

**SPECIAL BOARD OF TRUSTEES' MEETING**

**Friday, April 26, 2013  
5:00 p.m.**

**Tod Hall  
Board Meeting Room**

**AGENDA**

- A. Roll Call
- B. Proof of Notice of Meeting
- C. Disposition of Minutes for Meeting Held March 13, 2013; and April 16, 2013; will be Deferred until the Next Meeting
- D. Reports of the Committees of the Board
  - 1. Academic Quality and Student Success Committee
    - a. Resolution to Modify Hiring and Selection Process for Full and Part-time Faculty Policy, 1001.01
  - 2. University Affairs Committee
    - a. Resolution to Modify Hiring and Selection Process, Contracts and Compensation for Intercollegiate Athletic Coaches Policy, 7016.02
    - b. Resolution to Modify Employment of University Staff Policy, 9003.01
    - c. Resolution to Approve Position Announcement(s) for Administrative or Executive Officer Position(s)
    - d. Resolution to Approve Appointments to Professional/Administrative Staff Positions
    - e. Resolution to Approve Appointments to Faculty Positions
    - f. Resolution to Approve Appointments to Intercollegiate Athletics Coaching Positions
- E. Communications and Memorials
- F. Unfinished Business
- G. New Business
- H. Old Business
- I. Chairperson's Remarks
- J. Dates and Times of Upcoming Regular Meetings of the Board
  - Tentative Meeting Dates: 3 p.m., Wednesday, June 12, 2013
  - 3 p.m., Wednesday, September 25, 2013
  - 3 p.m., Wednesday, December 18, 2013
- K. Adjournment

**RESOLUTION TO MODIFY  
HIRING AND SELECTION PROCESS FOR  
FULL AND PART-TIME FACULTY POLICY**

**WHEREAS**, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

**WHEREAS**, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS**, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of an Institutional Policy governing Hiring and Selection Process for Full and Part-time Faculty, policy number 1001.01 of the *University Guidebook*, shown as Exhibit A attached hereto.

**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Hiring and Selection Process for Full and Part-time Faculty</b>
Responsible Division/Office:	Academic Affairs
Approving Officer:	Provost & Vice President for Academic Affairs
<i>Revision History:</i>	December 1997; March 2007; March 2011; April 2013
Resolution Number(s):	YR 1998-16; YR 2007-27; YR 2011-67; YR 2013-
Board Committee:	Academic Quality and Student Success
<b>EFFECTIVE DATE:</b>	
Next Review:	2018

**Policy:** The University employs faculty with the degrees and other credentials appropriate to their responsibilities.

**Parameters:**

1. Recruitment to fill faculty positions must be authorized by the Provost/Vice President for Academic Affairs. In accordance with Higher Learning Commission expectations, "faculty members must possess an academic degree at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established." Recruitment activities must conform to the Equal Opportunity and Affirmative Action recruitment and employment procedures (see University Guidebook Policy 2001.02).
2. Faculty are employed as either full-time or part-time status. Part-time faculty supplement the full-time faculty to meet departmental instructional needs and cannot acquire tenure.
3. The official offer of employment for full-time faculty is made by the Provost/Vice President for Academic Affairs upon the recommendation of the college dean, the chairperson of the department, and the Office of Human Resources.

4. The Chief Human Resources Officer will submit a summary of all filled faculty positions to the Board of Trustees at the next regularly scheduled meeting for approval. Offers of employment for full time faculty shall be contingent upon Board of Trustees' approval; however, faculty may begin employment prior to Board of Trustees' approval.
5. Each full-time faculty member will be assigned a home department, which shall be that department in which the majority of the person's time is budgeted. In cases where the time assignment is evenly distributed, the home department shall be the department where the person holds academic rank.
6. Except for department chairpersons (who are excluded from the bargaining unit), the types of contracts and terms and conditions of employment of full-time faculty are outlined in the *Agreement Between Youngstown State University and the Youngstown State University Chapter of the Ohio Education Association*.
7. Faculty responsibilities of departmental chairpersons are described in the *Department Chair Handbook*.
8. Part-time faculty members are appointed by the appropriate college dean, upon the recommendation of the department chairperson, and subject to review by the Provost/Vice President for Academic Affairs. Such appointments are for one academic term or a portion thereof. For purposes of compliance with the Ohio Revised Code and the State Constitution regarding the hiring and the appointment of employees, including part-time faculty, the Board of Trustees designates the Provost/Vice President for Academic Affairs as the hiring authority for part-time faculty. The Provost/Vice President for Academic Affairs will report to the Board of Trustees on the use of part-time faculty on an annual basis.
9. Part-time faculty may teach up to six workload hours per term, and up to twelve workload hours per academic year. The Provost/Vice President for Academic Affairs may waive this limitation when it is in the best interest of the University.
10. Part-time faculty are paid on the basis of workload hours taught and highest earned degree held. The rate of pay is identified in the annual "Operating Budget and Capital Funds" document approved by the Board of Trustees.
11. Procedures, benefits, and other matters affecting part-time faculty are found in the *Part-time Faculty Manual* available in the Office of the Provost/Vice President for Academic Affairs.

**NUMBER**

**1001.01**

PAGE 3 of 3

**Cross Reference:** This policy incorporates former University Guidebook Policy 1001.02, Part-Time Faculty. For information about faculty with graduate status, see University Guidebook Policy 1002.01; for information about adjunct faculty, see University Guidebook Policy 1009.01.

**REDLINE VERSION**  
**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Hiring and Selection Process for Full and Part-time Faculty</b>
Responsible Division/Office:	Academic Affairs
Approving Officer:	Provost & Vice President for Academic Affairs
<i>Revision History:</i>	December 1997; March 2007; March 2011; April 2013
Resolution Number(s):	YR 1998-16; YR 2007-27; YR 2011-67; YR 2013-
Board Committee:	Academic Quality and Student Success
<b>EFFECTIVE DATE:</b>	
Next Review:	2018

**Policy:** The University employs faculty with the degrees and other credentials appropriate to their responsibilities.

**Parameters:**

1. Recruitment to fill faculty positions must be authorized by the Provost/Vice President for Academic Affairs. In accordance with Higher Learning Commission expectations, “faculty members must possess an academic degree at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established.” Recruitment activities must conform to the Equal Opportunity and Affirmative Action **recruitment and employment** procedures (see **University Guidebook Policy 2001.02**).
2. Faculty are employed as either full-time or part-time status. Part-time faculty supplement the full-time faculty to meet departmental instructional needs and cannot acquire tenure.
3. The official offer of employment for full-time faculty is made by the Provost/Vice President for Academic Affairs upon the recommendation of the college dean, the chairperson of the department, and the Office of Human Resources.

