Call to Order
Amanda Graham, Chair of Classified Senate, called the meeting to order at 10:00 AM on April 18, 2019.

Roll Call

Classified Senate members in attendance: Pat Bungard, Jeff Fulk, Heather Gould, Amanda Graham, Adam Grimm, Jacob Jakuszeit, Maryann Lape, Marilyn Maher, Serena McCollum, Theresa Meyer, Cyndi Parsons, Melanie Quolke, Sharon Romina, Dana Wright

Classified Senate members present via Adobe Connect: David Jezewski, Sherie Steinberger

Classified Senate members absent: Jan Moody

Guests via Adobe Connect: Allison, Angie Brock, April, Becky Arnold, Carmen Chukes, Carol Davis, Carrie Linscott, Julie, Pam Harvey, Susie Pitts

Guests in Person: Communications and Marketing

Guest Speakers: Julie Allison – Associate Vice President, Finance & Diana McGrew – Director of Purchasing, Procurement Services

- Governor DeWine is in place now but there was a taskforce that was created, and everyone is concerned about tuition and student education. There were many opportunities that could save a University costs, which would benefit overtime when it comes to tuition. Under Affordability and Efficiency on the OU website, there are links and information if you would like to read further.
- Copier/Printing services was one of the items to discuss, computer hardware, travel services, outbound shipping, scientific supplies and equipment and office supplies and equipment. These are all being done under the mandate to higher ed. This means that everyone in the State are contributing. Negotiating might not mean that you only get a better price, but it could mean free shipping, free returns, etc.
  - Question was asked about how a refund is given if we sent an item back? Is it credited back on the PO? Diana McGrew said that without knowing more information, she would say typically that the credit will be reflected on the PO and then credited to the account number.
  - Question was asked about if you receive a damaged product or if services weren’t satisfactory then do you reach out to Finance Customer Care? Diana said only if you have service that is unsatisfactory, then reach out to Finance Customer Care because they do want to know about these situations but if it’s just a damaged product then go through the normal steps to replace the product and Finance Customer Care won’t need to know about that.
- An example was given that Lowes is to charge only a one-time shipping charge. However, if you punch out multiple times then it will create multiple PO’s. We had an incident where the shipping charges were charged three times. Finance Customer Care was contacted, and the additional charges were credited.
• The A&E purchasing committee was created to assess where we were with the mandate. The initial roll out period included computer supplies, janitorial supplies and office supplies for the first 0-3 months. The committee created an 18 month roll out plan and did a lot of the communication on the mandate. They also worked with purchasing to expand preferred vendors from 112 to 280. Purchasing steps were reduced in Bobcat Buy to assist staff.
• We currently don’t have a preferred supplier to purchase books, so you are still able to purchase books from other vendors.
• We’re currently working with Amazon to work through some of the challenges like delivery, payment and unallowable purchases. Amazon business has done some improvements within the last few weeks, which came out with options on purchases at our institutions.
• Preferred suppliers are for certain groups of items or categories. If we have a preferred supplier on office supplies and you need to purchase paper towels, the office supplier might have paper towels, but you don’t have to purchase those with the office supplier and can go elsewhere. As we go live with new catalogs, we’re going to try to communicate what should be purchased with that supplier. If you purchase something that you think you can find a better price for and you purchase a lot of it, let Finance Customer Care know and they can potentially reach out and negotiate the price and item(s).
• Question was asked, has there been communication to the planning units to use preferred suppliers? Julie Allison answered and said that every planning unit could be different with how they use preferred suppliers. Ultimately, it is up to the planning units on how they use preferred suppliers.
  • Big “P” policies are numbered policies and the little “P” policies are on the website. The big “P” policies have to be followed but the little “P” policies are up to the planning units. If a planning unit says you must use a preferred supplier, then they have the largest say. So, if you have an item that needs to be purchased but is not done with a preferred supplier, you can purchase it elsewhere unless, the planning unit tells you to purchase it with a preferred supplier.
• Annually our purchasing information must be reported to the Board of Trustees and the State of Ohio. You can see all the purchases and savings at: https://www.ohio.edu/trustees/governance/bylaws. Once on the site then click on the Governance/Bylaws report.
• In order to register a card at stores, on the purchasing website there is an option called systems and under the Bobcat Buy info page there are user guides on each catalog. In the Office Depot user guide, it will explain how to register your card with that store.
• You can get a key fob from Rusty Thomas for Lowes if you purchase from there often.
• A new policy will be coming out that states that we should only be purchasing American made products. There will be some fine print of course in this policy but just to give an update.
• There are a few tools that could be helpful when purchasing items. The preferred supplier list and the purchasing roadmap are on the purchasing website as tools to use. The roadmap shows everything that we will be bidding on in the next five years. There is also a list of the catalogs coming. A suggestion form to suggest a preferred supplier can also be found online if you have a supplier you feel should be on the preferred supplier list. The purchasing guide is out there to tell you what form to use as well.
• A contract and insurance matrix are available online, which tells you what service it is and what level of insurance they need in order to bring someone to campus.
• Direct payments are now called payment request forms and there is a list of what should be submitted on this form.
• If someone is doing work for the university and not providing a good, then it is a service.
• We haven’t rolled out a lot of catalogs because of negotiations. Negotiations just ended and we’re now able to do unlimited catalogs in Bobcat Buy so more catalogs will be added in the future.
• May 1st is when we can start setting up new PO’s for the fiscal year.
• Group travel is out on the website and is different than individual (over 10 people).

