

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE
Delores E. Crawford, Chair
David C. Deibel, Vice Chair
All Trustees are Members**

**BACKGROUND MATERIALS
Wednesday, November 30, 2016**

- 1. Human Resources Update** **Tab 1**
This report will provide an update on current accomplishments and priorities for moving forward with Human Resources Department operations.
- 2. Human Resources Update on Position Searches** **Tab 2**
This report will provide a list of all searches in progress.
- 3. ULP's/Grievances** **Tab 3**
This report will provide the status of all Unfair Labor Practices and Grievances.
- 4. Classified Civil Service Personnel Actions** **Tab 4**
This is a summary of all personnel actions approved by the Chief Human Resources Officer serving as the appointing authority for classified staff.
- 5. Summary of Staffing Levels by Race and Gender** **Tab 5**
This report provide a comparison of the workforce demographics in terms of Race and Gender for the periods of July 1- September 30, 2015 and July 1- September 30, 2016.
- 6. Report on Search Waivers for Strategic Hiring** **Tab 6**
This report will show strategic hiring activity pursuant to policy 3356-2-04 (Previous Policy Number 2004.01).

Office of Human Resources Update
October 2016

Talent Acquisition, Processing and Employee Records:

Jennifer Lewis, Director, Talent Acquisition, Processing and Employee Records and her staff members have collaborated with HRIS to facilitate the electronic hiring process noted below.

HRIS:

Alisha Yanniello, Manager, HRIS has finalized the testing of the electronic hiring process and will move to implementation effective November 1st. This will eliminate paper processes for requisition and appointment recommendation approvals and streamline the process. She is testing electronic time reporting required for salaried nonexempt employees under the new Fair Labor Standards Act (FLSA) requirements.

Benefits:

Marcie Patton Manager, Compensation and Benefits has coordinated the work of HMS the vendor that conducted the dependent eligibility verification project. At this point 9 ineligible dependents are being terminated with the possibility of some additional terminations should certain employees be unable to provide acceptable documentation. A High Deductible Health Plan (HDHP) option is being initiated for employees who qualify under ACA for coverage. This is being offered on a trial basis to non-bargaining professional/administrative staff. Fall open enrollment for the health care and other insurance plans is being conducted in October/November.

Classification and Compensation - Jennifer Gavalier, Classification and Equal Opportunity Officer has been coordinating the Human Resources efforts to contend with the recent revisions to the Fair Labor Standards Act (FLSA) which will take effect on December 1, 2016. Additionally, she has completed a variety of job audits and position reviews associated with the various groups of employees. She has worked with the AG's office on preparing for job audit appeals and with the internal committee on APAS audit appeals.

Wellness – Carrie Clyde just completed the annual health screening for benefit eligible employees and spouses during the month of October.

Training & Development:

Rosalyn Donaldson, Manager, Training & Development has been engaged in training for classified employee performance evaluation process, Recruit for the Graduate Studies, semester kickoff programs include Academic Overview & YMES, Academic overrides, Starfish early alert and the training associated with the FLSA compliance for the December 1, 2016 changes. She coordinated the recent State Auditor presentation for Public Records training. This training was opened up for local government officials and staff members.

The search for a Training Coordinator was restarted.

Labor Relations:

Al Boggs, Director of Labor Relations has been engaged in working with managers, supervisors and chairs to identify issues for the upcoming negotiations with faculty and classified staff.

State Personnel Board of Review:

The job abolishment and layoff appeals on the 2014 layoffs have all been dismissed by SPBR. The only remaining appeals are those resulting from the abolishment cases that were filed due to the privatization of the bookstore.

State Employment Relations Board:

At the moment there are not matters before SERB.

Current Postings – 7/16/16 to 10/15/16

Faculty

College of Education

- Part-time Instructor – Student Teaching Supervisor – Teacher Education
- Part-time Instructor – Student Teaching Supervisor – Counseling, Special Education and School Psychology
- Part-time Faculty – Counseling, Special Education and School Psychology
- Part-time Instructor – Early Childhood-PreK
- Part-time Instructor – Reading & Study Skills
- Part-time Instructor – Approaches to Professional Assessment Praxis Core
- Part-time Instructor – Early Childhood Education/Early Childhood Intervention Specialist
- Part-time Instructor – Literacy Education Instructor
- Part-time Instructor – Adolescent/Young Adult Education
- Part-time Instructor – Middle Childhood Education
- Part-time Instructor – First Year Experience Education Course
- Part-time Instructor – Health & Physical Education Methods Instructor
- Part-time Faculty – Health and Physical Education Instructor

