

# Labor-Management Council Minutes

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Meeting Date: January 10, 2017  
Cochran Room, Kilcawley Center

**In Attendance:** Dr. Martin Abraham, Provost and Vice President, Academic Affairs and Council Co-Chair; Dr. Annette Burden, Council Co-Chair (President, YSU-OEA); Sgt. Dennis Godoy, YSU-PD; Neal McNally, Vice President, Finance and Business Operations; Tyler Miller-Gordon, Student Government President; Jennifer Lewis, Director, Talent Acquisition & Employee Records; Debbie Moy, ACE representative; Anthony Spano, Vice President of ACE; Lt. Shawn Varso, YSU-PD; Ed Villone, President of APAS; and Brittany Bowyer, Office of VP for Finance and Business Operations.

## **Meeting Topic:**

**Budget Update** – Mr. McNally mentioned Governor Kasich’s Executive Budget Proposal for the FY18-19 operating budget should be released at the end of the month. The budget proposal will establish funding levels and a tuition policy for the next two-year period that begins July 1, 2017. Mr. McNally next provided a handout to the council listing the members of the Budget Advisory Council (BAC). He said the BAC would be meeting this week to get ready for the Governor’s budget proposal and prep for the upcoming work on the new two-year operating budget plan for the University. Ms. Moy asked if the BAC was a new council. He replied stating the BAC had been around for three to four years starting under Gene Grilli as Budget Development Council and then undergoing a name change and slight membership change. He read the BAC mission statement to the group and indicated it could be updated if needed, but that the council worked under this mission statement for the last budget plan and it worked out well. He went on to mention BAC meeting updates on the work the council is doing would be shared with the campus going forward, especially since it appears that many people are unaware of its existence. He also stated that in a perfect world the council would have put out a call for budget proposals, but since financial resources have declined or stagnated, this type of activity has not been feasible.

Ms. Moy asked about funding for buildings and if those funds come from the operating budget. Mr. McNally replied by stating some general funds from the operating budget are used, but that most building projects across campus are funded by state capital funds. These funds are appropriated by the State of Ohio every two years to be used for improvements and maintenance on existing buildings. He mentioned YSU received \$11 million in state capital funds for the last biennium and that he and others work with the Facilities department regarding building projects and renovations across campus.

## **Check-in and Announcements:**

**Medical Mutual Issues** – Dr. Burden recently found out about a few faculty members who are having issues with regards to their Medical Mutual of Ohio (MMO) health care plan. She said the first issue that was brought to her attention involved three faculty members that had their spouse or domestic partner kicked off of their health care plan for unknown reasons. The other issue was brought up after a faculty member noticed her health care plan changed from a single plan to a family plan for unknown reasons as well. Dr. Burden had reached out to the HR Benefits office and talked with Marcie Patton and Linda Mazzocco and both were going to look into the issues. She indicated that Ms. Patton even mentioned her health care plan had changed without her changing it.

Ms. Lewis asked if the faculty members had filled out and submitted their dependent verification forms and if not this could have triggered the spouse and domestic partner to be removed from the MMO plan. Dr. Burden said she thought the same thing, but the faculty members said they did submit the verification forms and their forms had been properly verified. As for the plan change, Ms. Lewis indicated that the amount withheld through payroll deduction would only have been changed if the faculty member filled out a change of plan form during the open enrollment period. Dr. Burden replied no forms were changed or submitted by the faculty member. Ms. Lewis indicated that even if the Explanation of Benefits (EOB) form was changed from a single to family plan that the faculty member should only have to meet the individual deductible and not the family portion. She said any changes to an employee's health care plan would have to be manually changed in Banner or through MMO. The Banner system & MMO vendor systems are two separate systems. The faculty members could check their deductions in Self Service Banner starting with the January 15 pay and going forward to confirm. She wasn't sure what is causing the issues, but said she would talk to the Benefits office staff and MMO, then follow-up with Dr. Burden. Dr. Burden indicated she didn't want any grievances to come up due to the MMO issues and thanked Ms. Lewis in advance for her help.

Dr. Abraham mentioned having issues with his MMO flex spending account had changed to an auto transfer at the end of October. He had called MMO and they said they were working to catch-up on back payments, but he hasn't heard anything more. Ms. Lewis said she would check into this issue as well. Mr. Spano mentioned two or three new ACE employees had issues with their MMO plan as information was entered wrong and that money was due back to them per Ms. Frisby. He also asked if it would be possible to send out a reminder to faculty and staff regarding the utilization of the Employee Assistance Program. Ms. Lewis said Carrie Clyde, Wellness Coordinator, would be able to send out an email to everyone about this or she could include it in the next HR newsletter.

