Call to Order
Amanda Graham, Chair of Classified Senate, called the meeting to order at 10:03 AM on May 16, 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, Jan Moody, Cyndi Parsons, Sharon Romina, Dana Wright

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

Classified Senate members absent: Melanie Quolke

Guests via Adobe Connect: Pam Harvey, Paula Morrison, Allison, Misty Hutchison

Guests in Person: Joni Staggs, Communications & Marketing, WellWorks Student

Secretary Report – Heather Gould

- I’m currently still working on the April meeting minutes and waiting on some information, links and committee reports before I can send those minutes out for approval.
- We were short on time during last months meeting and it was decided that the committee reports would be skipped at the meeting, but the reports would be included in the meeting minutes. I still haven’t received committee reports from many committees for last months meeting. If you haven’t sent me a report for the committee you serve on that we would have reported on during the April meeting, please do so. If you’re unsure as to if you sent it already, please let me know.

Treasurer Report – Serena McCollum, BSC

- The report was passed around for all members to review and we’re going to end up with a negative balance of -$869.81.
- We still have some deposits that we’re waiting on to be deposited into the scholarship account, so we’ll have more like $13,000.

Chair Report – Amanda Graham

- The guest that was scheduled for today, cancelled at the end of the day yesterday so we couldn’t fill that spot this short notice.
- Colleen Bendl and Amanda Graham had met to discuss the representatives on the regional campuses, and we will have a representative from each regional and each satellite campus.
- The senate shall be comprised of a maximum of 25 regular members and 4 alternate members. 18 regular members will be from the main campus. 7 regular member positions will be held by a representative from each regional (Chillicothe, Eastern, Lancaster, Southern and Zanesville) and HCOM extension (Cleveland and Dublin) campuses. If these positions are not filled, additional Athens Campus personnel may fill the vacancy.
• The Athens campus will remain the same on membership so that anyone interested will remain on senate unless we reach full membership.
• Exit interviews – after feedback from Faculty and Administrative Senate, it has changed a lot. Amanda will send the updated link to the new one for everyone to look at.
• The education benefit policy is going to be changed that if you take an undergraduate online class then you won’t require a supervisor’s signature. Graduate will still need a signature.
• Policy 40.044: Transfer or Promotion for Classified Employees, is now in effect. After this, we’ve learned that there is a gap in communication with employees on when these policies take affect and how policy information is communicated to everyone in a timely manner.
• The draft handbook was given to Mike Courtney in HR and when we asked for an update, it still hasn’t made progress.
• Sick leave donation has been made into a policy and will be taken to the ESP next month for approval and then it will be sent back out to make changes.
• For the Senate meeting next month, senate sub committees will be asked to do a brief presentation on the goals that were developed at the beginning of the year in a 5-10 minute presentation.
• A student is working on our history files and she is working on the boxes in the Senate closet and is putting those files in OneDrive. The student will work this summer to pull those files out based on subject. Thank you to Theresa for looking into getting a student.
• Everyone should have been invited in OneDrive to an Ohio University policies group from Miranda West. This is supposed to have gone out to all employees on the campus. This is an effort to keep employees up to date on policy changes.
  o Question – Is this the permanent solution on communicating policies to employees? No. More discussion is taking place.

Committee Reports
Classified Senate Committees

Professional Development & Relations Committee – Adam Grimm & Marilyn Maher (co-chairs)
• We discussed the Chris Stewart speech in April and May. We had some issues with the link, but Heather Gould sent out an updated link during the speech, which corrected the issue.
• We estimated about 90 people attended the Athens Meet & Greet and we have a lot to discuss at the next meeting related to the overall event.
• The mentoring pilot program is currently on hold.
• The Qualtrics training, someone was wondering if we were going to have a more advanced training? It has been discussed but firm plans have yet to surface.