College of Health and Human Services

- Part-time Instructor – Food & Nutrition
- Part-time Instructor – Social Work
- Part-time Faculty – Physical Therapy
- Part-time Faculty – Dental Hygiene
- Part-time Faculty – Medical Assisting Technology
- Part-time Faculty – Respiratory Care
- Part-time Faculty – Allied Health
- Part-time Faculty – Master of Health and Human Services
- Part-time Nursing – Clinical Faculty
- Part-time Faculty – Emergency Medical Services
- Part-time Faculty – Health Informatics
- Part-time Faculty – Human Performance and Exercise Science
- Part-time Faculty – Public Health
- Part-time Faculty – HPES Aerobic Activities
- Part-time Faculty – Hospitality Management
- Part-time Faculty – Public Health – Environmental Health and Safety
- Part-time Instructor – Yoga
- Part-time Instructor – First Year Experience Course in Health & Human Services
- Part-time Instructor – Pharmacology for Nurse Anesthetist Students
- Part-time Instructor – Bowling
- Part-time Instructor – Sports First Aid and Injury Prevention
- Part-time Faculty – Medical Laboratory Programs
- Part-time Instructor – Social Work Lakeland and Lorain CC Campuses
- Part-time Instructor – Exercise Testing and Prescription 2

College of Liberal Arts and Social Sciences

- Part-time Faculty Instructor – English
- Part-time Faculty Instructor – Sociology
- Part-time Faculty Instructor – Psychology
- Part-time Faculty – Honors
- Part-time Faculty – Introduction to Sociology
- Part-time Instructor – Gerontology
- Part-time Instructor – English ESOL

College of Creative Arts & Communication

- Part-time Instructor – Spanish
- Part-time Faculty – Photography
- Part-time Faculty – Communication Studies, Telecommunication Studies, and Journalism
- Part-time Faculty – Theater and Dance
- Part-time Instructor – Viola
- Part-time Instructor – Music Theory
- Part-time Instructor – Director of Dana Gospel Choir
- Part-time Instructor – Graphic Design
- Part-time Instructor – Art History
- Part-time Instructor – Visual Arts Foundations
- Part-time Instructor – Hebrew
- Part-time Vocal Instructor
- Part-time Vocal Instructor – Classical Voice
- Part-time Instructor – Jazz Studies

College of Science, Technology, Engineering and Mathematics

- Part-time Instructor – Mathematics
- Part-time Faculty – Physics
- Part-time Instructor – Mechanical Engineering Technology
- Part-time Instructor – Mechanical Engineering
- Part-time Faculty – Chemistry
- Part-time Instructor – Electrical and Computer Engineering
- Part-time Faculty – Computer Science and Information Systems
- Part-time Faculty – Civil/Environmental and Chemical Engineering
- Part-time Instructor – Engineering Technology
- Part-time Instructor – Civil and Construction Engineering Technology
- Professor and Chair – Computer Science Information Systems
- Part-time Instructor – Anatomy and Physiology 1 Lab
- Part-time Instructor – Human Physiology and Anatomy
- Part-time Instructor – Chemistry Lab Instructor
- Part-time Instructor – Draft and Design Technology
- Part-time Instructor – First Year Engineering Orientation
- Part-time Instructor – STEM Careers
- Part-time Instructor – Electrical Engineering Technology

College of Business Administration

- Part-time Instructor – Management
- Part-time Instructor – Marketing
- Part-time Instructor – Accounting/Finance
- Part-time Instructor – Marketing/Center for Nonprofit Leadership
- Part-time Instructor – Management (Undergraduate Courses)
- Part-time Instructor – Legal Environment of Business

Professional/Administrative

- Coordinator, Center for Career Management
- Manager, Business & Project Office
- Manager, HR & Finance Systems
- Academic Advisor 2 - STEM
- Coordinator, Training & Development
- Assistant Director, Communications
- Associate Director/Business Analyst for Student Systems
- Director, Infrastructure Services
- Technical Support & Instructional Designer
- Associate Director, Systems Administration
- Entrepreneurship Coordinator
- Junior Systems Administrator
- Coordinator, Media Engineer & Technology
- Coordinator, Career Management