4. The Chief Human Resources Officer will submit a summary of all filled faculty positions to the Board of Trustees at the next regularly scheduled meeting for approval. Offers of employment for full time faculty shall be contingent upon Board of Trustees' approval; however, faculty may begin employment prior to Board of Trustees' approval.
5. Each full-time faculty member will be assigned a home department, which shall be that department in which the majority of the person's time is budgeted. In cases where the time assignment is evenly distributed, the home department shall be the department where the person holds academic rank.
6. Except for department chairpersons (who are excluded from the bargaining unit), the types of contracts and terms and conditions of employment of full-time faculty are outlined in the *Agreement Between Youngstown State University and the Youngstown State University Chapter of the Ohio Education Association*.
7. Faculty responsibilities of departmental chairpersons are described in the *Department Chair Handbook*.
8. Part-time faculty members are appointed by the appropriate college dean, upon the recommendation of the department chairperson, and subject to review by the Provost/Vice President for Academic Affairs. Such appointments are for one academic term or a portion thereof. For purposes of compliance with the Ohio Revised Code and the State Constitution regarding the hiring and the appointment of employees, including part-time faculty, the Board of Trustees designates the Provost/Vice President for Academic Affairs as the hiring authority for part-time faculty. The Provost/Vice President for Academic Affairs will report to the Board of Trustees on the use of part-time faculty on an annual basis.
9. Part-time faculty may teach up to six workload hours per term, and up to twelve workload hours per academic year. The Provost/Vice President for Academic Affairs may waive this limitation when it is in the best interest of the University.
10. Part-time faculty are paid on the basis of workload hours taught and highest earned degree held. The rate of pay is identified in the annual "Operating Budget and Capital Funds" document approved by the Board of Trustees.
11. Procedures, benefits, and other matters affecting part-time faculty are found in the *Part-time Faculty Manual* available in the Office of the Provost/Vice President for Academic Affairs.



Cross Reference: This policy incorporates former **University Guidebook** Policy 1001.02, Part-Time Faculty. For information about faculty with graduate status, see **University Guidebook** Policy 1002.01; for information about adjunct faculty, see **University Guidebook** Policy 1009.01.



**RESOLUTION TO MODIFY  
HIRING AND SELECTION PROCESS,  
CONTRACTS AND COMPENSATION FOR INTERCOLLEGIATE  
ATHLETIC COACHES POLICY**

**WHEREAS**, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

**WHEREAS**, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS**, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Hiring and Selection Process, Contracts and Compensation for Intercollegiate Athletic Coaches, policy number 7016.02 of the *University Guidebook*, shown as Exhibit B attached hereto. A copy of the policy indicating changes to be made is also attached.

**UNIVERSITY GUIDEBOOK**

**Title of Policy: Hiring and Selection Process, Contracts and Compensation for Intercollegiate Athletic Coaches**

Responsible Office/Division: Intercollegiate Athletics & Office of Human Resources

Approving Officer: Vice President for Finance and Administration

Revision History: September 1999; September 2003; November 2010; December 2012; April 2013

Resolution Number(s): YR 2000-19; YR 2004-15; YR 2011-61; YR 2013-26; YR 2013-

Board Committee: University Affairs

**EFFECTIVE DATE:** April 26, 2013

Next Review: 2018

**Policy:** The University seeks to attract and retain highly qualified Intercollegiate Athletic Coaches. During the hiring process the University is committed to the principle of gender equity, equal opportunity and diversity in filling each coaching vacancy. The University also affirms the principle of merit-based salary adjustments that are directly associated with positive competitive results as evidenced by the performance evaluation. Additionally, periodic market surveys will be conducted for coaching positions to ensure that salaries remain competitive. Further, certain coaches as professional/administrative staff may be eligible for multiple year contracts of employment.

**Parameters**

**General:**

While Intercollegiate Athletics coaches in all sports are in the University's professional/administrative staff category, this policy is intended to establish unique hiring and selection processes and compensation programs.

Contracts for coaches of fall term sports other than football will terminate on January 31, contracts for football coaches will terminate on the last of February; contracts for coaches of winter sports (men's and women's basketball, swimming, and diving) will terminate on April 30, and contracts for spring term sports (baseball, softball, track, tennis, and golf) will terminate on June 30.

When it is in the best interest of the University, the President, upon the recommendation of the Executive Director of Intercollegiate Athletics, may present other appointment plans for specific coaches to the University Affairs Committee of the Board of Trustees.

**Hiring and Selection Process:**

1. Advertising to fill athletic coaching positions of the University will be done in a manner that will provide an opportunity for a diverse pool of candidates to apply. Regardless, expediency in posting and hiring is a requisite in filling coaching positions due to the unique nature of the coaching profession.
2. An individual will be selected from an applicant pool obtained as a result of a publicly posted position vacancy and a search process.
3. External consultants may be utilized during the process of searching, screening, and interviewing coaching candidates. Search committees will also be utilized.
4. Background checks will be conducted for the final preferred candidate as requested by the Department of Intercollegiate Athletics.
5. Contracts for Intercollegiate Athletics head coaches are negotiated at the time of the recruitment and selection process.

