

**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*

BACKGROUND MATERIALS

Tuesday, March 15, 2016

- 1. Human Resources Update** **Tab 1**
This report will provide an update on current Human Resources Department accomplishments and priorities for moving forward.
- 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 provides a comparison of the workforce demographics in terms of race and gender in December 2014 and December 2015.
- 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
February 2016

Employment, Processing and Employee Records:

Jennifer Lewis has converted the part time faculty hiring process to an electronic format utilizing the PeopleAdmin system. This was initiated starting in Spring 2015 and Fall 2015. As of Spring 2016 all part time faculty hiring is through the electronic process.

HRIS:

Alisha Yanniello, HRIS Manager, continues to provide leadership in the in identifying and implementing the utilization of the Banner system. She is in the process of initiating an electronic hiring proposal process that will be replacing the existing paper process. Currently, she is running tests to ensure that the process will work effectively.

Benefits:

Marcie Patton Manager, Compensation and Benefits, has collaborated with Alisha Yanniello to ensure that required reports are able to be finalized for ACA compliance. We are able to generate reports that are required under ACA for compliance.

Jennifer Gavalier has been hired to work with both Cindy Kravitz and Marcie Patton as a Classification and Equal Opportunity Officer. She starts on March 1, 2016.

Wellness – Carrie Clyde continues to offer a variety of wellness programs including information sessions and physical activities.

Training & Development:

Rosalyn Donaldson, Manager, Training & Development, has established the training schedule for the upcoming months and semester.

In January, 2016 training was launched for an “Effective Manager Series” to train on supervisory skills, management issues and policy, procedure compliance and labor contract administration.

Also, the search for a Training Coordinator has been reestablished in mid-January.

Labor Relations:

Al Boggs, Director of Labor Relations, has been engaged in negotiations with the Fraternal Order of Police are ongoing and the contract has been extended through February 2016. A fact finding is scheduled for the end of February, 2016.

State Personnel Board of Review:

The job abolishment and layoff appeals on the 2014 layoffs were conducted in early December, 2015. We anticipate a report and recommendations during the spring.

State Employment Relations Board:

The ULP regarding the implementation of the ACE agreement has been dismissed by SERB. As of February, 16, 2016 ACE has not attempted to go to any court to have that determination overturned.

Current Postings – 10/16/15 to 1/15/16

Faculty

College of Education

- Part-time Instructor – Student Teaching Supervisor – Teacher Education
- Part-time Faculty – Teacher Education
- Part-time Instructor, Student Teaching Supervisor – Counseling, Special Education and School Psychology
- Assistant Professor in Counseling (Tenure Track)
- Instructor/Field Education Coordinator
- Part-time Faculty – Educational Technology Graduate Program
- Part-time Faculty – Educational Technology Undergraduate Program
- Part-time Faculty – Counseling, Special Education and School Psychology
- Part-time Faculty Educational Leadership (*Filled*)

College of Health and Human Services

- Part-time Instructor – Food & Nutrition
- Instructor/ Field Education Coordinator – Social Work
- Assistant Professor – Social Work
- 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 Medical Laboratory Programs
- Assistant Professor Athletic Training Clinical Education Coordinator (Tenure Track)
- Part-time Faculty – Health and Physical Education Instructor
- 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 Instructor – Boxing (*Filled*)
- Part-time Instructor – Golf 1 (*Filled*)

College of Liberal Arts and Social Sciences

- Part-time Faculty Instructor – English
- Part-time Faculty – Reading and Study Skills
- Part-time Faculty Instructor – Sociology
- Part-time Faculty Instructor – Psychology
- Assistant Professor – Applied Developmental Psychology
- Assistant Professor – ABA/Clinical Psychology
- Part-time Faculty – Honors
- Part-time Faculty – Introduction to Sociology

College of Creative Arts & Communication

- Part-time Instructor – Spanish
- Part-time Faculty Photography
- Part-time Faculty Communication Studies, Telecommunication Studies, and Journalism
- Assistant Professor in Journalism and Communication Studies- Tenure Track
- Assistant Professor of Telecommunication Studies (Sports Broadcasting)
- Assistant/Associate Professor in Digital Media (Tenure Track)
- Assistant Professor, Theater Historian
- Part-time Instructor of Trumpet
- Part-time Faculty Theater and Dance
- Part-time Instructor Draft and Design Technology (*Filled*)

