

BOARD OF TRUSTEES



AGENDA

Wednesday, December 18, 2013

BOARD OF TRUSTEES' MEETING

Wednesday, December 18, 2013
3:00 p.m.

Tod Hall
Board Meeting Room

AGENDA

- A. Roll Call
- B. Proof of Notice of Meetings
- C. Disposition of Minutes
- D. Report of the President of the University
- E. Report of the Committees of the Board
 - 1. Academic Quality and Student Success Committee
 - a. Resolution to Authorize Conferral of Honorary Degree – Mr. Simeon Booker
 - b. Resolution to Support Letter of Intent to Develop a Bachelor of Respiratory Care Degree Completion Program
 - 2. Institutional Engagement Committee
 - a. Staff Report – Scott Evans
 - b. Resolution to Accept Development Gifts
 - 3. Finance and Facilities Committee
 - a. Staff Report – Eugene Grilli
 - b. Resolution to Modify Selection of Design Professionals for University Capital Projects Policy, 4007.01
 - c. Resolution to Approve an Increase to the College Fee for the College of Sciences, Technology, Engineering and Mathematics (STEM), Effective Spring Semester 2014
 - d. Resolution to Approve a New Technology and Laboratory Materials Fee Level, Effective Fall Semester 2014
 - e. Resolution to Approve Room Rental Rates for the University Courtyard Apartments, Effective Fall Semester 2014
 - f. Resolution to Approve Interfund Transfers
 - g. Report of the Audit Subcommittee, Leonard D. Schiavone, Chair
 - h. Report of the Investment Subcommittee, Delores E. Crawford, Chair
 - 4. University Affairs Committee
 - a. Resolution to Modify Outside Consulting Services – Faculty Policy, 7004.01
 - b. Resolution to Modify Outside Consulting Services – Exempt Professional/Administrative Staff, Including Deans and Chairs Policy, 7015.08
 - c. Resolution to Approve the Creation and Recruitment of the Associate Director of Information Technology Services (ITS) – Operations
 - d. Resolution to Approve the Recruitment of Provost/Vice President for Academic Affairs
 - e. Resolution to Ratify Appointments
 - f. Report of the Collective Bargaining and Negotiations Subcommittee, John R. Jakubek, Chair
 - g. Report of the Intercollegiate Athletics Subcommittee, David C. Deibel, Chair
- F. Communications and Memorials
- G. Unfinished Business
- H. New Business
- I. Chairperson's Remarks
- J. Dates and Times of Upcoming Regular Meetings of the Board
 - Tentative Meeting Dates: 3 p.m., Wednesday, March 12, 2014
 - 3 p.m., Wednesday, June 18, 2014
 - 3 p.m., Wednesday, September 24, 2014
- K. Adjournment

DIVIDER

Academic Quality and Student Success Committee

**RESOLUTION TO AUTHORIZE
CONFERRAL OF HONORARY DEGREE**

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Letters (Litt.D.) degree, honoris causa, upon Simeon Booker, with all the rights and privileges attendant thereto.

Biography – Simeon Booker

Simeon Booker moved to Youngstown with his family when he was five years old. He later graduated from high school in Youngstown and then enrolled at Youngstown College. During his first year at Youngstown College, he protested the fact that black students were denied activity cards, which were necessary for students to participate in student and social activities. He later transferred to Virginia Union University.

During his summers in Youngstown he wrote stories on the local black baseball leagues for *The Vindicator*. He worked for various newspapers and magazines after graduating from college. In 1952, Booker became the first black reporter for *The Washington Post*. In 1954, he was hired by the African American-owned Johnson Publishing Company in Chicago, and he began writing for *Jet* and *Ebony* magazines. He is best known for his Civil Rights reporting including his stories of the 1955 murder of 14-year-old Emmett Till in Mississippi.

During his long career, Booker was recognized by his peers with numerous awards, including the Newspaper Guild Award and a Wilkie Award. In 1982, he became the first African-American journalist to win the National Press Club's Fourth Estate Award for lifetime contributions to journalism. In 2007, after serving as *Jet's* Washington Bureau Chief for 51 years, Booker retired at the age of 88. Booker was inducted into the National Association of Black Journalists' Hall of Fame on January 17, 2013. In April 2013, he published *Shocking the Conscience: A Reporter's Account of the Civil Rights Movement*.

**RESOLUTION TO SUPPORT LETTER OF INTENT TO DEVELOP
A BACHELOR OF RESPIRATORY CARE DEGREE COMPLETION
PROGRAM**

WHEREAS, the Health Professions Program at Youngstown State University intends to develop a Bachelor of Respiratory Care degree completion program; and

WHEREAS, this online degree program is intended to be offered to licensed, practicing respiratory therapists who currently hold two-year degrees; and

WHEREAS, according to the 2012 Report from the Commission on Accreditation for Respiratory Care (CoARC), Youngstown State University is one of only 49 accredited baccalaureate-level respiratory care programs in the U.S.; and

WHEREAS, the vast majority of respiratory care education programs (n=382) provide graduates only at the associate-degree level; and

WHEREAS, this request is to provide an opportunity for graduates of associate-degree level respiratory care programs in Ohio and across the nation to obtain their Bachelor of Science in Respiratory Care (BSRC) degree through YSU's proposed completion program via online delivery; and

WHEREAS, this request is also consistent with the mission of the Bitonte College of Health and Human Services to *extend the frontiers of knowledge through research, public service, and instruction that addresses community, regional, and national and international needs*; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby support the Letter of Intent to the Ohio Board of Regents for the Health Professions Program to develop a Bachelor of Respiratory Care degree completion program.

DIVIDER

**Institutional Engagement
Committee**

RESOLUTION TO ACCEPT DEVELOPMENT GIFTS

WHEREAS, Board policy provides that the President shall compile a list of gifts to the University for each meeting of the Board of Trustees and present the list accompanied by his recommendation for action by the Board; and

WHEREAS, the President has reported that the gifts as listed in Exhibit A attached hereto are being held pending acceptance and she recommends their acceptance;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept these gifts on behalf of Youngstown State University and requests that the President acknowledge the acceptance of these gifts and express our gratitude to the donors for their generosity in support of the University.

**YOUNGSTOWN STATE UNIVERSITY
DEVELOPMENT REPORT
Cash and Pledges
FY2014 YTD**

July 1, 2013 – September 30, 2013

	Cash/Property	Pledges	Total
Unrestricted	\$ 78,678	\$ 4,049	\$ 82,728
Restricted	\$ 1,281,871	\$ 165,759	\$ 1,447,630
Endowment	\$ 11,574	\$ 15,065	\$ 26,639
Total	<u>\$ 1,372,123*</u>	<u>\$ 184,873</u>	<u>\$ 1,556,997</u>

* Includes payments of \$1,036,993 on pledges from previous years.

