



**RESOLUTION TO APPROVE THE LEASING OF UNIVERSITY LAND  
FOR STUDENT HOUSING AND RETAIL**

**WHEREAS**, Youngstown State University apartment style student housing is operating at near capacity and the University has a need for additional apartment style student housing; and

**WHEREAS**, the University owns approximately 4.4 acres of real property, as shown on Exhibit A, within an area bounded by Lincoln Avenue to the North, Fifth Avenue to the East, Rayen Avenue to the South and Belmont Avenue to the West (herein referred to as the "Property"); and

**WHEREAS**, on June 17, 2015, the Youngstown State University Board of Trustees authorized, in accordance with Ohio Revised Code Section 123.17, the leasing of approximately 3.4 acres of real property as shown on Exhibit A (herein referred to as "Leased Premises"), to Hallmark Student Housing Youngstown, LLC (herein referred to as "Hallmark") for the development of student housing; and

**WHEREAS**, on September 1, 2015, the Ohio Department of Administrative Services, on behalf of the University and pursuant to Ohio Revised Code Section 123.17, entered into a ground lease (herein referred to as the "Lease") with Hallmark for the development of student housing on the Leased Premises; and

**WHEREAS**, the Lease provides Hallmark with the options during the first five (5) years of the Lease to construct additional student housing and/or retail buildings on the Leased Premises, and/or to lease additional University land, as shown on Exhibit D (herein referred to as "Option Land"), for the construction of additional student housing and/or retail buildings. Hallmark's options are subject first to approval by the University Board of Trustees; and

**WHEREAS**, Hallmark seeks approval from the University Board of Trustees to lease the Option Land and construct additional student housing and/or retail buildings on the Leased Premises and Option Land, and

**WHEREAS**, upon approval by the University Board of Trustees and in compliance with all review and approval processes of Ohio Revised Code Section 123.17, the Ohio Department of Administrative Services, acting on behalf of the University, would enter into with Hallmark a mutually agreeable amendment to the Lease which would authorize additional construction and additional land to be leased.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University approves the leasing of the Option Land, as shown on Exhibit A, to Hallmark in accordance with Ohio Revised Code Section 123.17

for the development of additional student housing and/or retail, subject to final approval by the President; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees of Youngstown State University approves the construction of additional student housing and/or retail buildings by Hallmark on the Leased Premises and Option Land, subject to final approval by the President; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees of Youngstown State University authorizes the President or his designee to obtain all necessary approvals and execute an amendment to the Lease upon such terms and conditions as are in the best interest of the University and in accordance with Ohio law.

# Exhibit A

## Legend

-  Option Land
-  Leased Premises
-  YSU Property
-  Other YSU Owned
-  YSU Foundation Owned
-  Other Parcel



Option Land

Leased Premises

Color



0 25 50 100

Feet

Date: 3/15/2016

YOUNGSTOWN STATE UNIVERSITY



Prepared by: The Regional Economic Development Initiative  
 Youngstown State University  
 Source: Mahoning County Enterprise GIS files and 2013 orthophoto, Mahoning County Auditor

**DIVIDER**

**University Affairs  
Committee**

**RESOLUTION TO MODIFY  
DEVELOPMENT AND AUTHORIZATION OF INSTITUTIONAL  
PROCEDURES POLICY, 3356-1-10  
(PREVIOUS POLICY NUMBER 0002.00)**

**WHEREAS**, University Policies are 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; and

**WHEREAS**, the Development and Authorization of Institutional Procedures policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Development and Authorization of Institutional Procedures, policy number 3356-1-10 (Previous Policy Number 0002.00), shown as Exhibit G attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-1-10 Development and authorization of institutional procedures.**

Previous Policy Number: 0002.00  
Responsible Division/Office: Office of the President  
Responsible Officer: President  
Revision History: June 1997; March 2010; March 2016  
Board Committee: Internal University Affairs  
**Effective Date:** **March ~~20, 2010~~ 16, 2016**  
Next Review: 201521

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- (A) ~~Authority~~ Policy statement. The university's board of trustees empowers ~~"T~~ the president ~~is empowered~~ to adopt and to implement rules and regulations, consistent with the board policies, ~~-~~ which are necessary for the operation of the university."
- (B) Purpose. To provide guidance for the establishment of institutional procedures to insure the effective operation of the university.
- (~~B~~C) ~~Purpose~~ Definition. "Institutional procedures" are defined as operating guidelines established by the university to assist in the implementation of applicable university policies ~~set forth~~ established by the board of trustees. ~~These procedures establish the framework for the development, review, authorization, and publication of new or revised institutional procedures to be contained on the "University Guidebook" web page.~~
- (~~C~~D) ~~Action steps~~ Parameters.
- (1) An institutional procedure shall ~~A~~ "statement of purpose" is usually provided to describe the scope and ~~directive ion~~ reference of the procedures ~~which have been developed or revised.~~ and ~~reference is typically made to~~ any applicable ~~ropriate~~ board policy.
  - (2) Institutional Procedures may be developed or revised by the president, his/her designee, or the individual accountable for any department or unit (chairperson, director, executive director, etc.). Senates, councils, and committees may also develop or revise institutional procedures through the appropriate department or unit.

**Agenda Item E.4.a**  
**Exhibit G**

- (3) Accuracy of the procedures is the responsibility of the individual accountable for the development of the procedure.

(E) Procedures.

- (1) A new institutional procedure shall be noted as such during the review process. ~~When revising existing procedures, p~~ Proposed ~~modifications~~ revisions to an existing ~~should~~ institutional procedure shall be clearly identified and contrasted with existing language. ~~Accuracy of the procedures is the responsibility of the individual accountable for the department or unit involved with the development of these procedures.~~
- (32) A draft of ~~the~~ a new or revised procedure ~~s will~~ shall be forwarded to ~~the appropriate divisional vice president departments, units, committees, or others affected,~~ for timely review and feedback, ~~to the divisional vice president.~~ After review within the division, the appropriate vice president ~~will~~ shall forward ~~it~~ the procedure to the president's ~~cabinet~~ to determine if further review is necessary.
- (43) The president may utilize ~~the administrative a advisory university body council~~ to facilitate discussion and obtain campus-wide perspective and input.
- (54) After all reviews have been completed, the appropriate ~~divisional vice president, or his/her designee, will~~ shall insure that the procedure includes a designation of the ~~complete the~~ "Responsible ~~D~~division/~~O~~office", ~~and an "Effective D~~date" ~~sections of the form~~ and ~~is published on the web page of the division/office responsible for its implementation.~~ ~~publish the document to the "University Guidebook" web page.~~
- (5) Institutional procedures should be reviewed on a regular basis to insure relevance and applicability.

**3356-1-10      Development and authorization of institutional procedures.**

Previous Policy Number:      0002.00  
Responsible Division/Office:      Office of the President  
Responsible Officer:      President  
Revision History:      June 1997; March 2010; March 2016  
Board Committee:      University Affairs  
**Effective Date:      March 16, 2016**  
Next Review:      2021

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- (A) Policy statement. The university's board of trustees empowers the president to adopt and implement rules and regulations, consistent with board policies, which are necessary for the operation of the university.
- (B) Purpose. To provide guidance for the establishment of institutional procedures to insure the effective operation of the university.
- (C) Definition. Institutional procedures are defined as operating guidelines established by the university to assist in the implementation of university policies established by the board of trustees.
- (D) Parameters.
  - (1) An institutional procedure shall describe the scope and directive of the procedure and reference any applicable board policy.
  - (2) Institutional procedures may be developed or revised by the president, his/her designee, or the individual accountable for any department or unit (chairperson, director, executive director, etc.). Senates, councils, and committees may also develop or revise institutional procedures through the appropriate department or unit.
  - (3) Accuracy of the procedures is the responsibility of the individual accountable for the development of the procedure.
- (E) Procedures.
  - (1) A new institutional procedure shall be noted as such during the review process. Proposed revisions to an existing institutional



procedure shall be clearly identified and contrasted with existing language.

- (2) A draft of a new or revised procedure shall be forwarded to the appropriate divisional vice president for timely review and feedback. After review within the division, the appropriate vice president shall forward the procedure to the president to determine if further review is necessary.
- (3) The president may utilize a university body to facilitate discussion and obtain campus-wide perspective and input.
- (4) After all reviews have been completed, the appropriate divisional vice president, or his/her designee, shall insure that the procedure includes a designation of the responsible division/office, an effective date, and is published on the web page of the office responsible for its implementation.
- (5) Institutional procedures should be reviewed on a regular basis to insure relevance and applicability.

**RESOLUTION TO MODIFY  
DIVISIONAL ADMINISTRATIVE PROCEDURES POLICY, 3356-1-11  
(PREVIOUS POLICY NUMBER 0005.00)**

**WHEREAS**, University Policies are 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; and

**WHEREAS**, the Divisional Administrative Procedures policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Divisional Administrative Procedures, policy number 3356-1-11 (Previous Policy Number 0005.00), shown as Exhibit **H** attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-1-11 Divisional administrative procedures.**

Previous Policy Number: 0005.00  
Responsible Division/Office: Office of the President  
Responsible Officer: President  
Revision History: March 2000; March 2010; March 2016  
Board Committee: ~~Internal~~University Affairs  
**Effective Date:** ~~March 12, 2010~~16, 2016  
Next Review: ~~2015~~21

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(A) ~~Authority~~Policy statement.