Scholarship Sales and Recognition Committee – Theresa Meyer (chair)
• Met after the April meeting. We sold 8 coverlets since and there were 5 people on Friday and 6 on Saturday to work sales.
• The committee decided on how many of each item to bring and we ended up going back to get more items because we sold out.
• Total sales for the weekend was $2,237.00.
• Discussed doing sales on moms’ weekend and we were wondering about doing sales on dads or parents’ weekend to see if we can do an event around that time as well.
• Question was asked as to if we investigated selling anything during HCOM? They do sell HCOM stuff at the event, but this is something that we can investigate.
• Question was asked as to if we have investigated selling items at the sports games? We currently haven’t looked at selling around the games but we should look into this in the future.
• The name of coasters changed to trinket dish and we ended up selling 7 of them in one day.
• We were able to use the CloverFlex on Saturday and it worked out very well. It did go offline a few times on Saturday, so we just need to make sure that it is always online. It does store the credit card information and will process those sales once the machine goes back online but if there is an issue, we won’t know until it comes back online.
• Theresa was surprised at the number of people who said that they didn’t even see us during sales, because of where we were located but overall the sales went very well.
• It was determined that only one person should be running the CloverFlex at an event instead of multiple. We should only have 4 people behind the table running sales, but it works best with 5 people.

Policy and Procedures Committee – Jan Moody (Chair)
• The committee hasn’t met but is working on the final touches of the bylaws.
• Currently looking for a 40-year award for the service awards.

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

Committee on Committees – Amanda Graham
• Met the week before last and did transition from this year to next years leadership and tied up loose ends.
• Talked about how the university standing committees website could be updated a little timelier.
• There is a new faculty chair (Dr. Robin Muhammad).

Diversity and Inclusion -Pat Bungard & Janet Russell
• The meeting was held on Wednesday, May 1, 2019 from 8:30 – 9:45 am in the Women’s, Gender & Sexuality Studies conference room. This was the last meeting of the semester and the first one Pat was invited to.
• The committee members will be working with Institutional Research to explore pulse surveys for bias incidents and campus climate.
• The committee will be collecting data to analyze salaries for faculty and staff for salary inequities.
• Dr. Myrna Sheldon in WGSS has received a Templeton Charity Grant “Critical Approaches to Science & Religion” for several hundred thousand dollars. The project hopes to pilot a new curriculum.

Intercollegiate Athletics Committee – Jacob Jakuszeit
• The last meeting on April 17th was a break down of the team and athlete academically.
• The women’s basketball team accomplished wins.
• Jeff Bowles is the new Men’s Basketball coach ($581,000 salary base) and is the highest paid person.
• The Sook Center is heavily used by athletes.
• Exit interviews, as students graduate don’t seem to be as effective as initially planned. On these, they can give feedback on their coaches, trainers, academic advisors, etc.
• Oversight of athletics is being discussed.
• Academic performance is treated primary versus athletic performance.
• We will need someone to serve on this committee and they meet a couple times a semester. The meetings take place at the Convo. This year and last year, they haven’t had meetings over the Summer, so we have time to put a new person on this.

Kennedy / Frontiers in Science Lecture – Sharon Romina
• Met via email voting on the top three candidates from the Kennedy/Frontier in Science Lecture. Now it’s a contract negotiation phase. In August/September they can announce more.

**University Library Committee – Jeff Fulk**
• Haven’t met.

**Post Publishing Board – Theresa Meyer**
• Met Friday, April 26th for the last meeting of the semester.
• The committee reviewed/approved the following policies
  o Revised Advertising Policy: this policy is for both print and online advertising
  o New Archive Policy
  o New Graphic Identity and Logo Use
  o New Travel Reimbursement Policy
• A budget for FY20 was passed, which includes carrying forward the deficit from this year. It looks like that deficit will be much smaller than previously expected. Projects are also in the works that could possibly eliminate (or almost eliminate) the deficit for FY19.
• Internet numbers are still rising for the Post, both in numbers of visits and time on page.
• The Post staff attended a mandatory Cultural Competency Training Session led by Winsome Chunnu-Brayda from the Multicultural Center. The training led to productive conversations about improving coverage and making the newsroom a more welcoming place for a diverse staff.
• The print design team was awarded 2nd place in the Society for Newspaper Design’s 2019 College Design Contest for Best Designed Student Newspaper in the nation.

