cyndi Parsons

Guests via Adobe Connect:
Allison Weber, Erin Dunn, Jean, Lindsay Radomski, Melissa Ervin, Nancy Edgar, Ruth McCall-King

Guests in Person:
Joni Staggs, President Nellis and Amy Trout

Secretary Report – Jan Moody
- A draft of the December meeting minutes was distributed by Heather Gould on 1/15. Additions and corrections were made as proposed by members and the minutes were approved via email by all members.
- The December minutes have been posted online.

Treasurer Report – Serena McCollum, BSC
- A printed report was provided at the meeting showing an available balance of $5,841.20 in the Senate Operating fund and a balance of $10,743.04 in the Senate Sales Fund.

Chair Report – Amanda Graham
- Cleveland Staff in person today. Approval to attend 4 meetings live.
- Janey Boney has resigned from Classified Senate. A special election will be held to replace her as the Treasurer-Elect. Email Amanda if interested or to make a nomination.
- Closet has been moved to Lindley Hall and a group has been formed to organize it.
- Central Foods are now offering lunch to faculty and staff. Walk in or drive up; waiting on confirmation on hours. Currently 11 to 12 looking to extend to 1pm.
- Classified Staff Handbook – through discussion with President Nellis and Colleen Bendl, it has been identified as a need for this. Amanda is working on developing one.
- Amanda explained that job family is an important part of understating how bumping works. Bumping occurs only within a sub-family (see handout attached) and only from a higher level down based on retention points.
• Exit interviews are not consistently being completed. She is working with HR to formalize a procedure.
• While education benefits and professional development are an advertised benefit, it is up to the supervisor to allow time during the workday to participate. This is being discussed. Melanie suggested checking www.ohio.edu/ecampus for those not on the Athens campus and want to take advantage of educational opportunities.
• Cleveland staff can now use their choice of flex time, comp time or overtime. HCOM is working to document this.

Committee Reports
Classified Senate Committees
Committee A – Adam Grimm & Marilyn Maher (co-chairs)
• Professional Development/Survey
  o We sent out the survey and closed it on January 8. We had over 150 responses. Based on the survey results, we decided to host one “hands-on” training with a deliverable which will be a Qualtrics training led by Melanie on Wednesday, February 6 from 3-4:30 pm in McCracken 236. This will be streamed via Zoom and Heather will send the invite to the listserv on January 24.
  o We will also host Chris Stewart, a speaker who will discuss Motivation and Leadership on Thursday, April 4 from 1:30-3 pm in Baker 231. He will speak for an hour and there will be time for questions. We are looking into streaming this.
• Positive Note to Staff – we received a list of classified employees who were hired in January from HR. We verified the information and Heather emailed Mail Services to ask them to send out the postcards to those employees. We are waiting to see when people receive them and whether the Rufus decal is attached.
• Lunch and Learn for Classified Staff – we will host a Lunch and Learn by OU Credit Union on Identity Theft on Wednesday, March 13 from 12-1 in HRTC 141/145.
• Meet and Greet at Athens Campus – we will host a Meet & Greet on the Athens campus on Wednesday, May 15 from 11:30 am-1:30 pm in Baker 1804 Lounge. We will give away picnic blankets at the Meet & Greet.
• Trifold for Resource Fair
  o Amanda has asked us to develop a trifold to take to events such as the HR Resource Fair. Administrative Senate does this each year. We discussed how to create the trifold so that it could be used year-to-year and what would go on the trifold.
  o We will make our own trifold using laminated documents and Velcro to attach the documents.
  o We will need a box to carry it in.
  o Items to include: Group picture, members, mission, when we meet, about Senate, what we do, how to apply, sales, events, scholarships, date Senate was established, pocket to hold handout with members’ pictures and contact information.
• New Employee Orientation
  o Amanda and Jacob received approval from HR to have a breakout session with new classified employees during new employee Orientation. This will be from 8-8:20 am. We have been asked to create a folder to give to new employees during Orientation. We will include the infographic that Melanie created, the handout about Employee of the Month, and a keychain. The other folder contents need to be developed further with Amanda and Jacob so that we are all on the same page.
Melanie created a program outline for the mentoring program that Committee A would like to pilot with new employees. We are waiting on feedback on this from Executive Committee.

- Regional Campus Centralization - Amanda has asked our Committee, along with Amanda and Jacob, to visit all the regional campuses to allow classified employees on those campuses to voice their concerns about the changes coming to Regional campuses. Administrative Senate Executive Committee will also be attending the campuses and we will coordinate our visits with them. The trips will start in February.
- Next Meeting will be February 13 from 9-10 am in HRTC 150.

**Committee B – Theresa Meyer (chair)**
- We discussed the success of the December Baker Sales Table, and decided to have another event for Valentine's Day.
  - We have reserved a first floor table for Thursday, February 14 from 10:00 am - 2:00 pm. For this event, we will only be selling the Bobcat kittens and the pint glasses.
  - Committee members are providing pink and red hearts for decorations as well as candies to display in the pint glasses for gift ideas (not selling the candy).
  - The invitation was added to all Senate Member's calendars, and we have a great response.
    - 6 have accepted the 10:00 - 12:00 shift
    - 2 have accepted the 12:00 - 2:00 shift
  - We hope to have great sales, as the Thursday for the December sales was actually better than Friday.
- We also discussed the desire to have a table for BSO, but realize that it is not practical with as long as BSO lasts. Finding people to work all shifts would be difficult.
- EOTM presentation is scheduled for Monday (January 28)

**Committee C – Jan Moody (chair)**
- Final draft of the Bylaws will be discussed at our Committee C meeting today. Senate members should expect a copy shortly after. Any comments must be sent within the review period so a vote can be taken next month.
- Service Award Ceremony procedures will be reviewed and finalized today so planning can begin

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

**Committee on Committees – Amanda Graham**
- Has not met.

**Intercollegiate Athletics Committee – Jacob Jakuszeit**
- New Chair appointed with new meeting next month.

**Kennedy / Frontiers in Science Lecture – Sharon Romina**
- No update.
Library Committee – Jeff Fulk
- Meeting later this spring.

Post Publishing Board – Theresa Meyer
- The hiring committee for the Student Media Sales Internship Manager completed interviews last week. We should have information on the new person soon.

Transportation and Parking Committee – Cyndi Parsons
- Have not met

Sorority and Fraternity Life Community – Melanie Quolke
- Discussion of committee description of new members and history of the committee. Committee used to meet on an as needed basis for review of information for orgs joining the community. Committee then switched to be focused on academic support and deciding scholarship award winners.
- Chris is still working on a survey for graduate students to judge interest and see how many people there are that have an interest in being engaged with the community.
- All organizations met the 2.5 average term GPA standard. Decision was made to check in with organizations who had an average between a 2.5 and 2.75 to do academic check-ins. There were 6 organizations and those orgs have opted in to have time with our committee as academic check in an learning what their plans of support are for the semester. Those will occur during our next three committee meetings, and may include some advisors. The meetings following spring break will be focused on the selection of scholarship award winners, which will be presented at the Sorority & Fraternity Life awards banquet on Sunday April 14, all committee members are invited.
- Justin requested an update on the SFL External review. This was at the request of the VPSA during the fall semester, after the President had questions and wanted more information on the office and the community. Decision was made to work with RISE Partnerships, with a dual focus on the SFL office and functions and the culture of the SFL Community. RISE has already completed a document review process, and is spending this week doing one on one phone interviews with administrators/faculty/staff connected to the office and virtual focus groups with students, advisors, and house corps/house directors. Representatives will be on site next week for an in person review and presentation of preliminary findings. This would be similar to an academic unit going through an accreditation process, and is building on a CAS internal review completed in 2016.
- Justin would also like senate reps to be giving reports in their bodies about the work of this committee.

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

Ohio University Ad Hoc Committees

Benefits Advisory Council – Heather Gould
No update. Our meetings have been cancelled and the next one is currently scheduled for February 5th

**Budget Planning Council – Amanda Graham**
https://www.ohio.edu/finance/bpa/council_new.cfm
- Meeting is taking place at the same time as this meeting.

**Facilities Planning Advisory Council – Shelley Barton**
- No report provided

**Joint Police Advisory Council – George Cheripko**
- No report provided

**Outstanding Administrator – Sharon Romina**
https://www.ohio.edu/adminsenate/awards/outstanding.cfm
- Nominations were received in December.
- 17 people were nominated and 14 have chosen to move on to next phase.
- Committee will meet on Friday, Jan 25 to discuss candidates and chose which are to be interviewed for next phase.

**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**
- No update.

**Tobacco Free Committee – Christi Gang**
- No update.

**Old Business**
- Rule of 3 will go before the policy committee tomorrow
- Several Executive Assistant positions have been upgraded to administrative staff level. HR is reviewing this to ensure it is being done equitably
- Amanda is working with HR to make improvements to the Performance Management System

**Guest (President Nellis)**
President Nellis opened his time with introductions and shared his appreciation for the leadership and commitment Classified Senate Members show. He stated that he meets with Amanda regularly and takes these issues discussed seriously to solve or address immediately. He then provided the following updates on important University issues and focuses:
He and the 1st Lady feels positive about being here despite the pressures and campus environment currently being felt based on internal and external influences
- Making progress on diversity and inclusion
- Student engagement – he wants to make sure students have support to be successful, especially first generation students. Honors program will be expanded, but not replace HTC
- Wants to continue to be nationally recognized and celebrate the faculty and staff that choose to be here.
- Sustainability is important to maintain a successful university. Enrollment peaked 5 years ago and we have seen a steady decline since. Trying to build up the recruiting of students.
- Statewide, ranked high in financial sustainability. Solid financial decisions and actions have made this possible
- Currently searching for VP for Communication and Marketing
- Many transitions at the dean level. Many had been in their position for longer than most deans stay at that position
- Discussed infrastructure changes currently being made and planned. President Nellis clarified that some renovations are possible through gifts and endowments given to the colleges. Examples of this are the WUSOC building being converted to a research center for Russ College and the new HCOM building made possible by the Osteopathic Heritage Foundation.
- President Nellis also emphasized his work with Amanda on:
  - Change in policy to the Rule of 3
  - Continue to work on making sick leave donations possible
  - Creating a Classified Staff Handbook
  - The impact of the “One OHIO” initiative on the regional campuses
  - Pay equity
  - Pay increases for classified staff despite the budget issues mentioned earlier.
- Two questions were asked before the discussion ended:
  - Why is there a cap in pay when promoted to an administrative position or a higher level? This discourages a person to want to be promoted if there is a chance that their efforts won’t be compensated. President Nellis promised to look into this.
  - What can be disclosed about the regional campus situation? President Nellis stated that the Board of Trustees wants to wait until a full impact study can be made. The trustees are wanting aggressive work to bring everyone to the same level, but wants input on the impact. Also need to look at what is needed without duplication.

Meeting was adjourned at 11:50 AM.