These figures do not include \$200,000 in planned gifts, \$195,314 in designations to the YSU Foundation, \$53,798 in gifts in-kind, \$10,690 for Alumni Relations and \$34,494 for WYSU.

Pledge write-offs and adjustments for the period above totaled \$150 of prior year pledges.

Total \$1,556,997 minus \$1,036,993 in prior year pledge payments plus \$200,000 in planned gifts plus \$195,314 in contributions to the YSU Foundation equals grand total of \$915,318.

**YOUNGSTOWN STATE UNIVERSITY
DEVELOPMENT REPORT
Cash and Pledges
FY2013 YTD
July 1, 2012 – September 30, 2012**

	Cash/Property	Pledges	Total
Unrestricted	\$ 25,794	\$ 909	\$ 26,703
Restricted	\$ 341,179	\$ 93,765	\$ 434,944
Endowment	\$ 10,246	\$ 10,643	\$ 20,889
Total	<u>\$ 377,219*</u>	<u>\$ 105,317</u>	<u>\$ 482,536</u>

* Includes payments of \$263,608 on pledges from previous years.

These figures do not include \$800,000 in planned gifts, \$323,244 in designations to the YSU Foundation, \$65,191 in gifts in-kind, \$13,185 for Alumni Relations and \$12,999 for WYSU.

Pledge write-offs for the period above totaled \$51,200 of prior year pledges.

Total \$482,536 minus \$263,608 in prior year pledge payments plus \$800,000 in planned gifts plus \$323,244 in contributions to the YSU Foundation equals grand total of \$1,342,172.

Fundraising Progress by Capital Project Through September 30, 2013

- **Construction of the Veterans Resource Center**
 - **\$1,000,000 Total Project Budget (\$1M Bond Financed)**
 - **\$529,488 Cash + \$447,955 Pledges = \$977,443 Total Raised**
- **Renovation of Melnick Medical Museum**
 - **\$5.3M Total Project Budget (\$2.5M State Capital Funds Committed)**
 - **\$400,000 Cash Secured for WYSU-FM Equipment**
- **Construction of the Athletic Fields (West of Fifth Avenue)**
 - **\$4,350,000 Project Budget (100% Bond Financed)**
 - **\$50,000 Cash + \$450,000 Pledges = \$500,000 Total Raised**

DIVIDER

Finance & Facilities Committee

**RESOLUTION TO MODIFY
SELECTION OF DESIGN PROFESSIONALS FOR
UNIVERSITY CAPITAL PROJECTS POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Selection of Architects/Engineers for University Capital Projects, policy number 4007.01 of the *University Guidebook*, to be retitled as Selection of Design Professionals for University Capital Projects, shown as Exhibit B attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Selection of Design Professionals for University Capital Projects
Responsible Division/Office:	Finance and Administration
Approving Officer:	Vice President for Finance and Administration
Revision History:	June 2002; June 2008; December 2013
Resolution Number(s):	YR 1999-20; YR 2002-52; YR 2008-50; YR 2014-
Board Committee:	Finance and Facilities
EFFECTIVE DATE:	December 18, 2013
Next Review:	2018

Policy: Selection of architects/engineers for University capital projects is based on size, complexity, and estimated cost of the project. Smaller projects may be completed by the University architect and internal personnel or by an external architect/engineer. For projects requiring an external architect/engineer, a competitive selection process will be used based upon an evaluation of submitted proposals. Selection of external architect/engineers for State administered projects may include the Ohio Facilities Construction Commission (OFCC). In all cases, the selection process will conform to ORC 153. Projects limited in scope to mechanical, electrical, structural, or building envelope maintenance will not be subject to this policy. In selected cases, State authorized alternative project delivery methods may be utilized.

Parameters:

- All projects subject to this policy will be publicly advertised according to institutional or state requirements.
- Approved projects will be shared, for information purposes, at regularly scheduled meetings of the Finance and Facilities Committee of the Board of Trustees. It is recognized that on rare occasions, and where timely decisions are required, it may not be feasible to immediately convene a meeting of the Finance and Facilities Committee. In such cases, the University President and the Finance and Facilities Committee Chairperson will agree upon an appropriate procedure to be followed.

Agenda Item E.3.b

Exhibit B

- The Executive Director of Facilities and Support Services will determine the appropriate representative(s) to serve on the Project Teams, in consultation with the area officer for the project's user department. A member of the Board of Trustees may be included on the Project Team.

Procedures:

There are four general procedures that may be used to determine the use and selection of architects/engineers for capital projects. It is recognized that under a particular situation, one or more modifications may need to be made to accommodate the requirements of a specific project.

The Associate Director of Planning and Construction will prepare a preliminary estimate of costs and scope of all projects. A recommendation including these factors and the capability of internal personnel to complete the project will be submitted to the Executive Director of Facilities and Support Services for determination of the procedures to be followed.

Classification One (1). Capital Projects Designed by University Staff

1. The Executive Director of Facilities and Support Services will appoint a Project Team and Chairperson for each project.
2. The Team will typically include two or three University professional staff members and one or more "users" of the space to be constructed. The Team Chairperson will maintain and regularly distribute minutes of all meetings.
3. The Team Chairperson will work closely with the members of the department/unit that will occupy the space being designed and maintain the scope and costs of the project within the availability of project funds.

Classification Two (2). Capital Projects Locally Administered and Designed by External Architects/Engineers

1. The Executive Director of Facilities and Support Services will appoint a Project Team and Chairperson for each project.
2. The Team will typically include two or three University professional staff members and one or more "users" of the space to be constructed. The Team Chairperson will maintain and regularly distribute minutes of all meetings.

3. The Project Team will determine the desired qualifications needed by the architect/engineer for the project. These qualifications, along with the scope of the project, will be stated in the Request for Proposals (RFP).
4. The RFP will be sent to an appropriate number of design firms who have expressed an interest in being considered for University projects. Additional firms may be solicited through an advertisement in *The Vindicator* and an RFP to the *Ohio Register*.
5. The Project Team will evaluate submitted proposals and, if appropriate, interview firms in accordance with Ohio Department of Administrative Services procedures. The Team will submit a ranked list of firms, based on average composite scores and with recommendations, to the Executive Director of Facilities and Support Services for approval.
6. The selected firm, for informational purposes, will be reported to the Board of Trustees.

Classification Three (3). Capital Projects Administered by the State and Designed by External Architects/Engineers

1. All State Department of Administrative Services procedures, including advertising and determination of firms selected for interview, will be followed.
2. The Project Team and representative(s) of the OFCC will follow the procedures established by the OFCC to select the architect/engineer for the project.
3. The selected firm, for informational purposes, will be reported to the Board of Trustees.

