

**OHIO NORTHERN UNIVERSITY**  
**Administrative Staff Council Minutes**

Tuesday, October 23, 2018

3:00 p.m.

Taggart Conference Room

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

Absent: None

Call to Order: 3:00 p.m.

Old Business

1. Staff recognition
  - a. Options for the staff recognition program were discussed and examples of potential awards were presented. Research regarding similar programs at other institutions was presented.
    - i. Options include plaques, magnetic lapel pins, and a recognition event.
    - ii. The pins come at a small cost and are flexible—i.e., can be worn or displayed on a plaque.
    - iii. Retroactive awards dating back an individual's last milestone would be an initial cost for this program. Subsequent costs would be much smaller as less awards would need purchased.
  - b. Additional ways to boost staff morale were discussed. Updates to the Paws for Thanks program are in the works.
  - c. Events recognizing staff need to be mindful of employee's time. For example, an evening dinner and banquet will not work. A luncheon or afternoon reception was provided as an alternative.
  - d. Additional awards were also presented as an option and discussed.
    - i. Example awards included a President's Award for accomplishments that go above and beyond the scope of an individual's regular duties that benefits the university community as a whole, Polar Bear Spirit Community Service, and Employee of the Year awards.
  - e. Further development of this program will occur with consideration to keeping this program from becoming political and maintaining it as a recognition tool.
2. Parking in lot across Main Street from Lehr Memorial
  - a. Greg Horne is actively working on a solution. No outcome at this time.
3. Dependent Eligibility Audit
  - a. Human Resources is still working with the last few individuals that are gathering the requested documentation for the dependent audit.

- b. We should see between \$50,000 and \$60,000 worth of savings, but we will not know until we get through some claims experience. Even then, it will be difficult to attribute what was the result of the audit versus changes in claims.

## New Business

1. Name badges
  - a. There have been complaints from faculty and staff members that our name badges are difficult to read and scratch and damage easily.
  - b. Another issue is there is no standard format. Each department orders name badges differently; e.g., some list titles, some do not.
  - c. Katie Fitzgerald will investigate this matter for resolution.
2. Use of sick time
  - a. A question was brought asking if administrative staff can use leave time in increments smaller than a half day.
  - b. This is not an option at this time.
3. Changes in healthcare plans
  - a. The committee asked what the cost savings look like.
  - b. Separating vision and dental from the medical plan is about opening choice. Employees no longer have to subscribe to dental and vision whereas it was previously bundled, and everyone paid for it whether they needed it or not.
  - c. The total amount of claims is expected to decline as people switch from the Core Plan to HDHP.
  - d. The changes in prescription benefits will provide much of the cost savings. With the pharmacy benefit manager change, we have the possibility to make changes as we go which opens possibility.
  - e. Tools are being made accessible to help individuals manage healthcare and healthcare costs, such as Teladoc and Cost Estimator. These tools provide savings for both the plan and the individual. If more people use these tools, we will experience a shift in healthcare costs. This ultimately affects premiums and incentives.
  - f. There is concern among staff regarding marketing of how going to the Healthwise Pharmacy saves money. How can this be further communicated beyond forums and e-mail?
    - i. Department meetings and faculty meetings were suggested as an additional place to cover changes.
  - g. The Healthwise Pharmacy's hours of operation were raised an additional concern. On campus delivery is a possibility but there are logistical hurdles and liabilities to overcome.
  - h. The University is trying to attain the goal of 75/25% cost share for employer and employees. The exact amount fluctuates some each year. Adjustments are also considered each year to help attain this goal. The University continues to examine possible options that can provide savings to future healthcare costs.
4. Planned vacation
  - a. Issues with employees feeling vacation is inaccessible due to operational need were discussed. Human Resources stated that vacation is a benefit that staff

should be able to utilize. Departments should be coordinating how essential functions are covered during planned absences. Tonya Paul and Katie Fitzgerald can provide counsel to departments needed assistance.

- b. If an employee goes on leave unexpectedly, Katie Fitzgerald works with the department manager to consider needs for that area.

#### Announcements

1. The next Administrative Staff Council meeting will be held on Friday, November 16, 2018 at 3 p.m. in the Taggart Conference Room.

Respectfully submitted,

Dylan Wood  
Secretary of Administrative Staff Council