Secretary Report – Heather Gould
• A draft of the March meeting minutes was distributed to Classified Senate Executive Committee members yesterday, (4/17/19) for additions and corrections. The March meeting minutes will be emailed to all the Classified Senate members on Friday, April 19, 2019.
• Just a reminder to please send your committee reports to me before the next monthly meeting.

Treasurer Report – Serena McCollum, BSC
• The report was passed around for all members to review.
• We’re waiting to hear when we’ll get the clover flex. Cost was $499 and will come out of the scholarship account.
• We did get a request from Financial Aid on the scholarship adjustments to bring the scholarships up to $1,000 for the 4 out of 5.
• Someone in Amanda’s building purchased an item during mom’s weekend and they almost left because it took too long. The Clover Flex will be super helpful during sales to help reduce on the amount of time it takes to place a sale.

Chair Report – Amanda Graham
• The draft copy of the employee handbook was passed around for everyone to give feedback. Email any feedback to Amanda Graham regarding the handbook.
• We have worked to get the Exit Interview via Qualtrics with new questions. Depending on how you answer the questions, depends on the next questions you will be asked when taking the survey. We are working with the other Senate’s to partner with them to do one versus two.
• The Senate bylaws, Colleen will approve all the updates except membership. Moving forward we will be changing membership guidelines to one representative from each planning unit, one from each regional and three from HCOM (Dublin, Cleveland and Athens). This will take place the upcoming fiscal year.
• Classified Staff don’t know where to go to find everything that pertains to them as an employee, so on the “Resources” tab on our website, there will be items related to Classified staff and then other helpful links that Classified staff might use.
• Amanda Graham was able to get an answer on the Professional Development policy and it does not include committee and senate time. However, a lot of managers and supervisors don’t see that the same, so we have some disagreements in the end.
• The new professional development policy might have made it through the system already, but we are working with legal to get the final approved copy to send to chairs. The chairs will then send it out to listservs and on Compass to make everyone aware of the change.
• An update on Policy 40.044 – It has been moved to the President for a signature.
• The pay guidelines went down last week and there are new changes to the pay guidelines that the planning units should be passing along and took affect April 1st. If an external candidate is hired, you can only hire to the 25% not 50% now. Internal candidates with a lateral move will not receive an increase, if an internal candidate results in a promotion / movement then the
candidates can only receive a 5-15% increase overall not per pay grade any longer. If you take a
demotion or movement to a lower pay grade, then you will receive a 5-15% decrease in pay. The
updated pay guidelines should be back up by the end of next week.