Classification Four (4). Alternative Project Delivery Methods

1. On a case-by-case basis, the administration may designate a capital project for construction using State approved alternative delivery methods such as “design-build or construction manager.” The University administration will select the design-build firm or construction manager following procedures established by the OFCC and will inform the Board of Trustees at their next regularly scheduled meeting.
2. The University will follow the guidelines for this alternative delivery method as established by the OFCC.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Subject: ~~Selection of Architects/Engineers for University Capital Projects~~

Developed by: ~~Eugene Grilli~~ Authorized by: ~~Eugene Grilli~~
Title: ~~Vice President for Finance~~ Title: ~~Vice President for Finance~~
~~and Administration~~ ~~and Administration~~
Approved: ~~June 20, 2008~~ **EFFECTIVE: June 20, 2008**
Revised: ~~June 28, 2002~~
~~June 20, 2008~~

Title of Policy: **Selection of Architects/Engineers Design Professionals for University Capital Projects**

Responsible Division/Office: Finance and Administration

Approving Officer: Vice President for Finance and Administration

Revision History: June 2002; June 2008; December 2013

Resolution Number(s): YR 1999-20; YR 2002-52; YR 2008-50; YR 2014-

Board Committee: Finance and Facilities

EFFECTIVE DATE: December 18, 2013

Next Review: 2018

Policy: Selection of architects/engineers for University capital projects is based on size, complexity, and estimated cost of the project. Smaller projects, ~~less than \$500k,~~ may be completed by the University architect and internal personnel or by an external architect/engineer. For projects requiring an external architect/engineer, a competitive selection process will be used based upon an evaluation of submitted proposals. Selection of external architect/engineers for ~~State administered projects over \$500,000 will involve the Finance and Facilities Committee of the Board of Trustees, and~~ may include the ~~Office of the State Architect Ohio Facilities Construction Commission (OFCC).~~ In all cases, the selection process will conform to ORC 153. Projects limited in scope to mechanical, electrical, structural, or building envelope maintenance will not be subject to this policy. ~~In selected cases, State authorized alternative project delivery methods may be utilized.~~

~~RESOLUTION NUMBER: YR 1999-20; YR 2002-52; YR 2008-50~~

Parameters:

- All projects subject to this policy will be publicly advertised according to institutional or state requirements. ~~At a minimum, all projects subject to this policy will be advertised in *The Vindicator*.~~
- Approved projects will be shared, for information purposes, at regularly scheduled meetings of the Finance and Facilities Committee of the Board of Trustees. It is recognized that on rare occasions, and where timely decisions are required, it may not be feasible to immediately convene a meeting of the Finance and Facilities Committee. In such cases, the University President and the Finance and Facilities Committee Chairperson will agree upon an appropriate procedure to be followed.
- The Executive Director of Facilities and Support Services will determine the appropriate representative(s) to serve on the Project Teams, in consultation with the area officer for the project's user department. **A member of the Board of Trustees may be included on the Project Team.**

Procedures:

There are ~~three~~ **four** general procedures that may be used to determine the use and selection of architects/engineers for capital projects. It is recognized that under a particular situation, one or more modifications may need to be made to accommodate the requirements of a specific project.

The Associate Director of Planning and Construction will prepare a preliminary estimate of costs and scope of all projects. A recommendation including these factors and the capability of internal personnel to complete the project will be submitted to the Executive Director of Facilities and Support Services for determination of the procedures to be followed.

Classification One (1). Capital Projects Designed by University Staff ~~or by External Architects/Engineers (\$500,000 or less)~~

1. The Executive Director of Facilities and Support Services will appoint a Project Team and Chairperson for each project.
2. The Team will typically include two or three University professional staff members and one or more "users" of the space to be constructed. The Team Chairperson will maintain and regularly distribute minutes of all meetings.

3. The Team Chairperson will work closely with the members of the department/unit that will occupy the space being designed and maintain the scope and costs of the project within the availability of project funds.
- ~~4. If it is determined that University personnel have the time and capability to complete the project, it will be designed and managed internally and will not be advertised to external firms.~~
- ~~5. If the Project Team or the Executive Director of Facilities and Support Services determines that an external architect/engineer is required to design and manage a project, the committee will comply with DAS/OSA procedures to select an Associate. The Team will recommend a firm to the Executive Director of Facilities and Support Services for approval.~~

Classification Two (2). Capital Projects Locally Administered and Designed by External Architects/Engineers (over \$500,000)

1. The Executive Director of Facilities and Support Services will appoint a Project Team and Chairperson for each project.
2. The Team will typically include two or three University professional staff members and one or more “users” of the space to be constructed. The Team Chairperson will maintain and regularly distribute minutes of all meetings.
3. The Project Team will determine the desired qualifications needed by the architect/engineer for the project. These qualifications, along with the scope of the project, will be stated in the Request for Proposals (RFP).
4. The RFP will be sent to an appropriate number of design firms who have expressed an interest in being considered for University projects. Additional firms ~~will~~ may be solicited through an advertisement in *The Vindicator* and an RFP to the *Ohio Register*.
5. The Project Team will evaluate submitted proposals and, if appropriate, interview firms in accordance with Ohio Department of Administrative Services procedures. The Team will submit a ranked list of firms, based on average composite scores and with recommendations, to the Executive Director of Facilities and Support Services ~~for approval.~~
- ~~6. The Team’s ranked list and recommendations will be shared with the Vice President for consideration and counsel with the President.~~

- ~~7. The President will submit to the Finance and Facilities Committee an unranked list of three to five top-scoring firms, along with the rationale (pros and cons) provided by the Project Team.~~
- ~~8. A copy of the RFP and the Responses to the Request for Proposals provided by the firms recommended for interviews will be provided to the Finance and Facilities Committee. The order in which firms are interviewed will be determined by a draw.~~
- ~~9. Firms will be afforded a maximum of one hour for the presentation to the Committee. The presentation will be followed by a question and answer period.~~
- ~~10. The Finance and Facilities Committee, provided a quorum, and after full discussion, will vote by roll call to select the proposal to be adopted. The adopted proposal must receive a majority vote. If no proposal receives a majority vote, the Committee will continue the discussion and will vote until such time as a majority vote is achieved. If necessary, the Committee may adopt a tiebreaker procedure. Failing adoption of a proposal, the Committee may request a resubmission of proposals.~~
- 11-6. The **Committee selected firm**, for informational purposes, will **be reported the selection** to the Board of Trustees.

