

**BOARD OF TRUSTEES  
UNIVERSITY AFFAIRS COMMITTEE**

**Leonard D. Schiavone, Chair  
Harry Meshel, Vice Chair  
All Trustees are Members  
James P. Tressel, *Ex-Officio***

**Thursday, December 4, 2014  
3:00 p.m. or immediately following  
previous meeting**

**Tod Hall  
Board Meeting Room**

**AGENDA**

- A. Disposition of Minutes for Meetings Held September 11, 2014; October 7, 2014; and November 18, 2014**
- B. Old Business**
- C. Committee Items**

**1. Human Resources**

**a. Human Resources Action Items**

- 1) Resolution to Approve Minors on Campus Policy, 7027.01                      Tab 1**  
Kevin Reynolds, Chief Human Resources Officer, and Rosalyn Donaldson, Technology and Training Coordinator, will report.
- 2) Resolution to Rescind Numbering of Guidebook Policies Policy, 0004.00                      Tab 2**  
Cynthia Kravitz, Director of Equal Opportunity and Policy Compliance, will report.
- 3) Resolution to Modify Development and Issuance of University Policies                      Tab 3**  
**Policy, 0001.00**  
Cynthia Kravitz, Director of Equal Opportunity and Policy Compliance, will report.
- 4) Resolution to Modify Collective Bargaining and Negotiations Policy, 7009.01                      Tab 4**  
Kevin Reynolds, Chief Human Resources Officer, will report.

**b. Authorization for New Positions**

- 1) Resolution to Approve the Creation and Recruitment of an Associate Vice                      Tab 5**  
**President for Research**  
Martin Abraham, Interim Provost and Vice President for Academic Affairs, will report.

**2) Resolution to Approve the Recruitment of a Dean in the College of Graduate Studies** **Tab 6**

Martin Abraham, Interim Provost and Vice President for Academic Affairs, will report.

**3) Resolution to Ratify Personnel Actions** **Tab 7**

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 August 15, 2014, through October 31, 2014. Personnel actions for faculty and professional/administrative staff are contingent upon approval of the Board of Trustees.

Holly Jacobs, the University's General Counsel, and Kevin Reynolds, Chief Human Resources Officer, will report.

**c. Human Resources Discussion Items**

**1) Report of Collective Bargaining and Negotiations Subcommittee**

A verbal report of the Collective Bargaining and Negotiations Subcommittee will be presented. Leonard D. Schiavone will report.

**2) Report of Intercollegiate Athletics Subcommittee**

A verbal report of the Intercollegiate Athletics Subcommittee will be presented. Harry Meshel will report.

**2. General Counsel Update**

**a. General Counsel Update Discussion Item**

**1) Litigation Report**

The University's General Counsel, Holly Jacobs, will provide a summary of litigation, personnel, and collective bargaining concerning YSU.

**D. New Business**

**E. Adjournment**

**AGENDA ITEM: C.1.a.1.**

**AGENDA TOPIC:** Resolution to Approve Minors on Campus Policy, 7027.01

**STAFF CONTACT(S):** Kevin Reynolds, Chief Human Resources Officer, Rosalyn Donaldson, Technology and Training Coordinator Office of Human Resources, and Cynthia Kravitz, Director of Equal Opportunity and Policy Compliance

**BACKGROUND:** Minors on campus present unique challenges and risks for the University including the risk and liability surrounding potential child abuse. In the aftermath of the Penn State sexual abuse scandal and Penn State's internal response, institutions and insurance underwriters are focusing on internal policies as a means to safeguard against the abuse of minors who are participating in an institution's programs.

**SUMMARY AND ANALYSIS:** Policy 7027.01 establishes a consistent set of expectations for employee and volunteer screening, sexual abuse identification training, and reporting protocols for University programs which are specifically designed for minor participation. These protocols safeguard minors while they are participating in University programs and the integrity of a program while also addressing insurance industry concerns.

