AGENDA
10:00 – 10:05 am   Call to order: Jacob Jakuszeit, Chair  
                   Roll Call: Marilyn Maher, Secretary
10:05 – 10:35 am   Guest: Brad Cohen, Chief Strategy and Innovation Officer

10:35 – 10:45 am   Executive Officers’ Reports
                   • Secretary: Marilyn Maher
                   • Treasurer: Theresa Meyer
                   • Chair: Jacob Jakuszeit

10:45 – 11:00 am   Committee Reports & Old and New Business
                   • Classified Senate Committees
                     o Policy and Procedures
                     o Professional Development and Relations
                     o Scholarship Sales and Recognition
                   • University Standing Committees
                   • University Ad Hoc Committees

11:00 am – 12:00 pm Closed Meeting – Mid-Year Retreat

UPCOMING EVENTS
December 25-January 1  Holidays/Winter Break Closure
January 20             Dr. Martin Luther King, Jr. Holiday
February 7-9            Sibs Weekend
February 11             Professional Development & Relations Committee Customer Service  
                         Leadership Training
April 3-5               Moms Weekend
May 1                   Graduate Commencement
May 2                   Undergraduate Commencement
Classified Senate
Meeting Minutes • December 19, 2019

Call to Order
Melanie Quolke, Chair-Elect of Classified Senate, called the meeting to order at 10:03 AM on December 19, 2019.

Roll Call

Classified Senate Members in Attendance: Angie Brock, Pat Bungard, Tyler Bump, Virginia Ferrell, Jeff Fulk, Heather Gould, Marilyn Maher, Theresa Meyer, Melanie Quolke, Teresa Smith

Classified Senate Members Present via Webex: Dave Jezewski

Classified Senate Members Absent: Tina Brucker, Amanda Graham, Jacob Jakuszeit

Guests in Person: Alaina Bartel, April Butterworth

Guests via Webex: Adam Grimm, Pam Harvey, Tyler Hatfield, Joy Hawthorne, Darlene Hembree, Misty Hutchison, Evonne Jackson, Nicole Knapp, Noel Payne, Jim Perry, Susie Pitts, Lori Poch, Sherie Steinberger, Allison Weber, Debi (no last name given)

Guests’ Presentation on Strategic Initiatives – Dr. Brad Cohen, Chief Strategy and Innovation Officer; Laura Myers, Deputy Chief Strategy and Innovation Officer

- 4 major points
  - Inclusivity is a key value
  - Student success
    - Seeking to close gap
  - Research capacity can advance communities that we serve – working with community partners
  - Stewards of public trust – financial sustainability and environmental sustainability
- Intent on using shared governance approach
- Formally engaging with Senates and informally with the rest of the university
• Can reach out to Brad or to Laura if you feel that the initiatives are not being met
• Faculty Senate must own Gen. Ed. initiative because it is different in the way that it is implemented
• Melanie asked, which of the initiatives do you think that Classified Senate can engage with most?
  o 1. Reimagining the academic enterprise – about structure, process, and practice
    ❖ OU cannot just be a 17- to 22-year-old residential campus
    ❖ A.I. and opioid crisis are examples of rapid change
    ❖ Classified employees can help identify processes that are not working, too slow, etc.
  o 2. Digital Transformations
    ❖ How can the university leverage technology to improve the way that employees are serving students? For example, by freeing up work time so that employees are better able to serve students
  o 3. One OHIO
    o Laura Myers spoke about Classified employees supervising students and how valuable those work experiences are to students
    o Employees can email or call Brad or Laura if they want to engage. Employees are also encouraged to look at the website https://www.ohio.edu/president/ohio-strategic-framework/strategic-initiatives and reach out to the co-leads of the initiatives
      ❖ Noel Payne commented that the Submit Input link on the website is not working
      ❖ Laura emailed OIT and asked them to fix the link
    o Brad would like names of people to engage formally with the framework on teams and asked if Classified Senate could help with this
      ❖ Melanie said that we may have to reach out to listserv as well
      ❖ Heather is very interested in being involved, especially because she looks at so many different processes in her position
• They will be prioritizing certain initiatives over the next 5 years
  o Expanding teams, developing communication plan, etc.
• Heather asked about the team’s role in the initiatives
  o Brad gave example about Gen. Ed. and how the decision would have to be made through Faculty Senate
  o Reimagining Academic Enterprise – there would be executive-level decision-making on this initiative
  o Some initiatives only have co-leads versus actual teams at this point
• Laura said they are committed to shared governance but how this is enacted could vary. Laura said employees should contact her or Brad if shared governance is not working
• They do not have a full plan that they are waiting to implement, just a skeleton
o One OHIO is more developed than the other initiatives
o Most initiatives were started but did not have names
  ▪ Melanie asked, are there markers of success? How are we measuring that?
    o Brad indicated that there are metrics – what is it the teams are trying to accomplish? They will judge based on impact – is it benefitting students and community and helping the university become more financially sustainable?
    o Metrics may change over time. Accountability is expected