(1) The Youngstown state university board of trustees has endorsed the collegial system of governance and recognizes that the day-to-day internal administration of the university is best achieved by delegating formal authority to the president, who in turn delegates appropriate authority to various administrative officers. The president delegates to the divisions of the university responsibility and authority for academic affairs, finance and business operations, and financial affairs, and -legal affairs and human resources.~~development and community affairs, and student affairs.~~

(B) Purpose. To establish a process for the divisions of the university to promulgate procedures to execute the plans and programs of the university and administer university affairs.

(C) Definition.

(2) ~~“Divisional administrative procedures”~~ (administrative procedures) are ~~defined as~~operationalng guidelines established by ~~one of the~~ divisions of the university. ~~These procedures provide operational guidelines~~ to assist in the implementation of the goals and objectives of the division. ~~Although these a~~Aministrative procedures ~~are developed and maintained within one of the divisions of the university, many will~~may impact the entire university community.

**Agenda Item E.4.b  
Exhibit H**

(B) ~~Action steps~~ Parameters.

- (1) The drafting and review of ~~All~~ administrative procedures ~~will~~ shall follow, to the extent possible, the format ~~of the policies and procedures as found on the guidebook website~~ contained in rule 3356-1-09 of the Administrative Code (Development and issuance of university policies).
- (2) An administrative procedure shall identify which division authorized the procedure, the ~~A statement of jurisdiction or responsibility is usually provided to identify the accountable~~ department or unit within the division that is responsible for implementation of the procedure, and its effective date.
- (3) Administrative procedures may be developed or revised by the individual accountable for any department or unit (chairperson, director, executive director, etc.). Divisional councils or committees may also develop or revise administrative procedure through the appropriate department or unit.
- (4) In the event of a conflict between a university policy and an administrative procedure, the university policy shall take precedence. The division shall notify the office of equal opportunity and policy development of the conflict and the office of equal opportunity and policy development shall inform the board of trustees in order that the board of trustees may take appropriate action.
- (5) Accuracy of the administrative procedures is the responsibility of the individual accountable for the department or unit involved with development or revision of these administrative procedures.

(E) Procedures.

- (1) ~~When revising existing administrative procedures, p~~A new administrative procedure shall be noted as such during the review process. Proposed ~~modifications~~ revisions to an existing ~~should~~ procedure shall be clearly identified and contrasted with existing language.

- ~~(Accuracy of the administrative procedures is the responsibility of the individual accountable for the department or unit involved with development of these administrative procedures.~~
- (4~~2~~) A draft of the new or revised administrative procedures ~~will~~ shall be forwarded to departments, units, councils, committees, or others affected, ~~for~~ for timely review and feedback to the divisional vice president. When the scope of the administrative procedures extends beyond the division, the draft will be forwarded to the appropriate division(s) for review.
- (5~~3~~) After these ~~reviews have been satisfactorily~~ is completed, a final draft of the administrative procedures ~~will~~ shall be forwarded to the president and vice presidents' s cabinet to determine if further review is necessary.
- (4) The president may ~~utilize the administrative advisory council to~~ facilitate discussion and obtain campus-wide perspective and input by presenting the administrative procedure to an appropriate university body.
- (6~~5~~) Upon completion of these ~~steps~~ review and drafting process, ~~by~~ the appropriate vice president or designee, shall insure that the administrative procedures ~~will be placed in the~~ is in ~~the~~ appropriate format and ~~the "Authorized by" and "Effective" sections of the form will be completed. The form will then be~~ is posted on the guidebook website ~~at~~ of the appropriate division, department or unit. <http://www.ysu.edu/guidebook/0000.shtml>.
- (6) Divisional administrative procedures should be reviewed on a regular basis to insure relevancy and applicability.

**3356-1-11 Divisional administrative procedures.**

Previous Policy Number: 0005.00  
Responsible Division/Office: Office of the President  
Responsible Officer: President  
Revision History: March 2000; March 2010; March 2016  
Board Committee: University Affairs  
**Effective Date: March 16, 2016**  
Next Review: 2021

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- (A) Policy statement. The Youngstown state university board of trustees has endorsed the collegial system of governance and recognizes that the day-to-day internal administration of the university is best achieved by delegating formal authority to the president, who in turn delegates appropriate authority to various administrative officers. The president delegates to the divisions of the university responsibility and authority for academic affairs, finance and business operations, and legal affairs and human resources.
- (B) Purpose. To establish a process for the divisions of the university to promulgate procedures to execute the plans and programs of the university and administer university affairs.
- (C) Definition. Divisional administrative procedures (administrative procedures) are operational guidelines established by divisions of the university to assist in the implementation of the goals and objectives of the division. Administrative procedures may impact the entire university community.
- (D) Parameters.
- (1) The drafting and review of administrative procedures shall follow, to the extent possible, the format contained in rule 3356-1-09 of the Administrative Code (Development and issuance of university policies).
  - (2) An administrative procedure shall identify which division authorized the procedure, the department or unit within the

division that is responsible for implementation of the procedure, and its effective date.

- (3) Administrative procedures may be developed or revised by the individual accountable for any department or unit (chairperson, director, executive director, etc.). Divisional councils or committees may also develop or revise administrative procedure through the appropriate department or unit.
- (4) In the event of a conflict between a university policy and an administrative procedure, the university policy shall take precedence. The division shall notify the office of equal opportunity and policy development of the conflict and the office of equal opportunity and policy development shall inform the board of trustees in order that the board of trustees may take appropriate action.
- (5) Accuracy of the administrative procedures is the responsibility of the individual accountable for the department or unit involved with development or revision of these administrative procedures.

(E) Procedures.

- (1) A new administrative procedure shall be noted as such during the review process. Proposed revisions to an existing procedure shall be clearly identified and contrasted with existing language.
- (2) A draft of the new or revised administrative procedure shall be forwarded to departments, units, councils, committees, or others affected, for timely review and feedback to the divisional vice president. When the scope of the administrative procedure extends beyond the division, the draft will be forwarded to the appropriate division(s) for review.
- (3) After the review is completed, a final draft of the administrative procedure shall be forwarded to the president and vice presidents to determine if further review is necessary.
- (4) The president may facilitate discussion and obtain campus-wide perspective and input by presenting the administrative procedure to an appropriate university body.

- (5) Upon completion of the review and drafting process, the appropriate vice president or designee, shall insure that the administrative procedure is in the appropriate format and is posted on the website of the appropriate division, department or unit.
- (6) Divisional administrative procedures should be reviewed on a regular basis to insure relevancy and applicability.



**RESOLUTION TO MODIFY  
AMERICANS WITH DISABILITIES ACT (ADA) POLICY, 3356-7-02  
(PREVIOUS POLICY NUMBER 7001.02)**

**WHEREAS**, University Policies are 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; and

**WHEREAS**, the Americans with Disabilities Act (ADA) policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Americans with Disabilities Act (ADA), policy number 3356-7-02 (Previous Policy Number 7001.02), shown as Exhibit I attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-7-02 Americans with Disabilities Act (ADA).**

Previous Policy Number: 7001.02 (~~new~~)  
Responsible Division/Office: Human Resources  
Responsible Officer: ~~Vice President for Finance and Administration~~ Legal Affairs and Human Resources  
Revision History: December 2010; March 2016  
Board Committee: ~~Internal~~ University Affairs  
**Effective Date:** ~~December 15, 2010~~ March 16, 2016  
Next Review: 201521

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- (A) Policy statement. Youngstown state university is committed to providing reasonable accommodations for qualified individuals with disabilities in a fair and equitable manner and in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended, and other applicable federal and state laws (hereinafter applicable law[s]). ~~All personnel who are responsible for the implementation of the university's mission are charged to support this policy.~~ Ensuring an accessible and inclusive educational and work environment is the responsibility of every member of the university community.
- (B) Purpose. To provide common understandings of definitions, relevant information, and uniform guidelines to promote a work and educational environment at Youngstown state university that is free from discrimination and harassment and fosters university compliance with federal and state law pertaining to qualified individuals with disabilities.
- (C) Scope. This policy applies to current and prospective students and employees, and to visitors and guests of the university. All personnel who are responsible for the implementation of the university's mission are charged to support this policy.

(D) Definitions.

- (1) Disability. A physical or mental impairment that substantially limits one or more major life activities of the individual; a record of such an impairment; or being regarded as having such an impairment.
- (2) Major life activities. Include but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of major bodily functions.
- (3) Major bodily functions. Major bodily functions include but are not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive systems.
- (4) Reasonable accommodation. A change or modification to a job, work or academic environment or university program, which does not impose an undue hardship on the university, and enables a qualified individual with a disability to enjoy the same opportunities and benefits as others without disabilities. Examples of reasonable accommodation can include:
  - (a) Acquiring auxiliary aids and services.
  - (b) Modifying equipment, devices, or schedules.
  - (c) Adjusting or modifying examinations, training materials, or policies.
- (5) Qualified individual. An individual who, with or without reasonable accommodation(s), meets the eligibility requirements for employment, educational programs or other university-sponsored programs and activities such that he/she can perform the

essential functions of an employment position or met the essential requirements of an educational program or activity.

(6) Essential function/requirement. A fundamental duty of an employment position or a core requirement of a program or activity. A number of considerations impact whether a function/requirement may be considered essential, including but not limited to:

(a) Whether a requirement is basic to a position or program or any directly related licensing requirement.

(b) If the job/position exists to perform that function.

(c) There are a limited number of employees available who can perform that function.

(d) The function is highly specialized such that the incumbent in the position is hired for his/her expertise or ability to perform the particular function.

(7) Undue hardship. Action which requires significant difficulty or expense when considered in light of the nature and cost of the accommodation in relation to the size, resources, nature, and structure of the university's operation, or which would fundamentally alter the nature or structure of a program, operation or employment unit.

(8) Interactive process. The informal, communicative process to identify the limitations resulting from a disability and potential reasonable accommodations.