Externally Funded Unclassified Positions

- Academic Leader – Liberty Local Schools

Classified Civil Service

- N/A

Unclassified Service

- N/A

GRIEVANCE SUMMARY
AUGUST 2, 2016 – OCTOBER 19, 2016

ACE GRIEVANCES

# 740	Rationale statement – Bookstore contracting	In process
# 741	Rationale statement for transfer	In process
# 742	Bumping/position elimination	In process
# 742	Discipline action alleged excessive	In process

APAS GRIEVANCES

# 89	Job audit timeliness	In abeyance
# 90	Job Audit timeliness	In abeyance

OEA GRIEVANCES

No new grievances

FOP GRIEVANCES

# 51	Job assignment – non-unit personnel	Resolved
# 52	Emergency pay – RNC campaign visit	Resolved

SUMMARY OF PERSONNEL ACTIONS
Classified Employees
7/16/16 through 10/15/16

Appointments – 24

- Classified Civil Service – 1
- Externally Funded Non-Bargaining – 17
- Unclassified Civil Service – 5
- FOP Excluded – 1

Separations – 2

- Classified Civil Service – 1
- Unclassified Civil Service – 1

Reclassifications – 5

- Classified Civil Service – 5

Promotions – 2

- Classified Civil Service – 2

Transfers – 2

- Classified Civil Service – 2

Salary Adjustments – 2

- Classified Civil Service – 1
- Externally Funded Non-Bargaining – 1

Displacements – 0

Layoffs – 0

Recalls – 0

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 7/16/16 THROUGH 10/15/16
APPOINTMENTS

EMPLOYEE					CONTRACT/ APPOINTMENT	
EMPLOYEE NAME	TYPE	POSITION TITLE	DEPARTMENT	DATES	FTE	SALARY
Robert Chance*	ACE Externally Funded	Boiler and Air Quality Tech	Central Utility Plant & Distr	9/6/2016	1.00	\$ 37,481.60
Meredith Cavour	Non-ACE Externally Funded	Secretary	Dean - STEM	8/7/2016	0.50	\$ 16,380.00
Alice Cartwright*	Non-ACE Externally Funded	Intermittent Academic Leader	Ctr for Human Services Dev	10/3/2016	0.50	\$ 18,720.00
Laura Epp*	Non-ACE Externally Funded	Intermittent Activity Leader	Ctr for Human Services Dev	10/3/2016	0.50	\$ 10,660.00
Miesha Jones*	Non-ACE Externally Funded	Intermittent Activity Leader	Ctr for Human Services Dev	10/3/2016	0.50	\$ 10,660.00
Hillary Luba*	Non-ACE Externally Funded	Intermittent Activity Leader	Ctr for Human Services Dev	10/3/2016	0.50	\$ 10,660.00
Krista Phillips*	Non-ACE Externally Funded	Intermittent Activity Leader	Ctr for Human Services Dev	10/3/2016	0.50	\$ 10,660.00
William Williams*	Non-ACE Externally Funded	Intermittent Academic Leader	Ctr for Human Services Dev	8/21/2016	0.50	\$ 18,720.00
Beth Liska*	Non-ACE Externally Funded	Intermittent Academic Leader	Ctr for Human Services Dev	8/21/2016	0.50	\$ 18,720.00
Carmen Garcia*	Non-ACE Externally Funded	Intermittent Academic Leader	Ctr for Human Services Dev	8/21/2016	0.50	\$ 18,720.00
Michelle Pitoscia*	Non-ACE Externally Funded	Intermittent Academic Leader	Ctr for Human Services Dev	8/21/2016	0.50	\$ 18,720.00
Ryan Gill*	Non-ACE Externally Funded	Intermittent Academic Leader	Ctr for Human Services Dev	8/21/2016	0.50	\$ 18,720.00
Shirley Willich*	Non-ACE	Intermittent Academic Leader	Ctr for Human Services Dev	8/21/2016	0.50	\$ 18,720.00