Respectfully submitted,
Jan Moody
2018-2019 Classified Senate Secretary-Elect
Classified Senate Monthly Meeting  
February 21, 2019  
Baker University Center, Room 242

AGENDA
10:00 – 10:05 a.m. Call to order: Amanda Graham, Chair  
Roll Call: Heather Gould, Secretary
10:05 – 10:15 a.m. Executive Officers’ Reports  
- Secretary: Heather Gould  
- Treasurer: Serena McCollum  
- Chair: Amanda Graham
10:15 – 10:30 a.m. Committee Reports  
- Classified Senate Committee Reports:  
  - Committee A  
  - Committee B  
  - Committee C  
- University Standing Committee Reports  
- University Ad Hoc Committee Reports
10:30 – 10:45 a.m. Old Business
10:45 – 11:00 p.m. New Business
11:00 – 12:00 p.m. Guest: Colleen Bendl, Chief Human Resource Officer
12:00 p.m. Meeting Adjourn

UPCOMING EVENTS
March 13th  
Classified Senate - OU Credit Union Lunch & Learn: Identity Theft  
Human Resource Training Center Room 141/145 – 12:00 pm to 1:00 pm
March 21st  
Classified Senate Monthly Meeting  
Multicultural Center Room 219 – 10:00 am to 12:00 pm
April 4th  
Classified Senate – Chris M Stewart Motivational Speaker  
Baker Room 231 – 1:30 pm to 3:00 pm
May 4th  
Spring Commencement
May 15th  
Classified Senate Athens Campus Meet & Greet  
Baker 5th Floor 1804 Lounge – 11:30 am to 1:30 pm
Classified Senate
Meeting Minutes • February 21, 2019

Call to Order
Amanda Graham, Chair of Classified Senate, called the meeting to order at 10:10 AM on February 21, 2019.

Roll Call

Classified Senate members in attendance
Heather Gould, Amanda Graham, Adam Grimm, Jacob Jakuszeit, 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
Pat Bungard, Jeff Fulk, Maryann Lape

Guests via Adobe Connect:
Allison Weber, Angela Brock, Darlene Hembree, Ruth McCall-King, Susie Pitts, Trish, Pam Harvey, Claire Kimok, Noel Payne

Guests in Person:
George Cheripko, Paula Morrison, Cameron Kelley, Communications & Marketing lady

Secretary Report – Jan Moody
- A draft of the January meeting minutes was distributed to the Executive Committee on 2/18/19. The meeting minutes will be sent out from Jan Moody in the near future.

Treasurer Report – Serena McCollum, BSC
- The report was sent around, and everything is in detail on the report.
- There was a Cashnet deposit that is not showing up yet but will be soon.
- $114.02 will be added to the deposit totals. Cashnet sales, the tax goes to a general account now so that we don’t have to transfer the tax. We still submit a report to Robert Payne every month to record our revenue and sales tax.
- There are different versions of the sales order forms with different tax amounts going around. We will be making sure that the correct form is being used from here moving forward.
- The treasurer report is hard to complete if no details are given. Specifically, mail services with the mail slips. Make sure you sign the mail slip, write a description of what the mail slip is for and if you could send a copy to Serena, in order to give an idea as to where the money is to come out of. Let Serena know whenever you go to submit a mail slip so that she can at least be prepared to know a charge will be coming.

Chair Report – Amanda Graham
• Treasurer-Elect – Theresa will be the new Treasurer-Elect effective immediately. We had no other names submitted to run for the Treasurer-Elect position so Theresa was voted for the position.
• The new Classified Senate website just went live three days ago. We went over the new website highlighting the Service Awards, member pictures, committees, employee of the month, resources, scholarships, merchandise sales, etc. Please feel free to go out and look at the new site. Let us know if you think of anything that we should add or change. We also have links to the other Senates as well.
• Amanda has been in conversations with Colleen and the President on why Classified staff doesn’t have a handbook. There has been pushback, but we would like to have some type of guidance for discipline and other items. An employee who has been here for many years was able to give us an old handbook from 2000. A guest in attendance was able to give a few more details and we were told that the handbook went online to save on paper, which could be how it disappeared. The President is very supportive of us having a handbook so we’re looking at bringing that back.
• Policy 40.044, transfer and promotion of classified employees was approved and is now sent out to the policy reviewers, which will be the other Senates and will come back for review.
• We have been working on new employee orientation and it has been approved. Jacob Jakuszeit was able to sit and talk with one employee during orientation. We just wanted to discuss a little bit of what we do, how we can help and let them know that we are here if they were to need anything at all.

Committee Reports

Classified Senate Committees

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

• The Committee reviewed a list of supplies needed from BobcatBUY to create the tri-fold for the Resource Fair. Heather Gould sent Marilyn Maher the list of supplies and Marilyn Maher submitted a Funds Request Form to Serena McCollum.
• Heather Gould sent calendar holds for the dates that Administrative Senate will be visiting regional campuses – February 26, March 20 and March 22.
• There was one new Classified employee at Orientation on February 1, who Jacob Jakuszeit met with. We are still developing the materials to give to new employees. Heather Gould ordered the folders for our resource guide. We will also give them a keychain, pen, infographic and the Employee of the Month handout. Marilyn Maher will also work on a handout about the mentoring program.
• We have decided to go forward with the mentoring program. As mentioned before, Marilyn will work on a handout to give to new employees at Orientation.
• We plan to send out a newsletter in mid-to-late March. Heather Gould will work on the newsletter and will include information about Performance Management from the Focus Group. We will also advertise the Chris Stewart speech and Meet & Greet.
• Melanie Quolke sent the results from the survey on the Qualtrics training. Overall, the feedback was positive even though there were a few negative comments.
• Heather Gould will send out an email advertisement to the Listserv by April 2. We are still looking into streaming options for the speech.
• We sent out our first batch of positive notes at the end of January. Heather Gould will send out the spreadsheet of February employees for the rest of the Committee to cross-reference before she sends it to Mail Services.
• Upcoming Dates
Committee B – Theresa Meyer (chair)

- Committee B met via email to firm up plans for the February 14 sales.
- On February 14, Committee B sold Bobcat Kittens and Pint Glasses at Baker Center for Valentine’s Day Sales.
  - Pat Bungard provided pink and red heart cutouts and ribbons with hearts on them.
  - Cyndi Parsons provided a pink tablecloth and candies for the display.
  - We sold $256 between the hours of 10 am and 2 pm
    - 16 Bobcat Kittens
    - 7 Pint Glasses
      - 3 Singles
      - 2 Pairs
  - Helping with sales were:
    - Serena McCollum
    - Cyndi Parsons
    - Adam Grimm
    - Dana Wright
    - Theresa Meyer
- On Monday, January 28, we honored our January Employee of the Month: Tammy Andrews of the Dean of Students Office.
- The next meeting is scheduled for immediately following the general meeting (2/21/19).

Committee C – Jan Moody (Chair)

- Final draft of the Bylaws was sent to the Chief Human Resource Officer.
- Senate members received a copy of the Bylaws and feedback was received.
- A list of the Service Award honorees was received for 2019. There are 57 – ten to forty-year honorees and 49 – five-year certificates to be distributed.
- There was a motion by Jan Moody and seconded by Amanda Graham to approve the proposed Bylaws with the exception of clarifying the context around the word “term” and how it is defined. Classified Senate took the Bylaws to a vote with the exception and the Bylaws were approved.

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

Committee on Committees – Amanda Graham

- No update

Intercollegiate Athletics Committee – Jacob Jakuszeit

- Winter sports are going on currently and the Spring sports will begin soon.
- Budget cuts that Athletics are currently faced with would be cutting $700,000 with $200,000 cut in the next year. Athletics is trying to manage this with the revenue generation versus cutting positions. Athletics continues to work hard raising money through the OHIO Bobcat Club. The
Committee was presented some statistics and information that had been shared at the Board of Trustees from the APR (looks at eligibility and retention of Athletics receiving athletic aide). OHIO scored 988/1000 which is higher than the MAC and NCAA averages.

- There will be an athlete recognition on Tuesday, 2/12/19 at half-time of the men’s basketball game, where student athletes will be recognized for having over a 3.0 GPA. For Spring there were 273 out of 430 total athletes and Fall had 241 out of 430.
- There will be events the entire week starting on 2/10/2019 focused around mental health awareness.
- Chat with the CATS attendance has been down and discussion took place on how to increase the numbers.
- New business on how Athletics could do a better job of communicating success of the student athletes as well as improving the interaction between athletics and academics. Different items were mentioned with the overall theme of trying to highlight the success of the student athletes and promote the value of athletics and the positive impact it has on academics here at OHIO.
- The group will meet one more time prior to the end of Spring Semester. He will contact the group via doodle pole for availability.

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

- This Committee has not met in person. Three mini Kennedy grant applications were reviewed via email for funding and all three requests were funded.
- The Committee is continuing to review prospective speakers for the upcoming year and a meeting will be scheduled soon.
- The Frontiers in Science lecture Gastopod was held on Monday, February 11. The event went well attended in Baker Ballroom.
- Just a reminder that the next KLS, Anita Hill will be on Monday, April 1.

**Library Committee – Jeff Fulk**

- Have not met and plan to meet in March.

**Post Publishing Board – Theresa Meyer**

- They have not met but the Student Media Sales Internship Manager has been selected. At this current moment in time, the name cannot be revealed, as the official paperwork has not yet been completed.
- On March 1, the Committee will interview two applicants for the 2019-2020 Editor position.

**Transportation and Parking Committee – Cyndi Parsons**

- Has not met and the first meeting is scheduled for February 26.

**Sorority and Fraternity Life Committee – 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
The February 5th and February 20th meeting was cancelled however discussion was made via email in regards to WellWorks and the possibility of increasing the membership fee. If the membership fee is increased, that would increase the cost of the 100-visit challenge by approximately $15,000 annually. Many members of the council replied stating their support of the 100-visit challenge and how positively it has impacted the staff. The overall conclusion seemed to be in support of continuing the program. In 2018 we had 284 memberships who met the 100-visit challenge, resulting in the program costing $54,920. The budget annually is $580,000, which supports programs such as HealthyOhio, Virgin Pulse, the 100 visit Challenge, Live Healthy Appalachia Complete Health Improvement Program, Health Risk Reduction, etc. Through January 31, 2019 we have spent $316,000 of the $580,000 budget.

Budget Planning Council – Amanda Graham
https://www.ohio.edu/finance/bpa/council_new.cfm
- Student Fee increase passed last month and will go to the May board of trustees.
- Also discuss the graduate fee increase and HCOM tuition proposal.
- Briefly discussed raise poll and that was moved on to the next meeting.

Facilities Planning Advisory Council – Shelley Barton
- No meeting this month.

Joint Police Advisory Council – George Cheripko
- Fest season is approaching with the following dates:
  - MillFest: March 2
  - HighFest: March 23
  - PalmerFest: March 30
  - International Street Fair: April 6
  - #Fest: April 13
  - ABD: April 14
  - Race for a Reason: April 27
- In December, Student Senate sponsored a Safety walk to highlight the areas where poor lighting was noticed. Would Classified Senate like to partner in the future with Student Senate on this project? Classified Senate would love to work with Student Senate on this.
- The website is currently being built for the 1804 marketing.
- The Richland pedestrian tunnel project will take place this summer. Stimson Avenue will be under construction in summer of 2020
- Demolition of East Elementary will begin this June. The impact of the school restructuring will have a big impact on the city.
- The Board of Elections will possibly move to Stimson Avenue.
- There are currently some open seats on the JPAC. Those seats open would be for the underrepresented population at OU, Administrative Senate at OU, At-Large at OU and Landlord City, Joe Krause possibly
- Take Back the Night will be on April 4th in the Baker Ballroom at 6 PM. The march will take place around 8 PM. “Allies” shirt can be received from Dr. Murray Geneva in the Women’s Center.
- The Community Service Fair will be on February 26 in Baker 240 from 11 AM to 2 PM.
- There will be an Accessibility Walk meet on 2/22 in Baker. The walk begins at 1:30 PM.
- The Boards/Commissions meeting will be on February 19th at 5 PM.
• Athens Beautification Day will be on April 14th and the JPAC is hoping to plant something this year.
• The next meeting is scheduled for March 7 at 5 PM in City Hall.

