AGENDA

10:00 – 10:05 a.m.   Call to order: Jacob Jakuszeit, Chair
                      Roll Call: Jan Moody, Secretary
10:05 – 11:00 a.m.   Guest: Lewis Mangen; Director of Organizational and Talent Development
11:00 – 11:15 a.m.   Executive Officers’ Reports
                      •  Secretary: Jan Moody
                      •  Treasurer: Theresa Meyer
                      •  Chair: Jacob Jakuszeit
11:15 – 11:30 a.m.   Committee Reports
                      •  Classified Senate Committees:
                          o  Policy and Procedures
                          o  Professional Development and Relations
                          o  Scholarship Sales and Recognition
                      •  University Standing Committees
                      •  University Ad Hoc Committees
11:30 – 11:45 a.m.   Old Business
11:45 – 12:00 p.m.   New Business

UPCOMING EVENTS

September 20-22      Family Weekend
October 2nd           Service Award Ceremony – Walter Hall Rotunda
October 3rd           Resource Fair – Baker University Center Ballroom (11am-3pm)
October 12th          Homecoming
October 26            Athens Halloween Celebration
November 1-3          Dad’s Weekend
December 14th         Fall Commencement
Call to Order
Meeting called to order at 10:06 by Jacob Jakuszeit, Chair.

Roll Call
Classified Senate members in attendance
Angie Brock, Tina Brucker, Pat Bungard, Jeff Fulk, Heather Gould, Amanda Graham, David Jezewski (via video), Jacob Jakuszeit, Theresa Meyer, Jan Moody, Melanie Quolke, Dana Wright

Classified Senate members absent (excused)
Tyler Bump, Adam Grimm, Marilyn Maher

Guests
In attendance: Lewis Mangen, Michael Greene, Teresa Rainey, Joni Staggs
Via Adobe Connect: Valerie Denney, Carrie Linscott, Starr Pierce, Susie Pitts, Sherie Steinberger, Courtney Thompson, Cassie Tritipo, Alaina, April, Maureen, Noel, Pam, Trish

Professional Development Pathways and E-learning Update:
Lewis Mangen provided the following updates:
- Shared slide showing progress of programs to date (see attached)
- Progress is being made on providing new courses
- New certificates being developed in HR Operation with work being done on Relationship Building, Personal Effectiveness (may have a different name later), and Leadership
- If you completed the Cash Handling and Credit Card Compliance Course, it must be taken annually
- Training Advisory Council has approved a Peer Learning Network which will start with Excel. This will be one-on-one training. More details will be provided at a later date.
- E-learning portal will change to Skillsoft. Courses will be available for certificate programs. In user testing now and could be available in September.

Michael Greene (new Learning and Development Administrator) provided an update on Skillsoft
- In user testing phase for Skillsoft
- All courses will be tracked in Blackboard
- Many courses available outside of the PDP courses

Secretary Report – Jan Moody
- Updated binder pages were provided
- Reminder to forward committee notes to the Secretary in advance of the meeting or by the end of the week following the meeting
Treasurer Report – Theresa Meyer
- Budget report provided (see attached)
- Only expenses have been for the July retreat
- In the future, budget reports will break down committee’s budget

Chair Report – Jacob Jakuszeit
- Congratulations to Tina Brucker for being in the Employee Spotlight
- Announcements:
  - Service Awards will be on October 2nd at 11am. Senate members are expected to attend. Set up time will be given later.
  - Welcome week schedule is online (ohio.edu/uc/welcome-week) and can be helpful to know activities going on around campus; Dana asked for staff help for move-in day to help answer questions, direct traffic, etc.
  - New Athletic Director announced - Julie Cromer
  - Ohio Regional One-Ohio plan is on-line and being presented to the Board of Trustees next week
  - Policy updates and changes – ohio.edu/policy is the best place to find the latest policies. Jacob and Amanda are working on streamlining the announcement of changes or new policies. If you can’t find what you are looking for, reach out to a Classified Senate member.