**RESOLUTION:**

**RESOLUTION TO APPROVE  
MINORS ON CAMPUS POLICY, 7027.01**

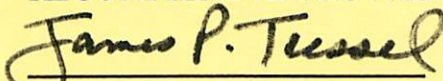
**WHEREAS,** the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

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

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

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Minors on Campus, policy number 7027.01 of the *University Guidebook*, shown as Exhibit \_\_ attached hereto.

**RECOMMEND APPROVAL:**



James P. Tressel, President

**Board of Trustees Meeting  
December 16, 2014  
YR 2015-**

**NEW POLICY**  
UNIVERSITY GUIDEBOOK

Title of Policy: Minors on Campus  
Responsible Division/Office: Human Resources  
Approving Officer: Chief Officer Human Resources  
Revision History:  
Resolution Number(s): YR 2014-  
Board Committee: University Affairs  
EFFECTIVE DATE:  
Next review: 2019

**A. Policy Statement:** Youngstown State University (University), as part of its educational mission, offers and participates in youth oriented programs and allows minors to access the University and its facilities. The University is committed to ensuring a safe environment for minors and requires that all staff, volunteers, program participants and campus visitors hold themselves to the highest standards of conduct.

**B. Purpose:** To establish standards and requirements for University programs or activities involving minors and for minors accessing the University and its facilities.

**C. Scope:** This policy applies to University programs and activities specifically designed for participation by minors and all participants, volunteers and employees, including student employees, who exercise direct supervision, chaperone, or otherwise oversee minors, in the course of their duties in these particular programs. This policy does not apply to: enrolled or dully enrolled minor University students participating in normal class and academic settings; employees or volunteers at University events or single performances open to the general public; or employees or volunteers who may have incidental contact with minors but do not work directly with minors within a program or activity.

This policy also applies to minors who are on campus as guests or as members of the general public. Refer to Section 7, *Minors on campus not participating in programs*, for procedures applicable to minors on campus generally.

A program or activity may impose additional requirements than those found in this policy.

This policy does not replace the requirements for reporting child abuse or neglect pursuant to the Ohio Revised Code or other statutory reporting requirements.

**D. Definitions:**

**Abuse or Neglect of Minors:** Infliction or threat of physical or mental injury, sexual abuse or exploitation, or neglect of a person under age 18 or of someone who is incapable of self-care because of a mental or physical disability.

**Minor:** A participant in a program for minors who is under 18 years old or is incapable of self-care because of a mental or physical disability.

**Programs for Minors:** An organized activity or event that is specifically designed for minor participants, is staffed by University employees or volunteers, and is offered by an academic or administrative unit of the University, whether on or off campus.

**University Organization:** Any academic or administrative unit of the University unit staffed by University employees, including student employees, acting within the scope of their employment.

**Volunteer:** Any individual working in an unpaid capacity in a program for minors, including interns and practicum students; however, this does not include invited speakers or guests who do oversee minor participation.

**(E) Procedures**

**1. Standards of Behavior**

All programs must provide reasonable monitoring of employee, volunteer, and participant behavior and all program participants, staff, leaders, employees, associates and volunteers must refrain from and promptly address inappropriate behavior. Inappropriate behavior includes but is not limited to:

- a. Abusive conduct of any kind;
- b. Possession, distribution, or use of alcohol, illegal drugs, fireworks, guns or other weapons or dangerous materials;
- c. Hazing, bullying;
- d. Theft, misuse or destruction of property.
- e. Accessing by or making available to a minor any sexually oriented materials

## 2. Reporting

Any employee or volunteer who in the course of their duties witnesses abuse or neglect of a minor or has information that would lead a reasonable person to believe that a minor faces a substantial threat of such abuse or neglect, shall immediately contact the county Children Services Agency and the Youngstown State University Police Department (330-941-3527).