Outstanding Administrator – Sharon Romina
https://www.ohio.edu/adminsenate/awards/outstanding.cfm
• The last meeting was held on January 25. Our representative was unable to attend in person due to prior commitments however, she scored and reviewed all 14 applicants and submitted her rankings via email. Discussion took place during the meeting for ranking of nominees to top 6. The Committee member in teams are assigned to interview nominee, supervisor and 2 references. The Committee will meet soon to discuss and present 3 candidates to Dr. Nellis for approval.

Presidential Advisory Committee on Sexual Misconduct (PACSM) – Serena McCollum, B.S.C.
• The Committee has not met since last Winter 2018 and when Serena McCollum asked about the Committee, she was told that that the Committee is not actively meeting, but the plan is to call the Committee together later in Spring 2019. There is a working group of people from Legal Affairs, HR and ?? that have been trying to develop a proposal for the Committee to consider. The Committee Chair is awaiting documents from HR that should be delivered later this week. She will call a full Committee meeting when the proposal is ready for the Committee to review and discuss.

Presidential Advisory Committee on Sexual Misconduct – ProVention Subcommittee – Adam Grimm
• Have not met – no update.

Sustainability Committee – Dana Wright
• Have not met – no update.

Tobacco Free Committee – Christi Gang
• No update.

Student Services Committee
• The Student Services Committee met on 2/8/19 and they were able to determine how they would like to collect data, discuss interviews and formulate questions. They also went over the timeline for the Committee.
  o February 21st – Presentation from Grad College (8-10am, Baker 233)
    ▪ 60-90 minutes for the presentation with 30 minutes for questions.
  o March 4th – Results (9-10am, TBD)
    ▪ Discuss results of interviews, surveys and trends of recommendations.
  o March 19th – Finalize Recommendations (2-3pm, TBD)
    ▪ Get feedback from committee on finalized recommendation, go over edits and send to Grad College for response.
  o April 4th – Discuss Grad College response to recommendations; finalize report to BPC (10-11am, TBD)
    ▪ Request action items and make a report/presentation for BPC (Budget Planning Council)
  o April 18th – BPC Meeting
    ▪ Present material to BPC with recommendations.
**New Business**
- Jacob will be out on medical leave starting tomorrow for 4-6 weeks.

**Old Business**
- N/A

**Guest – Colleen Bendl**
- 40.044 policy update
  - This is an old policy and this includes the Classified Rule of 3. The Rule of 3 was discussed a little further as to what it is and how it worked. Colleen Bendl gave a quick overview: if 3 or more Classified employees apply for a posted job, the employees within the department would be considered first for a job. Our plan was to change this so that it would be open to any Classified employee that applies in order to give employees outside of that department a chance to obtain another position.
- Executive Assistant positions have been switched from Administrative to Classified and there is concern with that. Colleen Bendl said that there are many different things that they look at in a sense of the position and who they support. For instance, if a position reports to the President or involves a lot of confidentiality then the position might be put into an Administrative rank.
- If a Classified position is abolished, then you can use the retention points to bump someone lower and go into their position. If you went to an Administrative position from Classified before July 1st, 2016 then you can always bump back into an old classification, then based on retention points and it would only be for that classification. If you switch the Administrative after July 1st, 2016, and later were displaced within three years you could bump back but if not then you wouldn't be given that option.
- When looking at retention points and hire dates, you would look at the original date of hire and the date would determine who would have higher ranking if there was as a situation where two people had the same retention points in the same classification. If you have the same hire date and classification, then it would go on last name.
  - Classification specs can also be considered when it comes to bumping. In order to review job specification please go to the following link: [https://www.ohio.edu/hr/compensation-pay/job-framework/classified-job-specifications](https://www.ohio.edu/hr/compensation-pay/job-framework/classified-job-specifications)
- Colleen is working with Mike Courtney on the new Classified Employee Guidelines.
  - We would like for this to be printed off and physically given out to employees during Orientation. We could do a pdf of the book in order to save on paper and make it electronically. The idea of possibly doing both was mentioned.
  - Amanda Graham asked Colleen if the disciplinary steps are still being looked at and Colleen said those are being reviewed by Mike Courtney but most likely it will be asterisked because certain actions could require skipping of steps one and two for instance. Further discussion will take place in the future on this topic.
- Exit interviews from Classified Staff.
  - Jacob Jakuszzeit and Amanda Graham are currently reviewing questions that are asked during the exit interview. Typically, if an employee leaves a department and goes to another one then an exit interview is not given because they’re not leaving the university. However, we might look at doing something in the future to determine if there are trends from people leaving departments or Classified in general. The exit interview process will need some education in a sense of what to do. The process once outlined can be put in the new handbook/guideline book that will be created. If HR
knows that an employee is planning on leaving, HR doesn’t reach out specifically to complete an exit interview. The information is online, and the employee can go online to determine if they would like to complete and exit interview or not.

- Sick leave donation – this will be made a priority in the future and more details are to come.
- 15% raise per pay grade for promotions was brought up as a question.
  - Colleen wanted to clarify that it is a 5%-15% raise increase. If the 15% wouldn’t bring you to the minimum of the new pay grade, then you would be brought in at the minimum. In comp 2014, there was a look at all the pay grades and a good look was given into the pay grades and job descriptions to determine where everyone was. The guidelines were developed with the help of Mercer. The people that were “green circled” and are at the minimum of the pay grade are to be given pay raises every so often to bring them to where they should be. Those “green circled” people were given the first raise but have not received others, will these people be getting the other raises? Colleen replied to say that there were 76 people with $80,000 in base pay raise. Mercer has completed the bi-annual review and verified that there are 48 people that will need base wage adjustments, which will total $56,000. However, depending on the funds, depends on if those increases will occur.
  - If you’re effected by an equity issue, you would receive a letter stating the situation and what would happen.
- Someone hired externally can be hired up to the pay mid-point. If the department wants to go above that then they must seek Compensations review and Compensation will recommend a salary. In VPFA, you can only hire up to the 25% and anything further than that will need to be reviewed. Colleen said that questions have been asked around campus that if VPFA’s practice should be campus wide? Jacob Jakuszeit gave an example of the Library staff and how someone externally that is new could come to the university making more than what he can make in that same role based on how we currently hold raises for internal employees.
- Jacob Jakuszeit said that equity should a priority here at OU, right? Colleen said there are “big E” equity issues such as race, gender, etc. and there are also “little E” equity issues which is like someone from the outside comes in with similar experience and knowledge but comes in and makes more than someone who has worked here with the same knowledge for many years. The question was then are we valuing the employees who have been here for many years to that level when we also pay a half a million for a football coach? This question was not one to be directly answered.
- Melanie Quolke asked if someone in their current position receives a PHD and a masters while in the position, is that considered a “big E” issue? Colleen’s reply was no because there are still certain qualifications for that job and anything above that will not be factored.
- According to multiple vendors our current 5%-15% raise is typical when you look at other schools in the same specs as OU, however being able to hire up to the mid-point might be revisited.
- There is currently only a bi-annually equity review that will address “big E” issues but “little E” issues won’t be addressed because we don’t have the funds.
- Jacob Jakuszeit mentioned that anyone can call the library to request salaries of anyone here at OU. If you have any questions at all, please call or visit the Library.
- Amanda Graham added that Ohio University is the sole employer in this area and those employees don’t have anywhere else to go and will most likely be employed here forever. If you were to look at it from a poverty level rather than just demographically because the poverty level is different, you might have different results? Maybe we should think about the poverty level here as well. Colleen’s response was to take into consideration the other benefits (education benefit, tuition, etc.) that other areas might not have, and it might equal out in the end.
Motion made by Amanda Graham and seconded by Theresa Meyer to adjourn. Meeting was adjourned at 12:15PM.

Respectfully submitted,
Heather Gould
2018-2019 Classified Senate Secretary
AGENDA
10:00 – 10:05 a.m.  Call to order: Amanda Graham, Chair
Roll Call: Heather Gould, Secretary
10:05 – 10:15 a.m.  Executive Officers’ Reports
• Secretary: Heather Gould
• Treasurer: Serena McCollum
• Chair: Amanda Graham
10:15 – 10:45 a.m.  Committee Reports
• Classified Senate Committee Reports:
  o Committee A
  o Committee B
  o Committee C
• University Standing Committee Reports
• University Ad Hoc Committee Reports
10:45 – 11:00 a.m.  Old Business
11:00 – 11:15 p.m.  New Business
11:15 – 12:00 p.m.  Open Discussion
12:00 p.m.          Meeting Adjourn

UPCOMING EVENTS
April 4th          Classified Senate – Chris M Stewart Motivational Speaker
                   Baker Room 231 – 1:30 pm to 3:00 pm
April 18th         Classified Senate Monthly Meeting
                   Baker Multicultural Center, Room 219 – 10:00 am to 12:00 pm
May 4th           Spring Commencement
May 15th          Classified Senate Athens Campus Meet & Greet
                   Baker 5th Floor 1804 Lounge – 11:30 am to 1:30 pm
Classified Senate
Meeting Minutes • March 21, 2019

Call to Order
Amanda Graham, Chair of Classified Senate, called the meeting to order at 10:05 AM on March 21, 2019.

Roll Call

Classified Senate members in attendance: Pat Bungard, Jeff Fulk, Heather Gould, Amanda Graham, Adam Grimm, Maryann Lape, Marilyn Maher, 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: Jacob Jakuszeit

Guests via Adobe Connect: Allison Weber, Angela Brock, Darlene Hembree, Ruth McCall-King, Susie Pitts, Trish, Pam Harvey, Claire Kimok and Noel Payne

Guests in Person: N/A

Secretary Report – Heather Gould
- A draft of the February meeting minutes was distributed to Classified Senate members this morning (3/21/19) for additions and corrections. Once those are approved then they will be posted online and sent via the listserv.
- Meeting minutes were approved electronically and were sent to everyone from the January meeting.

Treasurer Report – Serena McCollum, BSC
- The report was passed around for all members to review.
- Serena McCollum will send Marilyn Maher an email with the approval for the Committee A funds request for the tri-fold purchase.
- Committee B sent the funds request to Serena McCollum and hasn’t heard back yet. They asked if it was approved? Serena McCollum will check to see if she received it and follow up.
- We haven’t heard back on the Clover Flex and we most likely won’t be able to have it before graduation. Serena McCollum will report any future updates.

Chair Report – Amanda Graham
- Handbook Guideline was approved. Mike Courtney is to have a draft by Mid-May.
- Sick Leave donation proposal has been approved by Colleen Bendl, Deb Shaffer and the President so we’re moving forward.
- The new employee orientations have gone well so far. We’ve had three already with all positive feedback.
  - The Union President has mentioned to Amanda Graham that our employees seem excited to meet us during the orientation. This was a good thing to hear from someone on the other side.
• The exit interview process is being revised. The draft will be passed along later on in this meeting for review and feedback.

Committee Reports
Classified Senate Committees

Committee A – Adam Grimm & Marilyn Maher (co-chairs)
• The Identity Theft Lunch and Learn occurred on March 13, 2019 and 16 people attended.
• We now have a Classified Senate YouTube account and an OMSAR student will be recording and streaming the talk for us, thanks to Pat Bungard. We will send out the link to Classified employees when we advertise the talk. The link is https://youtu.be/uMP-C2eRiy4.
• Melanie Quolke will create a flyer for the Meet & Greet and will work on updating the PowerPoint that will play during the Meet & Greet.
• The mentoring program has been put on hold until Amanda finds out more from Colleen Bendl.
• We are waiting on approval of the Funds Request Form for the tri-fold supplies from the rest of Executive Committee.
• The March positive note postcards have been sent to Classified staff. It seems like this process has gone smoothly so far.

