Labor-Management Council Minutes

Meeting Date: March 1, 2016

Cochran Room, Kilcawley Center

**In Attendance:** Dr. Martin Abraham, Provost and Vice President, Academic Affairs and Council Co-Chair; John Beshara, Chief of Police-YSU; Allan Boggs, Director, Labor Relations; Dr. Annette Burden, Council Co-Chair (President, YSU-OEA); Dr. Mary Lou DiPillo (Faculty Relations); Ms. Connie Frisby, President of ACE; Hillary Fuhrman, Director, Assessment; Lonnie Gentry, YSU-ACE; Gabriella Gessler, Student Government Vice President; Attorney Holly Jacobs, Vice President and General Counsel; Neal McNally, Vice President, Finance and Business Operations; Ashley Orr, Student Government President; Kevin Reynolds, Chief Human Resources Officer; Dr. Stephanie Smith (Director, Faculty Relations); Edward Villone, President of APAS and Brittany Bowyer, Office of VP for Finance and Administration.

**Check-In Updates:**

**Budget Update –** Mr. McNally said based on full-time enrollment, Spring 2016 semester numbers were up compared to Spring 2015 but down relative to budget. Since the FY 2016 budget was based on enrollment fall+spring enrollment growth of 1%, which didn’t materialize, the university still has a revenue shortfall of between $2.7 and $3 million and continues to look for ways to reduce expenses and generate revenues where possible. He mentioned one reason for the decreased revenue may be the result of the Chancellor’s directive to increase the tuition bulk rate statewide to 18 credit hours. Mr. McNally indicated that, compared to last spring, 274 more students are taking 17 or more credit hours, which has the effect of reducing fee revenue by approximately $700,000. Because the Chancellor’s directive was made unexpectedly last fall, and didn’t become effective until this spring, it had not been included in the university’s budget planning assumptions.

Another reason enrollment is up could be due to the College Credit Plus (CCP) Program. However, Mr. McNally said the CCP rate is just $40-$160 per credit hour, compared to the regular undergraduate rate of $337. Therefore, the increase in CCP students doesn’t help the university’s efforts to increase revenue.

He also mentioned two student fee changes for Fall. The first change will be that undergraduate tuition will not be going up next year, but they might look at increasing the graduate tuition rate. The second fee change will be not to increase room rates. Mr. McNally informed the council that YSU plans to rescind the approved December 15, 2015 resolution that increased room rates at the University Courtyard Apartments at the upcoming Board of Trustees meeting on March 15.

**Bookstore Update –** Mr. Villone asked how the Bookstore RFP was coming along. Mr. McNally said that HB64 requires that each state college and university conduct an “efficiency review” of assets and operations, the ongoing review of YSU’s bookstore is part of this exercise. He indicated that four vendors have submitted proposals and two of them, Barnes & Nobles College and Follett, were on campus last week to give presentations to the Bookstore Evaluation Committee. Mr. Villone asked when a vendor would be selected and Mr. McNally replied soon, as plans to start working will take place in April to be ready for Fall semester. Mr. Boggs asked if the vendor proposals were available on the Procurement website and Ms. Frisby added that the RFP link wasn’t working. Mr. McNally said the RFP link was probably disabled as the RFP submission due date has closed and the proposals can be made available on Procurement’s website or sent via email, as they are considered public record. Ms. Frisby also mentioned that she and Mr. Villone should have been invited to attend the Bookstore presentations, because neither of them had any exposure to this before and some of their questions may have been answered if they had attended.

**Meeting Topics:**

**Great College Survey –** Special guest Hillary Fuhrman, director of Assessment, came to talk to the group on the upcoming campus survey that will be sent out to a random sample of 800 total faculty and staff. Ms. Fuhrman passed out two handouts to the council for reference (see attached). She began by stating that YSU is up for reaccreditation in Spring 2018 by the Higher Learning Commission (HLC), but before the reaccreditation begins, she would like a survey to be sent out via email to randomly chosen faculty and staff to participate in answering 60 questions from various categories, such as job satisfaction, professional development, communication, and benefits to be answered on a scale of strongly agree to strongly disagree.

The survey that will be used is called *The Chronicle of Higher Education’s “Great Colleges to Work for” Survey* and will be administered by research firm Modern Think. She said this survey is used by over 1,000 institutions and once the results are collected and analyzed, they will be used as a benchmarking tool to see how YSU fairs among other institutions that use the same survey. The results will be compiled into reports and sent back to her from Modern Think. She shared with the group an example of how the results can be separated by demographics and other breakout reports (shown on third handout), but said these additional reports cost extra. Mr. Boggs asked how much and Ms. Fuhrman answered about $1,000 per report.

Ms. Fuhrman said the 600 participants are broken down as follows by sample size and percentages per job category based on HRSOC codes from full-time faculty, administration, exempt professional staff (including IT staff) and non-exempt staff classifications (shown in a table on page one of the first handout). Also, included in the survey group will be a sampling of 200 part-time faculty members. The survey will be available from March 14 to April 8, 2016.