College of Science, Technology, Engineering and Mathematics

- Part-time Instructor – Mathematics
- Associate/Professor of Mechanical and Industrial Engineering
- Part-time Faculty Physics
- Part-time Faculty Civil/Environmental and Chemical Engineering
- Part-time Instructor Mechanical Engineering Technology
- Assistant Professor – Civil & Environmental Engineering
- Assistant Professor – Chemistry
- Part-time Instructor – Mechanical Engineering
- Part-time Faculty Chemistry
- Assistant Professor – Electrical Engineering Technology (Tenure Track)
- Part-time Electrical and Computer Engineering Instructor
- Part-time Faculty – Computer Science and Information Systems
- Part-time Faculty Physical Geology (*Filled*)
- Part-time Web-based Geology Instructor (*Filled*)
- Part-time Geology for Engineers Instructor (*Filled*)
- Part-time Electrical Engineering Technology Instructor (*Filled*)
- Part-time Structural Geology Instructor (*Filled*)

College of Business Administration

- Assistant Professor – Manufacturing Management
- Assistant Professor – Technology Management
- Assistant or Associate Professor – Marketing (Tenure Track)
- Assistant or Associate Professor – Accounting
- Part-time Instructor – Management
- Part-time Instructor – Marketing
- Part-time Instructor – Accounting/Finance

Professional/Administrative

- Director, WCBA Center for Career Management
- Associate Provost, International & Global Initiatives
- Associate Director, ERP Programming & Application Design
- Database Administrator
- Academic Information System Specialist
- Counselor, Student One Stop
- Housing Coordinator
- Health & Human Services Reference Librarian
- Training Coordinator Human Resources
- Systems Librarian
- Director – Student Counseling Center
- Manager, Additive Manufacturing Laboratory(*Filled*)
- Systems Engineer – ITS (*Filled*)
- Dean & Professor – CLASS (*Filled*)
- Planetarium Lecturer (*Filled*)
- Manager, Systems Support Services (*Cancelled*)
- Interim Assistant Director for Programming (*Filled*)
- Staff Architect (*Filled*)
- Head Coach, Soccer (*Filled*)
- Clinical & Student Services Coordinator (*Filled*)
- Human Resources Classification & Equal Opportunity Officer (*Filled*)
- Senior Systems Administrator (*Cancelled*)
- Coordinator, Continuous Improvement Process (*Filled*)
- Program Coordinator (*Cancelled*)
- Dean & Professor – College of Science, Technology, Engineering & Mathematics(*Filled*)
- Assistant Men's Basketball Coach, Quality Control (*Filled*)
- Assistant Director, Admissions (*Filled*)
- Assistant Strength and Conditioning Coach (*Filled*)
- Associate Director, Information Security Officer(*Filled*)
- Assistant Coach, Soccer(*Filled*)
- Manager, Accounts Payable & Travel Services (*Filled*)
- Coordinator, Mathematics Assistance Center (*Filled*)

Externally Funded Positions

- Instruction Specialist 1– Rich Center for Autism
- Instruction Specialist Part-time – Rich for Autism

Classified Civil Service

- Administrative Assistant 1 – Student Activities
- Network Administrator 2
- STEM Laboratory Specialist (*Filled*)
- Customer Service Assistant 1 – Undergraduate Admissions (*Filled*)
- Maintenance Repair Worker 1 (*Filled*)
- Administrative Assistant 1 Part-time – WCBA (*Filled*)
- Groundskeeper 2 (*Filled*)
- Benefits management Analyst (*Filled*)
- Office Assistant 2 (*Filled*)

Unclassified Service

- Intermittent – University Police Officer 1
- Dispatcher 1 – Intermittent
- Network Service Technician 1 – Intermittent
- Clerk 1 – Intermittent
- Customer Service Assistant 1 – Intermittent

GRIEVANCE ACTIVITY
FROM NOVEMBER 13, 2015 - PRESENT

ACE GRIEVANCES

| | | |
|-------|---|------------------------|
| # 735 | Overtime Dispute – Parking/events | Submitted to mediation |
| # 726 | Excluded position created with ACE duties | In process |

APAS GRIEVANCES

| | | |
|------|----------------|----------------------------------|
| # 82 | Back Pay | In abeyance pending job audit |
| # 83 | Back Pay | In abeyance pending job audit |
| # 84 | Pay Adjustment | In abeyance pending job audit |

OEA GRIEVANCES

No new grievances.