(BE) Parameters.

~~(1) This policy applies to faculty, staff, applicants for employment, and students.~~

~~(2) The Americans with Disabilities Act prohibits discrimination in the workplace on the basis of disability and requires that employers provide reasonable accommodations to qualified individuals with~~

~~disabilities. It is the intent of this policy and the associated procedures to establish uniform guidelines in order to promote a work and educational environment at Youngstown state university that is free of discrimination and harassment and fosters university compliance with federal and state law pertaining to qualified individuals with disabilities.~~

~~(3) The Americans with Disabilities Act and section 504 of the Rehabilitation Act of 1973 require Youngstown state university to provide appropriate employment and educational accommodations to employees and students with documented disabilities unless doing so would create an undue hardship, compromise the health and safety of members of the university community, or fundamentally alter the nature of the university's employment or academic mission.~~

(1) The university will engage in an interactive process with ~~the~~ a student or employee to determine the individual's disability status and particularized accommodation needs.

(4) The chief human resources officer in collaboration with the director of equal opportunity and policy ~~compliance~~ development and the assistant director for the center for student progress disability services are authorized to develop procedures for the implementation of this policy.

(3) The office of facilities maintenance and support services is responsible for promoting compliance with campus physical and architectural access.

(4) The office of disability services is responsible for organizing the university response to requests for accommodation and provision of academic services that support the needs of students with disabilities.

(5) The office of human resources is responsible for coordinating the university response to requests for accommodation in employment.

(F) Procedures.

(1) Students.

(a) A student who wishes to request a reasonable accommodation must be registered with the university's center for student progress (CSP) disability services. To be registered with CSP disability services, a student must first be accepted by the university through the office of undergraduate recruitment and admissions.

(b) To ensure the provision of reasonable and appropriate accommodations, CSP disability services requires current, within 1 year, and comprehensive documentation of the disability from a current physician or specialist. CSP disability services information and forms are available from the CSP disability services office or on the CSP website (<http://www.yzu.edu/csp/disabilityservices/dspdf/newDocumentationForm.pdf>). Where applicable, the documentation should include information that describes how the disorder was diagnosed, the symptoms of the disorder, severity of the condition, treatment and medication prescribed, and recommendations for accommodations.

(c) The information provided to the CSP office of disability services is confidential and does not become a part of a student's academic record.

(2) Employees.

(a) An employee who wishes to request a reasonable accommodation (or another person wishing to request a reasonable accommodation on behalf of an employee) can choose to make a request in either of the following ways:

(i) Complete a request for reasonable accommodation form.

(ii) Contact the immediate supervisor or the office of human resources manager of compensation and employee benefits (HR manager). When a request is made verbally, employees seeking a reasonable accommodation should follow up the verbal request either by completing the request for reasonable

accommodation form or otherwise confirming their request in writing (email is acceptable) to the HR manager. Information and forms are available from the office of human resources or on the human resources website (<http://www.ysu.edu/administrative-offices/human-resources/human-resources>).

- (b) Determination of disability. Following the initial request for accommodation, the HR manager will determine whether the employee has a disability as defined by applicable federal and state laws. The HR manager may consult with appropriate university representatives to determine if the condition meets the definition of disability as defined by applicable federal and state laws.
- (c) An employee may be required to submit documentation to substantiate their request including but not limited to a request for documentation of physical/mental health condition.
- (d) Submitted documentation will be confidentially maintained in a file separate from an employee's personnel file.
- (e) Interactive process. The interactive process takes place after the employee's condition is determined to be a disability as defined by applicable laws and will vary depending on the nature and type of disability and requested accommodation. While the individual with a disability is not required to specify a precise accommodation; the employee needs to describe the problems which need accommodation. Additionally, suggestions from the employee with a disability may assist the university in determining the type of reasonable accommodation to provide. Where the employee and/or the university are unfamiliar with possible accommodations, the university may consult with public and/or private resources to help identify reasonable accommodations once the specific limitations and workplace barriers have been ascertained.

- (f) If the employee's condition is determined not to be a disability, as defined by applicable laws, the employee will be notified that their request is denied.
- (G) Genetic Information Nondiscrimination Act of 2008 (GINA). GINA prohibits employers and other entities covered by Title II of GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. Therefore, employees and health care providers should not provide any genetic information when responding to a request for medical information. As defined by GINA, genetic information includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.
- (H) Discrimination. Individuals who believe that they have been discriminated against on the basis of disability in an educational program or activity or employment situation at Youngstown state university, may contact the office of equal opportunity and policy development to seek information or to file a complaint.



**3356-7-02 Americans with Disabilities Act (ADA).**

Previous Policy Number: 7001.02  
Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: December 2010; March 2016  
Board Committee: University Affairs  
**Effective Date: March 16, 2016**  
Next Review: 2021

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- (A) Policy statement. Youngstown state university is committed to providing reasonable accommodations for qualified individuals with disabilities in a fair and equitable manner and in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended, and other applicable federal and state laws (hereinafter applicable law[s]). Ensuring an accessible and inclusive educational and work environment is the responsibility of every member of the university community.
- (B) Purpose. To provide common understandings of definitions, relevant information, and uniform guidelines to promote a work and educational environment at Youngstown state university that is free from discrimination and harassment and fosters university compliance with federal and state law pertaining to qualified individuals with disabilities.
- (C) Scope. This policy applies to current and prospective students and employees, and to visitors and guests of the university. All personnel who are responsible for the implementation of the university's mission are charged to support this policy.
- (D) Definitions.
  - (1) Disability. A physical or mental impairment that substantially limits one or more major life activities of the individual; a record of such an impairment; or being regarded as having such an impairment.

- (2) Major life activities. Include but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of major bodily functions.
- (3) Major bodily functions. Major bodily functions include but are not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive systems.
- (4) Reasonable accommodation. A change or modification to a job, work or academic environment or university program, which does not impose an undue hardship on the university, and enables a qualified individual with a disability to enjoy the same opportunities and benefits as others without disabilities. Examples of reasonable accommodation can include:
  - (a) Acquiring auxiliary aids and services.
  - (b) Modifying equipment, devices, or schedules.
  - (c) Adjusting or modifying examinations, training materials, or policies.
- (5) Qualified individual. An individual who, with or without reasonable accommodation(s), meets the eligibility requirements for employment, educational programs or other university-sponsored programs and activities such that he/she can perform the essential functions of an employment position or met the essential requirements of an educational program or activity.
- (6) Essential function/requirement. A fundamental duty of an employment position or a core requirement of a program or activity. A number of considerations impact whether a function/requirement may be considered essential, including but not limited to:
  - (a) Whether a requirement is basic to a position or program or any directly related licensing requirement.
  - (b) If the job/position exists to perform that function.

- (c) There are a limited number of employees available who can perform that function.
  - (d) The function is highly specialized such that the incumbent in the position is hired for his/her expertise or ability to perform the particular function.
- (7) Undue hardship. Action which requires significant difficulty or expense when considered in light of the nature and cost of the accommodation in relation to the size, resources, nature, and structure of the university's operation, or which would fundamentally alter the nature or structure of a program, operation or employment unit.
- (8) Interactive process. The informal, communicative process to identify the limitations resulting from a disability and potential reasonable accommodations.
- (E) Parameters.
- (1) The university will engage in an interactive process with a student or employee to determine the individual's disability status and particularized accommodation needs.
  - (2) The chief human resources officer in collaboration with the director of equal opportunity and policy development and the assistant director for the center for student progress disability services are authorized to develop procedures for the implementation of this policy.
  - (3) The office of facilities maintenance and support services is responsible for promoting compliance with campus physical and architectural access.
  - (4) The office of disability services is responsible for organizing the university response to requests for accommodation and provision of academic services that support the needs of students with disabilities.
  - (5) The office of human resources is responsible for coordinating the university response to requests for accommodation in employment.

(F) Procedures.

(1) Students.

- (a) A student who wishes to request a reasonable accommodation must be registered with the university's center for student progress (CSP) disability services. To be registered with CSP disability services, a student must first be accepted by the university through the office of undergraduate recruitment and admissions.
- (b) To ensure the provision of reasonable and appropriate accommodations, CSP disability services requires current, within 1 year, and comprehensive documentation of the disability from a current physician or specialist. CSP disability services information and forms are available from the CSP disability services office or on the CSP website (<http://www.yzu.edu/csp/disabilityservices/dspdf/newDocumentationForm.pdf>). Where applicable, the documentation should include information that describes how the disorder was diagnosed, the symptoms of the disorder, severity of the condition, treatment and medication prescribed, and recommendations for accommodations.
- (c) The information provided to the CSP office of disability services is confidential and does not become a part of a student's academic record.

(2) Employees.

- (a) An employee who wishes to request a reasonable accommodation (or another person wishing to request a reasonable accommodation on behalf of an employee) can choose to make a request in either of the following ways:
  - (i) Complete a request for reasonable accommodation form.

- (ii) Contact the immediate supervisor or the office of human resources manager of compensation and employee benefits (HR manager). When a request is made verbally, employees seeking a reasonable accommodation should follow up the verbal request either by completing the request for reasonable accommodation form or otherwise confirming their request in writing (email is acceptable) to the HR manager. Information and forms are available from the office of human resources or on the human resources website (<http://www.ysu.edu/administrative-offices/human-resources/human-resources>).
- (b) Determination of disability. Following the initial request for accommodation, the HR manager will determine whether the employee has a disability as defined by applicable federal and state laws. The HR manager may consult with appropriate university representatives to determine if the condition meets the definition of disability as defined by applicable federal and state laws.
- (c) An employee may be required to submit documentation to substantiate their request including but not limited to a request for documentation of physical/mental health condition.
- (d) Submitted documentation will be confidentially maintained in a file separate from an employee's personnel file.
- (e) Interactive process. The interactive process takes place after the employee's condition is determined to be a disability as defined by applicable laws and will vary depending on the nature and type of disability and requested accommodation. While the individual with a disability is not required to specify a precise accommodation; the employee needs to describe the problems which need accommodation. Additionally, suggestions from the employee with a disability may assist the university in determining the type of reasonable accommodation to provide. Where the employee and/or the

university are unfamiliar with possible accommodations, the university may consult with public and/or private resources to help identify reasonable accommodations once the specific limitations and workplace barriers have been ascertained.