The Youngstown State University Police Department shall insure that the applicable County Children's Services Agency has been notified and shall notify the appropriate municipal or county peace officer department, the Office of General Counsel and the Office of Human Resources. The Office of Human Resources will contact the Director of the University program to insure that the Director has been notified.

## 3. Training

Colleges and units of the University must train employees and volunteers before they work with minors in programs and keep records of such training. Training content will be provided by the Office of Human Resources and must include at a minimum child abuse awareness and prevention, and reporting obligations and procedures.

## 4. Background Checks

Background checks must be conducted on all employees and volunteers working with minors in programs for minors as follows:

- a. Employees and volunteers in programs which do not involve overnight stays must have a BCI background check prior to working in a program for minors and once every 4 years thereafter.
- b. Parental consent must be obtained for the background check of a minor age employee or volunteer.
- c. Where required by Ohio law, or where the employee or volunteer is engaged at a facility or in a program that involves the use of showering, changing or sleeping facilities, the background check shall include both a BCI and FBI records check.
- d. Employees and volunteers who have not lived in Ohio for five (5) consecutive years must have a BCI and FBI background check.
- e. Employees and volunteers who have any break in service for any time period must have a new BCI background check prior to rehire and an FBI criminal records check must be completed if the employee or volunteer lived in a state other than Ohio during the break in service.
- f. Employees and volunteers must self-disclose to the program leader or administrator, any felony or misdemeanor convictions or pleas of guilty or no contest (nolo contendere) that occur after hire or after being accepted as a volunteer within three (3) days of pleading or being convicted.

g. Employees and volunteers must self-disclose any pending felony or misdemeanor charges to the program leader, college, or unit, prior to the time of or after hire, or that are pending at the time of or after acceptance as a volunteer.

h. Programs or units may perform background checks more frequently at their discretion and must do so if required by law.

If a background check or self-disclosure reveals adverse information or unfavorable results, the University will conduct an individualized assessment in order to identify potential risk to minors. Except where required by law, background checks of University faculty, staff and students that are conducted pursuant to this Policy will be used only for purposes consistent with this Policy and will otherwise be kept confidential. Records of background checks will be maintained separately from an individual's personnel or student file and will be kept at the office or unit responsible for the program.

#### 5. Reporting Requirements

Any employee, volunteer, or responsible adult who in the course of their duties witnesses abuse or neglect of a minor or has information that would lead a reasonable person to believe that a minor faces a substantial threat of such abuse or neglect, shall immediately contact the Youngstown State University Police Department (330-941-3527).

The Youngstown State University Police Department shall notify the applicable County Children's Services Agency, the appropriate municipal or county peace officer department, the Office of General Counsel and the Office of Human Resources. The Office of Human Resources will notify the Director of the University program and the head of the sponsoring agency.

#### 6. Addressing Reports of Abuse or Neglect

Investigation of allegations of child abuse, sexual abuse, or neglect will be addressed in accordance with the investigatory protocols of children services agencies, local law enforcement agencies, and/or the University.

Upon receipt of an allegation and during the course of an investigation, the person against whom an allegation has been made may be removed from a program or activity and/or may have his/her contact with minors limited until such allegation has been satisfactorily investigated and resolved.

## 7. Minors on campus not participating in programs

The University's campus and facilities are not generally an appropriate environment for minors unless they are matriculated students or enrolled in a University program specifically designed for their participation and are appropriately supervised by their parents, legal guardians or properly trained responsible adults (hereinafter collectively referred to as guardian). The following policies apply to any minor on campus who is not participating in a University program or in as an enrolled or dually enrolled as a student:

- a. No minor under the age of 14 may be left alone on campus at any time for any reason.
- b. The University Police Department will be notified if a minor, under the age of 14, is left unattended on campus or at an athletic event or public program or event.
- c. A guardian must have line of sight supervision of the minor at all times.
- d. A guardian must assure that the minor is not disruptive to others and if the minor becomes disruptive, the guardian shall correct the situation.
- e. The University retains the right to require visitors who are unwilling or unable to exercise appropriate control over minors to leave University facilities.
- f. Minors, age 14 and above are held to the same standards of conduct that apply to all members of the University community.
- h. Minors may not accompany students to class unless specifically approved by the class instructor. This restriction does not apply to University Programs involving campus visits by prospective students or University sponsored family or sibling programs.
- i. Unless authorized by the appropriate dean, or department head, or as part of a University Program, a minor may not accompany a parent or guardian to work.
- j. Minors are restricted from access to safety sensitive areas such as laboratories and workshops, except as part of a University program or as a University student pursuant to an academic course or program.
- k. Due to the potential health risks to others, children with communicable illnesses cannot be brought to campus.
- l. Students, faculty or staff who have child care emergencies are advised to stay home or make alternative arrangements and not bring children to campus. No University space is to be used as an alternative to child care, including but not limited to libraries, classrooms, laboratories, residence halls, lounges, and restaurants or other public space.

Departments, programs, and schools may impose additional limitations on the presence of minors.



## **F. Violation and Accountability**

Individuals, entities, programs or units that violate this policy will be held accountable for their actions under the applicable program's standards of behavior and expectations, University policies and rules, and applicable law, including but not limited to:

- a. Volunteers are subject to reprimand or loss of volunteer status;
- b. Students are subject to the Code of Student Rights, Responsibilities, and Conduct;
- c. Employees, including student employees, are subject to applicable disciplinary action up to and including termination.
- d. Suspension or termination of the use of University facilities for a program or activity.

This policy does not replace the requirements for reporting child abuse or neglect pursuant to the Ohio Revised Code or other statutory reporting requirements.

**AGENDA ITEM:** C.1.a.2.

**AGENDA TOPIC:** Resolution to Rescind Numbering of Guidebook Policies Policy, 0004.00

**STAFF CONTACT(S):** Cynthia Kravitz, Director of Equal Opportunity and Policy  
Compliance

**BACKGROUND:** University policy 0001.00/Development of Guidebook Policies has been revised in response to recent changes in Ohio law and the revised policy addresses standardizing the format and numbering of University policies.

**SUMMARY AND ANALYSIS:** The revisions to Policy 0001.00/Development of Guidebook Policies make Policy 0004.00/Numbering of University Policies redundant and unnecessary.

**RESOLUTION:**

**RESOLUTION TO RESCIND  
NUMBERING OF GUIDEBOOK POLICIES POLICY, 0004.00**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Trustees of Youngstown State University does hereby rescind the Institutional Policy governing Numbering of Guidebook Policies, policy number 0004.00 of the *University Guidebook*, shown as Exhibit \_\_, attached hereto.

**RECOMMEND APPROVAL:**

  
James P. Tressel, President

**Board of Trustees Meeting  
December 16, 2014  
YR 2015-**

## **UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Numbering of University Policies</b>
Responsible Division/Office:	Office of the President
Approving Officer:	President
<i>Revision History:</i>	June 1997; December 2009
Resolution Number(s):	YR 2010-37
Board Committee:	Internal Affairs
<b>EFFECTIVE DATE:</b>	December 16, 2009
Next review:	2012 (Changed to 2014 Per Guidebook Policy 0001.00)

**Policy:** The University establishes a numbering series to categorize University Policies. Policies are assigned a number based on the area of administrative responsibility under which it falls.

### **Procedure:**

Each area of administrative responsibility is identified by a one thousand number series. Each policy is assigned a number within the series, beginning with the number "0001" and continuing through "9999" as well as a two digit number that follows the number series, beginning with the number "01" and continuing through "99". These two digit numbers are separated from that series by a decimal point.