Secretary Report – Marilyn Maher
  ▪ Updated member lists were passed out
  ▪ Please send committee reports to Marilyn if you have not yet done so

Treasurer Report – Theresa Meyer
  ▪ The December report was handed out
  ▪ Final expenses from Service Awards have been posted
  ▪ There have not been any charges for the positive notes for the past few months
    o The Professional Development and Relations Committee has not sent out the September-December notes yet
  ▪ We are having a potluck for the retreat today since the Service Awards were overspent

Chair-Elect Report – Melanie Quolke
  ▪ Tyler Bump has accepted a nomination for Treasurer-Elect
  ▪ A call was issued for other Treasurer-Elect nominations. No other nominations were received
  ▪ Members voted and unanimously approved Tyler as Treasurer-Elect
  ▪ Melanie introduced the newest member of Senate, Virginia Ferrell
  ▪ Meeting with Colleen Bendl
    o Policy webpages – Melanie asked, how does this reflect approval or disapproval of consulting bodies? Colleen indicated that it is not reflected on the policy pages
    o Melanie asked, why are policies being consolidated for different employee types? Colleen indicated that it was partially for ease of lookup. Overarching policies are all the same and consolidation lessens the administrative burden on HR
    o Exit interview questions
      ▪ The exit interview questions that Senate created should be accessible for members on OneDrive
HR still has their old document on the website and the changes that Senate suggested are not being implemented

HR did not like some of the questions that Senate proposed because they consider them to be “leading”

HR wants to change the questionnaire to a Likert scale instead of open-ended questions. Melanie thinks that there should still be a comment box at the end

- Terminology of a “hiring freeze”
  - According to Colleen, the university is not in a “hiring freeze.” It is “strategic restrictive hiring”
  - They discussed performance management but received vague responses in regard to how employees were ranked across the university
  - The 5-year market study, also called “Comp 2019,” is being presented to the Total Compensation Committee soon

- Mentoring program
  - Dr. Beth Vanderveer will be leading a free “mentor leader” training for Senate
  - Week of January 6-10 – 1.5 hour training
  - Attendees will receive a ribbon and certificate
  - Melanie will serve as program manager for the rest of the academic year
  - We plan to have mentor profiles on our website so mentees can choose their mentor
  - Program will eventually be extended to new employees who are within their first year of employment
  - One of the goals is to create a better Classified community across the university
  - Materials – intake form, mentor’s roles and responsibilities, etc.
  - Eventually, the mentorship opportunity will be extended to all Classified employees
  - Mentors would ideally not be in the same planning unit as their mentee

Committee Reports

Classified Senate Committees

Policy and Procedures Committee – Amanda Graham (Chair)

- Melanie gave the report since Amanda was not at the meeting
- Working on Classified Staff Handbook
  - HR wants to go in a different direction than the one Amanda had worked on
  - Hoping to have a draft before the meeting with Colleen in January
- Trying to make it clear that Senate does not support vacation leave policy

Professional Development and Relations Committee – Jeff Fulk (Chair)
• Positive note design. Melanie provided several designs. We chose a design and are incorporating the wording from another to complete next year’s Positive Note.