- (f) If the employee's condition is determined not to be a disability, as defined by applicable laws, the employee will be notified that their request is denied.
- (G) **Genetic Information Nondiscrimination Act of 2008 (GINA).** GINA prohibits employers and other entities covered by Title II of GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. Therefore, employees and health care providers should not provide any genetic information when responding to a request for medical information. As defined by GINA, genetic information includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.
- (H) **Discrimination.** Individuals who believe that they have been discriminated against on the basis of disability in an educational program or activity or employment situation at Youngstown state university, may contact the office of equal opportunity and policy development to seek information or to file a complaint.

**RESOLUTION TO MODIFY AND RETITLE  
VACATION LEAVE, EXEMPT PROFESSIONAL/ADMINISTRATIVE  
STAFF AND DEPARTMENT CHAIRS POLICY, 3356-7-09  
(PREVIOUS POLICY NUMBER 7002.05)**

**WHEREAS**, University Policies are being reviewed and re-conceptualized 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;

**WHEREAS**, the Vacation Leave, Exempt Professional/Administrative Staff and Department Chairs policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing Vacation Leave, Exempt Professional/Administrative Staff and Department Chairs, policy number 3356-7-09 (Previous Policy Number 7002.05), to be retitled as Vacation Leave, Professional/Administrative Staff and Department Chairs Not Covered by a Collective Bargaining Agreement, shown as Exhibit J attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-7-09**      **Vacation leave, ~~exempt~~ professional/administrative staff and department chairpersons not covered by a collective bargaining agreement.**

Previous Policy Number:      7002.05  
Responsible Division/Office:      Human Resources  
Responsible Officer:      Vice President for ~~Finance and Administration~~ Legal Affairs and Athletics  
Revision History:      May 1998; September 2009; October 2010; March 2016  
Board Committee:      ~~Internal~~ University Affairs  
**Effective Date:**      ~~October 2, 2010~~ March 16, 2016  
Next Review:      2015 21

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Scope. This ~~policy~~ ~~parameters and procedures~~ applies to ~~exempted~~ professional/ administrative staff and department chairpersons who are not part of a recognized bargaining unit. Employees in externally funded positions are provided with benefits in accordance with rule 3356-7-43 of the Administrative Code (“Externally ~~F~~unded ~~P~~rofessional/~~A~~administrative ~~S~~taff”). Other employees covered by collective bargaining may refer to their respective labor agreement.
- (C) Parameters.
- (1) Full-time ~~exempted~~ professional/administrative staff and department chairpersons on twelve-month contracts earn 7.33 hours per pay period or one hundred seventy-six hours of paid vacation leave each fiscal year.
  - (2) Full-time staff with annual contracts for less than twelve months and part-time staff with a .75 or greater full-time equivalent (“FTE”) shall earn vacation leave on a prorated basis, derived from the formula for twelve-month staff. Part-time staff employed less than .75 FTE do not earn vacation leave.



- (3) Individuals whose employment begins or ends during a given fiscal year shall earn a prorated amount of vacation leave during the fraction of the fiscal year employed.
- (4) Vacation leave for full-time twelve-month staff may be accrued up to a maximum of three hundred twenty hours.
- (5) Employees whose vacation balance reaches three hundred twenty hours will not accrue vacation until the balance is reduced below the forty-day maximum. Employees are responsible for monitoring the vacation balance.
- (6) Vacation leave for part-time staff, .75 or greater FTE, may not exceed the maximum accrual for the prorated FTE and should be requested in hours (e.g., a .75 FTE staff member would have a maximum accrual of two hundred forty hours).
- (7) Vacation leave accrual begins on the effective date of the initial employment and may be requested once the staff member has successfully completed three months of service.
- (8) Accrued vacation leave may be taken prior to the effective date of separation or a cash payment will be made for vacation accrued through the last day of work, provided an thirty-day acceptable notice of resignation has been submitted to the office of human resources.
- (9) Full-time externally funded professional/administrative staff earns vacation leave in accordance with university policy 3356-7-43~~7.33~~ (see rule 3356-7-43 of the Administrative Code) ~~hours per pay period or one hundred seventy-six paid vacation hours per year, which must be taken during the contract period in which it was earned. Authorization to carry forward unused vacation leave into the next fiscal year requires written approvals of the department head and the chief human resources officer by June 30.~~
- (10) Department chairpersons and other administrators holding earned rank and tenure (see rule 3356-9-05 of the Administrative Code) who revert to faculty status will receive a cash payment for accrued vacation earned through the last day of the administrative appointment.
- (11) Accrued vacation leave may be taken prior to the effective date of retirement, or a cash payment will be made for vacation accrued

through the last day employed.

- (12) If the vacation balance of classified staff member who transfers to professional/administrative status exceeds the maximum accrual permitted, a cash payment will be made available to reduce the balance to an amount no less than two hundred eighty hours.

(D) Procedures.

- (1) Vacation leave may be taken at a time that is mutually agreed upon by the staff member and the immediate supervisor.
- (2) The staff member will ~~complete the "Vacation Request, Professional/Administrative Staff" and submit it to~~request approval from the immediate supervisor in advance of the leave. The staff member will report the use of vacation leave utilizing the electronic leave reporting system for the pay period in which the leave is utilized.
- (3) The supervisor ~~completes the form and forwards it to the office of human resources prior to the date of the leave~~ approves the vacation leave as reported utilizing the electronic leave reporting system.

**3356-7-09 Vacation leave, professional/administrative staff and department chairpersons not covered by a collective bargaining agreement.**

Previous Policy Number: 7002.05  
Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Athletics  
Revision History: May 1998; September 2009; October 2010;  
March 2016  
Board Committee: University Affairs  
**Effective Date: March 16, 2016**  
Next Review: 2021

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Scope. This policy applies to professional/ administrative staff and department chairpersons who are not part of a recognized bargaining unit. Employees in externally funded positions are provided with benefits in accordance with rule 3356-7-43 of the Administrative Code (Externally funded professional/administrative staff). Other employees covered by collective bargaining may refer to their respective labor agreement.
- (C) Parameters.
- (1) Full-time professional/administrative staff and department chairpersons on twelve-month contracts earn 7.33 hours per pay period or one hundred seventy-six hours of paid vacation leave each fiscal year.
  - (2) Full-time staff with annual contracts for less than twelve months and part-time staff with a .75 or greater full-time equivalent (“FTE”) shall earn vacation leave on a prorated basis, derived from the formula for twelve-month staff. Part-time staff employed less than .75 FTE do not earn vacation leave.

- (3) Individuals whose employment begins or ends during a given fiscal year shall earn a prorated amount of vacation leave during the fraction of the fiscal year employed.
- (4) Vacation leave for full-time twelve-month staff may be accrued up to a maximum of three hundred twenty hours.
- (5) Employees whose vacation balance reaches three hundred twenty hours will not accrue vacation until the balance is reduced below the forty-day maximum. Employees are responsible for monitoring the vacation balance.
- (6) Vacation leave for part-time staff, .75 or greater FTE, may not exceed the maximum accrual for the prorated FTE and should be requested in hours (e.g., a .75 FTE staff member would have a maximum accrual of two hundred forty hours).
- (7) Vacation leave accrual begins on the effective date of the initial employment and may be requested once the staff member has successfully completed three months of service.
- (8) Accrued vacation leave may be taken prior to the effective date of separation or a cash payment will be made for vacation accrued through the last day of work, provided an acceptable notice of resignation has been submitted to the office of human resources.
- (9) Full-time externally funded professional/administrative staff earn vacation leave in accordance with university policy 3356-7-43(see rule 3356-7-43 of the Administrative Code).
- (10) Department chairpersons and other administrators holding earned rank and tenure (see rule 3356-9-05 of the Administrative Code) who revert to faculty status will receive a cash payment for accrued vacation earned through the last day of the administrative appointment.
- (11) Accrued vacation leave may be taken prior to the effective date of retirement, or a cash payment will be made for vacation accrued through the last day employed.
- (12) If the vacation balance of classified staff member who transfers to

professional/administrative status exceeds the maximum accrual permitted, a cash payment will be made available to reduce the balance to an amount no less than two hundred eighty hours.

(D) Procedures.

- (1) Vacation leave may be taken at a time that is mutually agreed upon by the staff member and the immediate supervisor.
- (2) The staff member will request approval from the immediate supervisor in advance of the leave. The staff member will report the use of vacation leave utilizing the electronic leave reporting system for the pay period in which the leave is utilized.
- (3) The supervisor approves the vacation leave as reported utilizing the electronic leave reporting system.