- "1000" - Academic Affairs
- "2000" - Equal Opportunity and Diversity
- "3000" - Budget and Finance
- "4000" - Facilities
- "5000" - Advancement
- "6000" - Intercollegiate Athletics
- "7000" - Human Resources
- "8000" - Student Affairs
- "9000" - Administration and Personnel
- "0000" - Policies Development

**AGENDA ITEM: C.1.a.3.**

**AGENDA TOPIC:** Resolution to Modify Development and Issuance of University Policies Policy, 0001.00

**STAFF CONTACT(S):** Cynthia Kravitz, Director of Equal Opportunity and Policy Compliance

**BACKGROUND:** Rules and policies of a state institution of higher education become part of the Ohio Administrative Code and as such must be filed with the State of Ohio in a standardized format and style. Amended Substitute Senate Bill 3 has added the additional requirements that all state institutions of higher education must publish their rules on the institution's website and re-file all of its rules by March 17, 2015. To date, University policies have been presented to the University community in a format distinct from the required Legislative Service Commission (LSC) standardized format; prior to filing with the LSC policies were re-typed/re-formatted.

**SUMMARY AND ANALYSIS:** Policy 0001.00 was modified to provide for a University policy format that is consistent with LSC requirements and to achieve more internal efficiency within the development and issuance of University policies.

**RESOLUTION:**

**RESOLUTION TO MODIFY  
DEVELOPMENT AND ISSUANCE OF  
UNIVERSITY POLICIES POLICY, 0001.00**

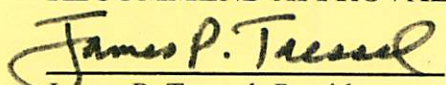
**WHEREAS,** the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

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

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

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Development of Guidebook Policies, policy number 0001.00 of the *University Guidebook*, to be retitled as Development and Issuance of University Policies, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**RECOMMEND APPROVAL:**

  
James P. Tressel, President

**Board of Trustees Meeting  
December 16, 2014  
YR 2015-**

**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Development and Issuance of University of Guidebook Policies</b>
Responsible Division/Office:	Office of <del>the President</del> <u>Equal Opportunity &amp; Policy Compliance</u>
<del>Approving</del> <u>Responsible</u> Officer:	<del>General Counsel</del> <u>President</u>
Revision History:	June 1997; March 2007; March 2011
Resolution Number(s):	YR 2000-63; YR 2007-27; YR 2011-87
Board Committee:	<del>Internal</del> <u>University</u> Affairs
<b>EFFECTIVE DATE:</b>	March 18, 2011
Next Review:	2019 <u>6</u>

~~**Authority:** “The Board shall do all things necessary for the creation, proper maintenance, and successful continuous operation of the University.” (ORC, Section 3356.03, cited in *Bylaws, Board of Trustees*, p. 2)~~

**A. Policy Statement:** All university policies rules fall within a greater hierarchy of laws, statutes and regulations. The Youngstown State University Board of Trustees has been authorized by the Ohio Legislature to do all things necessary for the creation, proper maintenance, and successful continuous operation of the university. (Ohio Revised Code 3356.03). As may be appropriate the Board of Trustees exercises its governance authority through the issuance of University Policies. All university policies shall be developed, approved and published in accordance with the standards and format set forth in this policy and as required by the Ohio Legislative Service Commission (LSC).

**B. Purpose:** To provide a procedure for the development and enactment of University policies in order to maintain accountability and consistency. ~~Policies provide guidance to administrators in reaching decisions with respect to the particular matters entrusted to their care to accomplish the mission and goals of the University. Policies are defined as general principles or statements of intent or direction. Policies are typically brief and provide a framework within which the University is expected to operate. All Guidebook Policies are approved by the Board of Trustees.~~

**C. Scope:** This policy applies to all University divisions, colleges, departments, sections, units or any other categories within the University and to all individuals within these categories seeking to develop, enact, revise, or review university policies.

**D. Definitions:**

1. University Policy: A written directive or governing principle that is formally approved by the Board of Trustees, which has broad application throughout the University. Policies connect the University's goals and mission to individual conduct, fiscal responsibility, and institutional expectations, and support compliance with laws and regulations.

