Labor-Management Council Minutes

Meeting Date: September 10, 2019 (approximately 9 AM to 10:20 AM)

Cochran Room, Kilcawley Center

**In Attendance:** Ms. Connie Frisby, ACE President and Council Co-Chair; Atty. Holly Jacobs, VP for Legal Affairs and HR; Atty. Kevin Kralj, Director, Labor and Employee Relations; Ms. Debbie Moy, ACE representative; Dr. Jennifer Pintar, Associate Provost and DFR representative; Dr. Brien Smith, Provost and VP for Academic Affairs and Council Co-Chair; Ms. Caroline Smith, SGA President; Mr. Shawn Varso, YSU Chief of Police; Mr. Ed Villone, President of APAS; Loren Lease, YSU-OEA Secretary, Mark Weir, Director, Equal Opportunity, Policy Development & Title IX;, Eddie Howard, Vice President Student Affairs; Mike Sherman; Vice President for Institutional Effectiveness and Board Professional; and Rebecca Curnalia, YSU-OEA 1st Vice President.

Minutes from the July 9, 2019 meeting were approved.

1. **Enrollment Update:** Eddie Howard, Vice President Student Affairs, shared the document entitled “Fall 2019 Freshmen/Overall Registration Comparison vs. 2018 and 2017 and 2016 and 2015”. VP Howard discussed the recent enrollment decline and the potential reasons.
2. **Equal Opportunity Officer:** Mark Weir, Director, Equal Opportunity, Policy Development & Title IX, introduced himself and vice versa to the Committee. Director Weir distributed University Policy #3356-2-03 Discrimination/harassment and the Discrimination/Harassment Complaint Form. He also described the investigative and reporting process that he uses. He indicated that his office makes decisions on policy violations and does not issue discipline. He confirmed that students, faculty and staff can use the Maxient system as well to register a complaint. He also provided information on a training schedule/calendar that his office, in conjunction with the Office of Human Resources, is establishing.
3. **SPOT Committee Update:** Vice President Mike Sherman distributed a three page document beginning with the title “Timeline”, and discussed the strategic planning process and brought the Council up to date. There was an emphasis on the planning process as an all-inclusive opportunity for input from all constituents centered around Academic Excellence/Student Success. He further indicated that the University budget should align with the goals and objectives of the plan.
4. **Emergency Exit, “How to get someone in a wheelchair out of a building”:** President of ACE Connie Frisby discussed emergency exit procedures for disabled staff and students also asking questions about YSU protocol and general awareness of the proper protocol. Chief Shawn Varso provided some input into the YSU Emergency Plan which provides two steps: 1) Departments with known disabled staff or students should review the emergency evacuation plan in the event of an emergency at the start of every academic year; and 2) One potential option is to move wheelchair bound individuals to a closed stairwell and immediately report to police/fire the location of the individual for immediate evacuation. Discussion of this occurred resulting in Debbie Moy indicating that she will discuss protocol, procedures and communication awareness plan with the Office of Disability Services.
5. **Check-In Updates:** Connie Frisby announced that ACE had conducted its elections and that there were new members getting involved in the leadership and that the ACE annual picnic was a success. Kevin Kralj announced the upcoming Benefits Fair on Oct 1st and 2nd. Mark Weir thanked the Committee for inviting him to the meeting and reiterated his invitation to contact his office for further training opportunities. Carolyn Smith, SGA President, invited the Council to send any important information to her and that SGA has improved its social media communication with the student population.
6. **Announcements:** None.