**RESOLUTION TO MODIFY  
ADMINISTRATIVE COMPLAINT PROCESS –  
PROFESSIONAL/ADMINISTRATIVE EXEMPT  
EMPLOYEES POLICY, 3356-7-37  
(PREVIOUS POLICY NUMBER 7017.01)**

**WHEREAS**, University Policies are 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; and

**WHEREAS**, the Administrative Complaint Process – Professional/Administrative Exempt Employees policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Administrative Complaint Process – Professional/Administrative Exempt Employees, policy number 3356-7-37 (Previous Policy Number 7017.01), shown as Exhibit K attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-7-37      **Administrative complaint process – professional/  
administrative ~~exempt employees~~ staff not covered by a  
collective bargaining agreement.**

Previous Policy Number:      7017.01  
Responsible Division/Office:      Human Resources  
Responsible Officer:      Vice President for ~~Finance and Administration~~  
Legal Affairs and Human Resources  
Revision History:      July 1999; March 2011; March 2016  
Board Committee:      ~~Internal~~ University Affairs  
**Effective Date:**      **March 18~~6~~, 2011~~6~~**  
Next Review:      20~~16~~21

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- (A) Policy statement. The university is committed to equitable employment practices and maintains a complaint process that may be utilized by professional/administrative ~~exempt employees~~ staff to provide prompt and equitable resolution of disputes resulting from ~~certain~~-administrative employment-related decisions, i.e., reclassification, promotion, discipline, working conditions and termination decisions.
- (B) Parameters.
- (1) Employees with a complaint about an administrative decision are encouraged to initiate informal discussion with their immediate supervisor prior to filing a formal complaint.
  - (2) Employees may file a formal complaint of an administrative decision ~~regarding termination, discipline, or disputes concerning working conditions or promotion.~~ that will be reviewed and a final determination made.
  - (3) This policy is not applicable to members of collective bargaining units.
  - (4) The chief human resources officer is authorized to develop procedures for the implementation of this policy.

## (C) Procedures.

- (1) A formal written complaint identifying the specific grounds must be filed no later than ten (10) working days of the occurrence or knowledge of the occurrence. This complaint is to be directed to the person's immediate supervisor.
- (2) The supervisor will conduct an appropriate review and respond to the complaint in writing within ten (10) working days of its receipt.
- ~~(3) — If the person filing the complaint is not satisfied with the supervisor's response, the employee may forward a written notification within ten working days, with particulars, to the appropriate dean, executive director, or other appropriate university official for review. A written response will be provided the employee within ten working days of its receipt.~~
- (43) If this response does not satisfy the employee, a written complaint may be sent to the chief human resources officer within ten (10) working days from receipt of the supervisor's response. The chief human resources officer, in consultation with the appropriate vice president, will ~~appoint a three-person panel to~~ review all information submitted and render a final written decision. Said written decision will be provided within ~~twenty-one~~ ten (10) working days from the date on which the ~~panel meets to review the submitted information~~ complaint is received.



**3356-7-37 Administrative complaint process – professional/  
administrative staff not covered by a collective bargaining  
agreement.**

Previous Policy Number: 7017.01  
Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human  
Resources  
Revision History: July 1999; March 2011; March 2016  
Board Committee: University Affairs  
**Effective Date: March 16, 2016**  
Next Review: 2021

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- (A) Policy statement. The university is committed to equitable employment practices and maintains a complaint process that may be utilized by professional/administrative staff to provide prompt and equitable resolution of disputes resulting from administrative employment-related decisions, i.e., reclassification, promotion, discipline, working conditions and termination decisions.
- (B) Parameters.
- (1) Employees with a complaint about an administrative decision are encouraged to initiate informal discussion with their immediate supervisor prior to filing a formal complaint.
  - (2) Employees may file a formal complaint of an administrative decision that will be reviewed and a final determination made.
  - (3) This policy is not applicable to members of collective bargaining units.
  - (4) The chief human resources officer is authorized to develop procedures for the implementation of this policy.
- (C) Procedures.
- (1) A formal written complaint identifying the specific grounds must be filed no later than ten (10) working days of the occurrence or

knowledge of the occurrence. This complaint is to be directed to the person's immediate supervisor.

- (2) The supervisor will conduct an appropriate review and respond to the complaint in writing within ten (10) working days of its receipt.
- (3) If this response does not satisfy the employee, a written complaint may be sent to the chief human resources officer within ten (10) working days from receipt of the supervisor's response. The chief human resources officer, in consultation with the appropriate vice president, will review all information submitted and render a final written decision. Said written decision will be provided within ten (10) working days from the date on which the complaint is received.



**RESOLUTION TO AMEND AND RESTATE  
THE YOUNGSTOWN STATE UNIVERSITY  
ALTERNATIVE RETIREMENT PLAN**

**WHEREAS**, Youngstown State University (“University”) adopted the Youngstown State University Alternative Retirement Plan (“Plan”), effective January 1, 1999 and subsequently amended and restated the Plan on January 1, 2002; and

**WHEREAS**, the University reserved the right in Section 8.3 of the Plan to amend the Plan by action of the Youngstown State University Board of Trustees; and

**WHEREAS**, the Plan is required to be amended to comply with the 2010 Cumulative List of Notice 2010-90, including but not limited to, the Pension Protection Act of 2006, the Heroes Earnings Assistance and Relief Tax Act of 2008, and the Worker, Retiree, and Employer Recovery Act of 2008; and

**WHEREAS**, the Youngstown State University Board of Trustees desires to approve a formal amendment to the Plan in order to comply with Internal Revenue Code requirements.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Youngstown State University that the amendment and restatement of the Plan is hereby adopted effective January 1, 2007; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees of Youngstown State University authorizes the Vice President for Finance and Business Operations to execute the amendment and restatement of the Plan and any other instruments, documents or conveyances necessary to effectuate and implement the same.



**SUMMARY INFORMATION FOR  
RESOLUTION TO AMEND AND RESTATE  
THE YOUNGSTOWN STATE UNIVERSITY  
ALTERNATIVE RETIREMENT PLAN**

The Administration seeks the Board of Trustees' authorization to amend and restate the Youngstown State University Alternative Retirement Plan ("Plan") to comply with Internal Revenue Code requirements. The Plan is required to be amended and restated to incorporate previous amendments to comply with statutory law changes. These statutory law changes are contained on the 2010 Cumulative List of Notice 2010-90, and include the Pension Protection Act of 2006, the Heroes Earnings Assistance and Relief Tax Act of 2008, and the Worker, Retiree, and Employer Recovery Act of 2008.

The Ohio Attorney General's office has contracted with outside legal counsel to provide compliance, advice and assistance to Ohio higher education institutions. Legal counsel at the University is working with Vorys, Sater, Seymour and Pease, LLP in connection with amendment and restatement of the Plan.

The Board of Trustees is requested to pass the following resolution to amend and restate the Youngstown State University Alternative Retirement Plan effective January 1, 2007. The amendment and restatement of the Plan must be signed by April 30, 2016.

**Agenda Item E.4.f  
Support Material**



**RESOLUTION TO APPROVE THE SELECTION OF THE POSITION  
FOR ASSOCIATE PROVOST FOR INTERNATIONAL AND GLOBAL INITIATIVES**

**WHEREAS**, in order to expand the activities within the Center for International Studies and Programs, the position of Associate Provost for International and Global Initiatives was established; and

**WHEREAS**, the Board of Trustees approved the authorization of a search in accordance with University Policy Number 3356-9-02; and

**WHEREAS**, a candidate was identified from an applicant pool obtained as a result of a national search process and recommended by the search committee; and

**WHEREAS**, the candidate's credentials have been reviewed by the Department of Educational Foundations, Research, Technology and Leadership and the Dean of the Beeghly College of Education who have recommended appointment of the candidate as an Associate Professor with tenure;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the appointment of Nathan Myers as Associate Provost for International and Global Initiatives and Associate Professor of Educational Foundations, Research, Technology and Leadership, effective March 16, 2016.



**Issue Date:**

**Salary Range:** A10 Excluded

**Reviewed By:** MAH/KWR

**TITLE:** Associate Provost, International & Global Initiatives

**DEPARTMENT:** Provost VP – Academic Affairs

**JOB SUMMARY:**

As the Senior International Officer at Youngstown State University, the Associate Provost for International and Global Initiatives provides campus wide leadership in the planning and execution of programs that recruit new international undergraduate and graduate students, increase the global visibility of the university, as well as oversight of English as a Second Language, Study Abroad for both undergraduate and graduate students, international student services and support, global partnerships, and faculty support and services for global initiatives. Leads an organizational unit which fosters collaboration among faculty, staff, and administrators, as well as a global network of institutions, to realize the strategic institutional goals related to internationalization, and expand international reach, visibility and impact. Work with the Center for International Studies and Programs to support international faculty.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

This position serves as a vocal and visible advocate of global education, support, and initiatives at Youngstown State University and operates in collaboration with academic leadership and other support units on new and continuing programming. The innovative leader oversees strategic priorities, advising and consulting, as well as support and direction for globally focused efforts at Youngstown State University.

**Recruitment**

Lead and support the university's efforts to enroll a class of new undergraduate and graduate international students, working in conjunction with Undergraduate Admissions and the College of Graduate Studies.

**Internationalization**

Lead and support the interconnected web of internationalization efforts at Youngstown State University. Lead in development and stewardship of international partners and partnerships. Advance global exchange and study abroad (faculty led, provider, and exchange).

Secure resources to support faculty participation and development in international teaching and research. Collaborate with global network of universities, alumni, and corporate and government partners to advance university goals. Manage the development and execution of international processes, procedures, and agreements in collaboration with campus offices.

**Student Success**

Provide leadership in student success and retention of international students, and programming, such as

education abroad, that lead to success and retention for all students.

**Assessment**

Oversee evaluation and assessment of international and education abroad programming initiatives in collaboration with multiple university units.

**Risk Management and Crisis Response**

Coordinate, administer, and supervise risk management processes, web-based systems, crisis response, and policies for traveling programs and international students.

