

Class 5 Meeting Minutes

April 26, 2013

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

Meeting was called to order at 11:00 a.m. Motion was made to approve the March 2013 minutes with the following corrections:

Correction from March 15, 2013 minutes:

It was reported at the March 15 meeting that sidewalks on the north end of the security building would be appreciated. The request should have read: the south side of the security building.

Approval of Minutes: Brenda motion, Dorothy second.

New Business

1) A big thank you for the Tea yesterday. Very relaxing, impressive turnout.
   
   Suggestion for next year--wear name tags to help identify new people; include department name also.
   
   Funding from yesterday's event came from what used to be spent on flowers for everyone. We've been looking for ways to say thank you more cost-effectively.
   
   Some said they like the ONU Tea better than the annual support staff conference and some would still like to have the Staff conference held annually with other colleges.
   
   Some feel this is a more manageable time frame to get away from the office
   
   Tonya Paul: The six colleges/universities kept to themselves this year but will review and see what sentiments are towards the 6 getting together in the future.

2) With all the shootings lately, what are ONU plans for safety? Mr. Ballard: May 15 will be first ALICE training for lockdown procedures. This is consistent with what HS students have been trained on. Leadership Council did a forum on safety training--over 250 students attended. Goal: have everyone trained on ALICE training. ONU’s limitation is there is only 1 ALICE trainer. Q: May 15 training--is it limited on space? A: not sure but will find out. Training first to departments heavily involved i.e.: athletics with public events, etc. Lee Ann Hall is setting this up.

3) Budgets and timely postings: Due to the time delays in posting expenses into Banner, it is difficult for departments to know their current balances. The Controller’s Office is working toward more timely posting so that a department will not need to track their own expenses on a spreadsheet, a shadow system. Mr. Ballard stated that he has never been at a place where the posting of office supply expenses is real time. The Controller’s office personnel are current up to March with posting credit cards into Banner. They are meeting with Chase and IT about automating this procedure; right now it’s very manual intensive. We have over 300 credit cards out and the "rebates" are not enough to warrant the most benefit. We may need to go back to PO method (Not entirely, though). Mr. Ballard does NOT want the system to be manual anymore so he will be seriously working on getting this automated. When you have budget money left at the end of the fiscal year, the attitude, "I can use it, it's mine" has to go away. Rather than
stockpiling toner, for example, purchase it with budget money which will be allocated for the new fiscal year.

4. Q: Can letters of appointment be timed up with the day we actually start working instead of September 1? A: Tonya: This won't happen this year. Contracts need to be aligned first, per pay accrual for time off. September 1 is when everyone receives accrual now but the per-pay accrual will change that. At will employment means we won't have an official start date. This will be a rolling accrual and letters will not be sent out unless information changes.

5. Budget forum and workforce reductions: In 2 weeks there will be an opportunity to bring the budget to the board and they will try to close the gap. The budget presented to the Board in May always gets adjusted in October so the May budget is not the final word. The possible workforce reductions on the administrative side: they have a policy to know by the end of May. Administrative decisions will be made before end of May. Support staff notification usually goes out in July so Class 5 will know then if they still have a job. The administration is trying to do as much as they can without a reduction in workforce. Still trying to close the $1.5m gap without reductions. Reductions are still more likely than not. Current vacancies are being looked at as possibly not filling the vacant position. Class 5: we had a lot of retirees in December. Are there any more on the horizon? Mr. Ballard: we know of a few but they are already figured into the budget.

Q: Can administration hold off on posting Class 5 open positions until current Class 5 employees know if they will still have a job? That would give them a chance to bid on an open position and stay with the University. A: TP: we still have to continue operating and there are positions we need to backfill or add to keep operating. Mr. Ballard: This is NOT a Hiring Freeze! President: We want to avoid the "across the board" approach and do it more individually. If the position is critical we need to move forward. Mr. Ballard: A stronger "vetting" of postings is occurring. It's not formally in place but the roughly 25 open positions will not all be filled. This includes faculty positions.

Class 5 comment: if someone knew their position was going to be eliminated, they maybe could look at the other positions that are being advertised. President: Outplace assistance should be offered or if that person's skills could be used for another position they would give Class 5’s more weight than an outside person. This isn't a guarantee, though. Mr. Ballard: Administration should think before we post to keep in mind the people that may be losing their positions... Class 5 comment: We would want to know what is available on campus but would be very upset knowing we missed the opportunity to apply because we didn't know our positions were eliminated!