Classification Three (3). Capital Projects Administered by the State and Designed by External Architects/Engineers

1. All State Department of Administrative Services procedures, including advertising and determination of firms selected for interview, will be followed.
- ~~2. The Finance and Facilities Committee and representative(s) of the Office of the State Architect will interview the firms recommended for consideration. In addition to the President and Executive Vice President, the Committee may invite others to participate in the process.~~
3. The **Finance and Facilities Committee Project Team** and representative(s) of the **Office of the State Architect OFCC** will follow the procedures established by the **Office of the State Architect OFCC** to select the architect/engineer for the project.
4. The **Committee selected firm**, for informational purposes, will **be reported the selection** to the Board of Trustees.

Classification Four (4). Alternative Project Delivery Methods

1. On a case-by-case basis, the administration may designate a capital project for construction using State approved alternative delivery methods such as “design-build or construction manager.” The University administration will select the design-build firm or construction manager following procedures established by the OFCC and will inform the Board of Trustees at their next regularly scheduled meeting.
2. The University will follow the guidelines for this alternative delivery method as established by the OFCC.

**RESOLUTION TO APPROVE AN INCREASE TO THE
COLLEGE FEE FOR THE COLLEGE OF SCIENCES,
TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM),
EFFECTIVE SPRING SEMEMSTER 2014**

WHEREAS, Ohio law provides that each Board of Trustees of state-assisted institutions of higher education may establish special purpose fees, service charges, and fines and penalties; and

WHEREAS, the STEM College fee represents a fee unique for students with an academic standing of junior and above who are enrolled in the College; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the STEM College fee rate of \$25.00 per semester credit hour, effective Spring semester 2014.



**RESOLUTION TO APPROVE A NEW
TECHNOLOGY AND LABORATORY MATERIALS FEE LEVEL,
EFFECTIVE FALL SEMESTER 2014**

WHEREAS, Ohio law provides that each Board of Trustees of state-assisted institutions of higher education may establish special purpose fees, service charges, and fines and penalties; and

WHEREAS, Technology and Laboratory Materials Fees are assessed for certain courses to recognize the differential costs of academic coursework; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve a new Technology & Laboratory Materials Fee level of \$100.00 per course, effective Fall semester 2014.

**Board of Trustees Meeting
December 18, 2013
YR 2014-**

Agenda Item E.3.d

**RESOLUTION TO APPROVE ROOM RENTAL RATES
FOR THE UNIVERSITY COURTYARD APARTMENTS,
EFFECTIVE FALL SEMESTER 2014**

WHEREAS, Ohio law provides that each Board of Trustees of state-assisted institutions of higher education may establish special purpose fees, service charges, and fines and penalties; and

WHEREAS, the University Courtyard Apartments were acquired by the University in 2011; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the room rental rates for the University Courtyard Apartments, as shown in Exhibit C, effective Fall semester 2014.

**University Courtyard Apartments
Monthly Room Rental Rates**

<u>Unit Type</u>	<u>Proposed FY 2015</u>	<u>Actual FY 2014</u>	<u>Percent Increase</u>	<u>Dollar Increase</u>
1 Bed / 1 Bath	\$757.00	\$735.00	3.0%	\$22.00
2 Bed / 2 Bath	\$639.00	\$620.00	3.1%	\$19.00
4 Bed / 2 Bath	\$551.00	\$535.00	3.0%	\$16.00

RESOLUTION TO APPROVE INTERFUND TRANSFERS

WHEREAS, Policy Number 3010.01, Budget Transfers, of the *University Guidebook*, requires Board of Trustees approval for interfund transfers of \$100,000 or more for operating purposes or for any purpose other than a specific capital improvement project and for capital improvements or construction projects of \$500,000 or more;

WHEREAS, certain accounting adjustments and transfers outside the operating budget are necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve transfers outside the operating budget, as detailed in Exhibit D.



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for Second Quarter 2014

FROM	TO	AMOUNT	REASON
Technology Master Plan (Designated Fund)	General Fund	\$750,000	Transfer as part of FY2014 budget contingency plan.

DIVIDER

University Affairs Committee

**RESOLUTION TO MODIFY
OUTSIDE CONSULTING SERVICES – FACULTY POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Consulting Services, policy number 7004.01 of the *University Guidebook*, to be retitled as Outside Consulting Services – Faculty, shown as Exhibit E attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Outside Consulting Services – Faculty
Responsible Division/Office:	Finance and Administration/Human Resources
Approving Officer:	Vice President for Finance & Administration; Provost
Revision History:	April 1999; December 2013
Resolution Number(s):	YR 1999-106; YR 2014-
Board Committee:	University Affairs
EFFECTIVE DATE:	December 18, 2013
Next Review:	2018

Policy: The University supports faculty participation in activities in the government, industry, and other private institutions that generally serve the academic interest of the University. Students, the University, and the State of Ohio generally benefit from experiences faculty bring to the classroom and the recognition that such experiences bring to the faculty and University. Therefore, faculty may provide professional consulting services to entities or individuals outside the University and receive compensation for such services as long as the services do not create a conflict of commitment with the performance of their University duties, conflict with applicable University policy, or violate any state or federal statute or applicable research or grant funding guidelines.

Purpose: The purpose of this policy is to establish guidelines under which faculty may engage in outside paid consulting services and the reporting requirements which arise when faculty engage in such services outside of their University duties and in their areas of general professional expertise. This policy does not apply to external professional activities that are expected of faculty in their professional roles, such as work on peer review panels and advisory bodies for other universities or publishers.

Definition: In general, consulting is defined as professional activity related to the person's field or discipline, where a fee-for-service or equivalent relationship with a third party exists.

Procedures:

1. This policy does not apply to Professional/Administrative staff, including Deans and Chairs.

2. Generally, the proportion of a faculty member's professional effort devoted to consulting should not exceed one business day per week. Acceptance of a faculty appointment at the University requires that the faculty member make a commitment to the University consistent with the faculty appointment and academic rank. Outside consulting should not conflict with the overriding commitment made to the University.
3. Prior to the commencement of any consulting activity, faculty must fully complete and receive approval of an Outside Consulting Form (Form). In order to insure that a consulting arrangement is in compliance with this policy, the Form must be completed on an annual basis for each new and on-going consulting arrangement and shall be submitted for approval/disapproval to the Department Chair and College Dean prior to the commencement of any consulting activity. The Form shall be retained in the Office of Human Resources.
4. University facilities, supplies, equipment, and resources, including letterhead, (collectively referred to as "resources") may not be utilized when providing consulting services without appropriate compensation and prior written approval of the Vice President for Finance and Administration and the Provost. Faculty shall not use the University name or the fact that they are affiliated with the University in a manner that suggests that the University approves the product or service that is the subject of the consulting or that would suggest University involvement or approval of the consulting activity, purpose or findings.
5. Under Ohio law, the University owns any intellectual property that results from research or investigation conducted by employees within the scope of their employment or with funding, equipment, or infrastructure provided by or through the University. Approval for the use of University resources does not negate the University's rights to and interest in discoveries, inventions or patents pursuant to Ohio law.
6. Consulting services may not be offered for activities provided by the University as part of its usual operation. Faculty may not enter into consulting arrangements that compete with the interests and work of the University.
7. Faculty are responsible for any damages or claims for damages which may arise in connection with their outside consulting activities. The limited immunity conferred by Section 9.86 of the Ohio Revised Code does not apply to consulting activities.
8. Faculty providing consulting services should also refer to University Guidebook Policies 7001.01, - Conflict of Interest, and 5013.01, - Licensing of University Names and Marks.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Subject: ~~Consulting Services~~

