Classified Senate Monthly Meeting  
September 19, 2019  
HRTC Room 154*

AGENDA
10:00 – 10:05 am   Call to Order – Jacob Jakuszeit, Chair  
                   Roll Call – Jan Moody, Secretary

10:05 – 10:15 am   Executive Officer Reports
                   • Secretary – Jan Moody
                   • Treasurer – Theresa Meyer
                   • Chair - Jacob Jakuszeit

10:15 – 10:30 am   Committee Reports
                   • Classified Senate
                      o Policy and Procedures
                      o Professional Development
                      o Scholarship Sales and Recognition
                   • University Standing
                   • University Ad Hoc

10:30 – 10:45 am   Old Business

10:45 – 11:00 am   New Business

11:00 – 11:55 am   Guest: Annie Laurie Cadmus – Healthy OHIO

11:55 am – 12:00 pm Adjournment

* Videoconference meeting link is provided to Classified Senate Members in the calendar invite and to Classified Staff in the email announcing the meeting.
Call to Order
Melanie Quolke called the meeting to order at 10:04am.

Roll Call

*Classified Senate members in attendance:*
Angie Brock, Tina Brucker, Tyler Bump, Jeff Fulk, Heather Gould, Amanda Graham, Adam Grimm, Jacob Jakuszeit, David Jezewski, Marilyn Maher, Theresa Meyer, Jan Moody, Melanie Quolke, Dana Wright

*Classified Senate members absent:*
Pat Bungard

*Guests In attendance (all by videoconference):*
Susie Pitts, Darlene Hembree, Alexander Vaughn, Alaina (no last name), Starr Pierce, Amber (no last name), Michelle Schall, Tammy Loper, Allison Weber, Catie Perry, Tammy (no last name), Tracy McKibben, Tara Martin, Trish Knisley

Executive Officer Reports

*Secretary Report – Jan Moody*
- Updated Membership List has been distributed
- For committee reports, only those who have provided an input will be called on. If you didn’t provide input but still met, there will be an open call to report
- Once meeting minutes are distributed, please make sure you review and send in feedback or tell me you did and didn’t have input/changes; this helps me to determine if the quorum was reached to approve them which helps meet the timing requirement

*Treasurer Report – Theresa Meyer*
- Report is provided to everyone which includes a breakdown for the committees
- Funding request are entered as encumbered against that committee’s budget
- Need details on expected expenses for retirement gifts
- Correction is needed for the service awards

*Chair Report – Jacob Jakuszeit*
- Teresa Smith was introduced as the newest member of Classified Senate
- Met with Colleen Bendl to discuss issues that are unresolved from last year
  - Draft of the new Employee Handbook is complete
  - Vacation Leave donation policy feedback is still being gathered and will be reported to HR on September 30. Also compared against other Ohio universities comparable in size.
- Committee on Committees – current vacancies on several committees which need to have a representative from Classified Senate or a classified staff
  - JPAC (Amanda volunteered)
  - Student Services Committee (Angie volunteered)
Sorority and Fraternity Life (Although Melanie doesn’t feel this is one that needs our presence, Dana volunteered)

- Resource fair on October 4 at Baker Center. Professional Development and Relations Committee is working on a tri-fold information display and will have a booth.
- Last week was the President’s Faculty and Staff Convocation – discussed at the CSEN Executive Committee meeting with a consensus of a feeling of a product launch without a product. No concrete information given, just aspirational thoughts. Great presentation but no take-aways.

Classified Senate Committee Reports

Policy and Procedures Committee – (Chair: Amanda Graham)
- Service awards ceremony will be Oct 2 11-1. Senate members are asked to arrive at 10am. Recognizing 2 40 years of service employees and 3 retirees.
- Members are asked to wear senate shirt and black slacks
- 40-year gift will be a cedar chest with OU logo embossed on the front
- Retirees will only be given a chair/rocking chair if they have 30 years or more of service at Ohio University

Professional Development and Relations Committee – (Chair: Adam Grimm)
- Adam will reach out to Robin to see what days and times she is available to conduct a Customer Service Leadership Training
- Our group is reviewing other institutions Mentoring Programs so we can get an idea on how we want to framework ours
- A Funds Request form is being submitted for the monthly positive notes for Classified Staff
- Looking into getting a Lunch and Learn with OUCU within the next few months for Classified staff
- Next newsletter will be sent out before the end of the year.

