

REVISED

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

James E. "Ted" Roberts, Chair

David C. Deibel, Vice Chair

All Trustees are Members

James P. Tressel, *Ex-Officio*

**Tuesday, March 15, 2016
9:30 a.m. or immediately following
previous meeting**

**Tod Hall
Board Meeting Room**

AGENDA

A. Disposition of Minutes for Meetings Held December 1, 2015; and December 16, 2015

B. Old Business

C. Committee Items

1. Consent Agenda Items*

- | | |
|--|---------------------|
| <p>a. Resolution to Modify Development and Authorization of Institutional Procedures Policy, 3356-1-10 (Previous Policy Number 0002.00)
Holly Jacobs, Vice President and General Counsel, will report.</p> | <p>Tab 1</p> |
| <p>b. Resolution to Modify Divisional Administrative Procedures Policy, 3356-1-11 (Previous Policy Number 0005.00)
Holly Jacobs, Vice President and General Counsel, will report.</p> | <p>Tab 2</p> |
| <p>c. Resolution to Modify Americans with Disabilities Act (ADA) Policy, 3356-7-02 (Previous Policy Number 7001.02)
Holly Jacobs, Vice President and General Counsel, will report.</p> | <p>Tab 3</p> |
| <p>d. Resolution to Modify and Retitle Vacation Leave, Exempt Professional/Administrative Staff and Department Chairs Policy, 3356-7-09 (Previous Policy Number 7002.05)
Holly Jacobs, Vice President and General Counsel, will report.</p> | <p>Tab 4</p> |

*Items listed under the Consent Agenda require Board approval; however they may be presented without discussion as these items include only non-substantive changes.

- e. Resolution to Modify Administrative Complaint Process – Professional/ Administrative Exempt Employees Policy, 3356-7-37 (Previous Policy Number 7017.01)** **Tab 5**
Holly Jacobs, Vice President and General Counsel, will report.

- f. Resolution to Amend and Restate the Youngstown State University Alternative Retirement Plan** **Tab 6**
Holly Jacobs, Vice President and General Counsel, will report.

2. University Affairs Action Items

- a. Resolution to Approve the Selection of the Position of Associate Provost for International and Global Initiatives** **Tab 7**
Martin Abraham, Provost and Vice President for Academic Affairs, will report.

- b. Resolution to Approve the Selection of the Position of Dean of the College of Liberal Arts and Social Sciences** **Tab 8**
Martin Abraham, Provost and Vice President for Academic Affairs, will report.

- c. Resolution to Ratify Personnel Actions** **Tab 9**
University policies require that the Chief Human Resources Officer provide a summary of appointments, promotions, and other personnel actions for faculty and professional/administrative staff, including intercollegiate athletics coaching positions, for October 15, 2015, through January 15, 2016. Personnel actions for faculty and professional/administrative staff are contingent upon approval of the Board of Trustees.
Kevin Reynolds, Chief Human Resources Officer, will report.

3. University Affairs Discussion Item

- a. Litigation Update**
Holly Jacobs, Vice President and General Counsel, will provide a summary of litigation, personnel, and collective bargaining concerning YSU.

D. New Business

E. Adjournment

Explanation of Modifications to *University Policy*:

**3356-1-10 Development and Authorization of Institutional Procedures
(Previous Policy Number 0002.00)**

The institutional policy modifications: add an explanation of the purpose of an institutional procedures; streamline and delineate the review process as overseen by the President, and specifically includes the Divisional Vice-Presidents in the review process; and provide for the publication (posting) of an institutional procedure on the website of the office responsible for its implementation, rather than the website for University Policies. Please refer to the attached redline version to review these modifications.

**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 __ 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~~ [March 16, 2016](#)
Next Review: ~~2015~~ [21](#)

- (A) ~~Authority~~ [Policy statement](#). [The university's board of trustees empowers](#) ~~"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.](#)
- (~~BC~~) ~~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.~~
- (~~CD~~) ~~Action steps~~ [Parameters](#).
- (1) [An institutional procedure shall](#) ~~A "statement of purpose" is usually provided to describe the scope and directive ion of the procedures which have been developed or revised. R~~ [and](#) ~~reference is typically made to any applicable~~ [appropriate](#) board policy.
- (2) [Institutional P](#)rocedures 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. ~~When revising existing procedures, proposed modifications~~ revisions to an existing 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.~~
- (2) 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, to~~ the appropriate 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.
- (3) The president may utilize ~~the administrative~~ a advisory university body council 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, will shall insure that the procedure includes a designation of the responsible Division/Office, and an "Effective 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

- (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.

Explanation of Modifications to *University Policy*:

**3356-1-11 Divisional Administrative Procedures
(Previous Policy Number 0005.00)**

The divisional administrative procedures policy modifications: add an explanation of the purpose of an administrative procedure; provide formatting guidelines; and provide for the publication (posting) of a new or revised divisional administrative procedure on the website of the appropriate division, department or unit responsible for its implementation, rather than the website for University Policies. Please refer to the attached redline version to review these modifications.

