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
  - 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
  - The top finalist is Neil Romanosky, who was on campus February 28th for tours of library buildings and negotiations with he provost.
- New acquisitions formula
  - 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
  - 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 Romin
https://www.ohio.edu/admsenate/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 21\textsuperscript{st}, March 4\textsuperscript{th} and March 19\textsuperscript{th}. On February 21\textsuperscript{st}, Graduate College presented an overview of their structure, functions and services. On March 4\textsuperscript{th}, 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 4\textsuperscript{th}.

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:
  - Institutional support for training and development
  - Elimination of systemic barriers to development
  - Creation of a robust structure to implement a sustainable environment for training and development
  - Consistent, positive, and professional training and development experiences aligned with our desired culture
  - 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 Bendl 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