Labor-Management Council Minutes

Meeting Date: August 13, 2013, 9:00 a.m.

President’s Conference Room, Tod Hall

**In Attendance:** Marty Bramlett, Director of Labor Relations, Human Resources; Dr. Annette Burden, Council Co-Chair (OEA); Catie Carney, President, Student Government; Dr. Mary Lou DiPillo (Faculty Relations); Dr. Randy Dunn, President; Connie Frisby (ACE); Lonnie Gentry (ACE); Eugene Grilli, Council Co-Chair, and VP for Finance and Administration; Dr. Ikram Khawaja, Provost; Matthew Novotny, Executive Director of Student Services; Kevin Reynolds, Chief Human Resources Officer; Dr. Teri Riley, Associate Provost; Michael Slavens, Vice President, Student Government; Paul Trimacco (ACE); and Christine Bidwell, Executive Secretary, Office of VP for Finance and Administration.

**Introductions and Background on Labor Management Council**

No members from APAS were in attendance, so no quorum was present. Those in attendance introduced themselves; President Dunn and Mr. Novotny attended as guests.

Dr. Riley was asked to provide historical background on the Council since she has been involved with it since its inception. The Labor Management Council was formed in 2005 following the ACE strike. It was originally suggested by a panel and has since expanded. It used to include only primary representatives, and now alternates are part of the group. The objective of the LMC is to foster improved relationships, meet to air concerns and problem-solve. Representatives include individuals from administration and all of the bargaining units, with the exception of the Fraternal Order of Police at the present time. Dr. Burden and Mr. Grilli are Co-Chairs.

Mr. Reynolds added that we have completed the process of meeting with representatives from the Federal Mediation and Conciliation Service to obtain a better idea of the group’s purpose and entity.

Ms. Frisby noted that she will officially assume the office of President for ACE on September 1. Mr. Grilli thanked Mr. Trimacco for all of his efforts on behalf of ACE with the Council.

Dr. Burden reported that she talked with Sgt. Spencer of the FOP and reiterated how important it was to send someone to represent their union. He is currently looking for someone to replace him, because he works midnight shifts. She added that the union presidents had the opportunity to meet with President Dunn, ask a lot of questions, and were given an open door for future contacts. They also had a group photo taken, and President Dunn said it was nice to send this message regarding the renewal of their commitment to a cooperative working relationship via the photo and media article.

**Remarks, President Dunn**

President Dunn expressed his support for the work that is done in groups similar to the Labor Management Council. They are important to have, and there is a venue for them to take place. He has met with versions of this group in his work prior to coming to YSU and hopes that the LMC will continue with vibrancy.

President Dunn wants to ensure that very open, honest discussion is always expressed. A comparison of the size of a union contract and the quality of the relationships with the bargaining unit was made. It is a rare situation that more discussion does not have a positive effect. He added that this group is very important for rumor control, and he does not want to hurt the progress of any work going on across campus. He will frame the issue and listen to the discussions with great interest and support this group.

Over the next few years we will have some huge issues to address related to enrollment, revenue, and state support. President Dunn wants to invest in some new tactics in big ways over the next few years, and he noted that to reinvent, you must experiment. He feels that enrollment is related to the University’s performance profile. If it is not possible to increase enrollment, we will be faced with some tough decisions. President Dunn wants to get our success spiral going in an upward direction, and he added that we have plenty of tools to build on. Everybody needs to collectively come along for the ride to sustain the business model over time.

**UPDATES**

**Food Service**

Mr. Novotny reported that the transition from Sodexo to Chartwells is underway. Chartwells is the largest food service company in the nation, and many of the food service managers that were employed by Sodexo were retained. That continuity is helping a lot. Steps to enable online ordering of catering services are being taken with Chartwells, Procurement Services, Financial Services, etc. Among the several new eateries on campus, Chartwells will be adding Kravitz bagels in January and a Kravitz Deli at Pete’s Place. The students have expressed their preference for more variety and healthy options, and Chartwells is striving to meet that goal. Jamba Juice will open a few weeks after the start of the fall semester. There is always a balance between fresh and fast. The nutritional information for the food being offered is on Chartwells’ website. We will see a new look with electronic menu boards and some new equipment. Chartwells is looking to increase its customer base and wants to know if you have a bad experience.

Wendy’s will no longer be serving breakfast; the option didn’t really take off since it was added to their menu. Breakfast foods will continue to be served at Dunkin Donuts, Pete’s Place, and Denny’s Express.

Mr. Reynolds added that a presentation to staff is being developed regarding healthy options to serve at meetings.