**Compliance**

Provide administrative leadership for a U.S. Passport Acceptance Agency, and immigration and visa issuance for international students and scholars. Ensure compliance with university, state and federal regulations including Youngstown State University travel guidelines, state authorization, and Clery Act (as it applies to international programs).

**OTHER FUNCTIONS & RESPONSIBILITIES:** Performs other related duties as assigned.

**SUPERVISION EXERCISED:**

Supervise program, management, administrative, and student staff, as well as program instructors, volunteers and others.

**REPORTS TO:** Provost & VP, Academic Affairs

**PHYSICAL REQUIREMENTS:** None

**REQUIRED CERTIFICATIONS AND/OR LICENSURES:** None

**MINIMUM QUALIFICATIONS:**

Master's degree and at least seven years of escalating experience with international education in a university setting. Evidence of success leading an international education unit, strategic planning skills, and ability to integrate global education into the mission and vision of the university. Strong administrative and managerial skills (including personnel, budgets, and technology). Demonstrated ability to work effectively with a variety of constituents within and outside the university. Ability to build collaborative relationships with administrators, faculty and staff, university departments, and global academic and community partners.

**PREFERRED QUALIFICATIONS:**

Earned doctorate and 10 years of related experience. Verifiable and extensive experience with recruitment travel. Experience with Study Abroad. Experience with successful processing of different visas, as well as permanent residency. Familiarity with ESL Programs and partnerships as well as multilingual capability.

# Nathan R. Myers

705 Grant Street  
Ashland, Ohio 44805  
[myersnathan77@gmail.com](mailto:myersnathan77@gmail.com) / 419.606.8009

## **Education**

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**University of Kentucky, Lexington, Kentucky, 2005**  
Ph.D., Department of Educational Policy and Evaluation, Higher Education Studies

**Mount Vernon Nazarene College, Mount Vernon, Ohio, 1999**  
Bachelor of Arts, History

## **Professional Employment**

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***Associate Professor***, Educational Foundations, Ashland University, 2013-present

- Awarded a competitive Sabbatical Leave to study culture and education in Taiwan between January and August, 2015
- Lead faculty for research methods courses in education
- Taught graduate and undergraduate Educational Foundations courses
- College of Education representative to University Budget Committee
- Developed course in Comparative Education

***Executive Director***, International Programs Division, Ashland University, 2011-2013

- Primary Designated School Official (PDSO) and Responsible Officer (RO) for J Visa Program
- Supervised three offices (Intensive English Program, Study Abroad Office and International Student Services Office) and a total staff of 13 while managing an annual budget in excess of \$1 Million
- Managed all international recruitment, leading the University to increase international enrollment by 20% over 3 years
- Negotiated all new international Memoranda of Understanding (MOU) with partner universities establishing joint academic and student exchange programs
- Created, directed and managed recruitment for the American Cultural Experience (ACE) International Summer and March Program which grew from 22 to 76 participants over 4 years
- Developed the Global Ambassador's Program to support inter-cultural learning
- Oversaw the academic reorganization and initial accreditation of the Intensive English Program by CEA
- Taught academic bridge courses for IEP students in American Culture



- Worked with University faculty to implement international components to courses including writing proposals, creating itineraries and budgeting for overseas programs

**Assistant Professor**, Educational Foundations, Ashland University, 2005-2011

- College of Education International Student Advisor
- Director of CEDAR: the Center for Educational Development & Research
- Approximately \$300,000 in grant writing funded over a two year period as CEDAR Director
- Coordinated all international academic exchange and partnership activity at the University
- Co-Chaired the NCATE Diversity Standard Committee

**Teaching Fellow**, Educational Policy Studies and Evaluation, University of Kentucky, 2002-2005

**Teacher**, Enrichment Program, St. Peter & Paul School, Lexington, Kentucky, 2000-2001

### **Refereed Publications**

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Myers, Nathan R. and Cibulka, James G. (2014). "Faith and Policy in Public Education: A Political/Historical Analysis of the Christian Right and American Public Schooling, 1976-2012." In B. Cooper and L. Fusarelli (Eds.), *Handbook of Education: Politics and Policy, 2<sup>nd</sup> Ed.* Mahwah, NJ: Lawrence Erlbaum & Associates.

Myers, Nathan R. (March, 2010). God at the grassroots: A political analysis of state-level Christian right & pro-family organizations in American public schooling. *The Journal of Political Theology*. 11, (2), pp. 271-286.

Myers, Nathan R. and Cibulka, James G. (2008). "Faith and Policy in Public Education: A Political/Historical Analysis of the Christian Right and American Public Schooling." In B. Cooper and L. Fusarelli (Eds.), *Handbook of Education: Politics and Policy*. Mahwah, NJ: Lawrence Erlbaum & Associates.

Cibulka, James G. and Myers, Nathan R.. (January, 2008). Fearful Reformers: The Institutionalization of the Christian right in American Politics. *Educational Policy*. 22, (1), pp.155-180.

Myers, Nathan R. (2007). American Pestalozzianism Revisited: Alfred Holbrook and the Origins of Object-Based Pedagogy in 19<sup>th</sup> Century America. *American Educational History Journal*. 34, (1), pp. 85-96.

Myers, Nathan R. (Spring, 2007). Education as politics: School politics and Ohio's 2006 gubernatorial election. *Ohio Association of Supervision and Curriculum Development Journal*. 10, (1), pp. 24-30.

## **Paper Presentations**

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“A Comparative Study of English Language Acquisition Policies for the Public Sector Employees in Asian and European Countries.” Paper accepted for presentation at the *International Conference on English for Specific Purposes*, Taipei, October 23-24, 2015.

“Higher Education’s Emerging Fourth Mission? Internationalization in the 21<sup>st</sup> Century.” Paper presented at the *International Conference on Teaching & Learning*, Bangkok, November 13-16, 2013.

“International Perspectives on Training Teachers.” Keynote Address presented at *Kemerovo State University Education Conference*, Kemerovo, Russia, September, 2012.

“Internationalization and the Classroom: New Directions in Teacher Education.” Paper presented by invitation of the E-Learning Department of National Chiayi University, Chiayi, Taiwan, June 10, 2010.

“The Free and Protected Market of Education.” Paper presented by invitation of the College of Education of National Pingtung University, Pingtung County, Taiwan, June 2, 2009.

“Politics, education and the emergent church movement: the passing power of the Christian right and its impact on American public schooling”, Paper presented at the *American Educational Research Association*, San Diego, April 17-22, 2009.

“An educationally sound experiment? The Ohio School of the Air, 1928-1937”. Paper presented at the *Midwest Educational Research Association*, Columbus, October 15-18, 2008.

“Faith, Conservatism and Education: A History of the Christian Right and Educational Policy, 1980-2000”, Paper presented at the *Midwest History of Education Society*, Chicago, October 19<sup>th</sup>, 2007.

“Character in the Curriculum: Teachers’ Perspectives on Integrating Character Traits into their Teaching”, Paper presented at the *Midwest Educational Research Association*, St. Louis, October 26<sup>th</sup>, 2007.

“Faith, Conservatism and Education: A History of the Christian Right and Educational Policy, 1980-2000”, Paper presented at the *Midwest Educational Research Association*, St. Louis, October 25<sup>th</sup>, 2007.

“American Pestalozzianism Revisited: Alfred Holbrook and the Origins of Object-Based Pedagogy in 19<sup>th</sup> Century America”, Paper presented at the *Midwest History of Education Society*, Chicago, October 28<sup>th</sup>, 2006.

“God at the Grassroots: A Political Analysis of State-Level Christian Right & Pro-Family Organizations in American Public Schooling”, Paper presented at the *Midwest Educational Research Association*, Columbus, October 12<sup>th</sup>, 2006.

“Culture, National Identity and Education: Perspectives on Multiculturalism and the ‘Foreign Bride’ Phenomenon in Taiwan”, Paper presented with Chung-Hsien Hsu at the *Midwest Educational Research Association*, Columbus, October 12<sup>th</sup>, 2006.

“Faith and Policy in Public Education: A Political/Historical Analysis of the Christian Right and American Public Schooling”, Paper presented with James G. Cibulka at the *American Educational Research Association*, San Francisco, CA, April 9th, 2006.

“Boom and Bust in the Free Market of Education: An Historical Case Study of National Normal University, 1858-1917”, Paper presented at the *Midwest Educational Research Association*, Columbus, October 15th, 2005.

### **Book Reviews & Other Publications**

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Myers, Nathan R. (2011). *School climate in Stark County: iRise school climate indicator data and final report*, Canton, OH: Stark County Educational Service Center.

Myers, Nathan R. (2010). “Normal Schools Entry.” In T.C. Hunt, J.C. Carper, T.J. Lasley, T.J. Raisch and C. Daniel (Eds.), *Encyclopedia of Educational Reform and Dissent*. Thousand Oaks, CA: Sage.

Myers, Nathan R. (2010). “Northwest Ordinance of 1787 Entry.” In T.C. Hunt, J.C. Carper, T.J. Lasley, T.J. Raisch and C. Daniel (Eds.), *Encyclopedia of Educational Reform and Dissent*. Thousand Oaks, CA: Sage.

Myers, Nathan R. (2010). *College preparedness in north-central Ohio: directions for the future*. Mansfield, OH: SPARC Regional P-16 Council.

Review of Doan, Alesha E. and Williams, Jean Calterone. (2008). *The politics of virginity: abstinence in sex education*. New York: Praeger. Reviewed by Nathan R. Myers. Choice. January, 2013.

Review of Murray, Thomas R. (2008). *God in the classroom: religion and America’s public schools*. New York: Praeger. Reviewed by Nathan R. Myers. Choice. January, 2008.