**Compensation:**

1. **Head Coaches.** Individual salary adjustments may exceed any Board-established cost of living adjustment (COLA). Unsuccessful competitive performance will affect salary adjustments that may result in an amount less than any Board established COLA or no salary increase for the future contract term. Any such salary adjustments will occur at the beginning of a new contract term. A "pool" of funds will be created utilizing the aggregate amount of any COLA increases that are to be allocated (including associated fringe amounts) for future distribution for competitively successful outcomes. A recommendation may be made periodically by the Executive Director of Intercollegiate Athletics to the President.
2. **Assistant Coaches.** For sports that utilize assistant coaches, the head coach, in consultation with the Executive Director of Intercollegiate Athletics, will have authority to allocate the "pool" of money budgeted for all assistant coaches in that sport at his/her discretion within the limitations of the "pool." In years in which the amount of awarded merit increases is less than the amount allocated by the University, the balance (including associated fringe amounts) will be placed into the appropriate salary reserve account for future merit increases or distribution during the search process for a new coaching staff. In years which the amount

of the merit increases is greater than the pool, the funds will come from the salary reserve account. Board approved Gender Equity Plan or current operating budget line items will serve as additional resources for merit increases. The allocation may occur at the beginning of the contract period or July 1 annually. A recommendation will be made annually by the Executive Director of Intercollegiate Athletics to the President.

## **Procedures**

### **General:**

1. The term of the initial contract offered to a coach will be determined during the recruitment and selection process by the Executive Director of Intercollegiate Athletics in consultation with the President.
2. All head coaches are evaluated annually by the Executive Director of Intercollegiate Athletics, or designee, and contracts may be renewed through negotiation.
3. The term of a contract can be modified through the use of the regular appointment process.
4. All head coaches annually evaluate their assistants and submit their recommendations to the Executive Director of Intercollegiate Athletics.

### **Hiring and Selection:**

The procedures that follow provide an overall structure for coaching position selections. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The Executive Director of Intercollegiate Athletics, or his/her designee, in consultation with the hiring manager will, at a minimum, select at least a three member search committee to screen qualified candidates.
2. Postings will appear, at a minimum, on the YSU Athletics Department website. The posting will be open to receive applications for a minimum of seven calendar days, and applicants will apply by utilizing the PeopleAdmin on-line employment application.
3. A list of candidates who have self-identified will be requested from the Office of Equal Opportunity and Diversity. Candidates to be interviewed must possess the minimum qualifications for the position. It is anticipated that the successful candidate will have qualifications in excess of the minimum. Justifications for not interviewing an applicant will include written rationale regarding any determination concerning the differences in qualifications for the candidates selected for interviews. Such assessments will be fair and

will include written rationale regarding any determination concerning the differences in qualifications for the candidates selected for interviews. Such assessments will be fair and will include consideration of the NCAA expectations related to both YSU's Gender Equity and Minority Opportunity plans.

4. Upon approval from the Office of Equal Opportunity and Diversity, the search committee will conduct reference checks and participate in the interview process. The hiring manager of the open position, in consultation with the Executive Director of Intercollegiate Athletics, will ultimately identify the candidate to be extended a preliminary offer, understanding that the Office of Human Resources will make the official offer upon receipt of a positive background check.
5. The Office of Human Resources shall submit background checks when requested by the Department of Intercollegiate Athletics for the final preferred candidate. Employment offers may be made contingent upon an acceptable background report to ensure that the hiring process is expedited.
6. Exceptions to the above selection process may be granted in special circumstances where departure offers demonstrable benefits to the University. A request for such an exception must be submitted in writing to the Chief Human Resources Officer and the Office of Equal Opportunity and Diversity for review and consideration. A request initiated by the Department of Intercollegiate Athletics, together with the Office of Human Resources and the Office of Equal Opportunity and Diversity, will be submitted to the President, for final approval.
7. The Chief Human Resources Officer will submit a summary of all filled coaches positions to the Board of Trustees at the next regularly scheduled meeting for approval. Offers of employment for coaches shall be contingent upon Board of Trustees' approval; however, coaches may begin employment prior to Board of Trustees' approval.

**Compensation:**

1. **Head Coaches.** The performance evaluation process will be conducted at the end of each season by the Executive Director of Intercollegiate Athletics for each head coach. Determinations regarding merit increases, if any, will be based upon the outcome of the performance evaluation. Pre-determined competitive benchmarks will allow head coaches with competitively successful seasons to earn a salary increase in a subsequent contract.
2. **Assistant Coaches.** The performance evaluation process will be conducted at the end of each season by the head coach for each assistant coach. Determinations regarding merit increases, if any, will be based upon the outcome of the performance evaluation.

**REDLINE VERSION**  
**UNIVERSITY GUIDEBOOK**

**Title of Policy: Hiring and Selection Process, Contracts and Compensation for Intercollegiate Athletic Coaches**

Responsible Office/Division: Intercollegiate Athletics & Office of Human Resources

Approving Officer: Vice President for Finance and Administration

Revision History: September 1999; September 2003; November 2010; December 2012; April 2013

Resolution Number(s): YR 2000-19; YR 2004-15; YR 2011-61; YR 2013-26; YR 2013-

Board Committee: ~~Internal~~ University Affairs

**EFFECTIVE DATE:** April 26, 2013

Next Review: 2018

**Policy:** The University seeks to attract and retain highly qualified Intercollegiate Athletic Coaches. During the hiring process the University is committed to the principle of gender equity, equal opportunity and diversity in filling each coaching vacancy. The University also affirms the principle of merit-based salary adjustments that are directly associated with positive competitive results as evidenced by the performance evaluation. Additionally, periodic market surveys will be conducted for coaching positions to ensure that salaries remain competitive. Further, certain coaches as professional/administrative staff may be eligible for multiple year contracts of employment.

**Parameters**

**General:**

**While** Intercollegiate Athletics coaches in all sports are in the University's professional/administrative staff category, **this policy is intended to establish unique hiring and selection processes and compensation programs.**

Contracts for coaches of fall term sports other than football will terminate on January 31, contracts for football coaches will terminate on the last of February; contracts for coaches of winter sports (men's and women's basketball, swimming, and diving) will terminate on April 30, and contracts for spring term sports (baseball, softball, track, tennis, and golf) will terminate on June 30.



When it is in the best interest of the University, the President, upon the recommendation of the Executive Director of Intercollegiate Athletics, may present other appointment plans for specific coaches to the **Internal University** Affairs Committee of the Board of Trustees.