• Mentoring program: was discussed at length and will move forward with mentoring training in January with Dr. Beth VanDerveer. We would like to invite all Senate members to attend the training if they are willing to mentor Classified employees. We are hoping to start a pilot program in early 2020.

• Newsletter: still working on it

• Positive note 2019: The latest lists just arrived from HR and we will send out the notes as soon as possible.

• Events
  o Joe Wakeley about CPR/First Aid training? No response from Joe as of 12/4/19
  o Lunch and learn Creditability December 12th 12-1 HRTC 141/145. 14 people were registered
  o Customer Service Leadership with Robin Ambrozy: February 11th McCracken 306
    v Melanie is working on the flyer and RSVP for this event
    v We anticipate having a waiting list

**Scholarship Sales and Recognition Committee** – Pat Bungard (Chair)

• Sales
  o $399 in Baker on December 5 and some online sales
  o $745 in sales at Commencement
  o Sold out of tote bags

**Ohio University Standing Committees**

**Committee on Committees** – Jacob Jakuszeit

• No update provided

**Diversity and Inclusion Committee** – Pat Bungard and Janet Russell

• No update provided

**Intercollegiate Athletics Committee** – Jacob Jakuszeit

• Only had one meeting this semester

**Kennedy/Frontiers in Science Lecture Committee** – Sharon Romina

• No update provided

**University Library Committee** – Jeff Fulk
Committee met on November 22
  o Bill Reader and Neil Romanosky
    ❖ Welcome and introductions; Minutes/Agenda review
  o Neil Romanosky
    ❖ Libraries budget: Reductions that had been proposed by previous Dean were used. Loss of one position and some acquisitions funding
  o Janet Hulm
    ❖ One OHIO and Libraries (work in progress)
  o Jeff Shane
    ❖ Libraries’ Luce Foundation Grant overview: Presentation on funding and how it is used
  o Kelly Broughton
    ❖ Carrel study (usage, numbers, use of two with broken locks to be able to be scheduled online as study space)
    ❖ Recruitment for Scripps College librarian (a failed search) will start again
  o Committee
    ❖ Discussion and Q&A

**Post Publishing Board** – Theresa Meyer
  ▪ Met on November 22
  ▪ Follow up from last meeting
    o Minutes
  ▪ Business Manager’s Report: Andrea Lewis
    o Post Financials
      ❖ Andrea predicts that the operating account will be in the black by $195 at the end of the academic year, which will be the first time in the last five years, at least.
      ❖ This includes the $30,000 Student Affairs have committed to advertising each year for this and next year. Andrea has been charging them and collecting per ad rather than take a lump payment so the department can see the value the advertising brings. She’s confident they’ll continue to spend this even after the agreement is over.
      ❖ This also includes additional expenditures for students to attend the CMA/ACP conference in D.C. and new print racks.
      ❖ Part of the budget for the D.C. trip ($800 in registration fees) came from the Post Student Support Account. These were donations made to support student activities that can only be used for this purpose. When people contribute to the Post Foundation Account, Post leadership has more flexibility in how they can use it.
      ❖ The Post is bringing in more than $12,000 a month now in revenue.
❖ So far, 75% of the revenue comes from print ads, but digital is growing. Andrea said advertisers have committed $3,000 to digital marketing for the next two months.

  o Advertising / Marketing efforts
    ❖ Andrea is examining the Post's printing contract with the Athens Messenger with an eye toward renegotiating it at the end of the semester. The distribution the Messenger provides is substandard. She thinks the Post could accomplish more and benefit students better if we handled placing the papers in racks ourselves.

  o Staffing
    ❖ Two of the ad reps that work at the Post currently will leave at the end of the semester. Andrea has already made offers to two others to replace them. She'd like them to start before the semester ends to get training for the current reps. She said there's money in the budget to handle this because one ad rep only worked 5 hours a week this semester.
    ❖ Nineteen people applied for the two positions. Andrea said using Handshake really helped.