Committee Reports

Classified Senate Committees

Policy and Procedures Committee – Chair: Amanda Graham
- Committee will meet after this meeting to finalize the Service Awards Planning

Professional Development Committee – Chair: Adam Grimm (reported by Jan Moody)
- Outreach to Regional, Extension, Clinical Site:
  - 3 employees at Clinical Sites hard to reach which can be challenging. Possible Videoconference with multiple Classified Senate Employees, we could use CS members to hold meetings, gather information
  - Possible Clinical Site Outreach? Mail items we handed out at Meet and Greets to feel included
- Discussed Mentoring Program and we may need to start with more established employees and make it more of a supervisor level involvement as the supervisor could find what they are struggling with and could get them a mentor. 90-day mark to offer mentoring program to mentee. Group will work on questions for Qualtrics survey and review at next meeting. Same planning unit possible mentor, mentee setup as HCOM has own Finance Language.
  - Compass article write up to reach staff with link on website to pull up page by either supervisor or employee and what they are needing assistance and help with certain issues.
- Reviewed Survey results from last year to dig further into the results.
- Jan will reach out to Qualtrics rep for price, more information, etc.
Scholarship Sales and Recognition Committee – (Chair: Pat Bungard)

- Inventory conducted
- No sales yet this year other than an individual sale of a coverlet
- Erin Wooten was June Employee of the Month
- April Butterworth was July Employee of the Month
- Service awards item count needs to be known to ensure inventory is available
- Sales dates have been set and calendar invites sent to all Classified Senate members

Ohio University Standing Committees
There were no updates or committees have not met

Ohio University Ad Hoc Committees
Joint Police Advisory Committee – vacant (reported by Jacob Jakuszeit)

- Fall JPAC BBQ
  - The annual JPAC BBQ is an opportunity for all community members to interact with all local law enforcement agencies. JPAC also encourages other relevant community groups to have a table at the event.
  - This year’s BBQ will be held from 5 pm to 7 pm on September 18. The rain date is September 19. The BBQ will take place at the customary locale: in front of Baker Center.
  - Sarah will ask City Council for street closure.
  - Angie Brickles, administrative manager for the OUPD, will order food, ice cream, tables, and chairs for the BBQ.
  - Maria will contact student senates for drinks.
  - Chief Powers will contact the Sheriff’s office and the Highway Patrol and check with Angie about how we split the cost of the BBQ last year. Ralph Harvey will contact the APD.
  - Andrew Norris and Molly will network to invite relevant organizations to host tables at the event.
  - Liesl will order t-shirts in heather gray, sporting the JPAC logo, for JPAC members to wear at the BBQ.
  - Ron will network with 1804 to locate the artwork for the Baker screen announcing the BBQ. Josh will send Chief Powers the artwork for the leaflet.

- Welcome week in off-campus student neighborhoods
  - Barb: Community ambassadors will be visible early in student neighborhoods to promote the August 18 event at Armory Park in order to set community norms early in the year. JPAC members are invited. Chief Powers will have information sheets ready for the 8/18 event.
  - From August 19 to August 21, there will be door-to-door visits in student neighborhoods, setting norms and standards for respect.
  - August 25: Student Involvement Fair, JPAC can have a table. Faculty are especially welcome to attend. Ralph Harvey said the police will be there to explain parking and the new meters and the new parking app plus a fact sheet describing some city ordinances such as noise and recycling.

- JPAC meeting time: Meetings will be held at 5 pm on the first Thursday of the month in the City Hall conference room. Ralph Harvey will confirm we have the conference room reserved for the entire academic year.
Round table

- Josh: Uptown has lost some businesses. Business owners are concerned about the lack of students. It is imperative that we get the word out that Athens a safe, beautiful town and the fests are under control. Sexual assaults are finally being reported—that’s a good thing. As a community we have to do a better job of rolling out the town and the University. Perhaps this can be an agenda item for further discussion at the next meeting.

- Toby asked about the Richland Ave. project. It will be completed before school starts.

- Liesl: Think outside the box when it comes to promotion. JPAC should use FB and Twitter and Instagram because that’s what parents are seeing. That would help JPAC visibility.

- Chad: Welcome weekend is coming up.

- Karen: Instead of pub crawl, why not have another activity from the very beginning when students arrive? Why not a Taste of Athens? Josh said it would be impossible for local business owners to do that the first week of classes but suggested instead that someone create a map with a restaurant trail to distribute.