**Hiring and Selection Process:**

1. Advertising to fill athletic coaching positions of the University will be done in a manner that will provide an opportunity for a diverse pool of candidates to apply. Regardless, expediency in posting and hiring is a requisite in filling coaching positions due to the unique nature of the coaching profession.
2. An individual will be selected from an applicant pool obtained as a result of a publicly posted position vacancy and a search process.
3. External consultants may be utilized during the process of searching, screening, and interviewing coaching candidates. Search committees will also be utilized.
4. Background checks will be conducted for the final preferred candidate as requested by the Department of Intercollegiate Athletics.
5. Contracts for Intercollegiate Athletics head coaches are negotiated at the time of the recruitment and selection process.

**Compensation:**

1. Head Coaches. Individual salary adjustments may exceed any Board-established cost of living adjustment (COLA). Unsuccessful competitive performance will affect salary adjustments that may result in an amount less than any Board established COLA or no salary increase for the future contract term. Any such salary adjustments will occur at the beginning of a new contract term. A "pool" of funds will be created utilizing the aggregate amount of any COLA increases that are to be allocated (including associated fringe amounts) for future distribution for competitively successful outcomes. A recommendation may be made periodically by the Executive Director of Intercollegiate Athletics to the President.
2. Assistant Coaches. For sports that utilize assistant coaches, the head coach, in consultation with the Executive Director of Intercollegiate Athletics, will have authority to allocate the "pool" of money budgeted for all assistant coaches in that sport at his/her discretion within the limitations of the "pool." In years in which the amount of awarded merit increases is less than the amount allocated by the University, the balance (including associated fringe amounts) will be placed into the appropriate salary reserve account for future merit increases or distribution during the search process for a new coaching staff. In years which the amount



of the merit increases is greater than the pool, the funds will come from the salary reserve account. Board approved Gender Equity Plan or current operating budget line items will serve as additional resources for merit increases. The allocation may occur at the beginning of the contract period or July 1 annually. A recommendation will be made annually by the Executive Director of Intercollegiate Athletics to the President.

## **Procedures**

### **General:**

1. The term of the initial contract offered to a coach will be determined during the recruitment and selection process by the Executive Director of Intercollegiate Athletics in consultation with the President.
2. All head coaches are evaluated annually by the Executive Director of Intercollegiate Athletics, or designee, and contracts may be renewed through negotiation.
3. The term of a contract can be modified through the use of the regular appointment process.
4. All head coaches annually evaluate their assistants and submit their recommendations to the Executive Director of Intercollegiate Athletics.

### **Hiring and Selection:**

The procedures that follow provide an overall structure for coaching position selections. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The Executive Director of Intercollegiate Athletics, or his/her designee, in consultation with the hiring manager will, at a minimum, select at least a three member search committee to screen qualified candidates.
2. Postings will appear, at a minimum, on the YSU Athletics Department website. The posting will be open to receive applications for a minimum of seven calendar days, and applicants will apply by utilizing the PeopleAdmin on-line employment application.
3. A list of candidates who have self-identified will be requested from the Office of Equal Opportunity and Diversity. Candidates to be interviewed must possess the minimum qualifications for the position. It is anticipated that the successful candidate will have qualifications in excess of the minimum. Justifications for not interviewing an applicant will include written rationale regarding any determination concerning the differences in qualifications for the candidates selected for interviews. Such assessments will be fair and

will include written rationale regarding any determination concerning the differences in qualifications for the candidates selected for interviews. Such assessments will be fair and will include consideration of the NCAA expectations related to both YSU's Gender Equity and Minority Opportunity plans.

4. Upon approval from the Office of Equal Opportunity and Diversity, the search committee will conduct reference checks and participate in the interview process. The hiring manager of the open position, in consultation with the Executive Director of Intercollegiate Athletics, will ultimately identify the candidate to be extended a preliminary offer, understanding that the Office of Human Resources will make the official offer upon receipt of a positive background check.
5. The Office of Human Resources shall submit background checks when requested by the Department of Intercollegiate Athletics for the final preferred candidate. Employment offers may be made contingent upon an acceptable background report to ensure that the hiring process is expedited.
6. Exceptions to the above selection process may be granted in special circumstances where departure offers demonstrable benefits to the University. A request for such an exception must be submitted in writing to the Chief Human Resources Officer and the Office of Equal Opportunity and Diversity for review and consideration. A request initiated by the Department of Intercollegiate Athletics, together with the Office of Human Resources and the Office of Equal Opportunity and Diversity, will be submitted to the President, for final approval.
7. **The Chief Human Resources Officer will submit a summary of all filled coaches positions to the Board of Trustees at the next regularly scheduled meeting for approval. Offers of employment for coaches shall be contingent upon Board of Trustees' approval; however, coaches may begin employment prior to Board of Trustees' approval.**

**Compensation:**

1. **Head Coaches.** The performance evaluation process will be conducted at the end of each season by the Executive Director of Intercollegiate Athletics for each head coach. Determinations regarding merit increases, if any, will be based upon the outcome of the performance evaluation. Pre-determined competitive benchmarks will allow head coaches with competitively successful seasons to earn a salary increase in a subsequent contract.
2. **Assistant Coaches.** The performance evaluation process will be conducted at the end of each season by the head coach for each assistant coach. Determinations regarding merit increases, if any, will be based upon the outcome of the performance evaluation.

**RESOLUTION TO MODIFY  
EMPLOYMENT OF UNIVERSITY STAFF POLICY**

**WHEREAS**, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

**WHEREAS**, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS**, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Employment Hiring of University Faculty and Staff, policy number 9003.01 of the *University Guidebook*, to be retitled as Employment of University Staff, shown as Exhibit C attached hereto. A copy of the policy indicating changes to be made is also attached.

**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Employment of University Staff</b>
Responsible Division/Office:	Human Resources
Approving Officer:	President
<i>Revision History:</i>	March 1999; June 2001; March 2010; April 2013
Resolution Number(s):	YR 1999-67; YR 2001-52; YR 2010-63; YR 2013-
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	April 26, 2013
Next Review:	2018

**Policy:** While the President has overall responsibility for the management of the University, the responsibility for decisions about the employment of personnel is delegated to the appropriate divisional executive officer who is responsible for making personnel decisions within the described University procedures.

