Labor-Management Council Minutes

Meeting Date: September 27, 2017

Cochran Room, Kilcawley Center

**In Attendance:** Dr. Martin Abraham, Provost and Vice President, Academic Affairs and Council Co-Chair; Ms. Rayann Atway, President for SGA; Mr. Ernie Barkett, Executive Vice President for SGA; Mr. Allan Boggs, Director, Labor Relations; Mr. Donald Cox, Police Officer 2, YSU Police; Ms. Connie Frisby, President, YSU-ACE and Council Co-Chair; Dr. Mary Lou DiPillo, Associate Dean – BCOE; Atty. Holly Jacobs, Vice President and General Counsel; Dr. Steven Reale, Vice President, YSU-OEA; Mr. Kevin Reynolds, Chief Human Resources Officer; Dr. AJ Sumell, President, YSU-OEA; 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:**

**Food Pantry** – Dr. Sumell brought up the $5,000 NEA grant that was awarded to YSU, but was currently being held up due to indemnifying language in the agreement. He said the grant does not allow for food related items to be purchased due to legal ramifications and that the grant was intended to be used to purchase a refrigerator for the student pantry. Atty. Jacobs asked if the agreement had been reviewed by Atty. Greg Morgione and that alternative language could have been inserted and agreed to by both YSU and NEA. Dr. Sumell replied that Mr. Andrew Shepard-Smith, director of Research Services, had been working with NEA on the agreement and believed he had spoken to Atty. Morgione. Either way he said they would pursue the grant to get the funds.

Ms. Atway added that SGA hired a student worker to work eight hours a week in the student pantry, allowing students access to the pantry for a few more hours during the week.

**ACE Picnic** – Ms. Frisby mentioned the ACE union had a membership picnic in August and had collected money and non-perishable food donations for the student pantry. The donations allowed members to dunk her and ACE vice president, Anthony Spano in a dunking booth.

**Women & Gender Resources** – Dr. Abraham said a new resource center/initiative on women and gender was being headed by Dr. Megan List, assistant professor of Teacher Education. He said this was separate from the Women’s Studies program and was a result of the speaker presentation by Gloria Steinem. This initiative would provide a central point for people to find resources and offer actual resources such as counseling. The resources are to be utilized by students, faculty and staff. Dr. Sumell mentioned he read an article about it and thought the initiative would be good for YSU. Atty. Jacobs and Ms. Frisby had the same sentiment and mentioned the recent news about women in Saudi Arabia being able to drive and enter into sporting arenas.

**Meeting Topics:**

**Enrollment Update** – Mr. Gary Swegan, associate vice president for Enrollment Planning and Management, was unable to attend the meeting and provided the council with a written document and 15th Day Comparison chart for Fall 2017 vs. 2016-2014 (see handout). The council reviewed the handout and then asked questions that were addressed by Dr. Abraham to the best of his ability.

Dr. Sumell asked when the actual decrease with fall enrollment started to show a decline from the projected 2% increase and wanted to know if it was a surprise or due to a specific reason. Dr. Abraham responded by stating the first time it was realized that enrollment might decrease was at spring commencement when there was a large number of students graduating. Ms. Frisby added that she thought colleges cleared students at the beginning of the semester for graduation and wanted to know if there was a lack of communicating this data, so this decline would be realized earlier. Dr. Abraham answered that even with this data there could have been a possible inkling of a percentage decrease, but the possible number would not be known until late spring. He said the correlation between graduating students and clearing them for graduation has other variables that can cause the correlation to be off. Atty. Jacobs remembered Mr. Swegan telling people that enrollment would be up 2%, but she thinks once he started to realize it was declining he and his staff tried to increase efforts to possibly reach that 2% projection.

