Class 5 Meeting Minutes  
May 17, 2013

PRESENT: Dr. Dan DiBiasio, Mr. Bill Ballard, Jen Roby, Pam Tenwalde, Jane Williams, Dorothy Brown, Brenda Hamlin, Heidi Leek
Absent: Tonya Paul, Sherry Agin,

Meeting was called to order at 11:00 a.m. Motion was made to approve the April 2013 minutes. Heidi motion, Dorothy second.
(Please note that the link has been established for the Class 5 Meeting Minutes. You can find the minutes at: http://www.onu.edu/administration/human_resources/faculty_staff/support_staff).

New Business:

- The President’s office personnel will be relocating to Alumni House for 60 days due to office renovations to the President’s suite and conference room.

- Discussed a meeting time for review of the Class 5 handbook over the summer. The President hopes to have a one day “retreat” to accomplish this. June will be the target month to have this meeting to keep to the distribution schedule of late August, 2013.

- The Hotline website will be distributed to everyone at the beginning of the academic year.

- Addressing the delay in Class 5 minutes distribution: March and April have not been distributed and this is a disservice to all Class 5 staff. Jeff Reiman agreed to have the entire minutes document posted in the body of an email and sent out as a sec-l until such time as the website link is established. The May 2013 minutes will also be distributed this way. By then, the website link should be ready to go. (Update: The website was established in April but there was a communication hiccup—our apologies to everyone).

- The ONUSA meeting on May 15 went well. The survey responses have been positive so far. Officers and committee makeup will be next on the agenda to keep this organization active.

- Credit cards and e-receipts: Credit card companies are now offering the opportunity to “efile” receipts (scanning receipts and sending instead of paper copies). What is the possibility of the Controller’s office trying this? Mr. Ballard: the credit cards have been identified as a risk management issue and will be reviewed within the next 6 months. Beth Runser will be the reviewer and will look at how we can improve the efficiency of using the credit cards. He will discuss the iCloud solution with Beth to see if it may work. Class 5 suggestions: maybe a desktop scanner will eliminate the multiple handling of receipts; possibly use the office copier/scanner and keep receipts electronically; set up a folder on the P drive. Mr. Ballard: if you are using the copier to scan, this is not a file retention system, you’ll have to rename, save and place in folders. Class 5: if done at the time of input, at your desk, then the sorting, waiting for copier, etc. will be eliminated. Some training would be good for everyone. President: This is worth pursuing, it’s a good thought.

- Feedback on ALICE training in King Horn: very enlightening. Didn’t expect the gunshots to sound so loud. It’s given everyone something to think about. There was not a good plan in
place on notifying everyone to safely exit the building. Mr. Ballard: They didn’t segregate the area and a faculty member who just happened to be in the building had a gun held to his head. Needless to say, the faculty member was very upset. Other workers in the building were also unaware of the training exercise and came running when they heard the loud noise. The faculty in the building knew about the training exercise, but in real life this would not be the case. All personnel should plan an escape route; also, be more aggressive towards the gunman instead of agreeing with the gunman, anything to possibly thwart the gunman’s intentions. This is a new approach. Q: Why don’t our security officers carry weapons? Mr. Ballard: There is a standing board resolution that lets the President make the call on carrying weapons. There is a fairly large cost involved with certifications, etc. President: Most campuses do not carry weapons, with the exception of urban campuses. Mr. Ballard: some discussion has been held on Tasers being used on campus.

• The POLAR supply exchange went very well. Nine tables were full of items. This was the most successful year so far. Mr. Ballard: The Residence Life office took a large amount of “stuff” to ReStore. Very successful.

• From the President: For the past 2 years, the University has experimented with having the campus shut down between Christmas and New Year’s Day and has been well received. One way to move forward with this would be to have Class 5 personnel revert back to the practice of choosing between having Good Friday off or the Monday immediately after Easter. Another idea would be to eliminate the ¼ day before Thanksgiving. ONU’s total number of vacation days goes above most campuses. The students would not be affected by the Easter holiday days and would still have Good Friday and Monday off from classes. If the campus endorses this new policy, administration will have to anticipate upcoming placement of New Year’s Eve as some calendar years we may get an extra day holiday—some years it wouldn’t be worth coming back for 1 day and going on holiday again.

  o Administrative offices would be open Good Friday. In the past, the University never had New Year’s Eve day off. President: If there is an office with unique issues like Admissions we can work out something special for them.
  o Offices need to be open until 5:00 p.m. so there will have to be someone who stays in the office on those days (Easter break or Thanksgiving Wednesday). Administrative offices will need to be open on Mondays but academic offices with no classes will be able to take a vacation day even if they chose Good Friday as their holiday day.
  o Q: What is the least amount of paid holidays days due to the way the calendar falls? A: Probably 14 days. Please note that some years we would be getting 15 days, also due to the way the calendar falls.
  o UPDATE (6/14/2013)
    ▪ The Holiday Calendar has been posted on the Human Resource website. Please see your email for communication regarding the location.

• Class 5 job postings: Mr. Ballard: There are no “target” lists so we can’t let certain people know there are positions to apply for. Class 5: it was clarified again that Class 5 is not assuming there is a target list; Class 5 is merely inquiring as to the possibility of holding off on posting jobs (i.e.: academic department jobs) since it’s the end of the academic year and classes are not held in a lot of the departments. Mr. Ballard: The Board is informed there will be a better “vetting” of postings before they get posted. We don’t have this in place yet; we don’t have a hiring freeze
so we will be posting positions that we deem important to move forward with. There are 10 positions not filled, possibly 5 more. We don’t have a strategy yet but are working on getting one in place. The potential is there to lose positions but we still need enrollment there to meet our projections. President: At this point in time, no reductions are being taken, but we need to look at the next budget cycle to see where we stand. Mr. Ballard: Possibly being able to delay hiring someone would help financially also, but on the flip side it takes time to vet and the process needs to be started. President: We’ll look at the salary lapse amount and if it helps. Mr. Ballard: We’ve already done that for this year; we balanced and figured in some salary lapses for this year’s budget.

Meeting adjourned 12:10 p.m.

Respectfully submitted,

Pamela Tenwalde

Next Class 5 Committee Meeting: June 27, 2013 for Class 5 Handbook Review.