**Parameters:**

- The divisional executive officers (University Guidebook Policy 9001.01) maintain overall responsibility for divisional employment decisions. These actions are taken within the framework of the various employment agreements, applicable federal and state laws, and University procedures.
- For purposes of this policy, the President is considered to be the divisional executive officer for those work units that have a direct reporting relationship and for the staff assigned to work in the Office of the President.
- For purposes of compliance with the Civil Service laws and regulations covering classified civil service employees, the Chief Human Resources Officer serves as the designated appointing authority as established in University Guidebook Policy 7021.01, Classified Civil Service Employees.

**Agenda Item D.2.b  
Exhibit C**

- The Chief Human Resources Officer has overall responsibility for managing University personnel matters and serves as a staff resource to the executive level officers in these matters.
- The Office of Human Resources is responsible for the administration of all employment procedures including:
  - administering, in cooperation with the Office of Equal Opportunity and Policy Compliance, the process of posting available positions and appointment procedures;
  - providing an orientation program for all new employees;
  - maintaining personnel files for all current and former employees;
  - overseeing labor relations, including the interpretation of bargaining agreements;
  - clarifying the applicability of the professional/administrative and classified staff salary schedules; and
  - interpreting and assuring uniform compliance with all current federal and state personnel laws, rules, and regulations.

**Procedures:**

1. When a staff vacancy occurs, the appropriate supervisor or manager will review the need for the position and forward a recommendation to the Dean or Executive Director.
2. The recommendation received by the Dean or Executive Director will be reviewed. After review, the Dean or Executive Director will submit a recommendation to fill, modify, or eliminate the position to the appropriate divisional executive officer.
3. The appropriate divisional executive officer will review the recommendation and determine whether further consideration is appropriate.
  - The Provost will determine the filling of faculty positions in accordance with University Guidebook Policy 1001.01.

- The appropriate divisional executive officer will determine the filling of staff positions.
4. Once a position has been authorized, the appropriate divisional executive officer, the Chief Human Resources Officer and the Director of Equal Opportunity and Policy Compliance will ensure it is filled in compliance with all applicable state laws and regulations, collective bargaining agreements, and procedures outlined in the Equal Opportunity and Affirmative Action Recruitment and Employment policy (see University Guidebook Policy [2001.02](#)).
  5. Once the selection process is complete, the appropriate divisional executive officer will forward the recommendation to fill the position to the Chief Human Resources Officer for processing.
  6. The Chief Human Resources Officer will prepare and submit a summary of all appointments, separations, and transfers to the University Affairs Committee for recommendation for approval by the Board of Trustees at the Committee's next meeting. Upon approval, employment will commence.



REDLINE VERSION  
**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Employment (<del>Hiring</del>) of University <del>Faculty and Staff</del></b>
Responsible Division/Office:	Human Resources
Approving Officer:	President
<i>Revision History:</i>	March 1999; June 2001; March 2010; April 2013
Resolution Number(s):	YR 1999-67; YR 2001-52; YR 2010-63; YR 2013-
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	April 26, 2013
Next Review:	2018

**Policy:** While the President has overall responsibility for the management of the University, the responsibility for decisions about the employment of personnel is delegated to the ~~Provost and Vice Presidents~~. Each appropriate divisional executive officer who is responsible for making personnel decisions within the described University procedures.

**Parameters:**

- The ~~Provost and Vice Presidents~~ divisional executive officers (University Guidebook Policy 9001.01) maintain overall responsibility for divisional employment decisions. These actions are taken within the framework of the various employment agreements, applicable federal and state laws, and University procedures.
- For purposes of this policy, the President is considered to be the divisional executive officer for those work units that have a direct reporting relationship and for the staff assigned to work in the Office of the President.
- For purposes of compliance with the Civil Service laws and regulations ~~rules of the Ohio Revised Code and the Ohio Administrative Code~~ covering classified civil service employees, the Chief Human Resources Officer serves as the designated appointing authority as established in University Guidebook Policy 7021.01, Classified Civil Service Employees.



- The Chief Human Resources Officer has overall responsibility for managing University personnel matters and serves as a staff resource to the **divisional** executive **level** officers in these matters.
- The Office of Human Resources is responsible for the administration of all employment procedures including:
  - administering, in cooperation with the Office of Equal Opportunity and **Diversity Policy Compliance**, the process of posting available positions and appointment procedures;
  - providing an orientation program for all new employees;
  - maintaining personnel files for all current and former employees;
  - overseeing labor relations, including the interpretation of bargaining agreements;
  - clarifying the applicability of the professional/administrative and classified staff salary schedules; and
  - interpreting and assuring uniform compliance with all current federal and state personnel laws, rules, and regulations.

**Procedures:**

1. When a staff vacancy occurs, the appropriate supervisor **or manager** will review the need for the position and forward a recommendation to the Dean or Executive Director.
2. The recommendation received by the Dean or Executive Director will be reviewed. After review, the Dean or Executive Director will submit a recommendation to fill, modify, or eliminate the position to the **Provost/or** appropriate **Vice-President divisional executive officer**.
3. The **Provost/or** appropriate **Vice-President divisional executive officer** will review the recommendation and determine whether further consideration is appropriate.
  - The Provost will determine the filling of faculty positions **in accordance with University Guidebook Policy 1001.01**.

- The ~~Provost/or~~ appropriate ~~Vice-President~~ divisional executive officer will determine the filling of staff positions.
4. Once a position has been authorized, the ~~Provost-or~~ appropriate ~~Vice-President~~ divisional executive officer, the Chief Human Resources Officer and the Director of Equal Opportunity and ~~Diversity Policy Compliance~~ will ensure it is filled in compliance with all applicable state laws and regulations, collective bargaining agreements, and procedures outlined in the Equal Opportunity and Affirmative Action Recruitment and Employment policy (see ~~University Guidebook Policy 2001.02~~).
  5. Once the selection process is complete, the ~~Provost/or~~ appropriate ~~Vice-President~~ divisional executive officer will forward the recommendation to fill the position to the Chief Human Resources Officer for processing.
  - ~~6. The Chief Human Resources Officer will prepare a summary of all filled positions and submit it to the Internal Affairs Committee of the Board of Trustees at the Committee's next regularly-scheduled meeting. The Chief Human Resources Officer will prepare and submit a summary of all appointments, separations, and transfers to the University Affairs Committee for recommendation for approval by the Board of Trustees at the Committee's next meeting. Upon approval, employment will commence.~~

**RESOLUTION TO APPROVE  
POSITION ANNOUNCEMENTS(S) FOR ADMINISTRATIVE OR  
EXECUTIVE OFFICER POSITION(S)**

**WHEREAS**, the *Policies of the Board of Trustees* require the Board of Trustees to approve the position announcement(s) of an administrative or executive officer position(s); and

**WHEREAS**, a position announcement(s) has been developed for posting;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the position announcement(s) and authorizes the initiation of the search process for such position as listed in Exhibit D attached hereto.