**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 __ 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

(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~~ operational 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~~ Administrative procedures are developed and maintained within one of the divisions of the university, many will may impact the entire university community.

(BD) ~~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.~~
- (42) A draft of the new or revised administrative procedures ~~will~~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 procedures extends beyond the division, the draft will be forwarded to the appropriate division(s) for review.
- (53) After these ~~se~~ 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.
- (65) 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.yzu.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

- (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.



Explanation of Modifications to *University Policy*:

**3356-7-02 Americans with Disabilities Act (ADA)
(Previous Policy Number 7001.02)**

The ADA policy modifications are proposed to explain the University's responsibilities in the area of disability and accommodation; to provide relevant definitions and responsibilities applicable to reasonable accommodations; and to serve as an educational tool for the campus community. Please refer to the attached redline version to review these modifications.

**Board of Trustees Meeting
March 16, 2016
YR 2016-**

**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 __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
March 16, 2016
YR 2016-**

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: ~~2015~~ 21

- (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.

(42) 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.ysu.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

- (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.ysu.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.yosu.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.

Explanation of Modifications to *University Policy*:

**3356-7-09 Vacation Leave, Exempt Professional/Administrative Staff and Department Chairs
(Previous Policy Number 7002.05)**

This policy was reviewed and the sections listed under procedures have been modified to recognize that the leave reporting process has been converted from a paper process to electronic reporting. The attached redline version illustrates the changes the policy has undergone based upon the review.

**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 __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
March 16, 2016
YR 2016-**

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

- (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~~ ~~ese 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 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

- (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.

Explanation of Modifications to *University Policy*:

**3356-7-37 Administrative Complaint Process – Professional/Administrative Exempt Employees
(Previous Policy Number 7017.01)**

This policy was reviewed and modified to clarify and expedite the review process. This policy will streamline the appeal process reducing the length of the timeline by 31 (thirty-one) days. The attached redline version illustrates the changes the policy has undergone based upon the review.

**Board of Trustees Meeting
March 16, 2016
YR 2016-**

**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 __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
March 16, 2016
YR 2016-**

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

- (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.~~
- (4~~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 ~~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

- (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.



**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.



**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.

**Board of Trustees Meeting
March 16, 2016
YR 2016-**



**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.

**Board of Trustees Meeting
March 16, 2016
YR 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 / 419.606.8009

Education

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

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

- 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*, 2nd 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 19th 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

“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 21st 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 19th, 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 26th, 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 25th, 2007.

“American Pestalozzianism Revisited: Alfred Holbrook and the Origins of Object-Based Pedagogy in 19th Century America”, Paper presented at the *Midwest History of Education Society*, Chicago, October 28th, 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 12th, 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 12th, 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

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

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

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

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

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

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.

**Board of Trustees Meeting
March 16, 2016
YR 2016-**

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

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YOUNGSTOWN STATE UNIVERSITY

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

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

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

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

- 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

- 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

- 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

- 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 ___ 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

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

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	CONTRACT/ APPOINTMENT		
	TYPE	POSITION TITLE		DATES	FTE	SALARY
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 Mechanical & Industrial	12/1/2015	1.00	\$ 21,175.00
James Wargacki	Externally Funded	Manager Add Manufacturing Lab	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**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY
Elizabeth Cardwell	APAS	Housing Coordinator Assistant Director Conditional	Housing & Residence Life	12/13/2015	1.00	\$ 28,179.00
Mary Khumprakob	APAS	Admissions	Center for Student Progress Materials Science and	12/31/2015	1.00	\$ 48,515.28
Matthias Zeller	APAS	Staff Scientist	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 Associate Director, Student	Open Source & ERP Programming	1/10/2016	1.00	\$ 78,000.00
Daniel Procopio	Excluded	One Stop	Registration Records	11/16/2015	1.00	\$ 48,394.92
Andrew Bush	Externally Funded	Technology Manager	News Outlet Center for Human Service	1/15/2016	0.75	\$ 30,000.00
Ricky George	Externally Funded	Associate Director	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**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
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 Dean - Health & Human Services	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**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
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 Education Foundation Research Technology and Leadership	1/1/2016	1.00	\$ 98,053.00	\$ 78,718.00
Charles Vergon	Faculty	Chair and Professor	Economics	1/11/2016	1.00	\$ 129,864.00	\$ 112,529.00
Yaqin Wang	Faculty	Professor		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**

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	CONTRACT/ APPOINTMENT		SALARY
	TYPE	POSITION TITLE		DATES	FTE	
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**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Summer Barker	APAS	Staff Architect	Facilities Maintenance University Scholars &	1/1/2016	0.80	\$ 48,000.00	0.35	\$ 21,000.00
Amy Cossentino	Excluded	Director	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**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE	NEW DEPARTMENT	DATE DISPLACED	FTE
None					

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

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF LAYOFF	FTE	SALARY
None						