

## DEANS COUNCIL MINUTES

WEDNESDAY, OCTOBER 15, 2008

1:00 – 3:00 P.M.

### President's Conference Room

Members Present: Abraham, Bickley (guest), Bowers, Edwards, Elias, Kestner, Ginnetti, Khawaja, Kasvinsky, Kobulnicky, Licata, Singler, Ward

#### 1. Announcements

- (Kobulnicky) The Maag Library network server will be down tomorrow (10-16-08) because the library is getting a new server. A notice has been sent out.
- (Khawaja) Dr. Cyndy Anderson reported to Dr. Khawaja that the workshop on *Mental Health Training, Response and Awareness on Campus* conducted yesterday and today was well attended. Council offered comments about the workshop: It went well, but the tip of the iceberg was barely touched—there is so much more to learn; another session is needed; faculty need to attend the workshop; and a different format might be considered. Dr. Khawaja asked that anyone who attended the workshop e-mail their comments to Dr. Anderson.
- (Licata) The groundbreaking for the new WCBA building will take place on October 27, 2008, at 1:30 p.m.

#### 2. Human Resources (Bickley)

The Deans Council had submitted questions to Craig Bickley, Chief Human Resources Officer, prior to this meeting. Mr. Bickley stated that some of the information might be redundant from the Academic Chairpersons' Meeting yesterday. Bickley passed out an organizational flowchart showing the reorganization of the Office of Human Resources (see the attached), with a list of HR support employee names and areas of responsibility. Bickley stated that Payroll and HR are much more closely aligned than in the past.

See the attachment for information provided by Bickley to Council. Additional information provided included:

- Upper- and lower-level position openings are now being advertised regionally to ensure we are getting the best external candidates to compare against.
- Open enrollment for medical benefits began yesterday (Oct. 14, 2008).
- Marilyn Ward will e-mail the part-time faculty sick-leave formula to Deans Council.
- YSU has purchased *PeopleAdmin*--a front-end program on employee recruiting that uses a website. A newspaper position posting will refer applicants to the website. Sixty percent of universities that use *Banner* use *PeopleAdmin*. When someone applies on-line, the system confirms whether the person is qualified to apply. Employment processing

within the university will be completely electronic. Group passes related to the vacancy # of the position will be issued for the Search Committee members. Once a person is selected for hire, his or her information is already in the system and can be imported into the *Banner* system—this should help with the issue of a timely first paycheck. YSU can decide how manual or automated *PeopleAdmin* will be configured.

- The processing of mandatory background checks remains slow, so HR is looking at hiring a new processor. From experience, Bickley would suggest changing to BCI in Columbus because of their 24-hour turnaround.
- Position descriptions are not reviewed if a position is just being reposted; but if there are any changes, the position must go through the review process. New positions are put through the classification review process. Now that Carol Trube has returned from sick leave, she will pass her classification review recommendations to a review committee. The review committee seeks to build the old 'meet and confer' into the front end of the review process (regarding the old meet and confer stipulations in the union contracts).
- In the new ACE contract, a retired person can work for YSU intermittently for up to 1 year. However, the department must have the funds to pay for the position. The vacancy savings cannot be counted on to fund an intermittent position due to the payouts that have to be made for vacation, sick leave, etc. Also, the Academic Division receives only 50% of any balance of vacancy savings.
- Craig mentioned that HR has been spending more time on payroll issues than expected. With regard to 403B issues, there are new IRS regulations. YSU has 31 vendors; the new regulations will trim that list substantially to 4 or 5 vendors (all state universities are trying to convert to common vendors). Extra time is being spent testing the W-2s.

The Deans expressed their frustration with faculty candidates lost due to the 2-week turnaround on the initial offer. Also, Dr. Khawaja inquired about what HR requires an employee to do when the employee shows interest in moving to another position. The Provost said that the supervisors are not in the loop during this process and wondered how the supervisor is notified. There does not seem to be a supervisor notification process.

### 3. College Fees

Dr. Khawaja updated Council on the issue of college fees--2 colleges would like to institute a college fee at this time, 1 college is still evaluating the fee, and 3 colleges are not interested in moving in that direction at the present time. Dr. Khawaja stated that we are looking at fees and tuition as a whole rather than looking at college fees as a piecemeal issue. Also, a central group may be looking at the in-state and out-of-state tuition subsidy; Marilyn Ward and Charles Singler will represent our division on that group [note: a group was not formed]. Deans Council will proceed with the college fee proposals and recommendations. In view of 6 different colleges with varying needs, it does not make sense to have a single dollar amount. The 2 college fee proposals will continue to be reviewed. Marilyn Ward stated that there are some limitations or pieces in *Banner* that need to be addressed, such as when the fee will be assessed and in what semester. Once that is finalized, the information then will need to be communicated to the students.

#### 4. Schedule of Operations

The Deans Council gave feedback on the draft of the proposed Schedule of Operations for spring 2010 through fall 2010. Bege Bowers and Marilyn Ward will contact Jayne Caputo. When the suggested changes have been properly configured, the proposed Schedule of Operations will be sent to the campus community for feedback.

#### 5. Old/New Business

Dr. Khawaja said that the M2 parking deck has lasted 30 years, with considerable funds invested in repairs every year. Something must be done about the situation. Campus planning suggested 3 proposals: tear it down and replace the deck with a surface lot, replace it with a new deck on that site or elsewhere, or perform major renovations on the existing deck. Another thought is to use the space as temporary parking while reserving the land as prime real estate. The president asked for feedback from a few colleges. CLASS and BCHHS supported taking it down and replacing it with a surface lot. STEM's reaction was more mixed: 65% said to keep it, and 35% said to take it down. A short discussion followed with suggestions for the space, such as reserving it as a car-pooling parking lot.

Marilyn Ward is still waiting on information for the 2007-2008 workload issues to be resolved.

Dr. Khawaja told the deans that we are a little over budget in terms of new faculty positions. A few faculty are rescinding their retirements. Regarding Extended Teaching Service (ETS), Dr. Khawaja asked the deans to communicate to the chairs that ETS is a budgeted issue. The ETS budget is set up when it is approved in the spring. The chair does not have the right to modify the ETS that has been approved. Any changes after May 1 cannot be made without the approval of the Provost per the *Agreement*.

#### 6. Adjourn

*Minutes submitted by Debbie Withrow*