Title of Policy: **Outside Consulting Services – Faculty**

Responsible Division/Office: Finance and Administration/Human Resources

Approving Officer: Vice President for Finance & Administration; Provost

Revision History: April 1999; December 2013

Resolution Number(s): YR 1999-106; YR 2014-

Board Committee: University Affairs

EFFECTIVE DATE: December 18, 2013

Next Review: 2018

Developed by: G. L. Mears	Authorized by: Leslie H. Cochran
Title: Executive Vice President	Title: President
Date: April, 1999	EFFECTIVE: June 11, 1999

Policy: The University supports faculty participation in activities in the government, industry, and other private institutions that generally serve the academic interest of the University. Students, the University, and the State of Ohio generally benefit from experiences faculty bring to the classroom and the recognition that such experiences bring to the faculty and University. Therefore, faculty may provide professional consulting services ~~University employees are permitted to offer professional consulting services to~~ entities or individuals outside the University and receive compensation for such services as long as the services do not ~~interfere with the performance of University duties, violate any statutes, or involve a conflict of interest~~ create a conflict of commitment with the performance of their University duties, conflict with applicable University policy, or violate any state or federal statute or applicable research or grant funding guidelines.

~~RESOLUTION NUMBER: YR 1999-106~~

Purpose: ~~Consulting services not only benefit the entities or individuals receiving such services, they help to broaden the experience base of the person offering the service, they enhance the professional stature of that person in their chosen field of study, and they expand and enrich the reputation of the University. The purpose of this policy is to establish guidelines under which faculty may engage in outside paid consulting services and the reporting requirements which arise when faculty engage in such services outside of their University duties and in their areas of general professional expertise. This policy~~

does not apply to external professional activities that are expected of faculty in their professional roles, such as work on peer review panels and advisory bodies for other universities or publishers.

Definition: In general, consulting is defined as professional activity related to the person's field or discipline, where a fee-for-service or equivalent relationship with a third party exists.

Procedures:

1. This policy does not apply to Professional/Administrative staff, including Deans and Chairs.
2. Generally, the proportion of a faculty member's professional effort devoted to consulting should not exceed one business day per week. Acceptance of a faculty appointment at the University requires that the faculty member make a commitment to the University consistent with the faculty appointment and academic rank. Outside consulting should not conflict with the overriding commitment made to the University.
3. Prior to the commencement of any consulting activity, faculty must fully complete and receive approval of an Outside Consulting Form (Form). In order to insure that a consulting arrangement is in compliance with this policy, the Form must be completed on an annual basis for each new and on-going consulting arrangement and shall be submitted for approval/disapproval to the Department Chair and College Dean prior to the commencement of any consulting activity. The Form shall be retained in the Office of Human Resources.
4. University facilities, supplies, equipment, and resources, including letterhead, (collectively referred to as "resources") may not be utilized when providing consulting services ~~as long as advanced arrangements including full reimbursement have been made with the appropriate~~ without appropriate compensation and prior written approval of the Vice President for Finance and Administration ~~or~~ and the Provost. Faculty shall not use the University name or the fact that they are affiliated with the University in a manner that suggests that the University approves the product or service that is the subject of the consulting or that would suggest University involvement or approval of the consulting activity, purpose or findings.
5. Under Ohio law, the University owns any intellectual property that results from research or investigation conducted by employees within the scope of their employment or with funding, equipment, or infrastructure provided by or through the University. Approval for the use of University resources does not negate the University's rights to and interest in discoveries, inventions or patents pursuant to Ohio law.

6. Consulting services may not be offered for activities provided by the University as part of its usual operation. Faculty may not enter into consulting arrangements that compete with the interests and work of the University.
7. ~~Under certain circumstances, compensation for consulting services provided by University officials may conflict with existing statutes. University employees are encouraged to obtain outside advice when stipend/honorarium is received that exceeds normal expense reimbursement.~~ Faculty are responsible for any damages or claims for damages which may arise in connection with their outside consulting activities. The limited immunity conferred by Section 9.86 of the Ohio Revised Code does not apply to consulting activities.
8. ~~Employees~~ Faculty providing consulting services should also refer to University Guidebook Policies 7001.01, - Conflict of Interest, and 5013.01, - Licensing of University Names and Marks, ~~and those covered by collective bargaining agreements should refer to the appropriate agreement. Exempt professional/administrative staff should also refer to 7015.08 Fringe Benefits Provision for Consulting Services of Exempt Professional/Administrative Staff.~~

**RESOLUTION TO MODIFY OUTSIDE CONSULTING
SERVICES – EXEMPT PROFESSIONAL/ADMINISTRATIVE STAFF,
INCLUDING DEANS AND CHAIRS POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Fringe Benefits – Provision for Consulting Services of Exempt Professional/Administrative Staff, policy number 7015.08 of the *University Guidebook*, to be retitled as Outside Consulting Services of Exempt Professional/Administrative Staff, Including Deans and Chairs, shown as Exhibit F attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Outside Consulting Services – Exempt Professional/Administrative Staff, Including Deans and Chairs
Responsible Division/Office:	Finance and Administration/Human Resources
Approving Officer:	Vice President for Finance & Administration; Provost
Revision History:	April 1999; December 2013
Resolution Number(s):	YR 1999-109; YR 2014-
Board Committee:	University Affairs
EFFECTIVE DATE:	December 18, 2013
Next Review:	2018

Policy: University staff are expected to primarily devote their work activities to their assigned University work responsibilities. They may, however, engage in consulting services with outside entities or individuals and receive compensation for such services provided that the services do not interfere with the performance of their assigned University responsibilities, create a conflict of interest, or violate University policy or Ohio Ethics Laws. Such consulting services benefit the entities or individuals receiving such services and also help to broaden the experience base and enhance the professional stature of the person offering the service, and expand and enrich the reputation of the University.

Purpose: The purpose of this policy is to establish guidelines which allow staff to engage in consulting activities with outside entities or individuals while continuing to fulfill their work responsibilities and commitment to the University.