# Youngstown

## STATE UNIVERSITY

Youngstown State University is a state-assisted, urban institution of higher education which primarily, but not exclusively, serves the students of northeastern Ohio and western Pennsylvania.

The University has an enrollment of approximately 12,966 (head-count) in a wide variety of programs ranging from 2-year associate degrees to the Doctor of Education degree.

Schools and colleges of the University are the College of Arts and Sciences, the College of Business Administration, the College of Education, the College of Engineering and Technology, the College of Fine and Performing Arts, the College of Health and Human Services, and the School of Graduate Studies.

The campus, located north of downtown Youngstown, is compact and carefully designed, with most of the major structures being new or recently renovated. The Physical Plant is valued at approximately \$320 million.

The city of Youngstown is located between Cleveland and Pittsburgh. The Youngstown-Warren area has a population in excess of 500,000 and offers the usual amenities of urban living but few of the problems of the big city. All types of housing are available within a 30-minute drive of the campus, and housing costs in the Youngstown area are significantly lower than in most metropolitan areas.

## PROFESSIONAL/ADMINISTRATIVE STAFF POSITION ANNOUNCEMENT

YOUNGSTOWN STATE UNIVERSITY invites applications for the Professional/Administrative Staff position described below:

**TITLE:** Associate Vice President for Enrollment Planning and Management

**DEPARTMENT:** Student Affairs

**SALARY RANGE:** \$82,981 - \$112,406

**MINIMUM QUALIFICATIONS:** Master's degree in marketing, student personnel, higher education administration or related field and a minimum of five (5) years of progressively more successful experience in enrollment management and/or student recruitment and retention and/or university marketing. Demonstrated effective team management skills, communication skills and the ability to develop execute and assess short- and long-term plans with unquestioned integrity. Excellent written presentation and interpersonal skills; and an open and collegial approach to management required.

**DESIRED QUALIFICATIONS:** Effective experience working collaboratively with campus constituents and in multi-cultural and complex environments. Demonstrated ability to develop, implement and collaboratively enhance enrollment patterns at an urban institution.

**SUMMARY OF POSITION DESCRIPTION:** Youngstown State University's Chief Enrollment Officer is responsible for refining, implementing, and managing a complete strategic enrollment management plan to meet university enrollment objectives. He/she provides leadership, innovative solutions, advice, and analysis to the vice president, cabinet and the university community (including fellow administrators, faculty members, staff and students) on all institutional enrollment and marketing strategies, research and initiatives, and assumes primary responsibility for developing and administering policies and procedures to ensure that the University's enrollment objectives are met. The Chief Enrollment Officer oversees the University's marketing leadership team to support the ongoing development and management of the Youngstown State University brand across multiple constituent groups, ensuring that all enrollment initiatives advance the university brand in accordance with the University's strategic plan.

**DATE AVAILABLE:** TDB

**CLOSING DATE FOR APPLICATIONS:** Review of applications will begin immediately and continue until position is filled.

*YSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER COMMITTED TO INCREASING THE DIVERSITY OF ITS FACULTY, STAFF AND STUDENTS. Information regarding campus safety at YSU, mandated by the Clery Act, is available at the following YSU web site: <http://www.ysu.edu/righttoknow.pdf> or you may request a copy of "Your Right to Know" from the Office of Human Resources, 3<sup>rd</sup> Floor, Jones Hall, 330-941-3122.*

**Rational for Creation of Associate Vice President for Enrollment  
Planning and Management**

1. Our future financial stability rests primarily on our ability to maximize enrollment.
2. Currently YSU is the only IUC University (except for Central) that does not have an executive officer whose sole responsibility is enrollment management.
3. Our NEO competitors have martialled significant resources to maximize their enrollment efforts:
  - a. Each University has 30+ Marketing staff compared to our 10.
  - b. Each University has 15-25 Admission professionals compared to our seven.
4. Our enrollment efforts could be enhanced significantly by attracting a senior enrollment management professional with a proven track record for success.
5. As we continue to successfully migrate our recruitment to a campus-wide ideal of “everybody plays a part”, we need a visible champion to coordinate and communicate our efforts on a full-time basis
6. Our enrollment management team (Deans Bryan DePoy, Joe Mosca and Associate Dean Mary Lou DiPillo) recommends that this investment is critical to our future success.

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

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YOUNGSTOWN STATE UNIVERSITY

**Issue Date:** 4/13

**Salary Range:** G10

**Reviewed By:** JF/CT

**TITLE:** Associate Vice President for Enrollment Planning and Management

**DEPARTMENT:** Student Affairs

**JOB SUMMARY:**

Youngstown State University's Chief Enrollment Officer is responsible for refining, implementing, and managing a complete strategic enrollment management plan to meet university enrollment objectives. He/she provides leadership, innovative solutions, advice, and analysis to the vice president, cabinet and the university community (including fellow administrators, faculty members, staff and students) on all institutional enrollment and marketing strategies, research and initiatives, and assumes primary responsibility for developing and administering policies and procedures to ensure that the University's enrollment objectives, are met. The Chief Enrollment Officer oversees the University's marketing leadership team to support the ongoing development and management of the Youngstown State University brand across multiple constituent groups, ensuring that all enrollment initiatives advance the university brand in accordance with the University's strategic plan.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

Advises the vice president and the cabinet on all university enrollment and marketing initiatives and coordinates with all university divisions and departments concerned with implementation and assessment of enrollment programming;