2. Policy Statement: A concise statement of principles, values, and/or intent that provide context for the policy.

3. Purpose: A brief explanation of why the policy is needed.

4. Procedure: The operational processes required to implement a policy including any required training. A procedure may be included in the policy or an administrative unit or officer may be charged with developing procedures to implement the policy.

5. Guidelines: Statements which are necessary to clarify and explain the policy (also known as parameters).

6. Scope : Defines what entities or individuals are covered by a policy.

7. Responsible Division or Office: The University unit charged with the development and administration of a policy and its procedures.

8. Responsible Officer: The highest ranking University Officer charged with administrative responsibility for a policy that falls within his/her administrative unit; typically a divisional Vice-President or chief officer.

9. Board Committee: The committee of the Board of Trustees with purview over those matters of University operations which are the subject matter of the policy.

**(E) Procedure: Action Steps:**

1. A new ~~institutional~~ University policy or a proposed revision or rescission of an existing policy may be initiated by the individual accountable for any department or unit, such as a chairperson, director, executive director; Senates; Councils; and Committees (hereinafter the "policy initiator").
2. The formal submission of a ~~new or revised~~ policy to the Board of Trustees shall originate from the President; a divisional Vice-President or Senior Executive; ~~the President~~; or the Board of Trustees; however, an appropriate designee may be named to manage the policy through the development, submission, and issuance process.
- 1-3. Each division vice-president or senior executive is responsible for ensuring that all existing policies assigned to his/her division are reviewed ~~for possible revision~~ on a five-year cycle, ~~or earlier as needed~~. A policy may be reviewed or rescinded or a new policy proposed at any time in response to University needs or statutory requirements

- ~~2.4. When revising existing Policies, p~~Proposed ~~revisions~~modifications to existing policies shall ~~should~~ be clearly identified and contrasted with existing language. ~~A new policy should contain a policy title, policy statement, effective date, definitions if appropriate, and procedures if appropriate.~~
- ~~3.5.~~A draft copy of the ~~new policy or the revised~~ policy shall ~~ould be~~ first be forwarded to the President, General Counsel, the divisional Vice-Presidents, and the responsible officer ~~Cabinet and then to departments, units, committees, or others affected~~, for timely review and feedback; these individuals may also forward the draft to their administrative units for timely review and comment. Comments are to be returned to the policy initiator. ~~to the individual initiating the review. The policy will also be reviewed by the individual(s) or committee designated by the President for consistency with existing policies and state and/or federal laws and regulations.~~
- 4.6. The President may utilize any appropriate council, committee or forum to obtain campus-wide perspective or input.
- ~~7. After all reviews have taken place~~During the review process, the policy initiator~~person initiating the new or revised policy~~ may incorporate relevant modifications ~~modify the proposal based on~~ which are consistent with existing policies, and applicable regulations. If the policy is further modified~~the above review process. If this is the case, the final~~ a draft will be again circulated ~~by the initiating person~~ to the President, General Counsel, and Divisional Vice-Presidents ~~Cabinet~~ for final review. ~~The President will then submit the final draft to the Board for approval.~~
8. Prior to submission to the Board of Trustees, the policy shall be presented to the appropriate Board Committee for review and comment
9. At the conclusion of the review process and prior to submission to the Board of Trustees for approval, the policy initiator shall incorporate those proposed revisions which are relevant, reasonable, and consistent with existing polices and applicable regulations.
10. The Responsible Officer, or his/her designee, shall submit the final draft to the Board of Trustees for approval.
11. The Office of Equal Opportunity and Policy compliance, or the office with current responsibility for University policies, shall monitor and assist the appropriate responsible officer or designee and/or the policy iniator through the development, submission, and issuance process.
12. Following approval by the Board of Trustees, the policy will be filed with the Legislative Service Commission and posted on the University webpage designated for University Policies and Rules (See section H. Posting/Publication).