6. Would furlough days help with the budget deficit? Can this be considered? (take a day(s) off without pay). Mr. Ballard: Yes. President: Furloughs are viewed as temporary measures and the Administration is focusing on structural problems and is shying away from temporary fixes. Right now it's not being considered since it's a temporary fix. We want to put the base in place so we can show in subsequent years we are improving. Class 5 Q: does accreditation require a certain amount of faculty, secretaries, etc.? A: The institution does not but the colleges do with faculty per student ratios. Even those aren't hard and fast. They usually look at your current status to see why you had to make those "cuts". They aren't cast in stone, they can be flexible. Class 5: they used to say: "the auditors require" i.e.: the controller's office needing to have a certain number of people in their offices, does this still pertain? Mr. Ballard: the auditors are more concerned with capability and capacity and not number of people working in the office. Mr. Ballard: the bursar's side downsized a couple years ago so they actually need three but are only hiring 2.

7. Confidentiality issues: TP: there sometimes has to be times when the supervisors must be made aware of the “complaint” to take care of the problem. Mr. Ballard: they may think about using the hotline to "re-engage" the problem.
**Campus Conduct Hotline**

**866-943-5787**

Campus Conduct Hotline allows individuals to anonymously report perceived violations of safety, ethical, and employment policies on the Ohio Northern University campus. The Campus Conduct Hotline system is available for your use around the clock, seven days a week. Because the hotline is operated by an independent organization, any calls made through this hotline are completely confidential.

Using this new reporting service is easy. If you have a question or concern about a possible violation of Ohio Northern’s safety practices, business ethics or employment policies, simply dial toll-free to **866-943-5787**.

Once you have dialed the toll-free number, this is how the reporting and follow-up processes work:

Your call will be greeted promptly and courteously by a person who makes certain you understand the Campus Conduct Hotline program and how it functions.

At the beginning of the interview, you will be provided with a five digit, randomly generated case number that you should use to check back for updates and requests for additional information. Be sure to write this number down and remember where you put it.

You will then be interviewed about the question or concern that is on your mind.

Your interview will not be recorded. Instead, the interviewer will be typing notes of your conversation. Whether or not you choose to provide your name or department is completely up to you.

Within one business day of your call, a summary of the interview will be forwarded to Ohio Northern University. The goal will be to have a basic response back to you in five business days.

To receive your response, you will need to call back to **866-943-5787** and provide the five digit case number that has been assigned to you. At that time, you might be asked to provide additional information or to call back at a later date. You will be able to keep checking back for updates until your case is closed.

Because of the built-in confidentiality, it is important that you try to be as specific as possible about the information you provide. Please be sure to call back in five business days to check to see if any additional information is needed. Alternatively, if you would like someone to contact you directly, you can leave your name along with a phone number where and when you would prefer to be called.

To repeat, at no time is any caller required to identify himself or herself and all information provided can be completely confidential and anonymous.

We are committed to maintaining the highest ethical standards in our workplace. If you experience or observe what you believe is unsafe or inappropriate behavior and are unsure what to do, call Campus Conduct Hotline to report it.

Here is the link for the campus conduct hotline:

[http://www.onu.edu/about_onu/faculty_staff/campus_conduct_hotline](http://www.onu.edu/about_onu/faculty_staff/campus_conduct_hotline)
President: The President's office door is also open.

8) ONUSA sent a memo regarding the May 15 ONUSA brownbag meet and greet. We only have 7 responses so far. What are our options to possibly in-activate if no one steps up to be leaders? We are at the end of our 5-yr cycle of scholarships. This would be a good time if needed to disband. Maybe the student scholarship money could be channeled into the Emergency Student Loan Fund. We understand the busyness of people's lives but no one wants to come in and initiate the projects. We just want to be informed as to our options. President: we want to keep our options open. If it does go inactive, there should be ways to continue the Christmas project. There may be other avenues to pursue. The entire college community is now involved in the Christmas project, not just secretaries.

Comment: Many did not know this was classified as an ONUSA project!

President: try to be flexible going forward. If structure changes, we can adjust accordingly.

ONUSA: We'll keep you updated after May 15.

President: Timetable for handbook: Class 5 should be able to review a draft by the end of May. Plan is to devote month of June to discussions while still staying to new school year as the distribution date. Jen Roby, Pam Tenwalde and possibly Sherry Agin’s Class 5 committee terms end with the May 17 meeting. Heidi is off in the summer with only 1 day per week in the office. We may keep the same committee until the handbook is reviewed so new committee may start in September with a clean slate.

ANNOUNCEMENT: Tonya Paul: Human Resources would appreciate more feedback on preferences of keeping the ONU tea vs. the Annual Support Staff conference -- feedback could go through the committee and then forwarded to Tonya Paul.

Meeting adjourned 12:06p.m.

Respectfully submitted,

Pamela Tenwalde

Next Class 5 committee meeting: 11:00 a.m., May 17, 2013.