Review of Chace, William M. (2006). *100 Semesters: my adventures as student, professor, and university president, and what I learned along the way*. Princeton, NJ: Princeton University Press. Reviewed by Nathan R. Myers. Choice. April, 2007.

Review of Eckel, Peter D. (2006). *The shifting frontiers of academic decision making: responding to new priorities*. Washington DC: American Council on Education, Praeger. Reviewed by Nathan R. Myers. Choice. February, 2007.

## **Course Development and Delivery**

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ACCESS 605: Introduction to American Culture  
EDFN 130: Introduction to Education  
EPE 301: Education in American Culture  
EDFN 402: Senior Seminar – Social & Professional Issues in Education  
EDFN 503: School & Society  
EDFN 506: Qualitative Research Methods  
EDFN 521: Curriculum Theory  
EDFN 540: Comparative Education  
EDUC 640: Special Topics - Philosophy of Education  
EDFN 640: Special Topics - History of Education

## **Grants & Consulting**

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R.I.S.E. School Climate Lead Evaluator (\$30,600), Canton City Schools, 2009-2010  
North Central Ohio College Preparedness Survey (\$25,000), SPARC P-16 District, 2009-2010  
CARE Team Lead Evaluator (\$28,000), Stark County Educational Service Center, 2008-2009  
Ashland University Summer Writing Grant (\$2,000), 2007  
CARE Team Pilot Initiative Evaluator (\$10,000), Fairless Local School District, 2006-2007  
Baylor University Institute for Oral History, Research Fellow (\$2,000), 2006

## **Leadership and Service**

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**Elected** Ashland University Budget Committee Secretary, 2013-present  
**Elected** Advanced Programs Committee Representative, 2013-present  
**Awarded** Senior Study Leave Sabbatical, 2015  
**Elected** Ashland University International Program Committee Chair, 2009-2011; member 2007-2009  
**Appointed** College of Education International Student Advisor, 2007-2011  
**Appointed** Director of CEDAR: Center for Educational Development & Research, 2007-2011  
**Appointed** Leader of Ashland University Academic Delegation to Japan, Taiwan and Macau, 2009

- Appointed** Organization of Educational Historians Editorial Board, 2007-2011
- Appointed** Ashland University Young Democrats Faculty Advisor, 2007-2009
- Elected** Ashland University Academic Advising Committee, 2007-2009
- Elected** MWERA Division F Chair, 2006-2008
- Elected** Institutional Human Subjects Review Board Member, 2005-2008
- Elected** Ohio Association of Teacher Educators Membership Co-Chair, 2005-2006

### **Professional Training & Certifications**

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NAFSA International Student Advising Workshop (F Visa Beginner and F Visa Intermediate), 2011-2012

SEVIS: Student, Exchange and Visitor's Program (Department of Homeland Security) Training Workshop, 2012

Chinese Language Training (Early Intermediate Level), 2009-present

### **Professional Affiliations**

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APAIE: Asia-Pacific Association of International Education

NAFSA: Association of International Educators

OEH: Organization of Educational Historians

AERA: American Educational Research Association



**RESOLUTION TO APPROVE THE SELECTION OF THE POSITION  
FOR DEAN OF THE COLLEGE OF LIBERAL ART AND SOCIAL SCIENCES**

**WHEREAS**, a vacancy occurred in the College of Liberal Arts and Social Sciences upon the resignation of Shearle Furnish; and

**WHEREAS**, the Board of Trustees approved the authorization of a search in accordance with University Policy Number 3356-9-02; and

**WHEREAS**, a candidate was identified from an applicant pool obtained as a result of a national search process and recommended by the search committee; and

**WHEREAS**, the candidate's credentials have been reviewed by the Department of English and the Dean of the College of Liberal Arts and Social Sciences who have recommended appointment of the candidate as a Professor with tenure;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the appointment of Kristine Blair as Dean of the College of Liberal Arts and Social Sciences and Professor of English, effective May 16, 2016.

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 1 of 2



**Issue Date:**

**Salary Range:** A11

**Reviewed By:** KWR

**TITLE:** Dean & Professor

**DEPARTMENT:** College of Liberal Arts & Social Sciences

**JOB SUMMARY:**

To lead the College of Liberal Arts & Social Sciences (CLASS) as it develops liberal arts and social sciences programs and initiatives; to develop innovative interdisciplinary programs and programs designed for international recruitment; to strengthen traditional areas of inquiry in the liberal arts and social sciences; to work closely with chairs and fellow deans; to represent the college well across campus and community.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

Advocates for and markets the CLASS within the University and beyond.

Strengthens traditional areas of inquiry in the liberal arts and social sciences.

Works with the faculty and chairs to develop programs that are attractive to potential students and thus enhance recruitment to the University, including international recruitment.

Oversees program review and HLC accreditation for the programs within the college.

Works with faculty, staff, and students to do the kind of long-range planning that enhances the quality and attractiveness of departments and programs.

Prepares and authorizes budget and resource allocation.

Strategically allocates financial resources within the college to most effectively serve academic departments and students.

Works with the YSU Foundation to cultivate donors for the college and represents the college at events.

Makes final recommendations to the Provost on faculty hiring, promotion, tenure, etc.

Develops long-term maintenance plan for computer lab equipment.

Develops policies for use of Course Fee and College Fee revenue that address short and long-term needs.

Works cooperatively with faculty, chairs, and upper administration to achieve the goals of the College and University in a spirit of shared governance.

Effectively communicates with students, faculty, staff and other stakeholders.

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 2 of 2

Supports the research efforts of college faculty and students.

Is a champion of research and scholarly activity of students, faculty and staff.

Recognizes and supports the importance of academic advising to the success of students.

Encourages and supports the efforts of departments that strengthen the college including, but not limited to, student achievement, advisement, recruitment, and retention; diversity initiatives; and partnership programs both internally and externally.

In consultation with faculty, promotes collaborative and creative teaching/learning environments.

Reviews governance documents and works with departments and programs to implement the YSU-OEA, ACE, and APAS bargaining agreements.

Provides exemplary leadership in all academic matters.

Develops innovative interdisciplinary undergraduate and graduate educational initiatives.

Supervises College faculty and staff.

**OTHER FUNCTIONS & RESPONSIBILITIES:** Performs other related duties as assigned.

**SUPERVISION EXERCISED:**

Administrative and functional supervision is exercised over faculty members across nine academic departments, professional administrative staff, classified staff, and student employees.

**REPORTS TO:** Provost

**PHYSICAL REQUIREMENTS:** None

**REQUIRED CERTIFICATIONS AND/OR LICENSURES:** None

**MINIMUM QUALIFICATIONS:**

Earned PhD. in one of the College's disciplines from an accredited institution; distinguished record in teaching, scholarship, and service activities that warrants appointment at the rank of tenured full-professor in one of the departments within the College; broad knowledge of and strong commitment to the value of the College's diverse disciplines; a demonstrated record of achievement in higher education administration at the level of department chair or higher; demonstrated dynamic leadership and collaborative management style appropriate for managing a college as part of a large and diverse institution; skilled with managing budgets and financial planning; strong decision-making, problem-solving, organizational, interpersonal, and communication skills; commitment to Affirmative Action, Equal Opportunity, and diversity with respect to faculty, students, and staff; visionary perspective on evolving practices and ideals of liberal arts education; demonstrated ability or knowledge in obtaining funding for research or program development; interest in fostering campus, community, and regional partnerships, including partnerships intended to improve outcomes of teacher preparation and learning in schools.



# Dr. Kristine L. Blair

## Academic Degrees

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Purdue University, W. Lafayette, IN - Ph. D. in English, Rhetoric, August 1989 - August 1994

California State University, Sacramento, CA - M.A. in English, January 1986 - August 1988

California State University, Sacramento, CA - B.A. in Journalism, September 1981 - January 1986

## Academic Positions

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2006- Present	Professor of English, Bowling Green State University
1996-2006	Assistant/Associate Professor of English, Bowling Green State University
1994- 1996	Assistant Professor, English Department, Texas A&M University, Corpus Christi
1989-1994	Graduate Instructor, English Department, Purdue University
1990-1991	Adjunct Instructor, Indiana Vocational Technical College, Lafayette
1988-1989	Adjunct instructor, Sacramento City College
1986-1989	Graduate Instructor, Department of English and Learning Skills, California State University, Sacramento

## Non- Teaching Assignments

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Chair, Department of English, 2005-2014: Re-appointed by the Dean of the College of Arts and Sciences for a second term, nine years of service total. Responsible for policy, personnel (hiring, retention, evaluation, and promotion), budget, scheduling, ongoing program review and assessment in department of approximately 30 tenure-track faculty, 15 non-tenure track faculty, nearly 400 undergraduate majors across four programs, (including Integrated Language Arts) and over 100 graduate students. The English Department also houses the University's English as a Second Language Program and works closely with BGSU's separate General Studies Writing Program.