Definition: In general, consulting is defined as professional activity related to the person's field or discipline, where a fee-for-service or equivalent relationship with a third party exists.

Parameter: Exempt professional/administrative staff who earn leave may use vacation or personal leave for the purpose of providing off-campus consulting services appropriate to their University position, professional expertise, or academic discipline. Exempt professional/administrative staff may use off-duty periods to perform consulting, however, all applicable forms and approval requirements under this policy remain in effect.

Procedures:

1. Exempt professional/administrative staff considering service as a consultant should first discuss their interest with their immediate supervisor. This preliminary discussion should include the impact such service may have on duties and assignments and the anticipated time commitment and length of service. If there is agreement that the service may be pursued, the staff member must fully complete the Professional/Administrative Staff Outside Consulting Form (Form) and submit the form to his/her supervisor for approval/disapproval. Generally, the Form should be submitted to the supervisor at least 30 days prior to the time when consulting services are to begin.
2. If the supervisor supports the request, an endorsed copy of the request is forwarded to the next level. This process continues until the request, with endorsements, is received by the Provost or appropriate Vice President. The Form shall be retained in the Office of Human Resources.
3. Final approval for authorization is the Provost or appropriate Vice President.
4. University facilities, supplies, equipment, and resources, including letterhead, (collectively referred to as "resources") may not be utilized when providing consulting services without appropriate compensation and prior written approval of the Vice President for Finance and Administration and the Provost or appropriate Vice President. A staff member may not use the University name or the fact that they are affiliated with the University in a manner that suggests that the University approves the product or service that is the subject of the consulting or that would suggest University involvement or approval of the consulting activity, purpose or findings.
5. Exempt professional/administrative staff providing consulting services should refer to University Guidebook Policies 7001.01, - Conflict of Interest, 7004.01, - Consulting Services, and 5013.01, - Licensing of University Names and Marks.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Subject: Title of Policy: ~~Fringe Benefits—Provision for~~
Outside Consulting Services of – Exempt
Professional/Administrative Staff, Including
Deans and Chairs

Responsible Division/Office: Finance and Administration/Human Resources
 Approving Officer: Vice President for Finance & Administration; Provost
 Revision History: April 1999; December 2013
 Resolution Number(s): YR 1999-109; YR 2014-
 Board Committee: University Affairs
 EFFECTIVE DATE: December 18, 2013
 Next Review: 2018

Developed by: G. L. Mears	Authorized by: Leslie H. Cochran
Title: Executive Vice President	Title: President
Date: April, 1999	EFFECTIVE: June 11, 1999

Policy: ~~The University is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education; to take advantage of events, activities and performances offered; and to otherwise enhance each employee's standard of living. University staff are expected to primarily devote their work activities to their assigned University work responsibilities. They may, however, engage in consulting services with outside entities or individuals and receive compensation for such services provided that the services do not interfere with the performance of their assigned University responsibilities, create a conflict of interest, or violate University policy or Ohio Ethics Laws. Such consulting services benefit the entities or individuals receiving such services and also help to broaden the experience base and enhance the professional stature of the person offering the service, and expand and enrich the reputation of the University.~~

~~RESOLUTION NUMBER: YR 1999-109~~

Purpose: ~~Consulting services not only benefit the entities or individuals receiving such services, they help to broaden the experience base of the person offering the service, they enhance the professional stature of that person in their chosen field of study, and they expand and enrich the reputation of the University. The purpose of this policy is to establish guidelines which allow staff to engage in consulting activities with outside entities or individuals while continuing to fulfill their work responsibilities and commitment to the University.~~

Definition: In general, consulting is defined as professional activity related to the person's field or discipline, where a fee-for-service or equivalent relationship with a third party exists.

Parameter: Exempt professional/administrative staff who ~~earn leave~~ may use ~~up to twelve vacation or personal days per year leave~~ for the purpose of providing off-campus consulting services appropriate to their University position, professional expertise, or academic discipline. ~~Exempt professional/administrative staff may use off-duty periods to perform consulting, however, all applicable forms and approval requirements under this policy remain in effect. These days cannot be carried forward from one year to the next.~~

Procedures:

1. Exempt professional/administrative staff considering service as a consultant should first discuss their interest with their immediate supervisor. This preliminary discussion should include the impact such service may have on duties and assignments ~~and the anticipated time commitment and length of service.~~ If there is agreement that the service may be pursued, the staff member must fully complete the Professional/Administrative Staff Outside Consulting Form (Form) and submit the form to his/her supervisor for approval/disapproval. Generally, the Form should be submitted to the supervisor at least 30 days prior to the time when consulting services are to begin.
- ~~2. If there is agreement that such service may be pursued, the supervisor will alert the appropriate administrative and/or executive officer to that possibility.~~
- ~~3. A written request to serve in an off-campus consultant capacity shall be submitted to the individual's supervisor in as far in advance as possible. This request should specify the duration of the service and how the University responsibilities will be addressed.~~
4. If the supervisor supports the request, an endorsed copy of the request is forwarded to the next level. This process continues until the request, with endorsements, is received by the Provost or appropriate Vice President. ~~The Form shall be retained in the Office of Human Resources.~~
5. Final approval for authorization is the Provost or ~~appropriate~~ Vice President.
6. University facilities, supplies, equipment, and resources, including letterhead, (collectively referred to as "resources") may not be utilized when providing consulting services without appropriate compensation and prior written approval of the Vice President for Finance and Administration and the Provost or appropriate

Vice President. A staff member may not use the University name or the fact that they are affiliated with the University in a manner that suggests that the University approves the product or service that is the subject of the consulting or that would suggest University involvement or approval of the consulting activity, purpose or findings.

7. Exempt professional/administrative staff providing consulting services should refer to **University Guidebook Policies** 7001.01, - Conflict of Interest, 7004.01, - Consulting Services, and 5013.01, - Licensing of University Names and Marks.



**RESOLUTION TO APPROVE THE CREATION AND
RECRUITMENT OF THE ASSOCIATE DIRECTOR OF
INFORMATION TECHNOLOGY SERVICES (ITS) - OPERATIONS**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the University to recruit an Associate Director of Information Technology Services (ITS) - Operations.

**Board of Trustees Meeting
December 18, 2013
YR 2014-**

Agenda Item E.4.c

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 1 of 2



YOUNGSTOWN STATE UNIVERSITY

Issue Date: 11/13

Salary Range: G8
(\$86,696 Mid)

Reviewed By: KS/SL

TITLE: Associate Director of Information Technology Services (ITS) - Operations

DEPARTMENT: Information Technology Services (ITS)

JOB SUMMARY:

To provide direction for the University in the design, implementation, monitoring, and support of campus (voice and data) networking and server infrastructure, and related services including Internet, Wi-Fi, and cellular services; with the goal of providing cost-effective high-quality services that enhance the teaching & research mission of the University.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Supervises Server Administration team.