Dr. Abraham said predicting total enrollment depends on a number of different components. When YSU implemented the change in bulk rate from 12-16 to 12-18 credit hours; students began taking more hours and this effects FTE, because these students are graduating quicker as a result. This upcoming year YSU will have a better handle on this change and the outcome. He believed even with only 2,278 students coming in again next fall; that FTE should be good as there will be a smaller senior class reflected in the overall numbers. He added that the underlying data for graduation rate and freshman numbers is good, even if our headcount is down. He stated that when major changes are implemented like the bulk rate, we tend to lose our predictability of how outlooks can change. He personally would rather have overall better student success rates, like graduation, over enrollment numbers.

Dr. Reale asked if the large increase in graduation rate from spring would change our state funding revenue. Dr. Abraham stated there are about 15 different things that go into the funding formula and that having a large graduating class would not change the amount of funding. Mr. Villone added that he remembered Mr. McNally talking about the state funding as a pie graph and each slice representing some part of the formula; and that whether YSU or another school does good in say the graduation rate slice, that it would need to include the rates from all the other state universities to see an overall change to effect state funding. Dr. Abraham agreed and gave an example using graduation rates increasing by 5% at YSU, but at other state colleges they increased 10%. This is good work for YSU looking at our past comparison numbers, but overall being compared with other state colleges we look bad with a 5% deficit. He also mentioned on the topic of bulk rates that other state universities had already implemented the increase in hours. He added that in regards to state funding being important and is our second largest revenue source, but that two-thirds our main revenue comes from student tuition. Mr. Reynolds added that both Kent State and the University of Akron had a decline in fall 2017 enrollment numbers; and Kent’s numbers dropped for the first time in 10 years.

In regards to the handout, Ms. Frisby wanted to know why the high school numbers were significantly down and if this was due to a change in tuition policies. Dr. DiPillo had the same concern for the Youngstown Early College numbers. Dr. Abraham said the individual high school numbers would go up and down from year to year, mostly due to one student saying they want to go to ‘X’ college and their friends end up going there as well. He said the number one predictor to where high school students will attend college, is based on where their friends are going to school.

Mr. Villone wondered how we did not know sooner about the loss in student FTE due to graduation. He asked if there was a mechanism in place to gage what students would be graduating. Dr. Abraham was not sure if we were capturing the type of information he was asking about and how it would be collected and transmitted. However, he did mention a new program currently being worked on by the Office of Degree Audit to take the information of students with 75 plus hours to the end of their junior year and to share the information with the departments and colleges. The objective is to make sure students are getting and taking the courses they need for their senior year before graduation to decrease or eliminate the problem of students not taking the right classes.

Mr. Villone asked if there was capability in Banner to pre-register students to find out early what classes they would need to take and to have adequate faculty and classes offered for that semester. Dr. Abraham has tried to talk about something similar among the colleges, but the majority did not like the idea. He gave an example of how this type of system would not work, saying that if a student pre-registered for a year worth of classes, but then either fails or drops a class or two then the whole schedule gets thrown off. Mr. Villone understood the example and thought maybe the program could be used for junior and senior level students only. Ms. Frisby thought students should still see an advisor at least once a year after reaching 32 credit hours. She said so many students just end up taking classes and earning credits they do not need for their majors to graduate and this issue is usually identified during their senior evaluations. Dr. Abraham stated YSU already has an imbedded system in place and if one wrong change to a component is made, then the whole system is off. If we want to change things the right way a whole new system would be needed. As for increasing student advisement, problems arise with the number of advisors needed and their work load. He stated there has been back and forth communication about this for a long time. Mr. Barkett asked about the overall retention rate. Dr. Abraham said the retention rate is up to almost 75%.