## Select Accomplishments as Department Chair

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- Assessment; Collaboration with the College of Education and Human Development; Development and Community Relations; Governance; Graduate Curriculum Development and Oversight; Hiring; Program Review

## Additional Responsibilities

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- Acting Director, Rhetoric and Writing Doctoral Program, 2011-2012
- Chair, Faculty Senate, BGSU, 2010-2011
- Vice-Chair/Chair-Elect, Faculty Senate, 2009-2010
- Graduate Coordinator, Department of English, BGSU, 2003-2005
- Associate Director/Faculty Associate, BGSU

## Other Administrative Work

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- Digital Language and Literacy
  - Awarded one of five statewide "Bright Idea" Recognitions from the Ohio Learning Network in Summer 2003.
- Project Manager, Ohio Learning Network Grant
- Technology Liaison, Division of Arts and Humanities, Texas A&M, Corpus Christi, 1995-1996
- Assistant Director of Technical Writing, Purdue University, 1991-1992

## Professional Development Projects

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- Co-Developer and Executive Board Member. "Digital Cultures in the Age of Big Data." BGSU, May 2013
- Co-Chair and Host. "(Re)Inventing English Studies." College English Association of Ohio, Fall 2006 Conference, October 27, BGSU
- Co-Organizer, Northwest Ohio Women's Leadership Institute
- Conducted Campus Workshops, Forums, and Guest Lectures
- Director of Thesis or Project Committee
- Chair of Prelim or Dissertation Committee

**RESOLUTION TO RATIFY  
PERSONNEL ACTIONS**

**WHEREAS**, the *Policies of the Board of Trustees* authorize the President to manage the University, including appointing such employees as are necessary to effectively carry out the operation of the University and any other necessary personnel actions; and

**WHEREAS**, new appointments and other personnel actions have been made subsequent to the December 16, 2015, meeting of the Board of Trustees; and

**WHEREAS**, such personnel actions are in accordance with the 2015-2016 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 ratify and confirm the personnel actions as listed in Exhibit L attached hereto.

**SUMMARY OF PERSONNEL ACTIONS**  
**Professional Administrative and Faculty Employees**  
**10/16/15 through 1/15/16**

**Appointments – 18**

**New Positions – 2**

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 0
- Professional Administrative Externally Funded – 1
- Faculty – 0

**Replacement Positions – 16**

- Professional Administrative Staff – 4
- Professional Administrative Excluded – 4
- Professional Administrative Externally Funded – 7
- Faculty – 1

**Separations – 11**

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 3
- Professional Administrative Externally Funded – 4
- Faculty – 1

**Reclassifications – 4**

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 1

**Promotions – 4**

- Professional Administrative Excluded – 1
- Faculty – 3

**Transfers – 3**

- Professional Administrative Excluded – 1
- Faculty – 2

**Salary Adjustments/Position Audits – 5**

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 3
- Faculty – 1

**Displacements – 0**

**Layoffs – 0**

**Agenda Item E.4.i**  
**Exhibit L**

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 10/16/15 THROUGH 1/15/16  
APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Summer Barker	APAS	Staff Architect	Facilities Maintenance	11/16/2015	0.35	\$ 21,000.00
Michael Cardwell	APAS	Operations Manager	Kilcawley Center	11/1/2015	1.00	\$ 39,715.00
Kathy Cody	APAS	Coordinator	Center for International Studies & Programs	12/16/2015	1.00	\$ 43,000.00
Troy Evans	APAS	Systems Engineer	ITS Operations	1/11/2016	1.00	\$ 70,000.00
Carolyn Jesko	APAS	Interim Assistant Director of Programing	Housing & Residence Life	12/9/2015	1.00	\$ 36,593.00
Myisha Jennings	Excluded	Temporary Program Coordinator	Metropolitan College	12/16/2015	1.00	\$ 30,000.00
Matthew Lynch	Excluded	Assistant Men's Basketball Coach	Athletics	10/16/2015	1.00	\$ 40,007.00
Diane Stahl	Excluded	Temporary Counselor	Registration & Records	12/16/2015	1.00	\$ 31,820.00
Christopher Wentz	Excluded	Associate Director Information Security Officer	Network Security	11/1/2015	1.00	\$ 100,500.00
Mary Defino	Externally Funded	Center Operations Coordinator	Rich Center for Autism	11/16/2015	1.00	\$ 25,675.00
Scott Gereb	Externally Funded	Instruction Specialist	Rich Center for Autism	10/16/2015	1.00	\$ 22,446.00
Rhianna, Hughes Eddy	Externally Funded	Instruction Specialist	Rich Center for Autism	11/16/2015	1.00	\$ 22,446.00
Julianne Laird	Externally Funded	Instruction Specialist	Rich Center for Autism	10/16/2015	1.00	\$ 21,175.00
Katherine O'Neill	Externally Funded	Instruction Specialist	Rich Center for Autism	11/16/2015	1.00	\$ 22,446.00
Alexis Paidas	Externally Funded	Instruction Specialist	Rich Center for Autism	11/16/2015	1.00	\$ 21,175.00
David Sisk	Externally Funded	Instruction Specialist	Rich Center for Autism	12/1/2015	1.00	\$ 21,175.00
James Wargacki	Externally Funded	Manager Add Manufacturing Lab	Mechanical & Industrial Engineering	11/23/2015	1.00	\$ 55,000.00
Andrea Barrick	Faculty	Assistant Professor	Social Work	1/4/2016	1.00	\$ 51,230.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 10/16/15 THROUGH 1/15/16  
SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATION</b>	<b>FTE</b>	<b>SALARY</b>
Elizabeth Cardwell	APAS	Housing Coordinator	Housing & Residence Life	12/13/2015	1.00	\$ 28,179.00
Mary Khumprakob	APAS	Assistant Director Conditional Admissions	Center for Student Progress	12/31/2015	1.00	\$ 48,515.28
Matthias Zeller	APAS	Staff Scientist	Materials Science and Engineering	12/10/2015	1.00	\$ 55,341.12
Jack Fahey	Excluded	Vice President	Student Affairs	11/30/2015	1.00	\$ 143,630.00
James Kleeh	Excluded	Associate Director	Open Source & ERP Programming	1/10/2016	1.00	\$ 78,000.00
Daniel Procopio	Excluded	Associate Director, Student One Stop	Registration Records	11/16/2015	1.00	\$ 48,394.92
Andrew Bush	Externally Funded	Technology Manager	News Outlet	1/15/2016	0.75	\$ 30,000.00
Ricky George	Externally Funded	Associate Director	Center for Human Service Development	1/8/2016	1.00	\$ 54,305.82
Rhianna Hughes Eddy	Externally Funded	Instruction Specialist	Rich Center for Autism	12/31/2015	1.00	\$ 22,446.00
Mary Sweetwood	Externally Funded	News Outlet Coordinator	News Outlet	1/15/2016	0.38	\$ 15,200.00
Deborah Graham	Faculty	Assistant Professor	Teacher Education	12/31/2015	1.00	\$ 55,608.14

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 10/16/15 THROUGH 1/15/16  
RECLASSIFICATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Kellie Mills-Dobozi	APAS	Senior Academic Advisor	Dean - Health & Human Services	3/16/2015	1.00	\$ 43,949.00	\$ 39,954.42
Dennis Gajdos	APAS	Systems Administrator	Media & Academic Computing	8/14/2014	1.00	\$ 67,725.00	\$ 61,568.00
Brian Wells	APAS	Senior Academic Advisor	Dean - Health & Human Services	4/1/2015	1.00	\$ 43,421.00	\$ 39,474.00
Igor Jourin	Excluded	Supervisor, International Admissions & Immigration Unit	Center for International Studies & Programs	12/16/2015	1.00	\$ 48,195.00	\$ 45,900.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 10/16/15 THORUGH 1/15/16  
PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Becky Jasinski	Excluded	Manager, Collections	University Bursar	12/16/2015	1.00	\$ 58,000.00	\$ 37,714.50
Christopher Krummel	Faculty	Acting Director and Professor	Dana School of Music	1/1/2016	1.00	\$ 98,053.00	\$ 78,718.00
Charles Vergon	Faculty	Chair and Professor	Education Foundation Research Technology and Leadership	1/11/2016	1.00	\$ 129,864.00	\$ 112,529.00
Yaqin Wang	Faculty	Professor	Economics	11/16/2015	1.00	\$ 80,842.00	\$ 75,742.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 10/16/15 THROUGH 1/15/16  
TRANSFERS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Sue Beiling	Excluded	Manager, Accounts Payable Travel Services	Procurement Services	11/16/2015	1.00	\$ 67,816.00
Marybeth Earnhardt*	Faculty	Associate Professor	Communications	1/1/2016	1.00	\$ 66,154.30
David Davis*	Faculty	Instructor	Communications	1/1/2016	1.00	\$ 51,510.00

\*Journalism moved from the English Department to the Communications Department



**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 10/16/15 THROUGH 1/15/16  
SALARY ADJUSTMENTS/POSITION AUDITS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>NEW FTE</b>	<b>NEW SALARY</b>	<b>OLD FTE</b>	<b>PREVIOUS SALARY</b>
Summer Barker	APAS	Staff Architect	Facilities Maintenance	1/1/2016	0.80	\$ 48,000.00	0.35	\$ 21,000.00
Amy Cossentino	Excluded	Director	University Scholars & Honors Program	7/1/2015	1.00	\$ 84,849.00	1.00	\$ 79,097.00
Daniel O'Connell	Excluded	Director	Parking Services	7/1/2015	1.00	\$ 94,369.00	1.00	\$ 75,495.30
Gloria Kobus	Excluded	Bursar	University Bursar	7/1/2015	1.00	\$ 87,598.00	1.00	\$ 77,520.00
Alice Wang*	Faculty	Associate Professor	Dana School of Music	1/11/2016	1.00	\$ 66,154.00	1.00	\$ 85,489.00
*Interim Chair returned to Faculty								

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 10/16/15 THROUGH 1/15/16  
DISPLACEMENTS RESULTING FROM LAYOFF**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE</b>	<b>NEW DEPARTMENT</b>	<b>DATE DISPLACED</b>	<b>FTE</b>
None					

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 10/16/15 THROUGH 1/15/16  
LAYOFFS AS A RESULT OF POSITION ABOLISHMENT**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF LAYOFF</b>	<b>FTE</b>	<b>SALARY</b>
None						