Coordinates and facilitates university-wide enrollment management and marketing analysis, planning, implementation and assessment processes. Serves as an ex-officio member of all university enrollment and marketing committees to assure progress in the planning and management of strategic enrollment initiatives;

Initiates and oversees all university enrollment management and marketing research, strategy development and implementation and recruitment programming;

Provides to the university community a regular and accurate supply of pertinent research on strategic enrollment management and marketing issues and trends at the local, regional, state and national levels;

Maintains an open-door policy, listening and responding to input on enrollment management and marketing concerns and suggestions expressed by university stakeholders;

Provides leadership to, and administers an aggressive program of professional development activities for, all professional enrollment management and marketing staff members;

Administers, recommends and evaluates all policies (including academic policies) related to various functional offices reporting to the position;

Develops, recommends and coordinates enrollment retention strategies and tactics in consultation with other university offices, divisions and departments;

Spearheads and supervises the planning, execution and assessment of enrollment and marketing functions, and facilitates collaborative enrollment-related efforts between and among various university offices, divisions and departments;

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 2 of 2

**TITLE:** Associate Vice President for Enrollment Planning and Management

Represents the University to external audiences and agencies when required or delegated by the vice president; and

Leads university-wide efforts to implement the Strategic Plan.

**OTHER FUNCTIONS AND RESPONSIBILITIES:**

Performs other related duties as assigned.

**SUPERVISION EXERCISED:**

This is a cabinet-level position reporting to the Vice President for Student Affairs. Units reporting to the Chief Enrollment Officer include the offices of Admissions and Marketing and Communications. Depending on the successful candidates' qualifications and experience, additional enrollment-related operations may be assigned to report to the Chief Enrollment Officer.

**REPORTS TO:** Vice President for Student Affairs

**PHYSICAL REQUIREMENTS:** None

**MINIMUM QUALIFICATIONS:**

Master's degree in marketing, student personnel, higher education administration or related field and a minimum of five (5) years of progressively more successful experience in enrollment management and/or student recruitment and retention and/or university marketing. Demonstrated effective team management skills, communication skills and the ability to develop execute and assess short- and long-term plans with unquestioned integrity. Excellent written, presentation and interpersonal skills; and an open and collegial approach to management required.

**DESIRED QUALIFICATIONS**

Effective experience working collaboratively with campus constituents and in multi-cultural and complex environments. Demonstrated ability to develop, implement and collaboratively enhance enrollment patterns at an urban institution.



**RESOLUTION TO APPROVE  
APPOINTMENTS TO PROFESSIONAL/ADMINISTRATIVE  
STAFF POSITIONS**

**WHEREAS**, the *Policies of the Board of Trustees* require the Board of Trustees to approve the appointment of such professional/administrative staff as are necessary to effectively carry out the operation of the University; and

**WHEREAS**, new appointments have been made subsequent to the April 16, 2013, meeting of the Board of Trustees; and

**WHEREAS**, such appointments are in accordance with the 2012-2013 Budget and with the University policy on Equal Employment Opportunity;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the appointments as listed in Exhibit E attached hereto.

**PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL** (in accordance with ORC 124.11 A(7) & 4(b) (9))

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT</i> <i>(Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Mr. Patrick Williams	C/M	Replacement \$55,476	Coordinator	Office of Veteran Affairs	TBD	\$55,679 1.0	
Ms. Becky Lafoon	C/F	Replacement \$39,312	Resolution Analyst	Student Accounts	TBD	\$36,975 1.0	
<b>Transfers and Promotions</b>							
None.							

**RESOLUTION TO APPROVE  
APPOINTMENTS TO FACULTY POSITIONS**

**WHEREAS**, the *Policies of the Board of Trustees* require the Board of Trustees to approve the appointment of such faculty as are necessary to effectively carry out the operation of the University; and

**WHEREAS**, new appointments have been made subsequent to the April 16, 2013, meeting of the Board of Trustees; and

**WHEREAS**, such appointments are in accordance with the 2012-2013 Budget and with the University policy on Equal Employment Opportunity;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the appointments as listed in Exhibit F attached hereto.

**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS**

<b>FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL</b>							
<b>NAME</b>	<b>GENDER/RACE*</b>	<b>POSITION NEW or REPLACEMENT (Vacated Salary)</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATE</b>	<b>SALARY/ FTE</b>	<b>COMMENTS</b>
Dr. Diane Awad-Scrocco	C/F	Replacement \$96,189	Assistant Professor	English	8/14/2013	\$53,000 1.0	
Dr. Bobby Ojose	U/M	Replacement \$90,556	Assistant Professor	Teacher Education	8/14/2013	\$51,238 1.0	
Ms. Cassandra Pusateri	C/F	Replacement \$50,646	Assistant Professor	Counseling, Special Education, and School Psychology	8/14/2013	\$55,000 1.0	
Dr. Melinda Wolford	C/F	Replacement \$86,000	Assistant Professor	Counseling, Special Education, and School Psychology	8/14/2013	\$65,000 1.0	
Ms. Suzanne Smith	C/F	New	Clinical Instructor	Health Professions	8/14/2013	\$48,000 1.0	
Ms. Sohyun Meacham	A/F	Replacement \$64,841	Assistant Professor	Human Ecology	8/14/2013	\$54,000 1.0	
Dr. Donald Priour	C/M	Replacement \$84,652	Assistant Professor	Physics & Astronomy	8/14/2013	\$58,000 1.0	
Dr. Sara Michaliszyn	C/F	Replacement \$53,978	Assistant Professor	Human Performance & Exercise Science	8/14/2013	\$51,238 1.0	
Dr. Laura Beadling	C/F	Replacement \$96,318	Assistant Professor	English	8/14/2013	\$53,000 1.0	
Ms. Tami Holcomb Hathy	C/F	New	Instructor	Social Work	8/14/2013	\$40,000 1.0	