**Better Communication** – Mr. Villone brought up the topic of providing a better means of communication referencing the President's State of the University Address last week that only 22% of faculty and staff open YSU related emails. Mr. Villone asked if the announcements section in the YSU Portal could be used again or another tool, but indicated the information should be centrally located. Ms. Lewis stated she only uses the portal on an as needed basis, using links saved to her desktop for ease of access, and feels that others probably do the same. She questioned whether the portal would reach a greater audience than the email communication. Mr. Miller-Gordon mentioned the use of sending out just one email per week that contains various departmental information related to faculty and staff. The email would be similar to the student digest email that lists brief information about each event or learning session all in one email. Mr. Villone and other council members thought this was a good idea, but wondered who would be in charge of compiling the information and sending the email out. Mr. McNally stated he would follow-up with the IT and Communications departments to find out if there are any tools or programs that could be utilized.

Mr. Villone also wanted to know if the monitors housed in the different colleges and in Kilcawley Center could be used as a communication tool. He thought to increase communication and to keep the campus community in the know that maybe certain meetings could be streamed live and announcements could be displayed for informational purposes on these monitors. However, he wondered if all the monitors were connected to

the same feed or if they all ran separately. Mr. Spano said he believed the monitors all ran separately and stated the software and equipment was purchased from a company that has gone out of business and that new monitors and software might need to be purchased. He went on to propose the monitors might be a good tool to be used by campus police in an emergency to alert faculty, staff and students of threats on campus. Mr. Villone said he helped purchase the monitors in the Bitonte College for emergency reasons and helped to create an emergency evacuation plan for the college.

**Food Pantry** – Mr. Miller-Gordon said he and Ms. Gessler have been engaged in various grant writings and had recently been awarded a \$25,000 grant. SGA plans to utilize property on the corner of Hazel St. near the Steel Museum to create a pop-up green house to produce food for the student pantry and would like to construct a stage for theater and art performances. They would also like to expand the student pantry into the current Bookstore space when available for a refrigerator and freezer that they hope to purchase from another grant they are working on with Dr. Sumell. Mr. Spano mentioned SGA should contact him or the Procurement office to get state pricing on these items. Dr. Burden asked if they could accept a used refrigerator. Mr. Miller-Gordon and other council members replied no, that new appliances would be best when providing food to others per FDA regulation standards. Mr. Miller-Gordon also mentioned he had been talking with the Youngstown Environmental Society (YES) in regards to expanding the Ward Beecher greenhouse food production. He said YES already donates to other groups in the valley and by increasing the food production food could be donated to the YSU student pantry.

**New Committee** – Dr. Abraham informed the council of the new YSU Excellence Steering (YES) committee. The YES committee was formed as a result of the campus climate survey, with the assistance of the Academic Senate and is comprised of 12 members and is co-chaired by Dr. Abraham and Dr. Chet Cooper. The mission of the committee is to review the problem areas indicated from the survey that need improved, especially in the area of communication. Mr. Spano asked if the meeting minutes could be shared with the rest of the campus via email or posted on a website. Dr. Abraham replied stating he wasn't sure if the minutes would be posted and that he would talk with Dr. Cooper and bring the topic up for discussion at the next meeting. Ms. Moy asked if the minutes were considered public knowledge. He stated information discussed at the first meeting had not been confidential in nature and thought the minutes could be shared. He said he honestly hadn't thought about posting or distributing the minutes, but thought since the YES committee is a branch of Academic Senate that Dr. Cooper would most likely give updates at those meetings. Mr. Miller-Gordon and Dr. Abraham came to the same conclusion to post the minutes on the Academic Senate webpage.

**Adjournment:**

The meeting adjourned at 9:45 a.m.

**Next Labor Management Council Meeting:**      **Tuesday, March 7, 2017, 9:00 a.m.**  
**Kilcawley Center, Cochran Room, 2020**

**Labor Management Council  
 2017 Meeting Schedule**

Updated 11/1/2016

<del>Tuesday, January 10</del>	<del>9-11am</del>	<del>KC, Cochran Room</del>
Tuesday, March 7	9-11am	KC, Cochran Room
Tuesday, May 2	9-11am	KC, Cochran Room
Tuesday, July 11	9-11am	TBD
Tuesday, September 12	9-11am	TBD
Tuesday, November 14	9-11am	TBD

Respectfully submitted, Brittany Bowyer, Recorder