• Editor's Report: Ellen Wagner
  o Digital Traffic
    ❖ Breaking news reporting on the hazing allegations has driven a huge spike in traffic. Kudos to the Post leadership for staying on top of this story so well and so timely.
    ❖ The salary guide also has been a traffic driver and hopefully will continue to be.
    ❖ Sports has also driven increased interest in the football team with game reports and a feature on Frank Solich becoming the winningest coach in the MAC.

  o Print pickup
    ❖ This remains a challenge. Photos on the cover seem to help, but better distribution from the Messenger would help more.

  o Staffing
    ❖ Laila Raiz, managing editor, is graduating early, so she will be leaving. Her position will not be filled.
    ❖ Leadership will hire a new senior writer and impose stricter deadlines on these positions. Only one senior writer project has been turned in.

  o Goals, challenges, plans
    ❖ Diversity plan moving forward.
    ❖ The Post plans to sign up students for Post Haste after receiving their email addresses from the university. They plan to test this with a small sample before rolling it out to the entire student body. They will make it clear how to unsubscribe at the top for those who don't continue.
    ❖ They will also investigate signing faculty and staff up.
Hans will send an announcement about when and how students can apply to be editor next year as soon as students return for the break. We will also add this to Handshake, the system the university uses now for internal job posting and internship opportunities.

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### Fall Semester 2019 Web Report
### October 24, 2019 to November 21, 2019

#### Pageviews per section:

- News: 2203
- Culture: 441
- Sports: 2082
- The Beat: 223
- Opinion: 451
- Multimedia: 98
- Special Projects: 374

#### Top 10 Stories

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Sorority and Fraternity Life Committee – Vacant

Sustainability Committee – Vacant

Transportation and Parking Committee – Vacant

Ohio University Ad Hoc Committees and Councils

Benefits Advisory Council – Heather Gould
  ▪ No update provided

Budget Planning Council – Amanda Graham
  ▪ No update provided

Facilities Planning Advisory Council – Shelley Barton
  ▪ Jacob is checking on the status of this committee

Joint Police Advisory Council – Amanda Graham
  ▪ No update provided

Outstanding Administrator – Vacant

PACSM ProVention Subcommittee – Adam Grimm
  ▪ No update provided

Performance Management Taskforce –
  ▪ No update

Student Services Committee – Angie Brock
  ▪ Met on November 21 and December 10
  ▪ Composition:
    o Lydia Ramlo – Student Senate President, Committee Chair
    o Dareen Tadros – Graduate Student Senate President
    o Jason Pina – Vice President for Student Affairs
    o John Day – Associate Provost for Academic Budget and Planning
    o Mark Ferguson – Associate Dean of Students for Wellbeing
    o Marjorie Mora – Senior Budget Analyst
    o 17 students
November 21 speakers: Paul Castelino – Director of Counseling and Psychological Services and Becky Conrad-Davenport, CSP

Administrative Structure:
- Division of Student Affairs (VP, Jason Pina)
- Dean of Students (Jenny Hall-Jones)
- Wellbeing Unites (Mark Ferguson)
- Counseling & Psychological Services (Paul Castelino)

Overview of their mission and 21 services
Last year they came up with a diversity statement to advocate for the respect of students.

There are 8 single session appointments available each week for those who don’t already see a counselor. They are 45 minutes long. Drop-in appointments are available to gather basic information and are 25 minutes. They try to limit drop-in counseling to 25 minutes so they can see everyone who drops in each day. It takes 3-4 weeks for a student to actually see a therapist and by then the problem may not exist anymore.

They are not able to provide service to all the students in need. They are working on building a resource list of community providers on their website for referrals. You will be able to put in any symptoms and see if your insurance is covered by the provider. Right now they have 8 providers that have signed on.

Coping Clinics were first piloted last spring. They are offered 4 days a week, unlimited access for students at either Hudson Health Center or at the CSP Annex in 52 Lindley Hall. Group therapy is usually 8-10 students and a minimum of 8 sessions. They are meant to create more access for students while they wait for individual counseling sessions. A quick survey of the student’s problems is taken, then they are given coping strategies and skills.

Athletics, HCOM, and the Offices of Diversity and Inclusion offer embedded therapists. The pay for those therapists come from those departments. CPS just hired someone who is working to created more embedded positions within each college.