- We plan to review the committee goals that were established at the beginning of the year. We
  plan to go over those at the June meeting.

Committee Reports

Classified Senate Committees

Committee A – Adam Grimm & Marilyn Maher (co-chairs)
- Chris Stewart’s talk was on April 4th and we had about 50 people in attendance and 109 people
  have since watched the video on YouTube. The time is 1:00 – 2:45 PM, on Wednesday, May 1st
  in Baker 231.
- The Athens Meet & Greet is on May 15th and we will send out the flyer on May 6th via listserv.
- The tri-fold request was approved, and the supplies are being ordered so we can work on that.
- The next Meet & Greet will be on the Eastern campus at the beginning of next fiscal year.

Committee B – Theresa Meyer (chair)
- The committee met March 21st at noon, and we made $221 in sales on Mom’s weekend. Only
  committee B members showed up to work.
- May 3rd and May 4th will be the graduation sales and a sign-up sheet was passed around.

Committee C – Jan Moody (Chair)
- The Service Award Ceremony is set for October 2, 2019 (Wednesday) in Walter Rotunda.
- The committee discussed the 40-year award (looking for high quality-low cost award).
- All other awards will remain the same as last year.

Ohio University Standing Committees
(http://www.ohio.edu/standingcommittees)

Committee on Committees – Amanda Graham
- No information provided.

Diversity and Inclusion - Pat Bungard & Janet Russell
- A doodle poll was going to be sent out to members to schedule an end of the year meeting.

Intercollegiate Athletics Committee – Jacob Jakuszeit
- No information provided.

Kennedy / Frontiers in Science Lecture – Sharon Romina
- Kennedy Lecture Series committee, speaker Anita Hill was on April 1st.
- She was well received and there was a large turnout in the Memorial Auditorium.
- The committee has voted on the top four speakers and will hopefully meet before the semester
  ends.

University Library Committee – Jeff Fulk
- No information provided.
Post Publishing Board – Theresa Meyer
  • No information provided.

Sorority and Fraternity Life Committee - VACANT
  • No information provided.

Sustainability Committee – Dana Wright
  • This committee has not met since the last meeting. No update.

Transportation and Parking Committee – Cyndi Parsons
  • Did not meet in March and the next meeting is April 23rd.

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
  • No information provided.

Facilities Planning Advisory Council – Shelley Barton
  • No information provided.

Joint Police Advisory Council – George Cheripko
  • There will not be a meeting in May and George Cheripko will be stepping down because he has been on it since inception and feels there should be another voice on this council. He is willing to meet with anyone interested in discussing JPAC.
  • We’re all encouraged to follow up with Student Senate on the walking tour, as it will be important for the safety of our employees.

Outstanding Administrator – Sharon Romina
https://www.ohio.edu/adminsenate/awards/outstanding.cfm
  • This committee will meet on April 29th to debrief. Three awards were given out at Administrative Services awards on April 2nd to John Bowditch, Ji-Yeung Jang, and Martha Tanedo for the 2019 Outstanding Administrators.

Presidential Advisory Committee on Sexual Misconduct (PACSM) – Serena McCollum, B.S.C.
  • No information provided.

Presidential Advisory Committee on Sexual Misconduct – ProVention Subcommittee – Adam Grimm
  • No information provided.

Performance Management Taskforce
  • Currently still meeting regularly to discuss performance management.
RFP Review Team (Off the Shelf E-Learning) – Heather Gould

- Since the last meeting we had Hoonuit and SkillSoft come to present further information about their company. This presentation was a chance for us to ask questions and truly grasp what was being offered. After the presentations, we were granted access to each of the websites to take some of the courses and determine which of the two we would like to move forward with.
- After having some time to take courses, read training material, etc. the group met back on Monday, April 15\textsuperscript{th} to vote on which company to move forward with and we decided to go with SkillSoft as the next E-Learning vendor. The decision was based on accessibility, cost, content, implementation and a few other topics.
- We plan to move forward with SkillSoft and will share more information as it comes along.