FOP GRIEVANCES

No new grievances.

SUMMARY OF PERSONNEL ACTIONS
Classified Employees
10/16/15 through 1/15/16

Appointments – 11

- Classified Civil Service –5
- Classified Non-ACE – 3
- Classified Externally Funded Non-ACE – 3

Separations – 12

- Classified Civil Service – 6
- Classified Non-ACE – 2
- Classified Externally Funded Non-ACE – 2
- Classified Non-Bargaining FOP – 2

Reclassifications – 1

- Classified Civil Service – 1

Promotions – 2

- Classified Civil Service – 1
- FOP – 1

Transfers – 0

Salary Adjustments – 2

- Classified Civil Service – 1
- Classified Non-Bargaining FOP – 1

Displacements – 0

Layoffs – 0

Recalls – 1

- Classified Civil Service – 1

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/15 THROUGH 1/15/16
APPOINTMENTS

| EMPLOYEE | | POSITION TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT | | |
|-----------------------|---------------------------|--|---|----------------------------------|------------|---------------|
| EMPLOYEE NAME | TYPE | | | DATES | FTE | SALARY |
| Ethan Cetina | ACE | Groundskeeper 2 Temporary Customer Service | Grounds | 1/11/2016 | 1.00 | \$ 30,867.20 |
| Mary Dota | ACE | Assistant 1 Benefits Management | University Bursar | 1/1/2016 | 0.37 | \$ 12,121.20 |
| Linda Mazzocco | ACE | Analyst Intermittent Network | Human Resources | 10/19/2015 | 1.00 | \$ 38,711.20 |
| Wesley Stanton | ACE | Services Technician 1 Maintenance Repair Worker | Media & Academic Computing | 12/13/2015 | 0.50 | \$ 22,609.60 |
| Zachary Steadman | ACE | 1 | Facilities Maintenance Counseling, Special Education and | 1/11/2016 | 1.00 | \$ 29,536.00 |
| Megan Albani | Classified Non -ACE | Intermittent Clerk 1 Intermittent Customer | School Psychology | 1/12/2016 | 0.50 | \$ 14,175.20 |
| Mary Elizabeth DeLuco | Classified Non -ACE | Service Assistant 2 | Undergraduate Admissions | 10/19/2015 | 0.50 | \$ 17,274.40 |
| Kimberly Johnson | Classified Non -ACE | Intermittent Clerk 1 | Housing & Residence Life Center for Human Service | 10/19/2015 | 0.50 | \$ 14,175.20 |
| Kayla Kaye | Externally Funded Non-ACE | Academic Leader | Development Center for Human Service | 1/11/2016 | 0.40 | \$ 14,976.00 |
| Beth Liszka | Externally Funded Non-ACE | Academic Leader | Development | 10/18/2015 | 0.13 | \$ 4,680.00 |
| Crystal Thomas | Externally Funded Non-ACE | Administrative Assistant 1 | Dean - Business Administration | 11/2/2015 | 0.45 | \$ 24,918.82 |

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/15 THROUGH 1/15/16
SEPARATIONS

| EMPLOYEE NAME | EMPLOYEE | | DEPARTMENT | CONTRACT/ APPOINTMENT | | |
|----------------------|-------------------------------|--|--|----------------------------------|------------|---------------|
| | TYPE | POSITION TITLE | | DATES | FTE | SALARY |
| Robert Chismar | ACE | Groundskeeper 2 Temporary Customer Service | Grounds | 10/21/2015 | 1.00 | \$ 30,867.20 |
| Mary Dota | ACE | Assistant 1 | University Bursar Media & Academic | 2/29/2016 | 0.37 | \$ 12,121.20 |
| Dennis Gajdos* | ACE | Software Specialist 1 | Computing Media & Academic | 8/14/2014 | 1.00 | \$ 61,568.00 |
| Brandon Suverison | ACE | Network Administrator 2 | Computing | 11/6/2015 | 1.00 | \$ 49,233.60 |
| Doug Sewell | ACE | Software Specialist 2 | ITS Operations | 12/25/2015 | 1.00 | \$ 94,598.40 |
| Michael Thornburg | ACE | Delivery Worker | Delivery Services | 11/24/2015 | 1.00 | \$ 42,182.40 |
| Julie Cianfarano | Externally Funded Non- ACE | Academic Leader | Center for Human Service Development | 12/7/2015 | 0.13 | \$ 4,680.00 |
| Brooke Nicolaou | Externally Funded Non- ACE | Activity Leader | Center for Human Service Development | 10/20/2015 | 0.13 | \$ 2,665.00 |
| Roger Gillespie | Non-ACE | Intermittent Parking Facilities Attendant 1 | Parking Services | 12/7/2015 | 0.50 | \$ 14,175.20 |
| Linda Oma | Non-ACE | Intermittent Clerk 1 | Counseling, Special Education & School Psychology | 12/4/2015 | 0.50 | \$ 14,175.20 |
| John Bonish | Non-Bargaining FOP | Intermittent Police Officer 1 | Police | 12/9/2015 | 0.50 | \$ 17,617.60 |
| Steven Woodberry | Non-Bargaining FOP | Intermittent Police Officer 1 | Police | 12/9/2015 | 0.50 | \$ 17,617.60 |

