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
    - 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.
    - 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
    - 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.
    - We will make our own trifold using laminated documents and Velcro to attach the documents.
    - We will need a box to carry it in.
    - 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
    - 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)

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
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:
  o Change in policy to the Rule of 3
  o Continue to work on making sick leave donations possible
  o Creating a Classified Staff Handbook
  o The impact of the “One OHIO” initiative on the regional campuses
  o Pay equity
  o Pay increases for classified staff despite the budget issues mentioned earlier.
• Two questions were asked before the discussion ended:
  o 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.
  o 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