



FAST (Finance & Administration Support Team)

June 18, 2008, 2:30–4:00 p.m.
Student Union, Room 335

Highlights

I. Introduction

Amber Hutchison, FAST Coordinator & Treasury Accountant

- This FAST meeting is the last one for the fiscal year. The next meeting will be Sept. 17th, from 10-11:30 a.m. in the Student Union, Room 312.

II. Updates

a. F. John Case, Vice President, Finance & Administration / CFO

- Budget
 - The budget is moving forward and operating dollars are currently being allocated. Over the next 1½ months, it will be determined what part of the budget is allocated to specific faculty/personnel needs for open positions.
 - There were requests of \$2.2 million one-time funds.
 - 3.5% pool for employees' salary pool was approved.
 - Significant investments included increases in utilities and debt service. There was no tuition increase, but enrollment increased about 4%.
- Shuttle System
 - Expanding shuttle service from current Polsky, Quaker Square and Polymer routes. Buses will run to the south-side of campus and neighborhoods, east-side and east deck, north area of campus, with the expansion of the west loop at Polsky. The new routes will take effect in the fall. Information on the new routes can be found online at <http://www.uakron.edu/aux/parking/> With an expanded shuttle system in place, residence hall residents will park along the University perimeter and use the shuttle system to travel to and from campus. This should increase the availability of parking spaces.
 - Shuttle system will include 9 buses, which were recently ordered. The plan is for 7 buses to be operational for the fall.
 - The new Transportation Fee of \$115 per semester has been instituted. Students will be able to ride the Roo Express and can also request a parking permit at no additional cost by request.
 - Additionally, an intelligent traffic light will be installed at the corner of Buchtel Ave. and College St. It will begin operations in July.

- Benefits Committee: Smoking on Campus and Wellness

Sub-committee to review smoking on campus

- Data is currently being gathered to make recommendations, which will be reviewed by senior management.
- Will provide recommendations on the implementation of current laws/regulations as well as on rules about smoking on campus.

Wellness

- The Benefits Committee is drafting a wellness program with various stages.
- The introduction of the program is scheduled for the fall.

- Capital Projects

- The campus's outdoor living room is being constructed.
- The stadium is on schedule; raw material and oil costs are increasing.

b. Sick leave policy: Bill Viau, Assistant Vice President, Human Resources

- The current sick leave policy is being reviewed to ensure it meets the Family and Medical Leave Act (FMLA), is up to date and is easily understood. HR representatives will return in the fall to answer the FAST group's questions in accordance to the resulting revised policy.
- Questions on the implementation of the current policy should be directed to the following HR representatives:
 - Deborah Mason
 - Desnay Lohrum
 - Bill Viau

III. UAPD & Safety

Police Sergeant Chad Cunningham (has been with the University for 11 years)

- The University of Akron Law Enforcement Agency consists of about 34 highly trained law enforcement officers. Seven more officers will be hired by the end of fall. They can respond anywhere on campus within minutes from the time of report. They patrol by bike, foot, segway, 4-wheeler, car, and motorcycle.
- Safety Tips
 - Make quick eye contact; it deters criminal activity because it gives the belief that you could identify the person.
 - Emergency phones – currently there are 234 on campus with direct lines to UAPD. The phone location appears on the dispatch caller's i.d. system.
 - Always be aware of surroundings. Play the When/Then game instead of the "What if?" game.
 - Always be alert and know your surroundings.
 - Use the Buddy system whenever possible because there is safety in numbers. If you do not have a Buddy, you can get an escort through the Campus Patrol service. Information on the service is accessible at <http://www3.uakron.edu/police/id38.htm> It is available from 5 p.m. – 12 a.m. seven days a week during the spring and fall semesters and for five days a week during the summer semesters. Currently, there are 16 students trained for campus patrol. Contact UAPD to utilize this service.
 - Remember responsibility. Secure items of value and engrave them with numbers. Use the book marking program. This program is available from UAPD, is free and uses an invisible crayon to mark your information on a given book page. This assists UAPD in locating stolen books, which are frequently sold back to bookstores.

- Laptops/ipods need to be documented with the make and model/serial numbers. Check UAPD website (<http://www3.uakron.edu/police/valuablesInv.pdf>) for an inventory of valuables checklist.
- Make sure offices are secure and doors are closed when leaving.
- Offices: Make sure your back is not to your door when you are using your office computer. If you have to have your back to the door, make sure you have a rearview mirror attached to your monitor. Make sure that visitors' seats are to the side of the door and not in the egress, to allow easy exit from your office.
- Cell phones should be programmed with UAPD x7123 or x2911 and Campus Patrol x7263. Also program a number to be used "In case of emergency" under the ICE acronym. All of these numbers should be programmed into speed dial.
- Dialing 911 on campus phones sends calls directly to UAPD.
- The UAPD is implementing a new program called "ALICE" for Alert, Lockdown, Inform, Counter and Evacuate. This provides information and skills-training on how to survive events such as those that occurred at Virginia Tech and Northern Illinois University. If interested, contact x5914 to schedule departmental training. The goal is to train 15,000 individuals by the end of the year.

IV. Conflict Resolution Services

Becky Hoover, Director, Employee Relations, Interim Director, EEO/AA; ADA/Title IX/HR Development Coordinator

- Mediation costs are less than litigation costs. Litigation is not only costly but can end relationships.
- Conflict Resolution Services is designed to resolve workplace disputes without the need for litigation. It does not have to be either/or with respect to mediation. Mediation is voluntary and if it does not work the option is still open for litigation.
- With mediation the issue can be resolved without a face-to-face confrontation; however, the need to bring both parties together with the mediator is preferred.
- Belief is there is higher compliance with the outcomes of mediation because both parties tend to be in agreement. On the other hand, litigation results are dictated.
- Mediation is confidential and voluntary. One or both parties can withdraw at anytime.
- When entering into mediation, the only papers retained in the file are the Agreement and Settlement statements. These are considered "offline" protected meetings and nothing else is kept because it could be subpoenaed and used in litigation. All notes are destroyed.
- In mediation, the focus is on what has happened and what rules have been violated, more so than who was at fault. The mediator provides recommendations on possible resolutions and how to move forward.
- Mediation has no precedence, does not involve discipline and is not legally binding. It maximizes the safety of the person with less power.
- The goal of Conflict Resolution Services is to train others to mediate cases in order to provide a group of mediators to be accessible by the University community. A 40-hour module is being developed for peer mediation training next fall.

V. Q & A

- No additional questions were asked.

VI. Next Meeting in September

Amber Hutchison, FAST Coordinator & Treasury Accountant

- Amber closed the meeting and advised that the next FAST meeting would take place on September 17th, from 10-11:30 a.m. in the Student Union, Room 312.