**Approved Hiring Policies**

Mr. Reynolds explained that the University Guidebook Policies pertaining to hiring policies were revised at the direction of the Board and presented at a series of Board meetings held in April, May, and June. After the Board meeting on May 30, additional changes were needed, so the policies were revised again and approved on June 12.

The policies that were originally adopted required prior Board approval of all new appointments for all employment. As the Board members realized that this action would require more frequent meetings, the policies were amended to enable the hiring of most employees without prior Board approval, as we did in the past. Board approval will be required only for executive level positions (President, Vice Presidents, Associate Vice Presidents and Executive Directors). The posting of these positions also requires prior Board approval.

**PRESENTATION BY IMPACT SOLUTIONS**

Ms. Mona Fitzer, Director of Higher Education Services for IMPACT Solutions, stated that they want to educate employees about the services that IMPACT provides. IMPACT Solutions serves 22 public colleges and universities. Services to faculty and staff, their family members and parents include unlimited telephone consultations, six complimentary face-to-face counseling sessions, and numerous resources. Legal assistance, financial assistance, and identity theft recovery help is also available. A two-page handout and some bookmarks were disseminated to those present about the services that are provided. All employees at IMPACT are Masters level clinicians. The services are confidential and governed by federal and state laws unless the employee signs a release. IMPACT Solutions most underutilized aspect of their services is the work/life resources found on their website, and there are also three videos that can be shared.

Mr. Bramlett commented that he conveys this information to employees when he meets with them regarding work related disciplinary issues. He stressed the importance of the LMC representatives sharing this information with their constituents. Employees can be referred to the IMPACT Solutions website, Ms. Carrie Clyde, YSU Wellness Coordinator, or to Mr. Bramlett. All of this information can be found on the Human Resources website also.

**CHECK-IN UPDATES**

**OEA Grievances** – Dr. Burden indicated that more and more grievances are being filed, and she feels that some of them are stemming from department chairs not following the contract. She cited the following as examples of the nature of the grievances: gender discrimination, disability issues, work environment, hostility, and workload. It was pointed out that not all of these issues relate to the contract but rather work ethics in general. Mr. Reynolds stated that Ms. Cindy Kravitz was recently hired as the Director of Equal Opportunity and Policy Compliance. She is the former managing attorney of the Youngstown office of the Ohio Attorney General. Her duties include investigating claims of discrimination and harassment on campus and coordinating policy compliance on behalf of the University. Her office is located in the Office of the General Counsel.

**Job Cuts** – Mr. Trimacco said several employees contacted him after hearing a feature on Channel 27 news that spoke about declining enrollment, consideration of further job cuts, and a job cuts plan that is in place. Dr. Khawaja indicated that the budget that was presented to the Board was based on no change in enrollment, and at this point we are 4-5% below that. Mr. Grilli added that one percent is equivalent to approximately $1 million. Dr. Khawaja confirmed that meetings have been occurring related to the budget, and as of last week, the projected deficit is $5-6 million. There has been conversation related to job positions, and he noted that they would be irresponsible managers if this issue was not being addressed.

Mr. Grilli stated the budget was balanced by vacancy savings; however, vacancy savings is eroded with every position that is filled. He stressed that we have to wait until 14 days into the semester for an accurate enrollment figure. The University has experienced a $16 million decrease in revenue over the last two years, and it is unknown at this point how much the decrease will be for this coming year.

The article from Channel 27 was located on the internet. Dr. Khawaja read it and stated that it is all factual. Mr. Trimacco suggested that when news releases like this go out, it would be helpful to be alerted ahead of time so they would be prepared to address concerns expressed from staff.

**Bomb Scare** – Ms. Frisby explained that the email she received Friday about the bomb threat on campus was sent to department heads and requested them to look in their respective areas. She received the notice after the time that was specified for the bomb to be detonated. She also expressed concern that it was perceived that the University wasn’t concerned for staff safety, and if we are to be concerned about enrollment, staff and students need to feel safe. Mr. Trimacco expressed his concern over the fact that he learned about a student who was asked to look in trash cans and how upset he would be if that student was his child. Dr. Riley stated that the email went out to specific contact people for each of the buildings. Mr. Trimacco added that he was first alerted on his two-way radio. Mr. Grilli will follow up on this issue to determine who was alerted and how and will report back to the Council in September.

**Next Labor Management Council Meeting**: Friday, September 13, 2013, 9:00 a.m.

President’s Conference Room

**Agenda Items:** 1) Update on Health Care – Findley Davis

2) Communication of Emergency Situations to Faculty and Staff

Please send additional agenda items to Ms. Bidwell *and* Dr. Burden.

The meeting adjourned at 10:33 a.m.

Respectfully submitted,

Christine Bidwell

Recorder