Labor-Management Council Minutes

Meeting Date: July 10, 2018

Cochran Room, Kilcawley Center

**In Attendance:** Mr. Allan Boggs, Interim Chief Human Resources Officer; Ms. Connie Frisby, President, YSU-ACE and Council Co-Chair; Ms. Jacci Johnson, Vice President of APAS; Atty. Kevin Kralj, Director, Labor and Employee Relations; Ms. Stacey Luce, Benefits Manager; Mr. Neal McNally, Vice President for Finance and Business Operations; Dr. Joseph Mosca, Interim Provost and Vice President, Academic Affairs and Council Co-Chair; Ms. Debbie Moy, ACE representative; Dr. Jennifer Pintar, Associate Provost for Academic Administration; Ms. Caroline Smith, SGA – Vice President; Dr. AJ Sumell, President, YSU-OEA; Mr. Gary Swegan, Associate Vice President for Enrollment Planning and Management; Mr. Shawn Varso, YSU Chief of Police; Mr. Ed Villone, President of APAS; and Ms. Brittany Bowyer, Office of VP for Finance and Business Operations.

**Check-in and Announcements:**

**Council Introduction** – Mr. Boggs introduced the council to the newly hired benefits manager, Ms. Stacey Luce, to YSU. She is a former graduate of YSU and has over a decade of experience with unions, contracts and benefits. The council welcomed her and went around the table to introduce themselves; along with the introduction of the new student government vice president, Ms. Caroline Smith.

**Meeting Topic:**

**Selection of a New Co-Chair** – Since Dr. Abraham returned to being a faculty member, a new co-chair needed to be selected. The council unanimously voted for Dr. Mosca to take up the role.

**Enrollment Update** – Mr. Swegan was invited to the meeting to give an update on enrollment and said overall it was good and headcount was modestly up. He said the number of transition students and pre-registration shows a slightly higher FTE over 2%. As of this morning, the count for incoming freshman was about 9.63% or 2,497 students. He expects the number to come down slightly to 2,450. He previously spoke to Dr. Nate Myers regarding international students and the challenges of getting student visas; and expects the international student count to be down slightly from last year. He mentioned the number of transfer students has decreased as an indication that we are attracting students graduating right out of high school, instead of them attending another college and coming back to YSU. He did not have figures on College Credit Plus yet. Mr. McNally added that YSU has been admitting higher quality students and spending significant funds on scholarships which attracted more students.

Dr. Sumell wanted to know if summer enrollment was down. Mr. Swegan said only about 3,000 students take classes in the summer and that enrollment might be down about 50 students. The decrease could be due to course offerings and increased usage of online classes.

**Strategic Planning** – Dr. Sumell shared four handouts with the council as he began to speak about SPOT. He informed the council that he and Dr. Pintar are part of a team called Strategic Planning and Organization Team (SPOT). SPOT was formed during spring semester and includes seven faculty members and two Board of Trustees members; the team plans to add one staff member. Ms. Johnson stated she was concerned that there were no staff members on the team already and that more than one staff member should be added. Mr. Villone was also concerned and stated the team should be more balanced and include a mix of faculty and staff. Ms. Frisby said instead of seven faculty members, have three and add three staff members. Dr. Sumell stated that SPOT was created to help develop a plan and direction to implementing and completing tasks that fall under the areas of the strategic plan. SPOT acts as more of an organization and coordinates ideas; the team does not vote or make decisions for the campus. Dr. Pintar indicated that the team was kept small to be able to meet regularly. Ms. Johnson, Mr. Villone and Ms. Frisby would prefer there to be a mix of faculty and staff on the team to have various view points and opinions. Dr. Sumell asked Ms. Johnson if she would like to be on the team. She accepted.

Dr. Sumell mentioned the original plan was created by a large group and involved metrics that were not realistic and meetings with the large group and sub-groups were difficult to schedule. The team wants to make the new strategic plan be impactful and meaningful to create a bottom up process. The meaning of shared governance plays a big role in getting the new strategic plan going, to create a plan and then allocate resources accordingly. He said right now our plan is determined by the budget, instead of the plan determining the budget. With the new plan, goals seem possible to reach. Mr. McNally agreed. Dr. Sumell said the team would like to engage the campus community to help facilitate things to work on and move YSU forward in key areas.

Dr. Pintar used the media set-up to show the council the strategic planning website that was created. The webpage can be accessed from the YSU home page. She said there is a link for the campus community to join the conversation. The link allows participants to send an email message to DOT; which is a small sub-group. However, before participants use this function, she would like everyone to explore the context of the webpage and the various links to get a better understanding of what the team is trying to accomplish. She mentioned reading YSU’s Economic Impact report linked on the webpage. Mr. Boggs shared that he had already read the report and that it was very informational. The report breaks down how YSU affects the economy locally and regionally. Ms. Johnson wanted to know if the email function could be made anonymous. Dr. Sumell agreed that requiring an email address could hinder participation, and would discuss this at the next SPOT meeting. Ms. Johnson also wanted to know if some sort of parameters should be set for the questions the campus community submits to DOT. Mr. Villone disagreed stating parameters would limit the input from participants. Ms. Johnson said the questions listed on the one handout were really great. Dr. Sumell said the team has created the questions to ask the campus community to answer them. Dr. Pintar stated the team hopes the new strategic plan showcases YSU as having quality, distinction and sustainability.