Dr. Abraham indicated the designation for part-time faculty was not clearly specified on the survey. Mr. Reynolds also stated concern over having part-time faculty answer questions regarding benefits, when they don’t receive any. Ms. Fuhrman said communication listed in the email prior to taking the survey will indicate that some questions can be mark as ‘not applicable’. Dr. Abraham said this survey cuts across all areas and he would like high response rates from those randomly chosen to partake in the survey, so YSU can offer better opportunities for all on campus after analyzing the results.

Mr. Villone asked if there would be a committee on campus that will be assessing the results of the survey. Dr. Abraham suggested it might be a good idea if the results are shared with the LMC, since the members of the council represent the various areas covered by the survey.

**Vacation Leave (ACE) –** Ms. Frisby mentioned that the ACE union has offered implementation training sessions to inform members about the new maximum vacation leave rate change from a three year maximum to a two year. Mr. Boggs said this implementation has brought joint efforts and a good working relationship between both the university and the ACE leaderships, to share information and handouts to union members and the administration.

**Office Moves –** Mr. McNally told the council there would be a few departmental office moves taking place soon. The first move will be for Human Resources to move to the third floor of Tod Hall from Jones Hall and those various offices currently housed on the third floor of Tod to be moved to Jones. Mr. McNally stated that President Tressel would like Jones Hall to become a student success center, along with making improvements to tie Jones Hall in with Maag library. This end goal will be a work in progress over the next five to six years. Communication about the moves will be sent out via email by Ron Cole.

Mr. Reynolds elaborated more on the HR move, stating that there might be some periods of service interruptions. He said they have worked on timing the moves in phases to minimize issues. The first phase will be to move Rosalyn Donaldson and then the Benefits area during March. Phase two will be to move the remaining HR staff to Tod Hall by April 18. He feels that HR services will be up and running normally by the end of April.

Atty. Jacobs also mentioned that the Office of the General Counsel would be moving to another office space across the hall on the third floor of Tod Hall, to make room for HR staff.

**Announcements:**

**New Alternate Named –** Mr. McNally has chosen Attorney Holly Jacobs, vice president and general counsel to be his alternate for LMC.

**SGA Announcements –** Ms. Orr informed the council of various projects that Student Government Association is working on currently. The first project will be the implementation of a food pantry, located either at the Newman Center or at another exterior building on campus. She said after doing research, they found that about 52% of Pell Grant students are affected by food insecurities. She would like for those students living on campus to not have to worry about having to choose between what meal they can and cannot eat. She said they will have a food drive set-up and will be asking faculty and staff to donate food, if possible.

The second project being implemented is the scheduled Mental Health Advocacy Training Day at YSU on March 25. The training will be held in three sessions from 9:30-2:30pm in Kilcawley Center and lunch provided for those who stay the whole time. She mentioned that two graduate students, along with working with national organizations are providing these training sessions to faculty, staff and students. The training focuses on mental health, resources for those affected and those lending assistance, discusses dating and relationship issues, suicide prevention information, suicide and the effects of suicide. She said there will be two guest speakers who are lead professionals working in the fields of mental health and suicide.

The last project SGA is working on to implement is the Textbook Affordability Initiative. Ms. Gessler said the SGA is working with students, faculty and staff to set-up a course collection in Maag library. There has been some research to show that a lack of access to textbooks by a student could directly affect retention rates; and that if a student has the books and materials they need they are more likely to stay in class. SGA hopes to collect at least two books for each course from donations from students on campus. SGA has worked with Ron Stollo, executive director of Athletics, to give students who donate books a voucher to receive four athletic event tickets courtesy of Athletics. Ms. Gessler indicated, that SGA is working to finalize things with Maag library to implement this collection by the end of this semester for launch in the Fall.

Summing up these projects, Ms. Orr said an email from SGA will be sent to faculty about the various projects and would like if faculty could forward the email to those students in their classes to help any students in need. She also mentioned that SGA elections will be held in April as her term is ending.

**New Staff Member –** Dr. Abraham stated that Ann Jaronski has been selected to be the new director for the Counseling Center and will start on March 21. Ms. Orr asked if Dr. Abraham could send her Ms. Jaronski’s email address, so she can send her a welcome email and information on the upcoming mental health training.

**Commencement –** Dr. Abraham invited council members, if available to attend Spring commencement on May 7.

**Adjournment:**

The meeting adjourned at 9:42 a.m.

**Next Labor Management Council Meeting: Tuesday, May 3, 2016, 9:00 a.m.**

**Kilcawley Center, Cochran Room, 2020**

**Labor Management Council**

**2016 Meeting Schedule**

Updated 11/04/15

~~Tuesday, January 5~~ ~~9-11am KC, Cochran Room~~

~~Tuesday, March 1 9-11am KC, Cochran Room~~

Tuesday, May 3 9-11am KC, Cochran Room

Tuesday, July 5 9-11am KC, Cochran Room

Tuesday, September 6 9-11am TBA

Tuesday, November 1 9-11am TBA

Respectfully submitted, Brittany Bowyer, Recorder