Student Services Committee – Marilyn Maher

- No information provided.

Training Advisory Council – Melanie Quolke, Maryann Lape

- No information provided.

Motion made by Amanda Graham and seconded by Theresa Meyer to adjourn. Meeting was adjourned at 12:00 PM.

Respectfully submitted,
Heather Gould
2018-2019 Classified Senate Secretary
GOVERNORS TASK FORCE RECOMMENDATIONS

MASTER RECOMMENDATION

• Students must benefit
• Five-year goals

STRATEGIC PROCUREMENT

3A. Each college/university must require that its employees use existing contracts for purchasing goods and services, starting with the largest opportunities for savings.
GOVERNORS TASK FORCE RECOMMENDATIONS

STRATEGIC PROCUREMENT

3B. Ohio’s colleges and universities must pursue new and/or strengthened joint purchasing agreements in the following categories:

- Copier/printing services
- Computer hardware
- Travel services
- Outbound shipping
- Scientific supplies and equipment
- Office supplies and equipment
OHIO’S PATH TO IMPLEMENTATION

• Assessed where we were in relation to the Governor’s Strategic Procurement Mandate
  • Assessed against the Governor’s Mandate
  • Created A&E Committee
  • Eliminated steps in purchasing and vendor setup processes
  • Reviewed existing catalogs - added more catalogs
  • Documentation of processes and updated website with information
  • Worked to develop roadmap for the future (Purchasing Roadmap for Preferred Suppliers) – rolling out October 2018
A&E PURCHASING ROLLOUT COMMITTEE

Diana McGrew (Procurement) – (Co-chair)
Heather Krugman (Scripps) – (Co-chair)
Mike Finney (Voinovich)
Rosanna Howard (Regional)
Tim Knavel (Athletics)
Becky MacCombs (Engineering)
April Ritchie/Wayne Chiasson (Arts & Sciences)
Shelly Ruff/Kelly Coates (HCOM)
Gwyn Scott (Auxiliaries)
Steve Wood (Facilities)
Julie Allison (Ad-hoc VPFA)
Stephanie Frisbee Roll (Ad-hoc – Communication role)
COMMITTEE’S RESPONSIBILITIES

• In partnership with purchasing, determine rollout to campus
• Provide feedback and assistance in communication efforts
• Solicit and gather information from respective constituency groups on potential issues and develop recommended solutions
• Identify opportunities to move OU to compliance with the mandate as smoothly as possible

Rollout beginning May 1, 2017

<table>
<thead>
<tr>
<th>0-3 Months</th>
<th>6-12 Months</th>
<th>12-18 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Supplies</td>
<td>Copier/Printing</td>
<td>Facilities Management</td>
</tr>
<tr>
<td>Janitorial Supplies</td>
<td>Graphic Design</td>
<td>International Procurement</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>Videography</td>
<td>Safety Supplies</td>
</tr>
<tr>
<td></td>
<td>Web Supplies &amp; Services</td>
<td>Specialized Research Supplies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Travel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All other supplies/services with preferred vendors</td>
</tr>
</tbody>
</table>
COMMITTEE’S RESPONSE

• Created 18 mo. Rollout plan
• Participated in various communication activities throughout the rollout including:
  • RC-Strategy meetings with college Chief Financial Officers, Business Forums (open to full campus), Chair and Director orientation, emails and Compass communications, etc.
• Worked with Purchasing to expand preferred vendors from 112 to 280
• Recommended additional specific preferred local vendors to assist with compliance (i.e. Staples) and support our local economy
• Worked with Purchasing to reduce steps in Bobcat Buy for distributed staff
• Provided guidance and approved exception process
• Created a way for campus to add potential new vendors based on their experience
PREFERRED SUPPLIERS