Committee B – Theresa Meyer (chair)
• Mom’s weekend sales are coming up. Mom’s weekend is April 5-7. We don’t want to do anything really early, as the mom’s don’t seem to be up and about early on Saturday. We decided to reserve a sales table at the bottom of Baker during afternoon events in Baker Center, 12:00 pm – 4:00 pm on April 6. The indoor tables were already reserved, so we reserved an outside table for the time period, and were told that if one of the groups with an inside table does not show up, we can move inside.
  • Two event requests were added to everyone’s schedules
    • Sales 11:30 – 2:00 (for set up and sales)
    • Sales 2:00 – 4:30 (for sales and tear down)
    • Please remember that the sales are the responsibility of all Classified Senate Members.
• We discussed the Clover Flex and are still waiting on it, but hope to have it by graduation.
• Graduation is May 3-4 and we will request two tables, like we did for Fall Commencement. Once we have the final approval, the event requests will be added to everyone’s calendars.
• February Employee of the Month was Cody Bail from Printing Services. We surprised Cody on Wednesday, 3/6/19 during a staff meeting. Congratulations, Cody!
• March Employee of the Month was Vicki Dornbush from the Registrar’s Office and she was surprised on Monday, 3/18/19. Congratulations, Vicki!
• Committee B will meet at noon, following the Senate Meeting.

Committee C – Jan Moody (Chair)
• The last meeting was shortened and the Service Award Ceremony was discussed.

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

Committee on Committees – Amanda Graham
• The committee met this week and voted to remove the Ecology and Energy Committee.
• The big decision is to figure out what committees are active and who is serving on them. Currently the President’s office updates this, but Faculty Senate might update this list in the future. The Committee is trying to create guidelines to determine what each Committee should be doing.

**Diversity and Inclusion - Pat Bungard & Janet Russell**
• No update. This committee has been meeting but some people haven’t been invited. We plan to investigate this a little further.

**Intercollegiate Athletics Committee – Jacob Jakuszeit**
• Haven’t had a meeting since last update but will likely meet in April.

**Kennedy / Frontiers in Science Lecture – Sharon Romina**
• The committee met on March 7th to discuss the list of speakers for the upcoming year. Votes were taken on who to pursue, depending on schedules, etc. Dr. Anita Hill is scheduled for Monday, April 1st and it is encouraged that everyone attend. Anita Hill is a University Professor of Social Policy, Law and Women’s, Gender and Sexuality Studies at Brandeis University. She is a women’s rights icon and the chair of the Commission on Sexual Harassment and Advancing Equality in the Workplace, which the entertainment industry formed in response to the #MeToo movement.
• The event information is as follows:
  Anita Hill, J.D.
  From Social Movement to Social Impact: Putting an End to Sexual Harassment in the Workplace
  Monday, April 1, 2019
  7:30 PM in Memorial Auditorium
  Admission is free, doors open at 6:30 PM

**University Library Committee – Jeff Fulk**
• Faculty status update
  o Not currently pursuing this. A very small majority are in favor of the faculty status 52%. 20 months of work, now have a 17 page model if pursued at a later time.
• The Library Dean’s Search
  o The top finalist is Neil Romanosky, who was on campus February 28th for tours of library buildings and negotiations with the provost.
• New acquisitions formula
  o This is being worked on. The committee have met three times and are seeking more data to better adjust the formula. There will be multiple formulas to consider.
• 1804 funds requests
  o This will be extended to allow more proposals to come forward.

**Post Publishing Board – Theresa Meyer**
• The committee met on Friday, March 1st. The meeting was set to interview two applicants for the 2019-2020 Editor position.
• The Student Media Sales Internship Manager can finally be announced: She is Andrea Lewis and her first day was March 4th.

**Sorority and Fraternity Life Committee - VACANT**
• Currently vacant if anyone would like to be on this committee
Sustainability Committee – Dana Wright

- The committee met on 3/20/2019 and discussed the following:
  - Reviewed the purpose of the committee, definition of sustainability at OHIO, and the committee charter.
  - Presentations by the newly selected Sustainability Hub Coordinators outlining their major initiatives for this semester.
  - Update on the university’s sustainability plan. The plan was written in 2011 and great progress has been made on reaching benchmarks. The process of creating a new, updated plan is just starting to move forward. Aiming to finalize the new plan by December 2019.
  - Reviewed the current commitments, reports and recognitions of OHIO in the work of sustainability.

- The next meeting will be held in September 2019.

Transportation and Parking Committee – Cyndi Parsons

- All the members are new to the committee (outside of the parking dept. employees) so the committee reviewed the charge.
- The leadership went from one Director/Parking and one Director/Transportation, to ONE Director in a combined department. This department (TPS) is divided into three areas: Office & Customer Service, Planning & Logistics, Operations Manager (drivers, mechanics, field administrators).
- The master parking plan has 6 functional areas:
  - Foundation of planning
  - Parking inventory/utilization
  - Permit allocation/distribution
  - Shuttle/Transit circulation
  - Infrastructure condition assessment
  - Financial assessment

Ohio University Ad Hoc Committees

Benefits Advisory Council – Heather Gould
https://www.ohio.edu/hr/benefits/bac.cfm
- Currently have no update.

Budget Planning Council – Amanda Graham
https://www.ohio.edu/finance/bpa/council_new.cfm
- Met on February 28th and passed HCOM’s tuition increase of 2.5%.
- Discussed a 1% raise pool to take place in July. This will be brought up at Board of Trustees.
- Additional raise pool in January was discussed but nothing has been decided at this moment.
- Another meeting on March 28th to do a Board of Trustees recap and FY20 budget recap on what will happen.

Facilities Planning Advisory Council – Shelley Barton
- No update.

Joint Police Advisory Council – George Cheripko
- No update.
Outstanding Administrator – Sharon Roman
https://www.ohio.edu/adminsenate/awards/outstanding.cfm
• The committee completed the interview process of the 6 candidates. Each group presented their findings and all committee members voted on each candidate. The top 3 administrators were chosen to send to Dr. Nellis for approval. The Administrative Service Award Ceremony is Tuesday, April 2 in the Walter Rotunda. The event will be live streamed.

Presidential Advisory Committee on Sexual Misconduct (PACSM) – Serena McCollum, B.S.C.
• No update

Presidential Advisory Committee on Sexual Misconduct – ProVention Subcommittee – Adam Grimm
• Have not met – no update.

Performance Management Taskforce
• Developing a website that will connect HR and Classified Senate’s website to give an update on procedures.
• We asked the question that if a group of people meet expectations, but from different departments then could they receive different raises? We were able to put in the raise pool guidelines that you will get an across the board raise if you meet expectations or are effective. However, if you do not meet expectations you will get below and if you are above then you could get a little more.

Tobacco Free Committee – Christi Gang
• No update.

Student Services Committee – Marilyn Maher
• The committee met on February 21st, March 4th and March 19th. On February 21st, Graduate College presented an overview of their structure, functions and services. On March 4th, the Graduate College presentation was discussed, as well as the next steps for the committee to solicit feedback on the Graduate College from graduate students. It was decided to send a survey to graduate students and it was brainstormed as to what questions to as on the survey. The members were given the task of researching Graduate Schools/Colleges at other Interuniversity Council (IUC) Universities as well as OU’s Peer Institutions’ Graduate Schools/Colleges. We also finalized the survey; the co-chairs will send the survey to a contact in Institutional Research who will then send it to graduate students. The next meeting will be April 4th.

Training Advisory Council – Melanie Quolke, Maryann Lape
• The first meeting (2/25/19) with the group took place and introductions were given. Everyone was brought up to speed on what the council had previously created. The charge of the group is to provide insight and guidance to support:
  o Institutional support for training and development
  o Elimination of systemic barriers to development
  o Creation of a robust structure to implement a sustainable environment for training and development
  o Consistent, positive, and professional training and development experiences aligned with our desired culture
  o Methods and resources for those new to their position
Leveraging collective resources and expertise from around the university to support professional development

- The council talked about the Professional Development Pathways that the group before this one previously set up, how the certification works, and phase planning. This is to better prepare people for the various resources they would have access to in the university. The pilot phase of creating PDPs for Accounting, Purchasing, and HR Operations is underway.
- The council talked about drafting a Leadership Certificate and what it could potentially look like with having core courses and electives. The Leadership Certificate could include something like four core courses and four electives. However, this is still to be determined.
- The council talked about Peer Learning Networks and how they can be good opportunities for informal learning opportunities led by university employees. This is also in an early draft stage.

Open Discussion

- Committees
  - We have taskforce, review teams, and search committees, do we want to include them in the committee reports on the Classified Senate meeting agenda? The group discussed and we decided that we should include these in our meetings because the information is still important.
  - We should have a member from each planning unit represented on Classified Senate and we currently do not. Colleen Bendel would like to see us have one member from each planning unit. Administrative Senate currently does this but has some vacancies.
    - It was suggested to send a letter to the Dean of each department who is currently not represented on Senate, from Amanda Graham to ask if anyone would like to serve on Senate.
    - We would like to have representation from each regional campus, but more conversation will follow.
  - Amanda Graham passed out updated membership and committee lists with goals.
    - Please keep these goals on your radar so that we can discuss these during our June meeting and give a quick presentation from each committee.
  - Amanda passed out the exit interview form. This can be found under forms on the Human Resources site.
    - It hasn’t been updated in a very long time, as you can clearly tell.
    - We need to go over this form and update it.
    - The process needs to be updated on how employees hear of the exit interview.
    - We need to have a university wide procedure on when employees leave and how everything is handled, as well as by who.
    - Number 8 on the exit interview form, shouldn’t be limited to one reason. We should have a check all that apply.
    - Update the wording on this form to be more inclusive.
    - We would like this form to be completed online and then submit it online as well. This form could go to ECRC, CFAO, Chair of Senate, Colleen, etc.
    - We would like to put some fields on this form where you could choose to leave a name.
    - We think that there should be a question on the exit interview form that asks, “would you like for us to follow up with you?”.
    - We would like to leave the “would you like to share additional comments through a confidential interview with Human Resources” on the form.
    - We will create a Qualtrics survey to use instead of the paper form for the exit interview.
• Amanda Graham is working on looking at 14 other schools to compare OU to other schools on internal promotions, employee recognition, etc. Amanda Graham will put this on the shared drive for everyone to look at and help to determine caps, etc.
• The president didn’t know that we had scholarships from Classified Senate and Amanda Graham printed out some information to give an idea on what we do such as:
  o EOTM
  o 5 Scholarships
  o Service Awards
  o Professional Development opportunities that we offer to employees
• Service to the University versus professional development – we would like to check on where Classified Senate stands. Is Classified Senate considered service to the university or professional development? Amanda Graham will ask this question to gather an answer.
• The Classified Senate Sales Website – We had talked about moving to the Alumni Store and no other progress has been made but just to put this back on the radar.
  o We would like to clean up our sales website. Dana Wright will talk with Michelle Frick to see what they use and gather more information.

Motion made by Amanda Graham and seconded by Jan Moody to adjourn. Meeting was adjourned at 12:00 PM.

Respectfully submitted,
Heather Gould
2018-2019 Classified Senate Secretary
AGENDA

10:00 – 10:05 a.m. Call to order: Amanda Graham, Chair
   Roll Call: Heather Gould, Secretary

10:05 – 11:00 a.m. Guest: Julie Allison - Associate Vice President, Finance &
   Diana McGrew - Director of Purchasing, Procurement Services

11:00 – 11:15 a.m. Executive Officers’ Reports
   - Secretary: Heather Gould
   - Treasurer: Serena McCollum
   - Chair: Amanda Graham

11:15 – 11:30 p.m. Committee Reports
   - Classified Senate Committee Reports:
     - Committee A
     - Committee B
     - Committee C
   - University Standing Committee Reports
   - University Ad Hoc Committee Reports

11:30 – 11:45 a.m. Old Business

11:45 – 12:00 p.m. New Business

UPCOMING EVENTS

May 4th    Spring Commencement
May 15th   Classified Senate Athens Campus Meet & Greet
           Baker 5th Floor 1804 Lounge – 11:30 am to 1:30 pm
May 16th   Monthly Classified Senate Meeting – 10:00 am to 12:00 pm
           Multicultural Center – Baker Center 219
Call to Order
Amanda Graham, Chair of Classified Senate, called the meeting to order at 10:00 AM on April 18, 2019.