Participates in server administration planning and day to day support.

Monitors campus network voice and data traffic, identifies current or potential capacity issues, and recommends solutions ranging from point solutions to global solutions.

Researches and investigates new and emerging networking and server technologies. Conducts acceptance testing and acquires evaluation units when necessary; and interacts with vendors for the purpose of investigating new equipment and services.

Develops and recommends strategic networking and technology directions for the University's Information Technology Services unit. Assists in the development and responsibly directs the implementation of policies and procedures related to network and server technology, and related services such as Internet, Wi-Fi and cellular services.

Recommends, designs, and reviews networking technology architecture with University leadership and stakeholders; communicate the role and value of the network to the university; present the business case for technology investments.

Works with University departments to understand and document current and future requirements in the development of scalable and cost-effective technology solutions.

Establishes and maintains mutual understanding of needs and scope of data and voice network technology infrastructure, security and related services. Documents network architecture and technology infrastructure topology.

Assists University departments with design and implementation tasks related to building projects, technology infrastructure, security and related services. Assists technology staff in the troubleshooting of escalated and/or complex problems.

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

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 2 of 2

Represents ITS on various committees and working groups in support of University initiatives.

Represents YSU in various local, state and national organizations as appointed.

TITLE: Associate Director of Information Technology Services (ITS) - Operations

OTHER FUNCTIONS & RESPONSIBILITIES:

Performs other tasks and duties as assigned.

SUPERVISION EXERCISED:

Provides day to day Administrative, functional, and project supervision of Server Administration Team. Provides day to day supervision of Operations Team in the absence of the Operations Manager.

REPORTS TO: Manager of ITS Operations

PHYSICAL REQUIREMENTS:

Ability to lift, move and/or carry computing equipment, related peripherals and other items of similar weight (approximately 30 to 40 pounds) or less.

MINIMUM QUALIFICATIONS:

Bachelor's degree required, with minimum 5 years of experience in data and voice network technology infrastructure, server administration, and related services.

PREFERRED QUALIFICATIONS:

Technical and/or managerial experience in college and/or university administration.
Master's degree or higher.



**RESOLUTION TO APPROVE
THE RECRUITMENT OF A PROVOST/VICE PRESIDENT
FOR ACADEMIC AFFAIRS**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the University to contract with a national search firm and recruit a Provost/Vice President for Academic Affairs.

**Board of Trustees Meeting
December 18, 2013
YR 2014-**

Agenda Item E.4.d

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 1 of 2



Developed/Revised: 11/13
Salary Range: A13
(\$199,971 Mid)
Reviewed By: DS/CLT
RFLSA Review: Exempt

TITLE: Provost and Vice President Academic Affairs
DEPARTMENT: Office of the Provost and Vice President for Academic Affairs

JOB SUMMARY:

To serve as chief academic officer, providing leadership for the Division of Academic Affairs which includes six college and the School of Graduate Studies and Research, as well as the library, institutional research and assessment, international studies, the center of teaching and learning, and outreach and continuing education endeavors of the University. Reports directly to the President; serves as member of the President's Cabinet and as chief executive officer in absence of the President.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Plays a leadership role in University planning initiatives; fosters an environment that stimulates outstanding teaching, scholarship and creative activity; leads academic affairs participation in enrollment management initiatives; manages the academic affairs budget; coordinates faculty recruitment, employment, and development; provides leadership for academic program review and development; coordinates academic public services; and supervises the integrity of academic records.

Supervises, plans and assesses programmatic, fiscal, and personnel activities of Division of Academic Affairs. Works closely with academic deans and Associate Provosts in advancing academic enterprise and in guiding strategic planning process of University. Promotes quality of academic programs and academic support services, and development and assessment of academic programs. Provides vision and leadership in development, assessment and revision of academic policies.

Serves as appointing authority for faculty, department chairpersons, and academic professional/administrative staff.

Leads the development and implementation of the Academic Strategic Plan and the reaccreditation process by the Higher Learning Commission scheduled for 2008.

Works closely with academic senate in promoting academic priorities and advancing academic program development and academic policy throughout university.

Supervises and evaluates administrative agendas and performance of academic deans, associate provosts, and executive directors, directors and/or coordinators of programs/endeavors within academic affairs division. Works with these officers to develop shared vision and agenda for executing University's strategic objectives and priorities. Oversees and convenes Deans Council.

Oversees the tenure and promotion processes and makes recommendations to president relative to granting of tenure and promotion.

Oversees Sabbatical and Faculty Improvement Leave evaluation process and awards Sabbatical/FIL leaves as well as chair sabbaticals and Research Professorships.

Oversees and convenes University academic council to discuss and review significant needs, proposals and policies for advancing academic affairs throughout University.

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

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 2 of 2

TITLE: Provost and Vice President Academic Affairs

Works closely with council of chairs addressing needs and priorities of academic departments. Assists department chairs in developing annual chairpersons retreat and in assessing and improving academic policies relating to academic departments.

Appoints and supervises the Director of Faculty Relations.

Recommends member of administration's bargaining and negotiating team. Monitors activities and provides oversight of the negotiation process. Advises president on union negotiation issues.

Advises the president on all academic matters. Serves as chief executive officer in the absence of the president.

OTHER FUNCTIONS & RESPONSIBILITIES:

Performs other related duties as assigned.

SUPERVISION EXERCISED:

Administrative supervision over two associate provosts; one graduate dean; six undergraduate deans; one executive director of library; two directors (Center for International Programs and University Scholars & Honors Program); and one coordinator of the General Education Program; and functional supervision over staff in Office of the Provost and Vice President for Academic Affairs.

REPORTS TO: President

MINIMUM QUALIFICATIONS:

Terminal degree required with successful record of college teaching experience, and other credentials appropriate for rank and tenure in an academic department. Significant prior academic administrative experience appropriate for a Provost/Vice President for Academic Affairs-level position. Significant experience in budget management and strategic planning, ability to communicate the academic mission to internal and external audiences.

**RESOLUTION TO RATIFY
APPOINTMENTS**

WHEREAS, the *Policies of the Board of Trustees* direct the President to appoint such employees as are necessary to effectively carry out the operation of the University; and

WHEREAS, new appointments have been made subsequent to the September 10, 2013, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2013-2014 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 appointments as listed in Exhibit G attached hereto.