*SERB Decision, position now in the APAS bargaining unit as of 12/1/2015

**YOUNGSTOWN STATE UNIVERSITY
 CLASSIFIED EMPLOYEE
 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 |
|--------------------------|--------------------------|---------------------------|---------------------|--|------------|-----------------------|----------------------------|
| Richard Perrine* | ACE | Custodial Work Supervisor | Janitorial Services | 11/1/2015 | 1.00 | \$ 32,302.40 | \$ 32,302.40 |

*Previously excluded from ACE moved to ACE.

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
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 |
|--------------------------|--------------------------|-----------------------|--------------------------|-------------------------------------|------------|-----------------------|----------------------------|
| Faun Williams | ACE | Office Assistant 2 | Housing & Residence Life | 11/15/2015 | 0.75 | \$ 23,509.20 | \$ 15,672.80 |
| Joseph Schialdone | FOP | Temporary Sergeant | Police | 11/15/2015 | 1.00 | \$ 49,982.40 | \$ 44,532.80 |

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/15 THROUGH 1/15/16
TRANSFERS

| EMPLOYEE | | POSITION TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT | FTE | SALARY |
|----------------------|-------------|-----------------------|-------------------|----------------------------------|------------|---------------|
| EMPLOYEE NAME | TYPE | | | DATES | | |
| None | | | | | | |

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/15 THROUGH 1/15/16
SALARY ADJUSTMENTS**

| EMPLOYEE NAME | EMPLOYEE TYPE | POSITION TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | NEW FTE | NEW SALARY | OLD FTE | PREVIOUS SALARY |
|--------------------------|----------------------|---|---|--|--------------------|-----------------------|--------------------|----------------------------|
| Diane Crowe | ACE | Administrative Assistant 1 | Education Foundation Research Technology & Leadership (EFRTL) | 1/1/2016 | 0.50 | \$ 20,051.20 | 1.00 | \$ 40,102.40 |
| Travis McDade | FOP | Police Officer 2 (Temporary appointment ended) | Police | 7/26/2015 | 1.00 | \$ 44,532.80 | 1.00 | \$ 49,982.40 |

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/15 THROUGH 1/15/16
DISPLACEMENTS RESULTING FROM LAYOFF

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

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/15 THROUGH 1/15/16
LAYOFFS AS A RESULT OF POSITION ABOLISHMENT**

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

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/15 TO 1/15/2016
RECALLS FROM LAYOFF

| EMPLOYEE NAME | EMPLOYEE TYPE | POSITION TITLE | DEPARTMENT | RECALLED DATE | FTE | SALARY |
|----------------------|----------------------|-----------------------|-----------------------------|----------------------|------------|---------------|
| Denell Kenny-Vadala | ACE | Secretary | Community Counseling Center | 11/1/2015 | 0.50 | \$ 16,380.00 |