Roll Call

Classified Senate members in attendance: Pat Bungard, Jeff Fulk, 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, Sherie Steinberger

Classified Senate members absent: Jan Moody

Guests via Adobe Connect: Allison, Angie Brock, April, Becky Arnold, Carmen Chukes, Carol Davis, Carrie Linscott, Julie, Pam Harvey, Susie Pitts

Guests in Person: Communications and Marketing

Guest Speakers: Julie Allison – Associate Vice President, Finance & Diana McGrew – Director of Purchasing, Procurement Services

- Governor DeWine is in place now but there was a taskforce that was created, and everyone is concerned about tuition and student education. There were many opportunities that could save a University costs, which would benefit overtime when it comes to tuition. Under Affordability and Efficiency on the OU website, there are links and information if you would like to read further.
- Copier/Printing services was one of the items to discuss, computer hardware, travel services, outbound shipping, scientific supplies and equipment and office supplies and equipment. These are all being done under the mandate to higher ed. This means that everyone in the State are contributing. Negotiating might not mean that you only get a better price, but it could mean free shipping, free returns, etc.
  - Question was asked about how a refund is given if we sent an item back? Is it credited back on the PO? Diana McGrew said that without knowing more information, she would say typically that the credit will be reflected on the PO and then credited to the account number.
  - Question was asked about if you receive a damaged product or if services weren’t satisfactory then do you reach out to Finance Customer Care? Diana said only if you have service that is unsatisfactory, then reach out to Finance Customer Care because they do want to know about these situations but if it’s just a damaged product then go through the normal steps to replace the product and Finance Customer Care won’t need to know about that.
- An example was given that Lowes is to charge only a one-time shipping charge. However, if you punch out multiple times then it will create multiple PO’s. We had an incident where the shipping charges were charged three times. Finance Customer Care was contacted, and the additional charges were credited.
Question was asked if we can go to Lowes versus ordering online? Diana McGrew answered: If you use the punch out then you will get at least 7% savings and up to 22% potential savings. There are three options for delivery if you do the punch out, which is in store pick up, desktop delivery and small package delivery like UPS or Fedex.

The A&E purchasing committee was created to assess where we were with the mandate. The initial roll out period included computer supplies, janitorial supplies and office supplies for the first 0-3 months. The committee created an 18 month roll out plan and did a lot of the communication on the mandate. They also worked with purchasing to expand preferred vendors from 112 to 280. Purchasing steps were reduced in Bobcat Buy to assist staff.

We currently don’t have a preferred supplier to purchase books, so you are still able to purchase books from other vendors.

We’re currently working with Amazon to work through some of the challenges like delivery, payment and unallowable purchases. Amazon business has done some improvements within the last few weeks, which came out with options on purchases at our institutions.

Preferred suppliers are for certain groups of items or categories. If we have a preferred supplier on office supplies and you need to purchase paper towels, the office supplier might have paper towels, but you don’t have to purchase those with the office supplier and can go elsewhere. As we go live with new catalogs, we’re going to try to communicate what should be purchased with that supplier. If you purchase something that you think you can find a better price for and you purchase a lot of it, let Finance Customer Care know and they can potentially reach out and negotiate the price and item(s).

Question was asked, has there been communication to the planning units to use preferred suppliers? Julie Allison answered and said that every planning unit could be different with how they use preferred suppliers. Ultimately, it is up to the planning units on how they use preferred suppliers.

Big “P” policies are numbered policies and the little “P” policies are on the website. The big “P” policies have to be followed but the little “P” policies are up to the planning units. If a planning unit says you must use a preferred supplier, then they have the largest say. So, if you have an item that needs to be purchased but is not done with a preferred supplier, you can purchase it elsewhere unless, the planning unit tells you to purchase it with a preferred supplier.

Annually our purchasing information must be reported to the Board of Trustees and the State of Ohio. You can see all the purchases and savings at: https://www.ohio.edu/trustees/governance/bylaws. Once on the site then click on the Governance/Bylaws report.

In order to register a card at stores, on the purchasing website there is an option called systems and under the Bobcat Buy info page there are user guides on each catalog. In the Office Depot user guide, it will explain how to register your card with that store.

You can get a key fob from Rusty Thomas for Lowes if you purchase from there often.

A new policy will be coming out that states that we should only be purchasing American made products. There will be some fine print of course in this policy but just to give an update.

There are a few tools that could be helpful when purchasing items. The preferred supplier list and the purchasing roadmap are on the purchasing website as tools to use. The roadmap shows everything that we will be bidding on in the next five years. There is also a list of the catalogs coming. A suggestion form to suggest a preferred supplier can also be found online if you have a supplier you feel should be on the preferred supplier list. The purchasing guide is out there to tell you what form to use as well.

A contract and insurance matrix are available online, which tells you what service it is and what level of insurance they need in order to bring someone to campus.
• Direct payments are now called payment request forms and there is a list of what should be submitted on this form.
• If someone is doing work for the university and not providing a good, then it is a service.
• We haven’t rolled out a lot of catalogs because of negotiations. Negotiations just ended and we’re now able to do unlimited catalogs in Bobcat Buy so more catalogs will be added in the future.
• May 1st is when we can start setting up new PO’s for the fiscal year.
• Group travel is out on the website and is different than individual (over 10 people).

Secretary Report – Heather Gould
• A draft of the March meeting minutes was distributed to Classified Senate Executive Committee members yesterday, (4/17/19) for additions and corrections. The March meeting minutes will be emailed to all the Classified Senate members on Friday, April 19, 2019.
• Just a reminder to please send your committee reports to me before the next monthly meeting.

Treasurer Report – Serena McCollum, BSC
• The report was passed around for all members to review.
• We’re waiting to hear when we’ll get the clover flex. Cost was $499 and will come out of the scholarship account.
• We did get a request from Financial Aid on the scholarship adjustments to bring the scholarships up to $1,000 for the 4 out of 5.
• Someone in Amanda’s building purchased an item during mom’s weekend and they almost left because it took too long. The Clover Flex will be super helpful during sales to help reduce on the amount of time it takes to place a sale.

Chair Report – Amanda Graham
• The draft copy of the employee handbook was passed around for everyone to give feedback. Email any feedback to Amanda Graham regarding the handbook.
• We have worked to get the Exit Interview via Qualtrics with new questions. Depending on how you answer the questions, depends on the next questions you will be asked when taking the survey. We are working with the other Senate’s to partner with them to do one versus two.
• The Senate bylaws, Colleen will approve all the updates except membership. Moving forward we will be changing membership guidelines to one representative from each planning unit, one from each regional and three from HCOM (Dublin, Cleveland and Athens). This will take place the upcoming fiscal year.
• Classified Staff don’t know where to go to find everything that pertains to them as an employee, so on the “Resources” tab on our website, there will be items related to Classified staff and then other helpful links that Classified staff might use.
• Amanda Graham was able to get an answer on the Professional Development policy and it does not include committee and senate time. However, a lot of managers and supervisors don’t see that the same, so we have some disagreements in the end.
• The new professional development policy might have made it through the system already, but we are working with legal to get the final approved copy to send to chairs. The chairs will then send it out to listservs and on Compass to make everyone aware of the change.
• An update on Policy 40.044 – It has been moved to the President for a signature.
• The pay guidelines went down last week and there are new changes to the pay guidelines that the planning units should be passing along and took affect April 1st. If an external candidate is hired, you can only hire to the 25% not 50% now. Internal candidates with a lateral move will not receive an increase, if an internal candidate results in a promotion / movement then the
candidates can only receive a 5-15% increase overall not per pay grade any longer. If you take a demotion or movement to a lower pay grade, then you will receive a 5-15% decrease in pay. The updated pay guidelines should be back up by the end of next week.

- We plan to review the committee goals that were established at the beginning of the year. We plan to go over those at the June meeting.

Committee Reports

**Classified Senate Committees**

**Committee A – Adam Grimm & Marilyn Maher (co-chairs)**
- Chris Stewart’s talk was on April 4th and we had about 50 people in attendance and 109 people have since watched the video on YouTube. The time is 1:00 – 2:45 PM, on Wednesday, May 1st in Baker 231.
- The Athens Meet & Greet is on May 15th and we will send out the flyer on May 6th via listserv.
- The tri-fold request was approved, and the supplies are being ordered so we can work on that.
- The next Meet & Greet will be on the Eastern campus at the beginning of next fiscal year.

**Committee B – Theresa Meyer (chair)**
- The committee met March 21st at noon, and we made $221 in sales on Mom’s weekend. Only committee B members showed up to work.
- May 3rd and May 4th will be the graduation sales and a sign-up sheet was passed around.

**Committee C – Jan Moody (Chair)**
- The Service Award Ceremony is set for October 2, 2019 (Wednesday) in Walter Rotunda.
- The committee discussed the 40-year award (looking for high quality-low cost award).
- All other awards will remain the same as last year.

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

**Committee on Committees – Amanda Graham**
- No information provided.

**Diversity and Inclusion - Pat Bungard & Janet Russell**
- A doodle poll was going to be sent out to members to schedule an end of the year meeting.

**Intercollegiate Athletics Committee – Jacob Jakuszeit**
- No information provided.

**Kennedy / Frontiers in Science Lecture – Sharon Romina**
- Kennedy Lecture Series committee, speaker Anita Hill was on April 1st.
- She was well received and there was a large turnout in the Memorial Auditorium.
- The committee has voted on the top four speakers and will hopefully meet before the semester ends.

**University Library Committee – Jeff Fulk**
- No information provided.
Post Publishing Board – Theresa Meyer
  • No information provided.

Sorority and Fraternity Life Committee - VACANT
  • No information provided.

Sustainability Committee – Dana Wright
  • This committee has not met since the last meeting. No update.

Transportation and Parking Committee – Cyndi Parsons
  • Did not meet in March and the next meeting is April 23rd.

Ohio University Ad Hoc Committees

Benefits Advisory Council – Heather Gould
https://www.ohio.edu/hr/benefits/bac.cfm
  • Currently have no update.

Budget Planning Council – Amanda Graham
https://www.ohio.edu/finance/bpa/council_new.cfm
  • No information provided.

Facilities Planning Advisory Council – Shelley Barton
  • No information provided.

Joint Police Advisory Council – George Cheripko
  • There will not be a meeting in May and George Cheripko will be stepping down because he has been on it since inception and feels there should be another voice on this council. He is willing to meet with anyone interested in discussing JPAC.
  • We’re all encouraged to follow up with Student Senate on the walking tour, as it will be important for the safety of our employees.

Outstanding Administrator – Sharon Romina
https://www.ohio.edu/adminsenate/awards/outstanding.cfm
  • This committee will meet on April 29th to debrief. Three awards were given out at Administrative Services awards on April 2nd to John Bowditch, Ji-Yeung Jang, and Martha Tanedo for the 2019 Outstanding Administrators.

Presidential Advisory Committee on Sexual Misconduct (PACSM) – Serena McCollum, B.S.C.
  • No information provided.

Presidential Advisory Committee on Sexual Misconduct – ProVention Subcommittee – Adam Grimm
  • No information provided.