• Ohio University expanded preferred suppliers to include:
  • Required – must purchase from if meets need
    • Ohio University direct bid suppliers
    • IUC
  • Recommended – counts towards A&E spend – encouraged to use if meets need
    • State suppliers
    • Suppliers awarded from other purchasing organizations in which Ohio is a participant

• Ohio University continues to add new suppliers and catalogs for preferred suppliers. Some additions include:
  - Staples (office supplies)
  - Web developers
  - Scientific Suppliers
  - Travel
  - Graphic designers
OTHER

Few quick items of high interest:

• Books may still be purchased through Amazon or other suppliers
• Groceries may still be purchased from Walmart, Kroger, etc.
• Amazon Business has not been ruled out as a preferred supplier but there are challenges with payment and unallowable purchases that have to be explored and worked through
EXCEPTION FORM

In the event that a good or service cannot be provided by a preferred supplier

• Current
  • Exception must be approved by planning unit CFAO prior to transaction
  • Material price difference – greater than $1,000 on a single item
  • Reported annually to Board, as required by the Governor’s mandate
  • Reviewed by internal audit, but not considered an audit finding

• Pending
  • Material price difference – greater than $1,000 “on a single vendor per single requisition”
REPORTING

• Will evolve as we begin to collect information
• Intent of reporting is transparency with the Board
• Reports
  • State of Ohio
    • Reporting to Inter-University Council (IUC) & Ohio Department of Higher Education (ODHE)
  • OHIO Board of Trustee’s
    • Annual update – August 2018
    • Board requested updates will include University specific reporting – driven by what Board wants to know
      • % spend and % of transactions with preferred vendors of total spend
      • A&E exceptions information
      • Savings from buying on contract
        • “Calculated” by applying negotiated discount per spend (i.e. by commodity, by vendor)
### 3 Procurement - Slide 3 updated for ODHE

#### FY18 Update

<table>
<thead>
<tr>
<th>3A CAMPUS CONTRACTS</th>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20</th>
<th>FY21</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics Total</td>
<td>1,437,984</td>
<td>1,360,000</td>
<td>1,360,000</td>
<td>1,360,000</td>
<td>5,517,984</td>
<td></td>
</tr>
<tr>
<td>Office Equipment Total</td>
<td>852,000</td>
<td>852,000</td>
<td>852,000</td>
<td>852,000</td>
<td>3,408,000</td>
<td></td>
</tr>
<tr>
<td>Maintenance &amp; Ops Total</td>
<td>144,630</td>
<td>142,760</td>
<td>144,759</td>
<td>146,758</td>
<td>611,207</td>
<td></td>
</tr>
<tr>
<td>Media &amp; Promotional Total</td>
<td>248,461</td>
<td>209,750</td>
<td>209,750</td>
<td>209,750</td>
<td>877,711</td>
<td></td>
</tr>
<tr>
<td>Security Services Total</td>
<td>11,250</td>
<td>11,250</td>
<td>11,250</td>
<td>11,250</td>
<td>45,000</td>
<td></td>
</tr>
<tr>
<td>Technology service / product Total</td>
<td>9,927</td>
<td>9,927</td>
<td>9,927</td>
<td>9,927</td>
<td>39,780</td>
<td></td>
</tr>
<tr>
<td>Temp Employment Services Total</td>
<td>230,000</td>
<td>230,000</td>
<td>230,000</td>
<td>230,000</td>
<td>690,000</td>
<td></td>
</tr>
<tr>
<td>Travel Total</td>
<td>25,578</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
<td>100,578</td>
<td></td>
</tr>
<tr>
<td><strong>3A FY18 Update</strong></td>
<td>32,300</td>
<td>2,719,903</td>
<td>2,840,687</td>
<td>2,842,686</td>
<td>2,844,685</td>
<td>11,280,260</td>
</tr>
</tbody>
</table>