**Budget Update** – Mr. Neal McNally, vice president for Finance and Business Operations, was also unable to attend the meeting, but provided the council with a written memo regarding the FY17-18 budget (see handout). The council reviewed the handout and Dr. Reale had a few of questions regarding the chart showing the FY17 carry-forward funds. His first question was in regards to the current balance being zero dollars for the Strategic Investment Reserve Fund and wanted to know if that was because it was a new fund. Dr. Abraham thought it was a new fund as well and said the transfer net balance for FY17 was put in to this Strategic Investment Reserve Fund to be spent in FY18. The funds would be spent once ideas for how the funds could be spent have been submitted and reviewed by the Budget Advisory Council. Dr. Reale then asked if fiscal year money would rollover each year. Dr. Abraham said only per authorization and approval from the Board of Trustees.

The third question asked by Dr. Reale was where did the $11 million in transfer-in money come from under the auxiliary fund for athletics. He thought it was out of the overall general fund. Dr. Abraham was not sure and stated it would be best if Mr. McNally were to answer this question.

**YES Committee Update** – Dr. Abraham send around a handout regarding the recently worked on draft version of *Principles and Practice of Shared Governance - Youngstown State University* to the council. He briefly gave some background on how this document was developed beginning with the 2016 *Great Colleges to Work For* survey that resulted in negative and poor scores. In fall 2016-spring 2017, various forums, town hall and brown bag lunch sessions were held to inform and ask for input from various individuals on campus. The Youngstown Excellence Steering (YES) committee was then formed and has met since January 2017 to either start implementing easily doable suggestions and then take the more difficult ones and break them down into categories. The committee realized that the word ‘shared governance’ had numerous interpretations and they researched to find a combination statement they could adapt to fit YSU’s needs. They ended up using a document found through the University of Louisiana at Monroe; the committee tweaked the document and sent out a draft version in April to collect input from the campus committee via Survey Monkey. Once the survey was completed, the Assessment Office reviewed and organized the results for the YES committee meeting in July that lasted almost four hours to go through all the comments and address concerns.

Dr. Abraham said this current draft version was reviewed this month by Academic Senate and would be reviewed again by them and the Board of Trustees in December. The goal is to have this document disbursed among the campus community, so everyone is aware of what shared governance means to YSU collectively and to discuss and implement things with all involved parties. Ms. Frisby said this document is a guideline to work from and to give a definition on how shared governance should be done at YSU. Both agreed that a lot of robust discussion went on to create this document. Dr. Abraham mentioned he even contacted the provost at the University of Louisiana at Monroe to discuss the document. Their provost said that a couple years after implementing the shared governance document; the campus community now just lives the guidelines set forth in the document. Dr. Abraham feels YSU has the potential to do the same.

Ms. Atway asked once the document was final, how would we check to see if the guidelines become part of the YSU culture. Dr. Abraham responded with YSU still taking part in the yearly Great Colleges survey and from an operational standpoint have individuals bring up concerns if we are lacking. This is an all across campus plan and it will take time for changes to be realized. He believes we have the right tools in place and that senior leadership and other committees are ready to commit to moving forward. His biggest concern is that even when people are invited to participate in a group or committee, they decide not show up or not to do the hard work that is needed to move forward and therefore basically wastes time. Ms. Frisby agreed and stated we need to be in this together and be committed; the intent is to not have a passive voice, but a strong voice. Dr. Abraham said another YES committee meeting needs to be scheduled, but that in the meantime he would like the council to share this document and to let he or other YES committee members know of any comments, questions or concerns. Dr. DiPillo asked if he could send the document electronically; he responded that he would email it to Ms. Bowyer to send to the council.

**Adjournment:**

The meeting adjourned at 11:11 a.m.

**Next Labor Management Council Meeting: Tuesday, November 14, 2017**

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

**Cochran Room, 2020**

**Labor Management Council**

**2017 Meeting Schedule**

Updated 9/27/2017

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

~~Tuesday, March 7 9-11am KC, Cochran Room~~

~~Tuesday, May 2 9-11am KC, Cochran Room~~

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

~~Tuesday, September 27 10-12pm KC, Cochran Room~~

Tuesday, November 14 9-11am KC, Cochran Room

Respectfully submitted, Brittany Bowyer, Recorder