- Jackie objected once again to the speed bumps on Columbia. Ralph said speed bumps are not installed unless residents request them and that speed bumps work.

Next JPAC meeting: Thursday September 5 at 5 pm.

Training Advisory Council – Melanie Quolke

- PDP and PLN Updates
  - No work group for the relationship building certificate.

- Professional development policy
  - If the department requires it, and you need training to do (mandatory or required by the department) not qualified as professional development.
  - If it is part of your performance management goals is this considered release time?
  - Present issue with the professional development release time
    - Intention is to keep track of the issues as they arise and letting the HR liaison know about the issue for future purposes.
  - Sending out info to CFAO prior to execution.

- Professional Development in the context of the PDP and PLN is to improve your skills in your current position and to further your skills in future positions at the university.

- How do educational benefits factor into professional development?

- Peer-Learning Network
  - Benefits for Content Leaders
    - Facilitation Skills
    - Social Capital
    - Networking Opportunities
  - Idea is to help content leaders develop their facilitation and teaching skills so that they can be well rounded content leaders
  - Building social capital will allow employees to connect across campus and further facilitate connections with experts across campus
  - Benefits to OHIO
    - Promotes Collaboration
    - Encouraging Communication Facilitates Community-Building
  - OHIO -- Values, Vision, Mission
3 Phase Process

- Phase One: Set Up & Communication Plan
- Phase Two: Launch
- Phase Three: Revise and Expand

Certificate Program

- Skillsoft will allow us to jumpstart certificates.
- Blackboard courses that have been identified as part of the Skillsoft certificate then the blackboard course will import across, but only if it has been identified in Skillsoft by HR
- Relationship Building
- Personal Effectiveness
- Administration
- Leadership

Relationship Building Certificate

- Availability of Courses via Skillsoft
- Reliance on pre-existing OHIO trainings
  - Wellworks
  - Office for Diversity & Inclusion
  - Veterans
- Courses Chosen Tied to Outcomes
  - Outcomes Derived in Competency Dictionary
  - TAC Feedback
- Suggested Pathways (certain certificates)
  - Min Three per Certificate
  - Min One completely online

Old Business

- July retreat held with the following election outcome
  - Chair – Melanie Quolke
  - Secretary – Marilyn Maher
  - Treasure – no candidate; this will be revisited at the mid-year retreat (December)

- With this being only the second time we have used the HRTC room, Jacob asked online participants to please provide feedback on the experience. We will work on finding out a solution to the chat feature if possible.

New Business:

- New member application from Teresa Smith. Jacob moved to accept; Melanie seconded. Unanimous vote to accept.
- Jacob will be working with Admin and Faculty senate to update which committees are active and who is representing Classified Senate
- Jacob and Theresa attended a reception at the President’s house and had a chance to talk with the Chief Information officer. Discussed Regional Higher education plan and will work with the other chairs to see that students and other staff are well supported.
- Union activity – it was explained that this is not being led by Classified Senate. There is a group of employees that reached out to AFSCME organization to pursue unionizing the classified non-bargaining staff. You do have the right to pursue unionizing in a non-threatening way and it can be discussed openly in the workplace. If you have any questions, contact Jacob or send an email to the classified senate email (classified.senate@ohio.edu).
• Homecoming float – Melanie would like to have a Classified Senate presence in the homecoming parade.
• Scholarship recipients aren’t aware of where the funds come from. Suggestion was made to send a congratulations note so they know where it came from.
• Executive committee discussed future guests. We welcome ideas for topics of interest. We are currently working on scheduling the following:
  o Brad Cohen – OneOhio plan
  o Wellworks – HealthyOhio and Virgin Pulse
  o President – working with his staff to schedule

Upcoming Events:
• September 20-22 – Family Weekend
• October 2 – Service Award Ceremony at Walter Hall Rotunda
• October 4 – Resource Fair at Baker University Center Ballroom (11am-3pm)
• October 12 – Homecoming
• October 26 – Athens Halloween Celebration
• November 1-3 – Dad’s Weekend
• December 14 – Fall Commencement

Jacob motioned for adjournment; Heather seconded. The meeting adjourned at 11:25 PM.