Youngstown State University
Office of Equal Opportunity & Policy Compliance

Summary of Staffing Levels By Race and Gender December 31, 2014 to December 31, 2015

| Dec. 31, 2014 | Caucasian | | African American | | Hispanic | | Asian | | Native American | | Unknown | | Total |
|-------------------|------------|------------|------------------|-----------|-----------|----------|-----------|-----------|-----------------|----------|-----------|-----------|-------------|
| | M | F | M | F | M | F | M | F | M | F | M | F | |
| Faculty* | 203 | 159 | 15 | 14 | 4 | 1 | 26 | 16 | 0 | 0 | 14 | 13 | 465 |
| Profes/Admin | 132 | 134 | 11 | 11 | 4 | 2 | 3 | 3 | 0 | 2 | 12 | 10 | 324 |
| Classified | 104 | 158 | 10 | 18 | 4 | 6 | 0 | 0 | 0 | 1 | 15 | 25 | 341 |
| Externally Funded | 17 | 40 | 0 | 5 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 6 | 70 |
| Total | 456 | 491 | 36 | 48 | 12 | 9 | 29 | 20 | 0 | 3 | 42 | 54 | 1200 |

| Dec. 31, 2015 | Caucasian | | African American | | Hispanic | | Asian | | Native American | | Unknown | | Total |
|-------------------|------------|------------|------------------|-----------|-----------|-----------|-----------|-----------|-----------------|----------|-----------|-----------|-------------|
| | M | F | M | F | M | F | M | F | M | F | M | F | |
| Faculty* | 203 | 162 | 13 | 13 | 3 | 1 | 29 | 19 | 0 | 0 | 2 | 3 | 448 |
| Profes/Admin | 141 | 142 | 11 | 13 | 4 | 2 | 3 | 3 | 0 | 2 | 7 | 7 | 335 |
| Classified | 101 | 154 | 9 | 20 | 4 | 7 | 0 | 0 | 0 | 1 | 16 | 25 | 337 |
| Externally Funded | 24 | 53 | 1 | 5 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 85 |
| Total | 469 | 511 | 34 | 51 | 11 | 10 | 32 | 23 | 0 | 3 | 26 | 35 | 1205 |

| Difference | Caucasian | | African American | | Hispanic | | Asian | | Native American | | Unknown | | Total |
|-------------------|-----------|-----------|------------------|----------|-----------|----------|----------|----------|-----------------|----------|------------|------------|----------|
| | M | F | M | F | M | F | M | F | M | F | M | F | |
| Faculty* | 0 | 3 | -2 | -1 | -1 | 0 | 3 | 3 | 0 | 0 | -12 | -10 | -17 |
| Profes/Admin | 9 | 8 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | -5 | -3 | 11 |
| Classified | -3 | -4 | -1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | -4 |
| Externally Funded | 7 | 13 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -6 | 15 |
| Total | 13 | 20 | -2 | 3 | -1 | 1 | 3 | 3 | 0 | 0 | -16 | -19 | 5 |

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

Caucasian, not of Hispanic origin - Origins in any of the original people 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 people of North America who maintain cultural identification through tribal affiliation or community recognition.

*Faculty included 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: Erin Driscoll, Director

Department/Unit: Student Activities

Position: Interim Assistant Director of Programming

Rationale: Original search to fill the position failed. Upcoming and future student life activities and planning would suffer if the position remained vacant. The individual hired is a 2014 YSU graduate; was a student-athlete; a Presidential Mentor; and a member of Penguin Productions, which is part of Student Activities. A new search is planned for the spring of 2016.

Hired: Carolyn Jesko

Requestor: Gloria Kobus, Bursar

Department/Unit: University Bursar

Position: Collections Manager

Rationale: The individual hired served as a resolution analyst in the Bursar's Office and developed the internal procedures and processes used to collect the University's delinquent accounts receivables. Prior to this, the University turned over these delinquent accounts to the Ohio Attorney General's Office for collection. With the appointment of Becky Jasinski the University's collections can be focused more internally without external fees.

Hired: Becky Jasinski

Requestor: Jeanne Herman, University Registrar

Department/Unit: Registration, Records, & Student One Stop

Position: Temporary Counselor/Student One Stop

Rationale: Resignation of a One Stop employee and pending medical leave of another employee would substantially decrease student services; position is temporary position, 12/16/2015 through 02/29/2016, in order to serve students' needs.

Hired: Diane Stahl

Requestor: Martin Abraham, Dean and Vice President of Academic Affairs

Department/Unit: Center for International Studies and Programs (CISP)

Position: Assistant Coordinator of Internal Admissions and Recruiting

Rationale: Increased focus on international student recruitment, presented a pressing need to fill the position of Assistant Coordinator of Internal Admissions and Recruiting. The individual chosen works within CISP, organized and conducted CISP's New Student Orientations, and has operational knowledge of the CISP and applicable University systems.

Hired: Kathy Cody

March 2016