

OHIO NORTHERN UNIVERSITY
Administrative Staff Council Minutes

Monday, August 13, 2018
11:00 a.m.
Taggart Conference Room

Present: Bill Ballard, Maria Cronley, Dan DiBiasio, Ann Donnelly Hamilton, Katie Fitzgerald, Trevor Jones, Laurie Laird, Matthew Lambdin, Kirsten Osbun Manley, Tonya Paul, Kelly Shields, Dylan Wood, Sharyn Zembower

Absent: None

Call to Order: 11:00 a.m.

1. President Dan DiBiasio opened the meeting and shared that this coming year will be a work in progress as the council begins its first year in existence. We may need to reassess throughout the year to ensure the council is productive.

Please reach out to your constituents regarding topics to bring forth for discussion.

2. New Business

- a. Tonya Paul stated that starting August 14, Human Resources has several (a dozen or more) communications that will be shared with all employees. One communication will be shared per day approximately mid-day. Communications will be regarding a variety of topics including standard annual compliance, reminders, save-the-dates, Healthy Campus program, fringe benefits, Department of Labor memos, and new resources including a new page titled "How to at ONU." A consolidated handbook for both administrative and support staff has been condensed to approximately 30 pages. The handbook will be brief and will include links to more detailed information (e.g., Title IX). All communications will come from hr@onu.edu
- b. Question: Concern was raised over high healthcare premiums, deductibles and out of pocket max amounts and how this might affect the financial situations of employees on the lower end of the salary range. This individual recommended a "per person" model with a family maximum for deductibles rather than the current system because of the large gap in what would be insurance for one person versus two people.

Discussion: (Tonya Paul) We will investigate this. We are in the thick of evaluating next year's healthcare. We work on the next year's healthcare every July, August, and September.

(Dan DiBiasio) Being self-insured, what happens in the year prior often affects

what we are able to offer in the following year.

- c. Question: Why are administrative staff only recognized after 20 years of service?

Discussion: (Tonya Paul) We would like to change that. The support staff are recognized beginning at five years and then in five-year increments. This has been on the list of initiatives, but this has been deferred in the past mostly due to cost. The 20-year recognition came to be this way because it mirrored the faculty designations.

(Dan DiBiasio) But there are other touch-points in the tenure-track pathway. This is a good ongoing item to talk about.

(Tonya Paul) This is slated as a spring proposal. There are drafts already that include plaque programs and gift programs.

The council has been tasked by Tonya Paul to find out what motivates our class 2 and 4 peers.

- d. Question: It has been several years of slight raises and circumstances have been so where the University hasn't been able to offer the larger raises, but there are other ways that would increase moral just by offering some small allowances/freedoms on something like dress code. Could we relax the dress code when students aren't on campus?

Discussion: (Tonya Paul) The current dress code does allow for some flexibility during the summer.

(Matt Lambdin) A suggestion is to create an employee purchase program where faculty and staff can order ONU apparel deemed as appropriate at more affordable prices. However, this might cause issues with the Barnes & Noble contract.

(Dan DiBiasio) With the handbook being published soon, we can revisit this policy and these suggestions before the next meeting. We also need to consider the Barnes & Noble contract.

- e. Question: Parking is quite the issue in the Lehr lot and is becoming more crowded. It's really hard to get a bigger car through the left most drive and especially hard to drive past a larger vehicle parked there. Can modifications be made (e.g., extending the drive, removing the barrier to provide additional room to accommodate vehicles)?

Discussion: (Bill Ballard) We will explore options to address this issue.

- f. Question: What is the compensation for a staff member to perform the onboarding process? Are employees compensated for doing their paperwork, IDs, etc., prior

to the official start date??

Discussion: (Katie Fitzgerald) There is no compensation for onboarding prior to the official start date. Onboarding is all performed online. It is not required to meet before your start date. A lot of new employees come the morning of their first day. If they choose to come in prior to their official start date, it is on a voluntary basis.

- g. (Dan DiBiasio) One of the topics mentioned in the spring was the desire to move forward with employees of administrative classifications to sit on certain university-wide committees. Three rise to the top: Budget and Appropriations (however, this is a constitutional committee, so there will need to be a constitution change to allow administrative and support staff members to be on this committee), Health Services Advisory Committee, and Retirement Plan Oversight. Others may come up ad-hoc.

(Bill Ballard) Budget and Appropriations meets regularly. The committee is scheduled weekly but does not always meet every week. Retirement Plan Oversight is quarterly. HSAC typically meets 3-4 times per year.

(Tonya Paul) The Retirement Plan Oversight Committee consists of several administrators that handle retirement plans in the course of their job duties, the Budget and Appropriations chair as an at-large position, Dexter Woods, TIAA, and Plan Pilot. The committee meets for hour-and-a-half meetings. It is a lot of information, but high-impact good information.

(Dan DiBiasio) The committee is authorized to make changes about where we have our retirement portfolio invested—and we have replaced some managers with others that have a better track record to make sure it is well positioned for growth.

(Bill Ballard) Members of this committee take on a fiduciary responsibility. The committee devotes time to continuing education on the topics.

The council was reminded by Bill Ballard that by putting members of the Administrative Staff Council on these committees, it is the responsibility of the council members to come back to council meetings with committee information so all members of the council can take the information back to constituents.

- h. Question: (Matt Lambdin) Regarding the BMI audit, did we (ONU) initiate that or was that recommended as a risk management initiative?

(Tonya Paul) Each year we talk about ways in which we can manage our plan better. This was recommended several years ago by our broker USI. With as many changes as our health plan has undergone in recent years, we held off, but this is the first year. After this initial audit, Human Resources will take on the role

of auditing new plan members. There have already been individuals identified that will be coming off the health plan.

(Matt Lambdin) Will there be restitution from those who illicitly used the plan?

(Tonya Paul) We do not know who they are and why they are coming off the plan at this point. We do not have this information from BMI and this is yet to be determined. Additionally, we have a guarantee of savings from BMI, so engaging a third party has no additional cost to the University.

- i. The next meeting time has not yet been determined. The President's Office will send a scheduling poll to council members. The council was asked to send avoid times to Ann Donnelly Hamilton.

Respectfully submitted,

Dylan Wood
Secretary of Administrative Staff Council