Scholarship Sales and Recognition Committee – (Chair: Pat Bungard)
- Homecoming sales – will be asking for help through an email sign-up. Oct 12 at Howard hall and Schoonover
- Presentation on Friday for EOM. Important to have everyone there, not necessarily in Senate shirt or name tag.
- Working with Jacob to get gift bags upgraded with other donations

Ohio University Standing Committee Reports - None of the committees have met yet

Ohio University Ad Hoc Committees

Benefits Advisory Council – Heather Gould
- We reviewed how we ended FY19. We’re required from an auditing standpoint to hold reserves in case our insurance company goes under to pay for any claims left unpaid. The amount that we were required to hold in reserves increased to $5.9 million, resulting in us having to put $1.56 million toward reserves in the budget. This was a large amount that was not originally budgeted. Overall, for FY19 we ended the year using $630,100 in our healthcare reserves to cover the overage. Our healthcare reserves was $11,494,607 at the beginning of FY19 and then we ended with $10,864,507 and will start FY20 with that.
• We should be receiving a check for $312,421 because Anthem didn’t take into account all of the prescriptions that they should have for the year. USI (our consultant that we used) found this and that find covers the cost of that consultant for a few years.

• Our life insurance was awarded to Minnesota Life, which is our current vendor.

• Our disability insurance was awarded to UNUM, which is our current vendor. However, after review, we should save about $240,000 in future savings with them.

• Dental insurance was put out to bid for this upcoming year and was awarded to Delta Dental, which is our current vendor. The plan is to meet with Delta Dental to determine if there are more dentists we can get in our area.

• We will continue to use Anthem as the health insurance. However, Anthem and Express Scripts will be going out for bid again. Medical Mutual of Ohio and United Healthcare have been top contenders in the past.

• The AFSCME union contracts are up for negotiations this year. The thought of if we should negotiate the AFSCME to join our plan to avoid the Cadillac tax was mentioned. The current contract is up on March 1st.

• Another topic of conversation was the educational benefits here at OU. We’re looking at making online programs (Pearson Online Learning Service) a covered benefit. The other item discussed would be the thought of limiting the education benefit. This conversation was opened up at this meeting but information was provided that shows how many people take advantage of the education benefits, the ages of those people and if those people are spouses or children. At first the thought was to limit the education benefit based on age and the number of degrees or credit hours. We ended with disagreeing that the education benefit should limit age for spouses and that it would be safe to limit the number of degrees in some way. We talked about potentially limiting children based on age but we requested further information in order to discuss this.

**Budget Planning Council – Amanda Graham**

• Has not met

• Based on feedback from members of BPC, there is a re-examination of the role and charge taking place. The intention is for BPC to continue, but ensure it is meaningful and supportive of shared governance principles

**Joint Police Advisory Committee – vacant**

• JPAC BBQ
  o The annual JPAC BBQ will take place September 18, 5-7, in front of Baker Center. Kaisers is for dinner + a vegetarian selection + ice cream.
  o We will invite 1804 to have a presence at the BBQ. Kim Miller is part of a group that hosts difficult conversations and she also wants to have a presence at the BBQ: Open Ohio is her group. But she wants to have a “difficult conversation” at the BBQ and we agreed that this BBQ is not the forum for that type of exercise. We noted that JPAC can sponsor a difficult conversation event with law enforcement in the future. The BBQ is for informal, not formal, conversation.
  o Chad needs a blurb from 1804 to go on the Baker screen to advertise the BBQ.

• T-Shirts - T-shirts have been ordered by Liesl. The set-up fee has been paid, so new members can now just call and order the shirt
- Banners - The banner enforcement strategy has been effective. On Wednesday-Saturday of move-in week, the banners were policed. There were only eight incidents of banners that needed to come down and they were removed based on the Athens sign ordinance. All residents must have a sign permit to hang a banner and that includes banners with positive messages. Chief Powers noted that some populations find it an enjoyable challenge to hang banners and keep them up as long as possible. Jordyn told us that Student Senate condemned the banners at a meeting last night. Note: the city cannot deny a permit to hang a banner due to a particular message, no matter how offensive the message. It’s the sign ordinance that is being enforced; messages are not being censored.

- JPAC Membership - Official welcome to Liesl

- Roundtable
  - Liesl asked if tables at the BBQ are limited. (Yes.) She mentioned that Walk for Recovery is coming up; Super Hero 5K is coming up. She noted that we can put on JPAC shirts and march in community parades. She asked if we want to reach out to students’ parents through social media.
  - Kim: There will be a documentary screening of Start by Believing on 9/19 with a panel discussion after. The film highlights the survivor-centered process. Drea Kelly will be on campus October 24.
  - Maria will help with social media.
  - Barb: Community ambassadors came back early this year and welcomed students at the armory. The event was sparsely attended. Ambassadors went into neighborhoods on Tuesday, Wednesday, and Thursday and noted no banners--the banners came out Friday. Most students seemed to move in midweek, later than expected.
  - Karen has observed students having quiet evening activities when she walks her dog. She suggested having a meeting to discuss future plans/programs.
  - Toby: What is the completion date for the Richland Avenue project? Ron: at least two more weeks.
  - Sarah has been added to some west side FB pages talking about crimes on the west side. The undercurrent conversation on social media is that the west side is not as safe as the rest of Athens and the city doesn’t care. There is a feeling among west-side residents of discontent and being neglected. Chief Pyle is happy to sit down with the West Side Neighborhood Association and talk about safety and crime data. He begins these kinds of conversations with, “What are your expectations?” Sarah asked about the recurring peeping Tom issue and Chief Pyle said that no one has reported a peeping Tom to the police department. The majority of the city’s thefsts take place on Court St. and in Walmart. The police can’t do anything if people don’t report crimes. Ron said it would be good to have a JPAC presence at the westside BBQ on September 27.
  - Chief Powers: The OUPD will host its annual recognition ceremony on 9/10 at 7 pm in Walter Hall Rotunda.
  - Ron encouraged JPAC members to have an email conversation about social media in the next couple weeks.

