Labor-Management Council Minutes

Meeting Date: January 22, 2019

Cochran Room, Kilcawley Center

**In Attendance:** Atty. Holly Jacobs, VP for Legal Affairs and HR; Atty. Kevin Kralj, Director, Labor and Employee Relations; Ms. Kelly Mantanin, Graduate Representative for SGA; Dr. Joseph Mosca, Interim Provost and VP for 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; 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:**

**Campus Lockdown** – Mr. Villone wanted to discuss the campus lockdown last month and asked if training should be done, along with identifying key personnel in each building to be designated for certain responsibilities like head count and locking doors. He felt that a better protocol should be in place to lock doors as YSU police are dealing with the situation. Mr. Varso responded that police response to a situation is immediate. During the recent lockdown, while campus police were unable to lock campus doors they had asked the facilities department to do so. He said unfortunately, there are about 500 exterior doors on campus and only a handful of facilities personnel. They are currently looking into cost effective ways to lock both interior and exterior doors. Most exterior doors previously had to be locked and unlocked with an allen wrench, but now use a key. He mentioned there was a system that could lock all doors with a push of a button. Mr. Villone asked if a door security bar or a Bolo Stick device could be used to barricade doors that open out. Mr. Varso said that both were great devices, but that fire code and ADA compliance states people with a disability need to be able to use and remove the devices.

Mr. Varso indicated that John Hyden, associate vice president of facilities, is working with the deans on getting the building doors locked. He mentioned the YSU’s comprehensive Campus Emergency Management Plan (CEMP) could be found on the YSU police website. He stated Officer Bill Rogner had met with the college deans to create an updated emergency plan just two weeks prior to the lockdown. Over the winter break, a majority of classrooms were updated to have lockable doors and safe areas that lock as well. Off. Rogner is in the process of updating plans for the departments and has floor plans that indicate doors, shelters and fire extinguishers. Mr. Villone said after the lockdown some APAS members had contacted him with concerns they had. He thought better communication during the situation would help ease the concerns, if possible. Atty. Jacobs said each Tod Hall Leader would be working with the managers in their areas to create plans for dangerous situations and disseminate to their area employees. Ms. Moy thought one person in each department should be in charge of implementing the agreed upon plan for the group, especially for students employees. Mr. Villone felt that a team of people in each building would be better. Dr. Mosca agreed teams would be better, but insisted that everyone should have A.L.I.C.E. training. Mr. Varso said even with a person(s) in charge during a situation, if an individual wants to leave, you could not hold them against their will. Mr. Villone said he has about 30 cadets that could assist campus police. Mr. Varso said he does not want to endanger students. He stated that the nursing department offered assistance as well, but he would only ask for their assistance for a triage area if needed after a situation has occurred and he would do the same with the cadets utilizing them in another capacity once the situation is under control.

Mr. Varso said the A.L.I.C.E. training previously offered on campus was very beneficial and said they plan to offer five training sessions at various times a week in February to make sure everyone that is interested in training can attend a session. He said Officer Don Cox is the instructor for the sessions and he is currently out of the office on sick leave, but as soon as returns and is able to instruct the sessions they will send out information to campus on when the sessions will be. He said the A.L.I.C.E. training sessions are about an hour and a half long, but they would like as many individuals to attend. He said the training provides options on what to do during a lockdown or shelter in place situation. He said the situations differ in that the term lockdown means to stay put and take cover, leave if possible, or fight. The shelter in place term is for situations that involve dangerous weather conditions like a tornado or an event like a chemical spill to limit exposure. The main goal of both situations is to keep people safe and out of danger. He said there was a huge response two years ago when they introduced the training, but then interest dropped off. However, with the recent lockdown, interest has peaked again.

Atty. Jacobs mentioned that A.L.I.C.E. training could be made mandatory for all faculty and staff, like ethics and harassment trainings. Mr. Villone mentioned that it would be good to include an A.L.I.C.E. training session as part of student orientation. He said the program can really save lives and when in a dangerous situation you are able to do the things you need to do sometimes without thinking, because you had training previously. Mr. Varso said training for students during orientation would be good to do, but did mention that some students already had some type of lockdown or active shooter training in high school. Ms. Smith agreed training during the orientation process would be a great idea. She asked Mr. Varso to let SGA know when the upcoming A.L.I.C.E. training sessions would be so they can disseminate the information to the student body.

**HR Updates** – Atty. Jacobs announced Atty. Cindy Kravitz had been selected as the new Associate Vice President and Chief Human Resources Officer. Atty. Kralj mentioned the office of Organizational Development would be holding six scheduled sessions during January and nine drop-in training sessions in February to train managers on how to complete electronic performance evaluations.

Atty. Kralj stated the APAS contract had been signed and posted on the HR website. Printed hard copies of the contract would be made later in the week. The FOP contract recently settled and would have a clean version finalized. Mr. Villone asked what changed in the FOP agreement. Atty. Kralj said any current employee classified as a Dispatcher 1 moved to a level 2 and the classifications for Dispatcher 1 & 2 were combined into one classification of for a University Dispatcher. University Dispatchers and University Police Officers 1 and 2 will receive a 1% pay increase now; and a step schedule increase in years 2 (2019-2020) and 3 (2020-2021). University Sergeants pay will increase by 11% and eliminate the step schedule. Top-level University Sergeants pay will increase by 1%. The annual uniform allowance for University Police Officers will be $1,200 for July 2019, $1,250 for July 2020, and $1,300 for July 2021. The annual uniform allowance for University Dispatchers will be $800. Mr. Villone said it was good to see improvements made.

**Blackboard Adoption** – Ms. Smith mentioned the adoption of the Blackboard program to be used by all faculty for student grades and course syllabi.

**Space Utilization** – Dr. Pintar mentioned the Space Utilization Committee has almost completed the software for classroom scheduling. The software will allow class times to be spread out from the 10-2:00pm block of class time. The software will implemented spring semester 2020.

**Adjournment:**

The meeting adjourned at 9:48 a.m.

**Next Labor Management Council Meeting: Tuesday, March 19, 2019**

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

**KC, Cochran Room**

**Labor Management Council**

**2019 Meeting Schedule**

Updated 11/21/2018

~~Tuesday, January 22, 2019 9-11am KC, Cochran Room~~

Tuesday, March 19, 2019 9-11am KC, Cochran Room

Tuesday, May 14, 2019 9-11am KC, Cochran Room

Tuesday, July 9, 2019 9-11am KC, Cochran Room

Tuesday, September 10, 2019 9-11am KC, Cochran Room

Tuesday, November 12, 2019 9-11am KC, Cochran Room

Respectfully submitted, Brittany Bowyer, Recorder