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.
  - 2018-2019 sales so far: $7,806.89
  - 2016-2017 sales were: $7,014.09
  - 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.
  - Baker sales on December 6th & December 7th: $215.01 in sales plus a $2.00 donation
  - 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/admin senate/awards/outstanding.cfm
• No update.

Presidential Advisory Committee on Sexual Misconduct (PACSM) – Serena McCallum, 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”:


<table>
<thead>
<tr>
<th>Service Date Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Adjusted Service Date - Used for Classified Vacation Accruals</td>
<td>03-JAN-2012</td>
</tr>
<tr>
<td>OU Adjusted Service Date - Used for OU Service Awards</td>
<td>03-JAN-2012</td>
</tr>
<tr>
<td>OU Latest Hire Date - Used for Classified Longevity Bonus Calculation</td>
<td>03-JAN-2012</td>
</tr>
</tbody>
</table>

- 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
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!

Sales Totals

<table>
<thead>
<tr>
<th>Year</th>
<th>Sales Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-17</td>
<td>$7,014.09</td>
</tr>
<tr>
<td>2018-19</td>
<td>$7,806.89</td>
</tr>
</tbody>
</table>

*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

David Jezewski

Amanda Graham

Sheri Stienberger
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

Classified Senate Annual Service Awards Procedures

Space Reservation
- Using the list from HR, determine the number of honorees. Expect one guest per person and one Deen or VIP from each planning unit
- Space should include room for a separate VIP table (see list below) and all Classified Senate members
- Need to allow space for all expected guest seated at 6” round tables, registration area, tables for all awards, podium and not if applicable
- Submit on-line request for room with layout

President’s Availability
- Chair will check with the President’s staff to determine when he would be available
- Typically held between late-September and mid-October, on a mid-week day during the lunch hour
- Include a request to speak and present certificates

VIP Invitations
- Sent by email (request dietary restrictions)
- At a minimum, invite:
  - President of the University (invitation should include request to speak)
  - 1st Lady
  - Chief of Human Resources (invitation should include request to speak)
  - Vice President for Finance and Administration
  - All Planning Unit (Dean or Dean) Leaders
  - University Communications and Marketing (historically George Mazz)
  - University Communications and Marketing Photog
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
Categories of Accomplishments:

- 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 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