Training Advisory Council – Melanie Quolke

- SKILLSOFT INTRO & TESTING - August 20, 2019
  - ohiopdp.skillport.com
    - Login with your Ohio ID and Password
  - Featured Content ➔ already identified content that individuals in the university have identified as needed
  - Any issues or errors with courses use the support tab or contact Michael Greene mgreene@ohio.edu (Learning and Development Administrator)
Instructor Led Training ➔ session scheduled, but individuals can explore content at any time by themselves

Learning Approval Requests ➔ if people have experience that covers a topic in Skillsoft they can seek approval to be waived from a course

View Learning Plan ➔ specific learning plans can be assigned if pursuing a particular pathway

Can design your own learning plan as well

General Learning Plan and Personal Learning Plans are known as “sets”

You can add learning events for non-Skillsoft trainings that are equivalents

Bookmark only works in the Library section

Programs on anything can be built for groups

Other Committees

Women’s Achievement Dinner Planning Committee – Heather Gould

- We met on 9/9/19 and an overview of the event was provided
- We discussed if it was still okay to have nominations and self-nominations. Everyone agreed that it was and this should continue
- We also discussed increasing the cost of the tickets from $25 to $30 this year to help cover the cost of selling the tickets using the Bursars office. A portion of the proceeds go to the Bursar’s office for selling the tickets but we’re unable to sell them the same way as last year
- We talked over the nomination forms to determine what we thought should be included on the forms and what documentation should be included if nominating yourself or someone else
- Normally held in the spring (based on historical information)

Homecoming Parade Committee – Melanie Quolke

**ITEM 1: Timeline**

- Float completion date
  - 4 weeks to complete the float
- Concept Finalization by Friday September 13th
- Definite building date: Saturday October 5th

**ITEM 2: Concept Development**

- Theme incorporation – “1804 and so much more”
- Judging Criteria – Uniform dress/theme
- Concept – “We Are So Much More”
  - Classified Employees Marching in the parade will have signs that say things like “Mother,” “Coach,” “Nature Enthusiast,” “Dog Lover,” whatever the employee is outside of their position at the university

- Materials
- Trailer dimensions: 6’6” by 10’
- PVC Pipe to hold up banner
- Material ideas for banner and how to attach PVC Pipe
- Cardboard for university buildings?
- Paint
- Poster board for individual signs
  - Make sure to have a diverse set of signs (AKA not a million “Mom”s)
- Pallets for base
- Wood sheets for top of pallets
- Grass underneath the buildings? – Astro turf carpet?
- Handouts for the parade?
  - Candy
  - Pencils
  - Not sharp objects
- Towing car

**ITEM 3: Participants/Involvement**
- Survey to Classified Staff
  - Response date → final numbers by October 5th
- What can senate contribute/pay for?
- Aggregation of materials → if people can help or snag us an item to use
- Survey Staff for participations
  - Invite all classified staff to participate
  - Due to size of the float all participants will need to walk this year
  - Want to help assemble, march, etc.
  - Get Survey out by 09/20/19

**ITEM 4: Things to watch out for...**
- Fire extinguisher needed on float/car
- Safety blocks for tires

**Guest: Annie Laurie Cadmus – Healthy Ohio**
- Data is safe
- This program is for us and spouse to help us be healthy
- Door hanger sent out instead of postcards to encourage taking breaks
  - Designed to be used in many ways and has information on the reverse about the program
- There are two incentive programs under Healthy Ohio for benefits enrolled employees and their spouse
  - Biometric health screening (see website for Regional Campuses)
    - Athens has 2 locations
    - Physician Screening form (Athens and Regional campuses have different forms)
    - $60 payment for each person
  - Virgin Pulse
    - Based on your personal interest
    - Lots of ways to interact
- Up to $50 per quarter per person (paid on the benefits carrying person if both are OU employees)
  - Walking challenge starts October 12 in teams of 8
    - Take a break poster and marketing – let Annie Laurie know if you would like to display
    - Wellness Champions
      - Why
      - Hidden benefits
      - Watch for information in Healthy Ohio Newsletter on hidden benefits
    - Risk Reduction for benefits eligible employees
    - Wellworks participation can lead to payment of fitness center membership

Old Business and New Business was not discussed due to the lack of time

Adjournment
Jacob motioned for adjournment with Melanie seconding. The meeting adjourned at 12:00 PM.