**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS**

**FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL**

<b>NAME</b>	<b>GENDER/RACE*</b>	<b>POSITION NEW or REPLACEMENT (Vacated Salary)</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATE</b>	<b>SALARY/ FTE</b>	<b>COMMENTS</b>
Ms. Amy Weaver	C/F	Replacement \$55,288	Assistant Professor	Nursing	8/14/2013	\$57,000 1.0	
Dr. Terri Coffee	C/F	Replacement \$88,657	Clinical Assistant Professor	Nursing	8/14/2013	\$51,238 1.0	
Dr. Crystal Ratican	C/F	Replacement \$52,263	Assistant Professor	Teacher Education	8/14/2013	\$52,263 1.0	
<b>Term Appointment Renewals</b>							
Dr. Deborah Benyo		Rehire	Assistant Professor	Biological Sciences	8/14/2013	\$52,263 1.0	
Ms. Claudia Berlinski		Rehire	Assistant Professor	Art	8/14/2013	\$52,263 1.0	
Ms. Lori Carlson		Rehire	Instructor	Mathematics & Statistics	8/14/2013	\$51,619 1.0	
Mr. Daniel Coyne		Rehire	Instructor	School of Engineering and Technology	8/14/2013	\$58,984 1.0	
Ms. Ida Fusillo		Rehire	Assistant Professor	Health Professions	8/14/2013	\$52,263 1.0	
Mr. John George		Rehire	Assistant Professor	School of Engineering and Technology	8/14/2013	\$60,095 1.0	

**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS**

<b>FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL</b>							
<b>NAME</b>	<b>GENDER/RACE*</b>	<b>POSITION NEW or REPLACEMENT (Vacated Salary)</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATE</b>	<b>SALARY/ FTE</b>	<b>COMMENTS</b>
Mr. Ronald Griswold		Rehire	Instructor	School of Engineering and Technology	8/14/2013	\$50,000 1.0	
Mr. Daryl Gross		Rehire	Instructor	School of Engineering and Technology	8/14/2013	\$43,706 1.0	
Ms. Jolien Helsel		Rehire	Assistant Professor	Economics	8/14/2013	\$54,651 1.0	
Mr. Edmund Ickert		Rehire	Instructor	Computer Science & Information Systems	8/14/2013	\$53,801 1.0	
Ms. Jaietta Jackson		Rehire	Instructor	Communication	8/14/2013	\$42,889 1.0	
Dr. Charles Jeffords		Rehire	Assistant Professor	EFRTL	8/14/2013	\$52,263 1.0	
Ms. Sarah Jenyk		Rehire	Instructor	Economics	8/14/2013	\$39,463 1.0	
Ms. Susan Kearns		Rehire	Assistant Professor	Health Professions	8/14/2013	\$52,263 1.0	
Ms. Dorian Merner		Rehire	Instructor	Communication	8/14/2013	\$42,889 1.0	
Ms. Cathy Bieber-Parrott		Rehire	Assistant Professor	Physical Therapy	8/14/2013	\$87,182 1.0	

**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS**

<b>FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL</b>							
<b>NAME</b>	<b>GENDER/RACE*</b>	<b>POSITION NEW or REPLACEMENT (Vacated Salary)</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATE</b>	<b>SALARY/ FTE</b>	<b>COMMENTS</b>
Mr. Thomas Pittman		Rehire	Instructor	English	8/14/2013	\$40,629 1.0	
Mr. Michael Pontikos		Rehire	Instructor	Marketing	8/14/2013	\$41,172 1.0	
Mr. Joseph Sanson		Rehire	Instructor	School of Engineering and Technology	8/14/2013	\$47,507 1.0	
Mr. Guy Shebat		Rehire	Instructor	English	8/14/2013	\$40,629 1.0	
Mr. Frank Sole		Rehire	Assistant Professor	Management	8/14/2013	\$52,263 1.0	
Ms. Cynthia Vigliotti		Rehire	Assistant Professor	English	8/14/2013	\$52,263 1.0	
Ms. Karla Wyant		Rehire	Instructor	Social Work	8/14/2013	\$43,214 1.0	
Mr. Mark Zetts		Rehire	Instructor	Human Ecology	8/14/2013	\$55,246 1.0	
Ms Betty Greene		Rehire	Instructor	Teacher Education	8/14/2013	\$46,574 1.0	
<b>Transfers and Promotions</b>							
None.							



**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS**

**A = Asian or Pacific Islander, origins in any of the original peoples of the Far East, Southeast Asia, Pacific Islands, or Indian subcontinent.**

**B = Black (not of Hispanic origin), origins in any of the black racial groups.**

**C = White (not of Hispanic origin), origins in the original peoples of Europe, North Africa, or the Middle East.**

**H = Hispanic, Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture.**

**N = American Indian or Alaskan Native, origins in any of the original peoples of North America.**

**U = Unidentified**

**RESOLUTION TO APPROVE  
APPOINTMENTS TO INTERCOLLEGIATE  
ATHLETICS COACHING POSITIONS**

**WHEREAS**, the *Policies of the Board of Trustees* require the Board of Trustees to approve the appointment of such coaches as are necessary to effectively carry out the operation of the Department of Athletics; and

**WHEREAS**, new appointments have been made subsequent to the April 16, 2013, meeting of the Board of Trustees; and

**WHEREAS**, such appointments are in accordance with the 2012-2013 Budget and with the University policy on Equal Employment Opportunity;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the appointments as listed in Exhibit G attached hereto.

**PROFESSIONAL/ADMINISTRATIVE (COACHES) APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL** (in accordance with ORC 124.11 A(7) a&b) (9)

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT</i> <i>(Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Ms. Courtney Davidson	F/B	Replacement \$28,000	Assistant Women's Basketball Coach - Director of Operations	Intercollegiate Athletics	5/1/2013	\$24,000 1.0	
Ms. Brenna Banktson	F/C	Replacement \$42,500	Assistant Women's Basket Coach	Intercollegiate Athletics	5/1/2013	\$29,500 1.0	Car allowance \$350 per month
Mr. Andrew Crane	M/C	Replacement \$42,875	Assistant Women's Basket Coach	Intercollegiate Athletics	5/1/2013	\$42,800 1.0	Car allowance \$350 per month
Ms. Natalie Borland	C/F	Replacement \$17,745	Assistant Volleyball Coach	Intercollegiate Athletics	8/1/2013	\$17,745 1.0	
<b>Transfers and Promotions</b>							
None.							