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
Tentative Regional Campus Visit Dates with Administrative Senate: February 26, March 20 and March 22
Committee A Meeting: March 13 from 9-10 am in HRTC 150
Lunch and Learn: March 13 from 12-1 pm in HRTC 141/145
Chris Stewart Speech: April 4 from 1:30-3 pm in Baker 231
Athens Meet & Greet: May 15 from 11:30 am to 1:30 pm in Baker 1804 Lounge

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 was 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](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:
  o MillFest: March 2
  o HighFest: March 23
  o PalmerFest: March 30
  o International Street Fair: April 6
  o #Fest: April 13
  o ABD: April 14
  o 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 1, 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 1, 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
  - 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 Jakuszeit 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 re-visited.
- 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