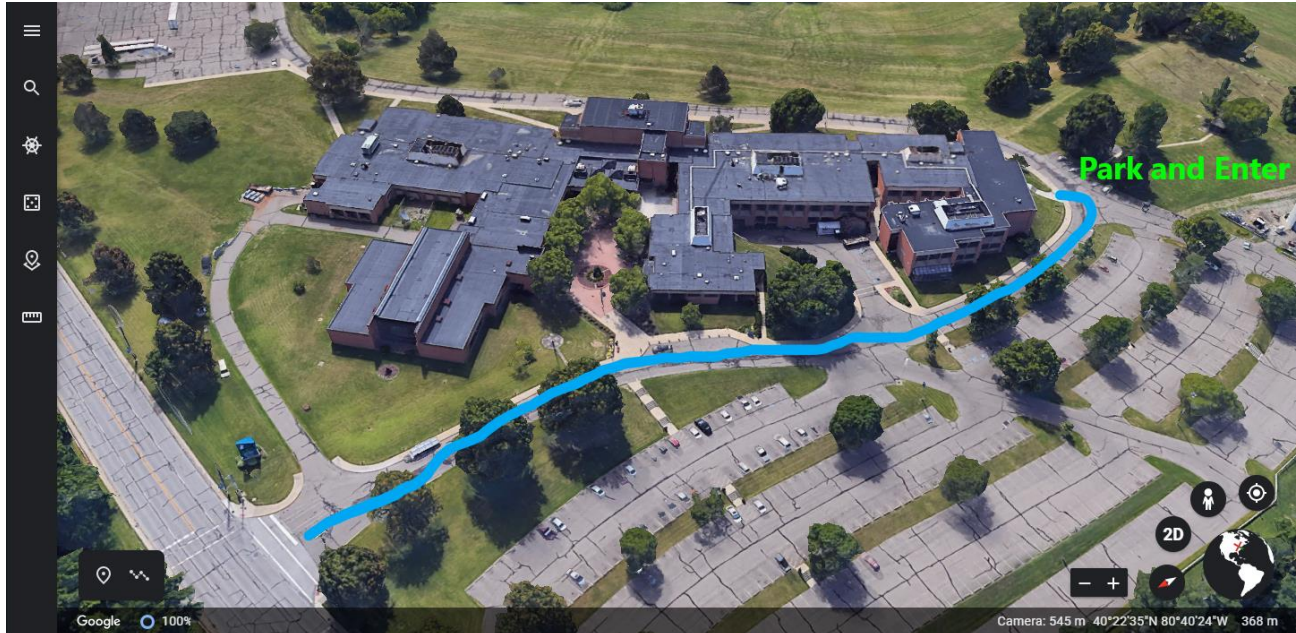


# OEA Steubenville Drop-In Office Protocols

The lease for the office space in Steubenville, Ohio, on the Campus of Eastern Gateway Community College (EGCC), includes unlimited 24/7 access to a suite of conference rooms with in-suite restrooms and a kitchenette. The property has ADA access/parking and a large parking area (see image attached). The property also has available a large media space, vending machines, a student lounge, and lecture rooms available on a first come first serve basis through EGCC. EGCC WIFI is available on premises.



Eastern Gateway Community College  
4000 Sunset Blvd., Steubenville, OH

The Labor Relations Consultants assigned to the Brilliant and Ohio River Leadership Councils will be provided a key and necessary access to the building and office. The Regional Director who supervises those LRCs will also be given a key for access to the building and office. Additionally, one key will be kept at the OEA-Zanesville office. Upon the execution of the relevant agreement with OEA, both the Local Union President of EGCC (the host local) and the EOE Director will also be given a key to the office. These keys should not be given to members or leaders for their use without prior approval from the Regional Director. If a plan attorney or other OEA staff person picks up a key from the OEA-Zanesville office to meet with a client or group of members, that key, once used, should be returned to the office by the person who borrowed it.

## Scheduled use of space

For scheduled use of the space, the Local Association should notify their LRC of their desire to utilize the space. The LRC will advise their Administrative Secretary of the dates and times the space is needed as far in advance as possible. The Administrative Secretary will then contact the Regional Director's Administrative Assistant with the date, time, and name of the local for whom the space is reserved so that it may be noted on the master calendar. If the space is unavailable, the Administrative Secretary will work with the LRC to schedule alternate dates and times or possibly alternate locations.

# OEA Steubenville Drop-In Office Protocols

---

---

The holder of any key will be responsible for immediately notifying his/her Regional Director and the Administrative Assistant in the event a key is lost or stolen. The Regional Director will be responsible for securing a replacement key.

## Available Hours of Use

The space is available without front desk admittance, Monday through Friday from 7am to 10pm, and Saturday from 7am to 7pm. Users of the space outside of those windows will need to register with the front desk of the building in order to gain access to the space.

## Relevant points of contact

- Brilliant Leadership Council Labor Relations Consultant
  - Jonathan Knapp – [knappj@ohea.org](mailto:knappj@ohea.org) – 206-948-6422
- Ohio River Leadership Council Labor Relations Consultant
  - Randie Cosby – [cosbyr@ohea.org](mailto:cosbyr@ohea.org) – 609-206-6478
- Administrative Secretary
  - Melissa Wilson, Administrative Secretary – [wilsonm@ohea.org](mailto:wilsonm@ohea.org) – 740-439-7751
- Regional Director
  - Bret Benack – [benackb@ohea.org](mailto:benackb@ohea.org) – 614-227-3103
  - Administrative Assistant, Laura Simonini – [nadererl@ohea.org](mailto:nadererl@ohea.org) – 614-227-3116
- Eastern Gateway Community College
  - Bob Roeschenthaler – [rroeschenthaler@egcc.edu](mailto:rroeschenthaler@egcc.edu) – 740-264-5591, Ext. 1726