SUMMARY OF PERSONNEL ACTIONS

Appointments – 8

New Positions - 1

- Professional/Administrative - 1
 - Coordinator, Undergraduate Admissions

Replacement Positions - 7

- Professional/Administrative - 7

Separations – 5

Retirement - 1

- Classified Civil Service - 1

Resignation - 4

- Professional/Administrative - 4

SUMMARY OF PERSONNEL ACTIONS
Externally Funded Positions

Appointments – 4

Replacement Positions - 4

- Professional/Administrative - 4

Separations – 4

Resignations - 4

- Professional/Administrative - 4

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL/ADMINISTRATIVE (APAS)
PERSONNEL ACTIONS**

APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Mr. William D'Amico	M/C	New	Coordinator	Undergraduate Admissions	10/2/13	\$32,000 1.0	\$32,000 increase
Mr. James Benson	M/C	Replacement \$64,948	Systems Librarian	Maag Library	10/16/13	\$62,000 1.0	\$2,948 decrease
Ms. Rebel Mickelson	F/C	Replacement \$53,511	Costume Shop Supervisor	Theater and Dance	10/21/13	\$40,920 1.0	\$12,591 decrease
Mr. Brian Rella	M/C	Replacement \$56,100	Payroll Coordinator	Payroll	11/1/13	\$55,000 1.0	\$1,100 decrease
Mr. John Brown	M/C	Replacement \$54,455	Assistant Director of Marketing and Promotions	Athletics	11/12/13	\$50,101 1.0	\$4,354 decrease

PROMOTIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

NAME		NEW SALARY	TITLE	DEPARTMENT	PREVIOUS POSITION	PREVIOUS SALARY	COMMENTS
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None.

TRANSFERS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

NAME			TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS
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None.

DEMOTIONS FOR INFORMATION ONLY (in accordance with ORC 124.11 A(7) a&b) (9)

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
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None.

RECLASSIFICATIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

NAME		NEW SALARY	TITLE	DEPARTMENT	EFFECTIVE DATE	PREVIOUS SALARY	COMMENTS
Ms. Connie Eddy		\$30,433	Coordinator, Athletic Business Operations	Athletics	8/16/13	\$28,983	\$1,450 increase

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL/ADMINISTRATIVE (APAS)
PERSONNEL ACTIONS**

SALARY ADJUSTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME		NEW SALARY	TITLE	DEPARTMENT	EFFECTIVE DATE	PREVIOUS SALARY	COMMENTS

None.

SEPARATIONS							
NAME	GENDER/RACE*		TITLE	DEPARTMENT	SEPARATION DATE		COMMENTS

Retirements

None.

Resignations

Ms. Jacqueline Robertson	F/B		Counselor	Student One Stop	8/28/13		
Mr. Joseph Cassese	M/C		Manager of Athletic Development	Athletics	10/5/13		

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

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

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

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

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

U = Unidentified

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL/ADMINISTRATIVE (Coaches)
PERSONNEL ACTIONS**

APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Mr. Kevin Bruinsma	M/C	Replacement \$40,007	Assistant Men's Basketball Coach, Quality Control	Athletics	9/16/13	1.0 \$37,000	\$3,007 decrease

PROMOTIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
None.							

TRANSFERS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
None.							

DEMOTIONS FOR INFORMATION ONLY (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
None.							

RECLASSIFICATIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
None.							

SALARY ADJUSTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
None.							

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL/ADMINISTRATIVE (Coaches)
PERSONNEL ACTIONS**

SEPARATIONS						
NAME	GENDER/RACE*	TITLE	DEPARTMENT	SEPARATION DATE	COMMENTS	
Retirements						
None.						
Resignations						
Mr. Jason Pacanowski	M/C	Assistant Men's Basketball Coach, Quality Control	Athletics	8/21/13		
Mr. Mark Klysner	M/C	Head Coach, Men's Tennis	Athletics	9/3/13		

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

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

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

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

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

U = Unidentified

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED PERSONNEL ACTIONS**

APPOINTMENTS FOR INFORMATION ONLY							
NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS

None.

PROMOTIONS FOR INFORMATION ONLY							
NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS

Mr. Jeffrey Logan	C/M	\$49,233	Network Administrator 2	Media & Academic Computing	9/8/13	\$48,277 1.0	\$956 decrease
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TRANSFERS FOR INFORMATION ONLY							
NAME			TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS

None.

DEMOTIONS FOR INFORMATION ONLY							
NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS

None.

RECLASSIFICATIONS FOR INFORMATION ONLY							
NAME		NEW SALARY	TITLE	DEPARTMENT	EFFECTIVE DATE	PREVIOUS SALARY	COMMENTS

Mr. Jonathan Jenyk		\$54,267	Systems Analyst 1	Student Accounts	12/16/12	\$51,189	
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Ms. Megan Shargo		\$33,800	Administrative Assistant 1	YSU Police	6/30/13	\$30,722	
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**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED PERSONNEL ACTIONS**

SALARY ADJUSTMENTS INFORMATION ONLY

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
Ms. Anna Leko		\$45,219	Network Services Tech. 1	Media & Academic Computing	9/22/13	\$37,482	Working out of classification

SEPARATIONS

NAME	GENDER/RACE*		TITLE	DEPARTMENT	SEPARATION DATE		COMMENTS
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Retirements

Mr. Thomas Kollar	C/M		Purchasing Coordinator	Procurement Services	8/31/13		
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Resignations

None.

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

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

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

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

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

U = Unidentified

**YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS**

APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY/ FTE	COMMENTS
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None.

PROMOTIONS FOR BOARD OF TRUSTEE APPROVAL

NAME		SALARY INCREASE	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS
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None.

TRANSFERS FOR BOARD OF TRUSTEE APPROVAL

NAME			TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS
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None.

SEPARATIONS

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
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Retirements

None.

Resignations

None.

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

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

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

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

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

U = Unidentified

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL/ADMINISTRATIVE
PERSONNEL ACTIONS**

APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Ms. Mary Collier	F/C	Replacement \$54,810	Director, Undergraduate Admissions	Williamson College of Business Administration	10/13/13	\$63,000 1.0	\$8,190 increase

PROMOTIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
Ms. Becky Varian		\$67,000	Director	Center for Student Progress	11/1/13	\$44,961	\$22,039 increase

TRANSFERS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

NAME			TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS
None.							

DEMOTIONS FOR INFORMATION ONLY (in accordance with ORC 124.11 A(7) a&b) (9)

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
None.							

RECLASSIFICATIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
Mr. Tim Stuart		\$55,719	Asst. Director Athletics	Athletics	10/1/13	\$53,065	\$2,654 increase

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL/ADMINISTRATIVE
PERSONNEL ACTIONS**

SALARY ADJUSTMENTS FOR BOARD OF TRUSTEES APPROVAL (In accordance with ORC 124.11 A(7) a&b) (9)							
NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS

None.

SEPARATIONS							
NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED	COMMENTS

Retirements

None.

Resignations

None.

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