Dr. Sumell would like the strategic plan information to reach more people. Mr. Villone said it is difficult with 98% of people not even opening their emails, referencing results from a previous survey. Mr. Boggs stated that communication from union leadership works very well and that people are more likely to react or open the notifications they send out. Dr. Sumell agreed, but that a better path to communication was needed and is still in the works.

**Issues on Campus** – Mr. Villone handed out a survey prepared by Becky Geltz in Institutional Research. The survey was sent to 14 in-state four-year colleges and universities. The three questions asked are constant issues that arise each year on our campus:

1. Do all employee report to work on campus during weather closure for students?
2. Does the A/C get shutoff when hot?
3. Does the school close Christmas to New Year’s?

The responses for each question from the other universities were:

1. Only YSU requires staff to report to campus when there is a weather closure for students.
2. YSU shuts off the air conditioning usually after 2pm and a few other universities shut the air conditioning off either all day, on weekends or after hours.
3. Only YSU and The Ohio State University remain open between Christmas and New Year’s.

The council’s response to the survey:

1. Mr. Boggs said he thought the first question was not asked correctly to the other universities, so the overall response was incorrect.
2. Ms. Johnson stated that when the air is shut-off employees don’t want to go home or use leave time; they just want the option to have another place to work that is hopefully cooler. Mr. Villone added that a majority of buildings on campus don’t have windows that open and would like a solution for when the air is turned off. Mr. Boggs said he personally doesn’t like when the air is shutoff, but that YSU only shuts the air off on five of the hottest summer days a year to curtail energy consumption on the east coast power grid. Ms. Frisby said a lot of complaints stem from medical issues to concern that equipment might overheat. She wanted to know if there was a way to just turn down the amount of air coming out to save energy. Mr. McNally stated YSU gets a six-figure savings a year by doing the curtailments. Ms. Johnson and Mr. Villone understand the reason for the curtailment and the savings, but would like to see accommodations made. Mr. Boggs suggested John Hyden should attend the next LMC meeting to comment further. Mr. McNally would also like Bill Haas to be present. Mr. Boggs added that many factors are used to determine if the air will be shutoff and wondered if a policy would need to be created for Board approval. Ms. Frisby asked if anyone on the council could bring this issue to the Board. Atty. Kralj thought it would be best to create a small group to formulate solutions to minimize issues when the air is off for next year, before taking anything to the Board. The council agreed. Atty. Kralj will lead the group, joined by Ms. Frisby for ACE; Ms. Geltz for APAS; and either Dr. Sumell or another faculty member for OEA.
3. Mr. Villone would like to see YSU close like the other universities do to save money and resources. Mr. McNally indicated YSU makes its own steam for heating the buildings during the winter, so the cost of heating is minimal. Mr. Boggs thought this topic would be good to bring up for Board approval in a policy, considering a majority of the universities are closed. If the close is approved by the Board, MOU’s would need to be created for each union agreement. He said the close would only be three to four days, depending on how the holidays fell each year, but that figuring out how to do the close would be the main issue. The close could consist of four days of paid holiday leave; four days’ vacation/sick leave; or split two and two. He thought it might be a hard sale and that it would be a good idea to bring the topic up in a Tod Hall Leaders’ meeting. Dr. Sumell thought a sale could be made; and that the topic has potential to save YSU money and be a gesture of goodwill by the university to the employees. Mr. McNally was concerned about asking employees to use their leave or if an employee might not have leave time to use. He also mentioned police and some grounds and facilities staff would still be needed to work during the close. Overall he thought the closure would be an increase in financial liability. Ms. Moy asked if Mr. Villone could have Ms. Geltz reach out to the other universities to see how they operate during their closure. Mr. McNally and Mr. Boggs said they would reach out to their IUC list-serves to get further input and email the council their findings.

**Adjournment:**

The meeting adjourned at 10:45 a.m.

**Next Labor Management Council Meeting: Tuesday, September 11, 2018**

**at 9:00 a.m. in Kilcawley Center,**

**Cochran Room, 2020**

**Labor Management Council**

**2018 Meeting Schedule**

Updated 1/9/2018

~~Tuesday, January 9 9-11am KC, Cochran Room~~

~~Tuesday, February 13 9-11am KC, Cochran Room~~

~~Monday, April 9 9-11am KC, Cochran Room~~

~~Tuesday, July 10 9-11am KC, Cochran Room~~

Tuesday, September 11 9-11am KC, Cochran Room

Tuesday, November 13 9-11am KC, Cochran Room

Respectfully submitted, Brittany Bowyer, Recorder