#### 3B COLLABORATIVE CONTRACTS

<table>
<thead>
<tr>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20</th>
<th>FY21</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Hardware Total</td>
<td>3,319,335</td>
<td>3,200,000</td>
<td>3,200,000</td>
<td>3,200,000</td>
<td>12,919,335</td>
</tr>
<tr>
<td>Financial Services Total</td>
<td>298,489</td>
<td>250,000</td>
<td>300,000</td>
<td>300,000</td>
<td>1,148,489</td>
</tr>
<tr>
<td>Fleet Total</td>
<td>69,552</td>
<td>75,255</td>
<td>75,255</td>
<td>75,255</td>
<td>295,318</td>
</tr>
<tr>
<td>Furniture Total</td>
<td>856,169</td>
<td>799,597</td>
<td>799,597</td>
<td>799,597</td>
<td>3,254,961</td>
</tr>
<tr>
<td>Insurance Total</td>
<td>852,280</td>
<td>850,000</td>
<td>850,000</td>
<td>850,000</td>
<td>3,402,280</td>
</tr>
<tr>
<td>Maintenance &amp; Ops Total</td>
<td>515,162</td>
<td>503,468</td>
<td>503,644</td>
<td>503,644</td>
<td>2,036,557</td>
</tr>
<tr>
<td>Office supplies/equip Total</td>
<td>104,937</td>
<td>317,087</td>
<td>343,069</td>
<td>345,000</td>
<td>1,455,093</td>
</tr>
<tr>
<td>Outbound Shipping Total</td>
<td>692,634</td>
<td>682,634</td>
<td>682,634</td>
<td>682,634</td>
<td>2,730,537</td>
</tr>
<tr>
<td>Scientific/research Total</td>
<td>835,091</td>
<td>861,243</td>
<td>861,243</td>
<td>861,243</td>
<td>3,418,821</td>
</tr>
<tr>
<td>Travel Total</td>
<td>358,092</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>358,092</td>
</tr>
<tr>
<td><strong>3B FY18 Update</strong></td>
<td>132,937</td>
<td>8,216,865</td>
<td>7,675,267</td>
<td>7,727,374</td>
<td>7,710,014</td>
</tr>
</tbody>
</table>

#### FY18 Update Rec 3 Goal

<table>
<thead>
<tr>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20</th>
<th>FY21</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>165,237</td>
<td>10,936,768</td>
<td>10,515,954</td>
<td>10,570,060</td>
<td>10,554,699</td>
<td>42,742,718</td>
</tr>
</tbody>
</table>

**Note:** Cost savings being realized as well as efficiencies surrounding central resource and service levels

**Reconciliation – BoT to ODHE**

- **8.21 BoT Rec 3 Total** $25,978,128
- **computer hardware** $12,919,335
- **insurance** $3,402,280
- **outbound shipping** $442,975
- **9.23.18 ODHE Rec 3 Total** $42,742,718

**Categories added since 8.21.18 BoT meeting**
STILL TO COME

• More Suppliers and Catalogs
  • McKesson & Medline – medical supplies
  • iVideo – A/V
  • Bio-rad – scientific supplies
  • Working on plan to roll on new catalogs for FY2020

• Travel rolled out April 1

• Purchasing Roadmap for Adding New Preferred Suppliers
  • Time frame and expense categories that will become preferred suppliers so campus knows when/what to expect
  • What will become available through BCB catalogs
  • [https://www.ohio.edu/finance/purchasing/purchasing-roadmap](https://www.ohio.edu/finance/purchasing/purchasing-roadmap)

• Reporting for Planning Units (spend and exceptions)
RECOMMENDED NEXT STEPS

• Process needs time to work
  • Evaluate in one year
• Continue to communicate and address questions with campus users
• College’s define their own exception processes
  • https://www.ohio.edu/finance/purchasing/affordability-and-efficiency-planning-unit-exception-processes
QUESTIONS?