**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
• The committee met on Tuesday, May 14th to receive an update on a few things:
  o We’re currently on track with budget for benefits (this would include medical, drug and dental claims). We received a report up through April and if we stay on track like we have, we won’t have to use any reserves this year.
  o We reviewed membership to determine who will be on for next year. Currently, Amanda Graham is listed as serving on BAC, but this will be updated. I’m currently on this committee until FY21.
  o Currently, there is an RFP in process for the life/disability. This would be the same benefits, just taking it out for bid to determine if we can get it cheaper through someone else.
A dental RFP is scheduled for late Spring/Summer. Again, same benefits just possibly a different provider.

Our stop loss is currently under discussion with the IUC.

We will remain with VSP for vision.

Any changes in the company would take place in July 2020.

Here at the University:

- RFP is currently in process for stop loss
- Planning to conduct RFP for July 1, 2020 effective date for Anthem and Express Scripts
  - This will place the current plans/benefits out for bid for:
    - Faculty/Staff PPO
    - AFSCME PPO
    - Dental and Orthodontia Plans
    - Stop Loss Insurance
  - Will include seeking new models/plans:
    - High deductible health plan with health savings account capabilities
    - Heath care navigator/care coordinator model
      - Traditional network/insurance company in background with different third-party administrator (TPA) providing customer service, care coordination and navigation
  - We were reminded that FY19-20 is an AFSCME contract negotiation year.

**Budget Planning Council** – Amanda Graham

[https://www.ohio.edu/finance/bpa/council_new.cfm](https://www.ohio.edu/finance/bpa/council_new.cfm)

- Have not met but it was announced that we will receive a 1% across the board raise this year.

**Facilities Planning Advisory Council** – Shelley Barton

- No update.

**Joint Police Advisory Council** – VACANT

- No update.

**Outstanding Administrator** – Sharon Romina

[https://www.ohio.edu/adminsenate/awards/outstanding.cfm](https://www.ohio.edu/adminsenate/awards/outstanding.cfm)

- Met April 29th to discuss the past ceremony and planning meeting for next year.
- Recruiting someone to take Sharon’s place and they want two Classified Staff members to serve on this committee next year. In fall, they would like two classified employees for 3-year terms. Please contact Lisa Dael or Michael Rinaldi-Eichenberg with interested candidates to serve on the committee.
- The committee will consist of at least five administrators (one of whom will be designated as chairperson by the Administrative Senate), one faculty member, two classified staff members, one graduate student and one undergraduate student.

**Presidential Advisory Committee on Sexual Misconduct (PACSM)** – Serena McCollum, B.S.C.
• Jenny Hall Jones said that the committee is still meeting. Serena McCollum has still not been contacted to join the meetings.

**Presidential Advisory Committee on Sexual Misconduct – ProVention Subcommittee** – Adam Grimm
• Have not met and will meet in Fall semester.

**Performance Management Taskforce**
• Met Monday with Nick Wortman and Colleen Bendl to discuss goal setting. We have some concerns as to how this is being applied across the university and how those goals are set.

**RFP Review Team (Off the Shelf E-Learning)** – Heather Gould
• Have not met, no update.

**Student Services Committee** – Marilyn Maher
• Have not met since April 4th and will not be meeting again until Fall.

**Training Advisory Council** – Melanie Quolke, Maryann Lape
• Did meet during finals week but our rep was unable to attend.

**Old Business**
• Jacob wanted to mention that the education benefits difference between Graduate and Undergrad is that there are different taxes related to grad versus undergrad. These are being taxed because of the benefits.

Motion made by Amanda Graham and seconded by Theresa Meyer to adjourn. Meeting was adjourned at 11:21 PM.

Respectfully submitted,
Heather Gould
2018-2019 Classified Senate Secretary