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 7/16/16 THROUGH 10/15/16
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	CONTRACT/ APPOINTMENT		
	TYPE	POSITION TITLE		DATES	FTE	SALARY
William Ramsey*	Externally Funded Non-ACE	Intermittent Academic Leader	Ctr for Human Services Dev	8/21/2016	0.50	\$ 18,720.00
Heather Dissette*	Externally Funded Non-ACE	Intermittent Activity Leader	Ctr for Human Services Dev	8/21/2016	0.50	\$ 10,660.00
Lauren Higgins*	Externally Funded Non-ACE	Intermittent Activity Leader	Ctr for Human Services Dev	8/21/2016	0.50	\$ 10,660.00
Tonia Holtom*	Externally Funded Non-ACE	Intermittent Activity Leader	Ctr for Human Services Dev	8/21/2016	0.50	\$ 10,660.00
Taylor Price*	Externally Funded Non-ACE	Intermittent Activity Leader University Law Enforcement	Ctr for Human Services Dev	8/21/2016	0.50	\$ 10,660.00
Shawn Varso	FOP Excluded	Supervisor & Interim Chief Intermittent Video Production	YSU Police	6/1/2016	1.00	\$ 71,334.00
Kevin Davis*	Non-ACE	Specialist Intermittent Administrative	Sports Information	9/6/2016	0.50	\$ 20,831.20
Sharyn Fees*	Non-ACE	Assistant 1	Honors College	9/8/2016	0.50	\$ 15,194.00
John Hazen	Non-ACE	Intermittent Network Services	Media & Academic Computing	7/25/2016	0.50	\$ 22,609.60
Vicki Mehle	Non-ACE	Intermittent Clerk 1	Housing & Residence Life	9/19/2016	0.50	\$ 14,175.20
Larry Reed	Non-ACE	Intermittent Clerk 1	Housing & Residence Life	9/6/2016	0.50	\$ 14,175.20

*New Positions

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 7/16/16 THROUGH 10/15/16
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE			CONTRACT/ APPOINTMENT		
	TYPE	POSITION TITLE	DEPARTMENT	DATES	FTE	SALARY
Rodger Hahn	ACE	Groundskeeper 3	Grounds	9/30/2016	1.00	\$ 46,196.80
Troy Cross	Non-ACE	Information Technology Mgr. 2	Network Architecture & Engineering	8/31/2016	1.00	\$ 124,217.60

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 7/16/16 THROUGH 10/15/16
RECLASSIFICATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Eileen Esposito	ACE	Administrative Assistant 1	Honors	3/6/2016	0.50	\$ 24,689.60	\$ 23,410.40
Linda Glover*	ACE	Secretary	Dana School of Music	8/14/2016	0.50	\$ 24,117.60	\$ 34,086.00
Linda Glover*	ACE	Secretary	Theater and Dance	8/14/2016	0.50	\$ 24,117.60	\$ 34,086.00
Donna Tarbet	ACE	Customer Service Assistant 2	University Bursar	5/5/2015	1.00	\$ 45,822.40	\$ 43,472.00
Shaun Toth	ACE	Electrician 2	Facillities Maintenance	7/12/2016	1.00	\$ 40,277.20	\$ 35,464.00

* Linda Glover had a .75 FTE Word Processing Specialist Position in Dana School of Music at a Salary of \$34,086.
Her Classification changed and her appointment was split between two departments as the result of a reclassification.

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 7/16/16 THORUGH 10/15/16
PROMOTIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
Omar Coira	ACE	Boiler Tech and Plumber	Facillities Maintenance	8/7/2016	1.00	\$ 37,841.60	\$ 30,867.20
Thomas Lavender	ACE	Building Maintenance Supervisor	Facillities Maintenance	9/25/2016	1.00	\$ 35,464.00	\$ 33,737.60

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 7/16/16 THROUGH 10/15/16
TRANSFERS**

EMPLOYEE					CONTRACT/ APPOINTMENT	
EMPLOYEE NAME	TYPE	POSITION TITLE	DEPARTMENT	DATES	FTE	SALARY
Mary Dillingham	ACE	Administrative Assistant 1	Career Services	7/25/2016	1.00	\$ 51,646.40
Jennifer Young	ACE	Administrative Assistant 1	Metropolitan College	8/21/2016	1.00	\$ 41,288.00

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 7/16/16 THROUGH 10/15/16
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Carrie Miller	Externally Funded Non-ACE	Secretary	Upward Bound Financial Aid &	9/1/2016	0.75	\$ 24,570.00	1.00	\$ 32,760.00
Laura Thomas	ACE	Administrative Assistant 1	Scholarships	9/3/2016	0.50	\$ 25,823.20	0.90	\$ 46,481.76