Performance Management Taskforce
  • Currently still meeting regularly to discuss performance management.
**RFP Review Team (Off the Shelf E-Learning) – Heather Gould**

- Since the last meeting we had Hoonuit and SkillSoft come to present further information about their company. This presentation was a chance for us to ask questions and truly grasp what was being offered. After the presentations, we were granted access to each of the websites to take some of the courses and determine which of the two we would like to move forward with.
- After having some time to take courses, read training material, etc. the group met back on Monday, April 15th to vote on which company to move forward with and we decided to go with SkillSoft as the next E-Learning vendor. The decision was based on accessibility, cost, content, implementation and a few other topics.
- We plan to move forward with SkillSoft and will share more information as it comes along.

**Student Services Committee – Marilyn Maher**
- No information provided.

**Training Advisory Council – Melanie Quolke, Maryann Lape**
- No information provided.

Motion made by Amanda Graham and seconded by Theresa Meyer to adjourn. Meeting was adjourned at 12:00 PM.

Respectfully submitted,
Heather Gould
2018-2019 Classified Senate Secretary
AFFORDABILITY & EFFICIENCY
GOVERNORS TASK FORCE RECOMMENDATIONS

MASTER RECOMMENDATION

• Students must benefit
• Five-year goals

STRATEGIC PROCUREMENT

3A. Each college/university must require that its employees use existing contracts for purchasing goods and services, starting with the largest opportunities for savings.
GOVERNORS TASK FORCE RECOMMENDATIONS

STRATEGIC PROCUREMENT

3B. Ohio’s colleges and universities must pursue new and/or strengthened joint purchasing agreements in the following categories:

- Copier/printing services
- Computer hardware
- Travel services
- Outbound shipping
- Scientific supplies and equipment
- Office supplies and equipment
OHIO’S PATH TO IMPLEMENTATION

• Assessed where we were in relation to the Governor’s Strategic Procurement Mandate
  • Assessed against the Governor’s Mandate
  • Created A&E Committee
  • Eliminated steps in purchasing and vendor setup processes
  • Reviewed existing catalogs - added more catalogs
  • Documentation of processes and updated website with information
  • Worked to develop roadmap for the future (Purchasing Roadmap for Preferred Suppliers) – rolling out October 2018
A&E PURCHASING ROLLOUT COMMITTEE

Diana McGrew (Procurement) – (Co-chair)
Heather Krugman (Scripps). – (Co-chair)
Mike Finney (Voinovich)
Rosanna Howard (Regional)
Tim Knavel (Athletics)
Becky MacCombs (Engineering)
April Ritchie/Wayne Chiasson (Arts & Sciences)
Shelly Ruff/Kelly Coates (HCOM)
Gwyn Scott (Auxiliaries)
Steve Wood (Facilities)
Julie Allison (Ad-hoc VPFA)
Stephanie Frisbee Roll (Ad-hoc – Communication role)
COMMITTEE’S RESPONSIBILITIES

• In partnership with purchasing, determine rollout to campus
• Provide feedback and assistance in communication efforts
• Solicit and gather information from respective constituency groups on potential issues and develop recommended solutions
• Identify opportunities to move OU to compliance with the mandate as smoothly as possible

Rollout beginning May 1, 2017

<table>
<thead>
<tr>
<th>0-3 Months</th>
<th>6-12 Months</th>
<th>12-18 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Supplies</td>
<td>Copier/Printing</td>
<td>Facilities Management</td>
</tr>
<tr>
<td>Janitorial Supplies</td>
<td>Graphic Design</td>
<td>International Procurement</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>Videography</td>
<td>Safety Supplies</td>
</tr>
<tr>
<td></td>
<td>Web Supplies &amp; Services</td>
<td>Specialized Research Supplies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Travel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All other supplies/services with preferred vendors</td>
</tr>
</tbody>
</table>
COMMITTEE’S RESPONSE

• Created 18 mo. Rollout plan
• Participated in various communication activities throughout the rollout including:
  • RC-Strategy meetings with college Chief Financial Officers, Business Forums (open to full campus), Chair and Director orientation, emails and Compass communications, etc.
• Worked with Purchasing to expand preferred vendors from 112 to 280
• Recommended additional specific preferred local vendors to assist with compliance (i.e. Staples) and support our local economy
• Worked with Purchasing to reduce steps in Bobcat Buy for distributed staff
• Provided guidance and approved exception process
• Created a way for campus to add potential new vendors based on their experience
PREFERRED SUPPLIERS

- Ohio University expanded preferred suppliers to include:
  - Required – must purchase from if meets need
    - Ohio University direct bid suppliers
    - IUC
  - Recommended – counts towards A&E spend – encouraged to use if meets need
    - State suppliers
    - Suppliers awarded from other purchasing organizations in which Ohio is a participant
- Ohio University continues to add new suppliers and catalogs for preferred suppliers. Some additions include:
  - Staples (office supplies)
  - Web developers
  - Scientific Suppliers
  - Travel
  - Graphic designers
OTHER

Few quick items of high interest:

- Books may still be purchased through Amazon or other suppliers
- Groceries may still be purchased from Walmart, Kroger, etc.
- Amazon Business has not been ruled out as a preferred supplier but there are challenges with payment and unallowable purchases that have to be explored and worked through
EXCEPTION FORM

In the event that a good or service cannot be provided by a preferred supplier

- **Current**
  - Exception must be approved by planning unit CFAO prior to transaction
  - Material price difference – greater than $1,000 on a single item
  - Reported annually to Board, as required by the Governor’s mandate
  - Reviewed by internal audit, but not considered an audit finding

- **Pending**
  - Material price difference – greater than $1,000 “on a single vendor per single requisition”
REPORTING

• Will evolve as we begin to collect information
• Intent of reporting is transparency with the Board
• Reports
  • State of Ohio
    • Reporting to Inter-University Council (IUC) & Ohio Department of Higher Education (ODHE)
  • OHIO Board of Trustee’s
    • Annual update – August 2018
    • Board requested updates will include University specific reporting – driven by what Board wants to know
      • % spend and % of transactions with preferred vendors of total spend
      • A&E exceptions information
      • Savings from buying on contract
        • “Calculated” by applying negotiated discount per spend (i.e. by commodity, by vendor)
Classified Senate Monthly Meeting
May 16, 2019
Baker Center 219, Multicultural Center – Multipurpose Room

AGENDA
10:00 – 10:05 a.m.  Call to order: Amanda Graham, Chair
Roll Call: Heather Gould, Secretary
10:05 – 10:15 a.m.  Executive Officers’ Reports
  • Secretary: Heather Gould
  • Treasurer: Serena McCollum
  • Chair: Amanda Graham
10:15 – 10:45 a.m.  Committee Reports
  • Classified Senate Committee Reports:
    o Committee A
    o Committee B
    o Committee C
  • University Standing Committee Reports
  • University Ad Hoc Committee Reports
10:45 – 11:00 a.m.  Old Business
11:00 – 11:15 p.m.  New Business
11:15 – 12:00 p.m.  Open Discussion
12:00 p.m.         Meeting Adjourn

UPCOMING EVENTS
May 27th         HOLIDAY OBSERVED – Memorial Day
June 20th        Classified Senate Monthly Meeting
                Baker Center, Room 219 – 10:00 am to 12:00 pm
Call to Order
Amanda Graham, Chair of Classified Senate, called the meeting to order at 10:03 AM on May 16, 2019.

Roll Call

**Classified Senate members in attendance:** Pat Bungard, Jeff Fulk, Heather Gould, Amanda Graham, Adam Grimm, Jacob Jakuszeit, Maryann Lape, Marilyn Maher, Serena McCollum, Theresa Meyer, Jan Moody, Cyndi Parsons, Sharon Romina, Dana Wright

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

**Classified Senate members absent:** Melanie Quolke

**Guests via Adobe Connect:** Pam Harvey, Paula Morrison, Allison, Misty Hutchison

**Guests in Person:** Joni Staggs, Communications & Marketing, WellWorks Student

Secretary Report – Heather Gould

- I’m currently still working on the April meeting minutes and waiting on some information, links and committee reports before I can send those minutes out for approval.
- We were short on time during last months meeting and it was decided that the committee reports would be skipped at the meeting, but the reports would be included in the meeting minutes. I still haven’t received committee reports from many committees for last months meeting. If you haven’t sent me a report for the committee you serve on that we would have reported on during the April meeting, please do so. If you’re unsure as to if you sent it already, please let me know.

Treasurer Report – Serena McCollum, BSC

- The report was passed around for all members to review and we’re going to end up with a negative balance of $-869.81.
- We still have some deposits that we’re waiting on to be deposited into the scholarship account, so we’ll have more like $13,000.

Chair Report – Amanda Graham

- The guest that was scheduled for today, cancelled at the end of the day yesterday so we couldn’t fill that spot this short notice.
- Colleen Bendl and Amanda Graham had met to discuss the representatives on the regional campuses, and we will have a representative from each regional and each satellite campus.
- The senate shall be comprised of a maximum of 25 regular members and 4 alternate members. 18 regular members will be from the main campus. 7 regular member positions will be held by a representative from each regional (Chillicothe, Eastern, Lancaster, Southern and Zanesville) and HCOM extension (Cleveland and Dublin) campuses. If these positions are not filled, additional Athens Campus personnel may fill the vacancy.
The Athens campus will remain the same on membership so that anyone interested will remain on senate unless we reach full membership.

Exit interviews – after feedback from Faculty and Administrative Senate, it has changed a lot. Amanda will send the updated link to the new one for everyone to look at.

The education benefit policy is going to be changed that if you take an undergraduate online class then you won’t require a supervisor’s signature. Graduate will still need a signature.

Policy 40.044: Transfer or Promotion for Classified Employees, is now in effect. After this, we’ve learned that there is a gap in communication with employees on when these policies take affect and how policy information is communicated to everyone in a timely manner.

The draft handbook was given to Mike Courtney in HR and when we asked for an update, it still hasn’t made progress.

Sick leave donation has been made into a policy and will be taken to the ESP next month for approval and then it will be sent back out to make changes.

For the Senate meeting next month, senate sub committees will be asked to do a brief presentation on the goals that were developed at the beginning of the year in a 5-10 minute presentation.

A student is working on our history files and she is working on the boxes in the Senate closet and is putting those files in OneDrive. The student will work this summer to pull those files out based on subject. Thank you to Theresa for looking into getting a student.

Everyone should have been invited in OneDrive to an Ohio University policies group from Miranda West. This is supposed to have gone out to all employees on the campus. This is an effort to keep employees up to date on policy changes.

Committee Reports

Classified Senate Committees

Professional Development & Relations Committee –Adam Grimm & Marilyn Maher (co-chairs)

- We discussed the Chris Stewart speech in April and May. We had some issues with the link, but Heather Gould sent out an updated link during the speech, which corrected the issue.
- We estimated about 90 people attended the Athens Meet & Greet and we have a lot to discuss at the next meeting related to the overall event.
- The mentoring pilot program is currently on hold.
- The Qualtrics training, someone was wondering if we were going to have a more advanced training? It has been discussed but firm plans have yet to surface.

