

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

Friday, November 16, 2018  
3:00 p.m.  
Taggart Conference Room

Present: Bill Ballard, Maria Cronley, Dan DiBiasio, Ann Donnelly Hamilton, Trevor Jones, Matthew Lambdin, Tonya Paul, Kelly Shields, Dylan Wood, Sharyn Zembower

Absent: Katie Fitzgerald, Laurie Laird, Kirsten Osbun Manley

Call to Order: 3:00 p.m.

Old Business

1. The subcommittee established to work on staff morale and recognition did not meet as Katie Fitzgerald is out on leave. The subcommittee will resume when Katie returns.

New Business

1. Dan DiBiasio requested the committee to look at the Wednesday, December 19 Administrative Staff Council meeting already scheduled and asked if it was possible to reschedule the meeting for Wednesday, December 12 at 2 p.m. The committee agreed to move the meeting as proposed.
2. A staff member asked how staff are made aware of upcoming meetings and topics so staff can provide feedback or bring issues forward for discussion.
  - a. The next meeting date has been included in the minutes. The meeting date will now also be included in e-mail communications when minutes are e-mailed to constituents.
  - b. Requests for discussion topics are solicited from constituents prior to each meeting.
3. A staff member made an inquiry regarding timely notifications when there is a series of thefts or other incidents. After several items were stolen in one building, a general campus announcement was sent reminding people to secure their offices and belongings. Can this be taken a step further?
  - a. A campus list e-mail did come from Public Safety, but this was a general reminder. The incident in question was determined to be an isolated incident and did not warrant a campus alert. If a pattern were to emerge then we would want to notify the campus community. Further conversation about alerts is warranted. An alert should be designed to communicate that something has occurred and there is a present danger or risk present. There are clear selection criteria on what warrants a campus alert.
  - b. Public Safety is actively working on having a cohesive report and has made progress on a campus reporting system. Finding a way for the campus as a whole to be informed is a priority.

- c. Campus alerts with push notification capability was suggested as a potential feature to the new ONU mobile app.
        - i. Sharyn Zembower added that a new mobile app is being developed and is scheduled to be rolled out this upcoming summer. The new app contains a new look with new features, including a new alert system that allows for different types of alerts.
- 4. Several departments have requested active shooter training. How can active shooter training be realistically rolled out to departments?
  - a. This training, by nature, is very disruptive to operations and is very difficult to schedule. This is a topic that needs to become more routine.
  - b. This topic will be discussed at the next cabinet meeting to identify a reasonable structure to implement training across campus over a period of time.
  - c. Dan DiBiasio held a Q&A with students that revealed students have an interest in active shooter training, as well.
- 5. Several staff members have indicated an interest in an administrative staff mentorship program. Mentorship is considered as important to members of this classification because many are young professionals or experienced professionals coming to the academic setting from other industries.
  - a. Human Resources has already requested details of the faculty mentorship program implemented by the College of Arts & Sciences as this program has been successful. Human Resources will research this topic and what other universities have implemented.
- 6. There have been many questions, comments, and concerns from staff members about the cleanliness of buildings in terms of health and safety and also from a perspective of staff members fulfilling the job descriptions of Physical Plant workers. Particularly, buildings do not seem to be getting cleaned. In one building, a staff member reported the bathrooms have been restocked but not cleaned in weeks and classroom desks have not been cleaned all semester. Work orders are being submitted but corrective action is not being completed. Staff are being asked to perform more custodial and maintenance duties and, from a safety standpoint, staff are not necessarily properly trained in safety procedures. People are getting on ladders and changing light bulbs themselves. From a union standpoint, are staff allowed to perform custodial duties or is this encroaching on the Physical Plant's union contract?
  - a. The administration stated that the University is paying Sodexo to perform a service and is not asking for staff to staff on additional duties and assume additional risk in performing cleaning or maintenance duties to which they are not assigned.
  - b. The administration indicated that departments where work orders are being submitted and not completed should make the administration aware.
  - c. A campus communication was recommended as a starting point to communicate the expectations of what would should be completed and on what timeline. It was indicated that each building should have a building manager that has copies of these specification sheets. This will be confirmed.
  - d. Dan DiBiasio indicated that Marc Staley should be invited to the next meeting to discuss these issues.
  - e. A question was asked regarding if there is a better way to pass along information, such as a bathroom being deficient or the presence of extra garbage, because sometimes it takes days to get a work order addressed.

- i. The administration acknowledged that there are shortcomings in the existing work order process. Sodexo is in the process of rolling out a new work order system.
- f. Maria Cronley added that this is a theme that has been seen as a structural and system-wide issue in FFP reports.

#### Announcements

1. Questions that were asked during the FFP forums will be compiled into an FAQ document that will answer the questions in more detail for the campus community and particularly for those were not available to attend either forum.
2. We are currently active in Open Enrollment. New resources and tools are available on the Human Resources website to assist employees with decision making. Human Resources is available to work with employees.
3. The next Administrative Staff Council meeting will be held on Wednesday, December 12, 2018 at 2 p.m. in the Taggart Conference Room.

Respectfully submitted,

Dylan Wood  
Secretary of Administrative Staff Council