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 7/16/16 THROUGH 10/15/16
DISPLACEMENTS RESULTING FROM LAYOFF**

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

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 7/16/16 THROUGH 10/15/16
LAYOFFS AS A RESULT OF POSITION ABOLISHMENT

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

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 7/16/16 TO 10/15/2016
RECALLS FROM LAYOFF

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	RECALLED DATE	FTE	SALARY
None						

Youngstown State University
 Summary of Staffing Levels By Race and Gender
 From July 1- September 30, 2015/2016

7/1-9/30/2015	Caucasian		African American		Hispanic		Asian		Native American		Multi-Racial		
Rank	M	F	M	F	M	F	M	F	M	F	M	F	Total
Faculty*	205	168	14	13	3	3	29	20	0	0	0	0	455
Professional/ Admin.	149	146	13	14	4	2	3	3	0	2	0	3	339
Classified	102	161	12	18	5	6	0	0	0	2	1	0	307
Externally Funded	27	67	1	8	0	0	0	1	0	0	0	1	105
Total	483	542	40	53	12	11	32	24	0	4	1	4	1206
7/1-9/30/2016	Caucasian		African American		Hispanic		Asian		Native American		Multi-Racial		
Rank	M	F	M	F	M	F	M	F	M	F	M	F	Total
Faculty*	197	162	12	13	3	3	27	20	1	0	0	0	438
Professional/ Admin.	149	151	12	11	4	4	3	3	0	2	0	3	342
Classified	111	153	9	18	4	6	0	0	0	1	1	0	303
Externally Funded	22	56	1	4	0	0	0	1	0	0	0	1	85
Total	479	522	34	46	11	13	30	24	1	3	1	4	1168
Difference	Caucasian		African American		Hispanic		Asian		Native American		Multi-Racial		
Rank	M	F	M	F	M	F	M	F	M	F	M	F	Total
Faculty*	-8	-6	-2	0	0	0	-2	0	1	0	0	0	-17
Professional/ Admin.	0	5	-1	-3	0	2	0	0	0	0	0	0	3
Classified	9	-8	-3	0	-1	0	0	0	0	-1	0	0	-4
Externally Funded	-5	-11	0	-4	0	0	0	0	0	0	0	0	-20
Total	-4	-20	-6	-7	-1	2	-2	0	1	-1	0	0	-38

Guidelines provided by U.S. Office of Management & Budget

Caucasian, not of Hispanic origin - Origins in any of the original peoples in Europe, North Africa or the Middle East

African American, not of Hispanic origin - Origins in any black racial group.

Hispanic - Origins of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture, regardless of race.

Asian or Pacific Islander - Origins in any of the original peoples of the Far East, SE Asia, the Indian Subcontinent, or Pacific Islands

American Indian or Alaskan Native - Origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition

*Faculty includes full-time faculty, department chairs and other faculty exempt from the bargaining unit, does not include part-time faculty.

Office of Equal Opportunity and Policy Development
**Hiring Activity under Policy 3356-2-04/Search waivers for hiring of faculty and professional/
administrative staff**

Requestor: Betty Jo Licata, Dean Williamson College of Business Administration (WCBA)

Department/Unit: Center for Career Management

Position: Director, WCBA Center for Career Management

Rationale: Recommended individual exceeds the position requirements; has Master's Degree in Higher Education and an MBA from YSU; has been an instructor at the WCBA, and is the current Assistant Coordinator and PICAM Career Liaison for Professional Practice in the WCBA.

Hired: Christina L. Costello

Requestor: Wim Steelant, Dean STEM

Department/Unit: Electrical and Computer Engineering

Position: First Year Engineering Program Director 9 month Term Position

Rationale: Recommended individual has previously taught within the YSU Engineering Department, is familiar with the First Year Engineering Program; and the Department was unable to allocate the teaching hours for the First Year Engineering Program to a current faculty member. .

Hired: Edward Burden

Requestor: Jake Protivnak, Associate Professor/Chair English

Department/Unit: Counseling, Special Education and School Psychology Department

Position: Coordinator/Reading and Study Skills Center

Rationale: Position will be a filled with a .25 FTE position in order to allow the Reading and Student Skills Center to operate. Recommended individual is currently Assistant Coordinator for Project PASS which focuses on developing reading skills for students and will continue her previous duties in addition to the Coordinator duties.

Hired: Danielle Mordocco

December 2016