Scholarship Sales and Recognition Committee – Theresa Meyer (chair)

- Met after the April meeting. We sold 8 coverlets since and there were 5 people on Friday and 6 on Saturday to work sales.
- The committee decided on how many of each item to bring and we ended up going back to get more items because we sold out.
- Total sales for the weekend was $2,237.00.
- Discussed doing sales on moms’ weekend and we were wondering about doing sales on dads or parents’ weekend to see if we can do an event around that time as well.
- Question was asked as to if we investigated selling anything during HCOM? They do sell HCOM stuff at the event, but this is something that we can investigate.
- Question was asked as to if we have investigated selling items at the sports games? We currently haven’t looked at selling around the games but we should look into this in the future.
- The name of coasters changed to trinket dish and we ended up selling 7 of them in one day.
• We were able to use the CloverFlex on Saturday and it worked out very well. It did go offline a few times on Saturday, so we just need to make sure that it is always online. It does store the credit card information and will process those sales once the machine goes back online but if there is an issue, we won’t know until it comes back online.
• Theresa was surprised at the number of people who said that they didn’t even see us during sales, because of where we were located but overall the sales went very well.
• It was determined that only one person should be running the CloverFlex at an event instead of multiple. We should only have 4 people behind the table running sales, but it works best with 5 people.

Policy and Procedures Committee – Jan Moody (Chair)
• The committee hasn’t met but is working on the final touches of the bylaws.
• Currently looking for a 40-year award for the service awards.

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

Committee on Committees – Amanda Graham
• Met the week before last and did transition from this year to next years leadership and tied up loose ends.
• Talked about how the university standing committees website could be updated a little timelier.
• There is a new faculty chair (Dr. Robin Muhammad).

Diversity and Inclusion -Pat Bungard & Janet Russell
• The meeting was held on Wednesday, May 1, 2019 from 8:30 – 9:45 am in the Women’s, Gender & Sexuality Studies conference room. This was the last meeting of the semester and the first one Pat was invited to.
• The committee members will be working with Institutional Research to explore pulse surveys for bias incidents and campus climate.
• The committee will be collecting data to analyze salaries for faculty and staff for salary inequities.
• Dr. Myrna Sheldon in WGSS has received a Templeton Charity Grant “Critical Approaches to Science & Religion” for several hundred thousand dollars. The project hopes to pilot a new curriculum.

Intercollegiate Athletics Committee – Jacob Jakuszeit
• The last meeting on April 17th was a break down of the team and athlete academically.
• The women’s basketball team accomplished wins.
• Jeff Bowles is the new Men’s Basketball coach ($581,000 salary base) and is the highest paid person.
• The Sook Center is heavily used by athletes.
• Exit interviews, as students graduate don’t seem to be as effective as initially planned. On these, they can give feedback on their coaches, trainers, academic advisors, etc.
• Oversight of athletics is being discussed.
• Academic performance is treated primary versus athletic performance.
• We will need someone to serve on this committee and they meet a couple times a semester. The meetings take place at the Convo. This year and last year, they haven’t had meetings over the Summer, so we have time to put a new person on this.

Kennedy / Frontiers in Science Lecture – Sharon Romina
• Met via email voting on the top three candidates from the Kennedy/Frontier in Science Lecture. Now it’s a contract negotiation phase. In August/September they can announce more.

**University Library Committee – Jeff Fulk**
• Haven’t met.

**Post Publishing Board – Theresa Meyer**
• Met Friday, April 26th for the last meeting of the semester.
• The committee reviewed/approved the following policies
  o Revised Advertising Policy: this policy is for both print and online advertising
  o New Archive Policy
  o New Graphic Identity and Logo Use
  o New Travel Reimbursement Policy
• A budget for FY20 was passed, which includes carrying forward the deficit from this year. It looks like that deficit will be much smaller than previously expected. Projects are also in the works that could possibly eliminate (or almost eliminate) the deficit for FY19.
• Internet numbers are still rising for the Post, both in numbers of visits and time on page.
• The Post staff attended a mandatory Cultural Competency Training Session led by Winsome Chunnu-Brayda from the Multicultural Center. The training led to productive conversations about improving coverage and making the newsroom a more welcoming place for a diverse staff.
• The print design team was awarded 2nd place in the Society for Newspaper Design’s 2019 College Design Contest for Best Designed Student Newspaper in the nation.

**Sorority and Fraternity Life Committee - VACANT**
• No update.

**Sustainability Committee – Dana Wright**
• No update.

**Transportation and Parking Committee – Cyndi Parsons**
• No update.

**Ohio University Ad Hoc Committees**

**Benefits Advisory Council – Heather Gould**
https://www.ohio.edu/hr/benefits/bac.cfm
• The committee met on Tuesday, May 14th to receive an update on a few things:
  o We’re currently on track with budget for benefits (this would include medical, drug and dental claims). We received a report up through April and if we stay on track like we have, we won’t have to use any reserves this year.
  o We reviewed membership to determine who will be on for next year. Currently, Amanda Graham is listed as serving on BAC, but this will be updated. I’m currently on this committee until FY21.
  o Currently, there is an RFP in process for the life/disability. This would be the same benefits, just taking it out for bid to determine if we can get it cheaper through someone else.
A dental RFP is scheduled for late Spring/Summer. Again, same benefits just possibly a different provider.

Our stop loss is currently under discussion with the IUC.

We will remain with VSP for vision.

Any changes in the company would take place in July 2020.

Here at the University:

- RFP is currently in process for stop loss
- Planning to conduct RFP for July 1, 2020 effective date for Anthem and Express Scripts
  - This will place the current plans/benefits out for bid for:
    - Faculty/Staff PPO
    - AFSCME PPO
    - Dental and Orthodontia Plans
    - Stop Loss Insurance
  - Will include seeking new models/plans:
    - High deductible health plan with health savings account capabilities
    - Health care navigator/care coordinator model
      - Traditional network/insurance company in background with different third-party administrator (TPA) providing customer service, care coordination and navigation

- We were reminded that FY19-20 is an AFSCME contract negotiation year.

**Budget Planning Council** – Amanda Graham
https://www.ohio.edu/finance/bpa/council_new.cfm

- Have not met but it was announced that we will receive a 1% across the board raise this year.

**Facilities Planning Advisory Council** – Shelley Barton

- No update.

**Joint Police Advisory Council** – VACANT

- No update.

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

- Met April 29th to discuss the past ceremony and planning meeting for next year.
- Recruiting someone to take Sharon’s place and they want two Classified Staff members to serve on this committee next year. In fall, they would like two classified employees for 3-year terms. Please contact Lisa Dael or Michael Rinaldi-Eichenberg with interested candidates to serve on the committee.
- The committee will consist of at least five administrators (one of whom will be designated as chairperson by the Administrative Senate), one faculty member, two classified staff members, one graduate student and one undergraduate student.

**Presidential Advisory Committee on Sexual Misconduct (PACSM)** – Serena McCollum, B.S.C.
- Jenny Hall Jones said that the committee is still meeting. Serena McCollum has still not been contacted to join the meetings.

**Presidential Advisory Committee on Sexual Misconduct – ProVention Subcommittee** – Adam Grimm
- Have not met and will meet in Fall semester.

**Performance Management Taskforce**
- Met Monday with Nick Wortman and Colleen Bendl to discuss goal setting. We have some concerns as to how this is being applied across the university and how those goals are set.

**RFP Review Team (Off the Shelf E-Learning) – Heather Gould**
- Have not met, no update.

**Student Services Committee** – Marilyn Maher
- Have not met since April 4th and will not be meeting again until Fall.

**Training Advisory Council** – Melanie Quolke, Maryann Lape
- Did meet during finals week but our rep was unable to attend.

**Old Business**
- Jacob wanted to mention that the education benefits difference between Graduate and Undergrad is that there are different taxes related to grad versus undergrad. These are being taxed because of the benefits.

Motion made by Amanda Graham and seconded by Theresa Meyer to adjourn. Meeting was adjourned at 11:21 PM.

Respectfully submitted,
Heather Gould
2018-2019 Classified Senate Secretary
Call to Order
Amanda Graham, Chair of Classified Senate, called the meeting to order at 10:09 AM on June 20, 2019.

Roll Call

**Classified Senate members in attendance:** Jeff Fulk, Heather Gould, Amanda Graham, Adam Grimm, Jacob Jakuszeit, 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:** Pat Bungard, Maryann Lape

**Guests via Adobe Connect:** Allison, Angie Brock, Catie Perry, Chris, Noel Payne, Ruth McCall-King, Susie Pitts, Tina

**Guests in Person:** Joy Hawthorne (Foundation Accounting), Tonia Reiber (Design & Construction), Courtney Thompson (Advancement Operations), Tyler Bump (Registrar), Cassie Tritipo (HCOM),

**Voted on Classified Senate Membership applications** – A ballot was sent around, and Heather Gould collected the responses (Votes were counted, and all applications were approved).

**Secretary Report – Heather Gould**
- The April, May and June meeting minutes will all be sent together for approval and then posted on the website all at once. I apologize for the delay.

**Treasurer Report – Serena McCollum, BSC**
- The treasurer report was passed around. Theresa Meyer and Serena McCollum have worked together to provide a smooth transition.
- All the expenses we’ve been expecting are in and we have some encumbered amounts because of the event services adobe connect.
- $50 is the positive notes cards that are to be sent out and is an estimate because those charges haven’t hit yet.
- Everything has been deposited into the scholarship account and there is one transfer to make for Facilities where an order is being placed for the Facilities service awards.
- Any questions please let Serena McCollum or Theresa Meyer know.

**Chair Report – Amanda Graham**
- A meeting took place with HR on the Service Award breakdown. Vacation is based off state adjusted service date. OU years of service is off adjusted service date. Longevity is based off OU date. Service awards are based on OU service dates rather than state adjusted service dates. (Handout attached).
- Reminder to send your committee preferences to Amanda Graham for the following year.
• All nominations for executive elect officers should be sent to Amanda Graham and Heather Gould for next year.

Committee Reports

Classified Senate Committees

Professional Development & Relations Committee – Adam Grimm & Marilyn Maher (co-chairs)

• We brainstormed what events Classified staff might be interested in participating in and ended up hosting three events. Christ Stewart spoke on “being the best version of you” and we invited him back to speak again and then we also had a Qualtrics training. Zoom/streaming was made available to other campuses.
• Positive notes and anniversary cards. Started in January 2019 and seems to be well received by employees.
• The third goal was professional development, which the Qualtrics training served as this goal.
• The fourth goal was to do the meet & greets. We did only get to one of the regional campuses (Dublin) and hope to get to more in the future. We had one other meet & greet for the Athens Campus on May 15th.
• Some of the other accomplishments included assisting in new employee orientation materials and the presentation, hosting two lunch & learns sponsored by the OU Credit Union and representation at the HR Resource Fair.

Scholarship Sales and Recognition Committee – Theresa Meyer (chair)

• Goal one was to purchase a credit card reader. It took all year, but the Clover Flex arrived in time for the Spring Undergraduate Commencement ceremonies on May 4th. This has helped tremendously with sales on time efficiency and gaining more orders.
• The second goal was to increase sales by 10%. Unfortunately, due to issues with Chart of Accounts conversion there wasn’t a hard number to use for sales from FY18. Looking back historically, sales went up 11.3% this year.
  o 2018-2019 sales so far: $7,806.89
  o 2016-2017 sales were: $7,014.09
  o This is an increase of 11.3%, which amounts to $792.80
• The third goal was to do Baker table sales once in the Fall and once in the Spring. We did the last few days in December and Valentine’s day as well. These days were a great success.
  o Baker sales on December 6th & December 7th: $215.01 in sales plus a $2.00 donation
  o Baker sales on February 14th: We only sold kitten and pint glass but had $256.00 in sales
• Goal 4 was to create an online merchandise inventory and thanks to Pat Bungard, this has been completed and updated with each sale.

