

OHIO NORTHERN UNIVERSITY
Administrative Staff Council Minutes

Wednesday, September 5, 2018

11:00 a.m.

Taggart Conference Room

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

Absent: Matthew Lambdin, Tonya Paul

Call to Order: 11:00 a.m.

Old Business

1. Health care deductibles – Tonya Paul contacted the insurance broker regarding the questions raised.

The Core Plan is “Embedded” which means if you have other family members on the plan, each family member must meet their own individual deductible until the total amount of deductible expenses paid by all family members meets the overall family deductible. The exception is the preventive care and any benefit that is a dollar (\$) copay.

The HDHP is “Non-Embedded” which means if you have other family members on the plan, the overall family deductible must be met before the plan begins to pay for anyone in the family. There is no “individual” limit. The exception is the preventive care.

The out of pocket works the same way.

2. Administrative staff recognition – the Council was asked to survey their peer group regarding methods to recognize administrative staff

Many ideas were brought by the Council, including an employee of the quarter/month program, preferred parking, paid time off for the employee’s birthday, volunteer day(s) off to be involved in the community, closing early/half-days, four-day work weeks in June in July, and a simple card of thanks.

Katie Fitzgerald indicated that Human Resources has been investigating recognition programs. These suggestions are morale boosting for all of campus. The Council was challenged to identify methods that specifically benefit administrative staff.

Trevor Jones, Katie Fitzgerald, Sharyn Zembower, and Tonya Paul will continue this project as an ad-hoc subcommittee.

3. Dress code – Bill Ballard is actively balancing the Barnes & Noble contract and finding a way to provide items at a lower price point in conjunction with current Barnes & Noble offerings. The Council was also reminded that faculty and staff receive a 15% discount at the Barnes & Noble bookstore.

(Dan DiBiasio) The staff dress code implies that if an item is not listed as prohibited, then it is permitted.

The Council suggested the administration include an explanation of the intention of the dress code in the Staff Handbook as this may make what is deemed as acceptable clearer.

4. Parking issues in lot Lehr Lot (between Courtyard Apartments and US Bank) – The Parking Committee is including this lot and the parking lot behind Lehr Memorial Building in its conversations.
5. BMI Audit – The dependent audit is still underway and is 87% completed. Human Resources is reaching out to non-respondents. If employees are experiencing issues obtaining documentation, they are encouraged to talk to Human Resources.

At last count, 12 individuals are coming off of the health plan. Most individuals coming off are being requested to come off of the health plan as opposed to being forcibly removed (example: an employee's child has graduated college and has their own health insurance, but the employee was waiting until open enrollment to remove them).

This process will be completed before bids for 2019 health plans. This should positively affect the bids we receive.

New Business

1. Question: Will the \$300 lump sum deposit in February for those achieving the benchmark number of Healthy Campus points be taxed as income?

Discussion: Yes, this will be taxable income. However, pre-tax deductions will increase because the healthcare premiums will not have the Healthy Campus discount applied. This change was made to be brought into compliance; the tiered discounts previously offered through the Healthy Campus plan were not in compliance.

The question was raised about whether or not these funds could be deposited into an HSA. The answer is no; because we administer two plans and the Core Plan is not eligible for an HSA, it is not possible to have two types of distributions.

2. Question: Employees' names, photos, titles, office addresses, and telephone numbers are all made public. Is it necessary to make the directory available publicly or can it be made accessible only by those inside ONU?

Discussion: There is a protocol in place to have information removed from the directory,

if necessary. Employees are encouraged to go to Human Resources and explain the situation if there are concerns.

Dan DiBiasio asked if this protocol is codified in procedure. Katie Fitzgerald answered that it is not. The administration recommended that it be put into written policy.

3. Concern was brought to the Council that University Council, Faculty Governance, and the Faculty Handbook at times conflict with the Staff Handbook and this is discouraging for staff.

Discussion: (Maria Cronley) We intentionally cross-reference the faculty and staff handbooks to make sure the topics are aligned. The Faculty Handbook is undergoing revisions to align with the Staff Handbook. If there is a misalignment, please make Academic Affairs and Human Resources Aware.

The question was raised about why the Faculty Handbook is only accessible by faculty while the staff handbook is open to the public. This will be investigated by the administration.

(Maria Cronley) At many universities, you cannot see the faculty handbook. This is common practice.

4. Reassurance has been sought that every option is considered to reduce healthcare costs and that out of the box options, such as partnering with other universities, is considered.

Discussion: (Bill Ballard) We are always examining options. From experience, healthcare consortiums have traditionally been unsuccessful. Overall, there is a reluctance to move to conform to other universities; by having our own health plan, we can make decisions for our employees. This would be less possible if other universities became involved.

The reason our healthcare costs are high is because we have a high number of claims. Fewer claims would decrease overall costs for everyone on the health plan. In the last three years, the trend rate is 8.8% increases.

Bill Ballard assures that the administration is reviewing all possible options.

5. Kelly Shields closed the meeting with sharing positive notes received from administrative staff constituents:
 - a. Positive feedback was provided regarding the post-retirement healthcare changes in transparency and rationale from the administration.
 - i. Those affected will also have an opportunity for a more in-depth explanation of the decisions.
 - b. Many have expressed positive feedback on the formation of this Council and appreciate the opportunity for administrative staff to be provided with a voice on campus.

Announcements

1. The October meeting currently scheduled for Wednesday, October 3, 2018 at 11:00 a.m. will be rescheduled due to multiple scheduling conflicts.

Respectfully submitted,

Dylan Wood
Secretary of Administrative Staff Council