WellTrack is a source for staff, faculty, and students. [https://ohio.welltrack.com/app](https://ohio.welltrack.com/app) It provides interactive self-help therapy. In one month, WellTrack had 1800 logins, 150 new people sign up. Users can select the campus they are on and see what resources are available in their area; local crisis resources, hospital emergency rooms, crisis lines. Sessions on anxiety and stress, public speaking, and depression are offered so people can gain coping skills on their own.

Bobcats Who Care – began in 2014 – suicide prevention program that begins with a 3-hour interactive training. CSP trains Resident Assistants, Student Affairs employees, athletic coaches, student leaders, faculty, staff.

Reviews stats from the academic year 2014-2015 vs. 2018-2019
- Gained 6 therapists
- 1 Care Manager
- Gained 1 full-time, 1 part-time support staff
- 1 psychiatrist
- 1 certified medical assistant
- Total number of students seen by CPS has risen 28% since the 2015-2016 academic year
- Rate of drop-in appointments as increased 28% from the 2015-2016 academic year
- Rate of individual therapy appointment has increased 28% since the 2016-2017 academic year
- Even in Columbus where there are a lot of resources, students are waiting 2 months to see a therapist. At the time of the meeting (11/21), we were scheduling students for January appointments.
- Seniors students are the highest number seeking counseling, then Freshman. Little has changed over the years in who is seeking services.
- There is now a higher rate of gender non-conforming and ethnic groups being seen.
- 75% of students come in for anxiety and depression, 32% have considered suicide, and 32% have been sexually assaulted.
- They are currently working with students to schedule counseling appointments in their hometowns during the break.
- Future of CSP:
  - Develop more embedded positions within academic departments
  - Easier access to dieticians for eating disorders (nothing avail. In Athens/Col)
  - Easier access to alcohol treatment services (nothing avail. In Athens/Col)
  - Exploring new application options to replace WellTrack, asking students to explore current options and weigh-in
  - Using embedded therapists as a marketing tool to promote colleges (done by athletics currently, they have gotten a good response)
  - Better notification system for it’s Let’s Talk hours so students don’t need to stay at the facility and wait until a counselor is available.
  - Possible follow-up email with other resources while students wait the 6-8 weeks on an appointment
  - How can we change the language on wellbeing?

- December 10 Meeting
  - Do more to promote Let’s Talk hours
  - Let’s Talk hours started in 2006; doubled its number of students from last fall to this fall
  - CPS uses Twitter, tv in Baker, The Post articles, magnets and bookmarks with their information in every residence hall bedroom.
  - CPS services are discussed in each Bobcats Who Care training.
  - Right now their marketing is done in-house; their website, handouts, student orientations (housing, freshman, graduate, international)
- Reach out to other schools and see what wellness apps they are using to replace WellTrack
- Mitigate long wait times; look into what other universities have implemented
- Use student focus groups to determine the most efficient marketing
- Focus on embedding more therapists in colleges
- Look into mobile health (FaceTime/video chat with counselors)
  - We have the potential to do that securely, but it comes down to resources.
  - Graduate students who volunteer to offer their counseling services would need to be supervised and would become complicated.
  - In the past they used students with a PhD that weren’t licensed to help with services. Taxing on students to drive to regional campuses, costs $120,000 plus benefits for 3 people and there were no funds.
- Over 3,000 users logged into WellTrack within the last month.
- Students are always on their phone, potential texting app where you can text a counselor? Right now they can use a national crisis text line.
- Sometimes students don’t need to use CPS, but don’t know where else to go. Some worry about going on to graduate school and really need to speak with the CLDC. Create an online resource that can direct students the appropriate place and free up the resources at CPS for those who need them.
- 3 objectives were chosen, working on putting the committee into those groups.
  - Recommendations will be given to the President’s Cabinet at the end of the spring semester
  - Next meeting in January. Will finalize information by March.

**Training Advisory Council** – Melanie Quolke
- No update provided

**Women’s Achievement Dinner Planning Committee** – Heather Gould
- No update provided

**Open Discussion**

Motion made by Melanie Quolke to adjourn and seconded by Theresa Meyer. Meeting was adjourned at 11:17 am.

Respectfully submitted,
Marilyn Maher
2019-2020 Classified Senate Secretary