Policy and Procedures Committee – Jan Moody (Chair)

• The first goal was to update and revise the bylaws. A lot of information was clarified and outlined to better flow. A table of contents was added for ease of finding information. The final approval was on May 20th from administration. Within the last few days we’ve noticed there is still some clarification that needs to take place and will be looking at the bylaws again.
• The second goal was to finalize a service awards procedure and timeline. Work was started in AY17-18, timing was documented, and procedures are easy to follow based on the task.
• Update the service awards gifts and make sure that the gift value increases as the number of years increase. Some items have been realigned to compensate this.
• There was also a goal to add policy 41.134 but the committee ended up trying to create a new policy rather than add to the already existing.
Overall 2018-2019 Accomplishments – Amanda Graham
- The presentation is attached at the end of the minutes.
- Colleen is using the updated Senate application to take to the ESPC regarding time spent on Senate.

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

Committee on Committees – Amanda Graham
- No update.

Diversity and Inclusion - Pat Bungard & Janet Russell
- No update

Intercollegiate Athletics Committee – Jacob Jakuszeit
- No Update

Kennedy / Frontiers in Science Lecture – Sharon Romina
- No update.

University Library Committee – Jeff Fulk
- No update.

Post Publishing Board – Theresa Meyer
- No update.

Sorority and Fraternity Life Committee - VACANT
- No update.

Sustainability Committee – Dana Wright
- No update.

Transportation and Parking Committee – Cyndi Parsons
- No update.

Ohio University Ad Hoc Committees

Benefits Advisory Council – Heather Gould
https://www.ohio.edu/hr/benefits/bac.cfm
- No update.

Budget Planning Council – Amanda Graham
https://www.ohio.edu/finance/bpa/council_new.cfm
- No update.

Facilities Planning Advisory Council – Shelley Barton
- No update.
Joint Police Advisory Council – VACANT

Outstanding Administrator – Sharon Romina
https://www.ohio.edu/adminsenate/awards/outstanding.cfm
- No update.

Presidential Advisory Committee on Sexual Misconduct (PACSM) – Serena McCollum, B.S.C.
- No update.

Presidential Advisory Committee on Sexual Misconduct – ProVention Subcommittee – Adam Grimm
- No update.

Performance Management Taskforce
- Discussion are still taking place regarding performance management.

RFP Review Team (Off the Shelf E-Learning) – Heather Gould
- No update.

Student Services Committee – Marilyn Maher
- No update.

Training Advisory Council – Melanie Quolke, Maryann Lape
- No update.

Open Discussion
- Theresa called UHR and was told the first $5,250 per calendar year is tax exempt and then after that, you will be taxed for Graduate studies.
- All committee members make sure that all your information is in the OneDrive folders to prepare for next year.
- A calendar invite for the next employee of the month was sent out. Please respond to let us know who all will be in attendance and how many we need to wait on before doing the presentation.

Motion made by Amanda Graham and seconded by Jacob Jakuszeit to adjourn. Meeting was adjourned at 10:50 AM.

Respectfully submitted,
Heather Gould
2018-2019 Classified Senate Secretary
How Service Award List is Generated

**Service Date Breakdown:**

- Your vacation is based off your “State Adjusted Service Date” (this would be employment at any point with any Ohio state agency)

- Your OU years of service are based off your “OU Adjusted Service Date” (this would be employment at any point with Ohio University)

- Your longevity bonus and retention points are based off your “OU Latest Hire Date” (If you had a break in service from Ohio University, this date would reflect your most recent hire date)

- You can find this information under:
  - “My Personal Information”
    - “Personal Information” in the dropdown menu under the “My Personal Information” folder on the left hand side of the screen
  - Example of what it looks like in your “Personal Information”:

    | Date Description                                      | Date    |
    |-------------------------------------------------------|---------|
    | State Adjusted Service Date - Used for Classified Vacation Accruals | 03-JAN-2012 |
    | OU Adjusted Service Date - Used for OU Service Awards   | 03-JAN-2012 |
    | OU Latest Hire Date - Used for Classified Longevity Bonus Calculation | 03-JAN-2012 |

- As you can see, all three of my dates are the same because I’ve not worked at another state agency or left and returned to Ohio University
2018-19 Classified Senate Accomplishments
Professional Development and Relations Committee

Marilyn Maher
Co-Chair

Adam Grimm
Co-Chair

Heather Gould

Jeff Fulk

Melanie Quolke
Goal #1
Host one Professional Development Event on the Athens Campus

The Professional Development Committee hosted a motivational leadership event on April 4th and May 1st

- Chris Stewart, operations coordinator at the Scripps College of Communication and author of the books, “Building Champions” and “Coaching Life”
- Spoke on “Being the best version of who you are”
Goal #2
Send a positive note to all Classified Employees

Our Committee designed a “positive note” to thank Classified staff on their “work anniversaries”
- We begun sending our notes out this January
Goal #3
Create staff survey on what event Professional Development Event they would like

We created and sent out a survey in December that ran through January

- The survey received 154 responses
- The results showed that “professional development and leadership trainings” and “survey trainings” were most popular
Goal #4
Meet & Greets – Two on Regional Campuses and one on the Athens Campus

Dublin Campus – September 26, 2018
• The Dublin Meet and Greet was well received, 6 employees in attendance. Senate provided lunch and a lunch cooler to each Classified employee. In addition, we presented the Employee of The Month award while we were there!

Athens Campus – May 15, 2019
• The latest Meet and Greet took place on the Athens Campus last month. With over 90 employees in attendance, it was well received. Senate provided light refreshments and a Classified Senate blanket to each employee!
Additional Accomplishments

- Created “New Employee Orientation” materials
- Hosted two Lunch & Learns sponsored by OU Credit Union
- Represented Classified Senate at the HR Resource Fair
Scholarship Sales and Recognition Committee

Theresa Meyer
Committee Chair

Cyndi Parsons

Jacob Jakuszeit

Dana Wright

Serena McCollum

Pat Bungard
Goal #1
Purchase a Real-Time Credit Card Reader for sales

- It took all year, but the Clover Flex arrived just in time for the Spring Undergraduate Commencement Ceremonies in May
Goal #2
Increase sales by 10%

We surpassed this goal with increasing our sales by 11.3%, since FY17, with an increased amount of $792.80 in sales towards our scholarships!

*Could not find reliable numbers for 2017-2018*
Goal #3

Baker Table Sales – Once in the fall and once in the spring

We set up a sales table in Baker Center on December 6th & 7th, with sales totaling $215.01 and on February 14th (kittens and pint glasses only), with sales totaling $256.00

These two extra sales events brought in $471.01!
Goal #4

Develop an online merchandise inventory

THANKS to Pat Bungard, this goal has been completed, and updated after each sale!
Policy and Procedures Committee

Jan Moody, Committee Chair
Sharon Romina
Sheri Stienberger
David Jezewski
Amanda Graham
Goal #1
Update and Revise Bylaws and Procedures Committee

- Reviewed bylaw content for clarity and current operations
- Reorganized document to flow better
- Added a table of contents for ease of finding information
- Received final approval from University Administration and Senate on May 20, 2019
Goal #2
Finalize a Service Awards procedure and timeline sheet

• Work was started on the Service Awards during FY17-18

• While planning the Award ceremony, we documented each process to ensure procedures are easy to follow based on task
Goal #3

Update Service Award’s Gifts

- We compared Administrative Senate’s gifts to the current gifts to assess what employees may value more
- We ensured graduated value of gifts
- Kept items that are timeless, such as the panoramic prints
Goal #4
Add policy 41.134: Professional Development for Classified Employees, into Classified Senate’s By-Laws

• The idea behind this goal was to incorporate the “10%” time afforded by the Professional Development policy to cover senate activities
• Decision was made to not include this policy in the Bylaws, as Bylaws shouldn’t dictate policy
• Senate is currently working with UHR to create a new policy for protected time for Senate activities
Proposed to President Nellis in the fall the reestablishment of the University's Sick Leave donation policy
  • This policy has been reestablished and is in the University’s approval process

Revamped Senate website
  • Creating a Classified Staff Resource page that houses important information, such as policies and benefits that directly relate to Classified Staff

Established Senate membership representation from planning units, regional and extensional campuses to UHR to ensure that all voices are being heard across One OHIO

Ensured that HCOM Cleveland provide clear guidelines to their Classified staff on the use Flextime, Comp and Overtime
With support from President Nellis, Senate proposed and submitted a draft handbook for Classified Staff at Ohio University in March
  • Awaiting response from UHR to partner with an HR Liaison to complete this initiative

Modified Policy 40.044, Transfer and Promotion of Classified Employees
  • The recently approved policy changes now provide more opportunities for career growth and advancement for classified employees within the University

Proposed a formal Exit Interview process to UHR, including an online form and drafted questions for Employees leaving or transferring within the University
  • UHR, University Senate and other stakeholders are activity working on this process
Senate Accomplishments – Slide 3

- Senate leaders have been actively working all year to establish meeting space and technology in an effort to provide better participation to our online viewers.

- In partnership with UHR, Senate hosted two Performance Management Informational Sessions in November:
  - This provided employees the opportunity to have their questions and concerns heard regarding evaluation process.
  - Senate and other Classified employees across campus are still actively meeting and discussing this process regularly.

- Senate suggested modifications to University policy 40.015, Educational Benefits for Ohio University Employees:
  - If approved, these modifications would allow employees to register for online, undergraduate classes without their supervisor's approval.
✓ Proposed a new University Policy establishing clear guidelines for Senate participation
  • This policy would ensure that Senate time is not included in policy 41.134 Professional Development for Classified Employees
  • UHR is set to take the proposed policy to ESPC at the end of June

✓ Introduced a new employee on-boarding pilot process for incoming Classified employees
  • New employees are welcomed to the University for the first 15 minutes of their New Employee Orientation by either the Chair, Chair-Elect or members of the Professional Development and Relations Committee
  • In addition, employees are given a packet with general University information, multiple learning guides, such as office phone and printer setup, Microsoft Quick-guides, and Senate contact information

✓ With the assistance of two student employees, Senate was able to organize, scan and file all Historical information onto the Senate OneDrive account
  • This will ensure that proper information is portrayed on the work that Senate has accomplished since it’s creation in 1989
## 3 Procurement - Slide 3 updated for ODHE

### FY18 Update

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<tr>
<th>3A CAMPUS CONTRACTS</th>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20</th>
<th>FY21</th>
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### 3B COLLABORATIVE CONTRACTS

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<th>FY19</th>
<th>FY20</th>
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### FY18 Update Rec 3 Goal

|             | $165,237 | $10,936,768 | $10,515,954 | $10,570,060 | $10,554,699 | $42,742,718|

Note: Cost savings being realized as well as efficiencies surrounding central resource and service levels.

### Reconciliation – BoT to ODHE

| 8.21 BoT Rec 3 Total     | $25,978,128 |
| computer hardware        | $12,919,335 |
| insurance                | $3,402,280  |
| outbound shipping        | $442,975    |

| 9.23.18 ODHE Rec 3 Total  | $42,742,718 |

Categories added since 8.21.18 BoT meeting
STILL TO COME

• More Suppliers and Catalogs
  - McKesson & Medline – medical supplies
  - i\Video – A/V
  - Bio-rad – scientific supplies
  - Working on plan to roll on new catalogs for FY2020

• Travel rolled out April 1

• Purchasing Roadmap for Adding New Preferred Suppliers
  - Time frame and expense categories that will become preferred suppliers so campus knows when/what to expect
  - What will become available through BCB catalogs
  - [https://www.ohio.edu/finance/purchasing/purchasing-roadmap](https://www.ohio.edu/finance/purchasing/purchasing-roadmap)

• Reporting for Planning Units (spend and exceptions)
RECOMMENDED NEXT STEPS

• Process needs time to work
  • Evaluate in one year

• Continue to communicate and address questions with campus users

• College’s define their own exception processes
  • https://www.ohio.edu/finance/purchasing/affordability-and-efficiency-planning-unit-exception-processes
QUESTIONS?