

REGULAR MEETING OF THE YSU-ACE EXECUTIVE COMMITTEE

THURSDAY, March 13, 2025

PRESENT:

Officers: President – Melanie Leonard

1st VP – Nancy O'Hara (virtual)

2nd VP – Jill Mogg

Secretary – Cassie Nespor

Treasurer – Tatiana O'Dell

Committee: Joe Audia, Kay Helscel, Kevin Hood, Eric Barr, Lisa Devore, Rob Chance

CALL TO ORDER. Melanie Leonard called the meeting to order at 11:35am.

APPROVAL OF AGENDA. The agenda was sent to the Executive Committee electronically to review prior to the meeting. Melanie Leonard added a discussion of the AOS/BOS transition to New Business. Kay Helscel added a discussion of a position to New Business as well. Eric Barr made a motion to approve the agenda with the additions. It was seconded and passed.

APPROVAL OF MINUTES. The minutes from the February 13, 2025 regular meeting were sent to the Executive Committee electronically before the meeting and reviewed. Melanie corrected a statement in the Distinguished Service Award discussion. Joe Audia made a motion to approve the minutes as amended. It was seconded and passed.

TREASURER'S REPORT. A copy of the Treasurer's report dated March 2025 was sent to the Executive Committee electronically before the meeting and reviewed. It was accepted as submitted. The OEA 2025/2026 dues report was received. Currently our local dues for full time employees are \$60/year and part time employees are \$30/year. Jill Mogg motioned to keep our local dues the same. It was seconded and passed. Melanie has the paperwork to change the names on the LPL investment account and set up an online account. Melanie suggests to fill out the paperwork after June elections.

MEMBERSHIP REPORT. Jill Mogg reported that we have 165 members. Still several positions in search committees. Kay reported that one position in Facilities had the title changed.

COMMITTEE REPORTS

Negotiations: none.

Grievance: Meeting monthly. Currently no grievances filed.

Elections: Coming up in June. Committee members are Jill Mogg, Shelly Urchick, Kay Helscel, Desa Pavlichich. Call for volunteers at Chapter meeting in May.

Constitution and Bylaws: no report.

Communication: Newsletter ready to go out. Joe updated the website with minutes, newsletters, Exec Committee meeting dates, and scholarship information. He will add photos and union email address.

Membership Engagement: Phantoms hockey game had a good turnout. We had 7 people no show. In the future, if we require a deposit depending on price of ticket/transportation. APAS owes us \$64 for tickets.

“Take a Break with ACE” union break on Wednesday, April 9 from 9am to 10am at Kilcawley overhang. Invite APAS and OEA. Use tent. Cassie will make the space reservation and order 3 coffee 1 hot chocolate from Dunkin. Kay will bring donuts from Hogan’s bakery. Possible summer picnic or on-campus lunch at beginning of school year.

Eric Barr got a list of items needed for the Penguin Pantry which included seedlings for the vegetable garden.

APAS would like to invite ACE members to join them on May 31 for Streetscape clean up and June 27 for a Scrappers game. Tatianna will ask APAS to email an event flier or details to Jill Mogg so she can email our members. APAS is also planning to participate in Summer Festival of the Arts July 12 & 13 and planning a “Lunch with the Stars” event for staff at the planetarium.

HCAC: Meeting in February was a financial meeting.

OLD BUSINESS

Seniority Committee: (Kevin Kralj, Michael Chiovitti, Jennifer Lewis-Aey, Steve Katros, Lisa Devore, Melanie Leonard) Committee formed because a side letter in our contract included a plan to change retention points to seniority calculations. HR has a letter drafted to send to all ACE members about this seniority calculation. Changes language in 2 articles of our contract. Melanie will email the members about the proposed changes. Questions are due to HR by April 30.

Ad Hoc: None.

OEA Grant: none.

Scholarship: The Foundation amount is \$875. Applications are due March 31. We will discuss at April meeting if we want to add union money to the award.

Distinguished Service: 13 applications were considered. 6 didn’t meet the requirements. The committee awarded 9. We need to add rubric to the next contract to help clarify process and make applications more effective. Many nominations didn’t include details or were just about the person doing a good job.

NEW BUSINESS

AOS/BOS combination: HR wants to change the name in the University’s classification plan for AOS and BOS and combine them into “Administrative Specialist.” They also want to combine AOS3, BOS3, and Office Administrator jobs because they have similar duties. However, the starting wage for an Office Administrator is higher, so the starting wage for all AOS/BOS 3 positions will be raised. A new LOU will be signed for AOS/BOS 3 starting salary. All AOS/BOS positions should look over their new job descriptions.

Facilities position: Executive Session.

Having no other business, the meeting was adjourned at 12:55pm. Our next meeting is Thursday, April 10, 2025.

Respectfully submitted,

Cassie Nespor, ACE Secretary