

OHIO NORTHERN UNIVERSITY
Administrative Staff Council Minutes

Friday, November 12, 2018

3:00 p.m.

Taggart Conference Room

Present: Bill Ballard, Maria Cronley, Dan DiBiasio, Ann Donnelly Hamilton, Trevor Jones, Kirsten Osbun Manley, Laurie Laird, Matthew Lambdin, Tonya Paul, Kelly Shields, Marc Staley (guest), Dylan Wood

Absent: Sharyn Zembower

Call to Order: 2:00 p.m.

Old Business

1. Human Resources is researching the suggestion of an administrative staff mentorship program. Input has been solicited from the College of Arts & Sciences who have established a faculty mentorship program.
2. Bill Ballard is working with Greg Horne in Public Safety regarding the availability of A.L.I.C.E. training.
3. Many suggestions have been submitted to the council regarding ways in which to build campus morale. These suggestions are being submitted to the administration. Tonya Paul requested these suggestions so they can be taken to the cabinet level. The Office of Human Resources maintains a list of initiatives to address employee morale. Human Resources actively adds to this list as a part of the office's strategic planning and initiatives process.

New Business

1. A staff member had inquired about leave accrual: when is leave added to an individual's balance and when is leave taken is deducted? Is it possible that an employee that is currently at the maximum level of vacation misses out on accrued leave because it is added on a pay date and not reported as leave taken until after the pay date?
 - a. Leave accrual is a part of the pay roll process. Because administrative staff report on a monthly basis outside of the payroll process, there is a lapse of time that occurs before leave taken and leave accrued post. It does accumulate properly, but there is a delay.
 - b. Employees can talk to Kailee Weiker in Human Resources to audit their leave time. Glitches do occasionally occur, but Human Resources will work with employees to fix any issues.
2. A staff member inquired about the campus holiday schedule and questioned why the number of holidays in a given year varies and if there is a possibility of making the number of holidays consistent.

- a. The campus holiday schedule logic is relatively new and is heavily affected by where Christmas Eve, Christmas, New Year's Eve, and New Year's Day fall on the calendar. The campus closure between Christmas and New Year's is still new. The university wanted to be generous moving forward, but some adjustments were needed. A day was removed from Easter as well as the half-day before Thanksgiving to allow for added holidays. Overall, this is a net increase in holidays in comparison to the old calendar.
 - b. The holiday schedule is consistent with peer institutions.
 - c. The holiday schedule is planned five to six years in advance and is provided on the Human Resources website (http://www.onu.edu/files/5-yr-holiday-schedule_19-23_0.pdf) in the benefits section as well as the annual holiday schedule logic (http://www.onu.edu/files/annual_holiday_schedules_0_0.pdf).
3. Marc Staley was invited to the meeting to address the questions, comments, and concerns from staff members regarding the cleanliness of buildings and staff members performing custodial and maintenance tasks outside the scope of their position.
- a. Sodexo's cleaning procedures and custodial building standards were shared with the council and administration and will be included in the meeting minutes.
 - b. Prior to the meeting, Marc Staley reviewed the minutes from the November 16 meeting and reviewed the custodial work orders issued this semester. The majority of issues are being reported from the science complex area. Custodial has seen a lot of transition in this area.
 - c. The work orders issued do not indicate that there is a large issue. Marc Staley and the Sodexo management team are dedicated to addressing issues. He asked that any issues be reported to the respective building manager.
 - i. The building managers for Physical Plant are the same as established by Public Safety. This list used to be an attachment in the Emergency Procedure Manual but is likely outdated. There is an online list that is also outdated.
 - ii. The administration offered that it will likely be more effective for the occupants of each building to determine their own building's most effective mode of contact for Physical Plant work orders.
 - iii. Work orders should still go through the work order system. The building manager (or designated individual for work orders) is intended to be used as a means to escalate an issue if needed.
 - iv. Not everyone has access to the work order system. It is dependent upon area. Physical Plant is working on codifying who should have access. At this time, most administrative assistants have access.
 - d. Marc Staley acknowledged that Physical Plant has made cuts in services and personnel due to reduced contract levels requested by the administration but has not lowered standards. The council and administration were assured that Physical Plant wants to be made aware of any issues so they can be resolved. Physical Plant will identify deficiencies and issue training where needed.
 - e. In regard to maintenance, all maintenance workers are being issued tablets to address work orders on a real-time basis. There is expected to be a learning curve, but this is anticipated to be an efficient move in the long run.
 - f. The council expressed appreciation for Marc's attention to the matter and sharing the cleaning procedures.

- g. The council suggested asking the campus to complete a satisfaction survey. An alternative was proposed to distribute the procedures and standards provided at the beginning of January and revisit in the coming months to address remaining issues.
- h. Marc Staley shared that there is still restructuring of custodial duties. Further instructions will be coming in the new year. The campus community is asked to communicate with Physical Plant if the needs of any areas are not being met.

Announcements

1. The next Administrative Staff Council meeting will be held on Tuesday, January 22, 2019 at 9 a.m. in the Taggart Conference Room.

Respectfully submitted,

Dylan Wood
Secretary of Administrative Staff Council