(F) Policy Format

1. Policies shall be written, numbered, and submitted for LSC filing in accordance with LSC requirements.

2. All policies shall be submitted for internal review and posting in LSC format and with a header containing the following information:

- (a) Responsible Division/Office
- (b) Responsible Officer
- (c) Board Committee
- (d) Revision History
- (e) Effective Date
- (f) Next Review

3. The body of the policy shall conform to the following order and requirements:

- (a) Policy statement (required section):
- (b) Purpose (required section):
- (c) Scope (required section):
- (d) Procedure (required, however, when an administrative unit/officer is charged with the development of procedures, then this assignment shall be noted).
- (e) Sections or information necessary to ensure comprehension of and compliance with the policy such as: definitions; guidelines; sanctions; reference to applicable regulations and/or University policies.

(G) Policy Numbering System

All Youngstown State University policies are numbered and begin with 3356 which denotes the Ohio Revised Code Chapter by which the Ohio Legislature created the University and the LSC "agency number" assigned to the University for filing purposes. The agency number (3356) is followed by two numbers which designate, respectively, the area of administrative responsibility within the University (also known as the LSC chapter number) and the specific policy number. A policy which serves to supplement an original policy shall be assigned the number of the original policy followed by a period (.) and an additional digit (For example a supplemental policy to policy 1 would be numbered 1.1).

For purposes of this policy the areas of administrative responsibility are assigned the following numbers:



- 
- 1 –Governance (includes Bylaws of the Board of Trustees and process oriented elements of governing such as drafting and numbering of University policies);
  - 2 - Equal Opportunity and Diversity
  - 3 - Budget and Finance
  - 4 - Facilities
  - 5 - Advancement
  - 6 - Intercollegiate Athletics
  - 7 - Human Resources
  - 8 - Student Affairs
  - 9 - Administration and Personnel
  - 10 -Academic Affairs

### **(H) Posting/Publication**

The latest version of all University Policies shall be posted on a University webpage designated for University Policies and Rules and shall be listed by: policy number, administrative responsibility, and alphabetically by title. The Office of Equal Opportunity and Policy Compliance, or the current equivalent office, shall oversee and maintain the official University Policy and rule webpage.

For one (1) year from the effective date of this policy, current and revised University policies shall be cross-referenced with the previous internal policy number. New policies shall be numbered pursuant to this policy.

### **(I) Conflicts**

In the event of a conflict between a University Policy and a school or departmental administrative or operational policy or rule, the University Policy shall take precedence unless the school or department can demonstrate an overriding need for its policy and the use of the conflicting policy is approved by the President. The school or department shall Notify the Office of Equal Opportunity and Policy Compliance of the conflict and the Office of Equal Opportunity and Policy Compliance shall take necessary action to correct the conflict where possible.

## *UNIVERSITY GUIDEBOOK*

<b>Title of Policy:</b>	<b>Development and Issuance of University Policies</b>
Responsible Division/Office:	Office of Equal Opportunity & Policy Compliance
Responsible Officer:	General Counsel
<i>Revision History:</i>	June 1997; March 2007; March 2011
Resolution Number(s):	YR 2000-63; YR 2007-27; YR 2011-87
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	March 18, 2011
Next Review:	2019

**A. Policy Statement:** All university policies rules fall within a greater hierarchy of laws, statutes and regulations. The Youngstown State University Board of Trustees has been authorized by the Ohio Legislature to do all things necessary for the creation, proper maintenance, and successful continuous operation of the university. (Ohio Revised Code 3356.03). As may be appropriate the Board of Trustees exercises its governance authority through the issuance of University Policies. All university policies shall be developed, approved and published in accordance with the standards and format set forth in this policy and as required by the Ohio Legislative Service Commission (LSC).

**B. Purpose:** To provide a procedure for the development and enactment of University policies in order to maintain accountability and consistency.

**C. Scope:** This policy applies to all University divisions, colleges, departments, sections, units or any other categories within the University and to all individuals within these categories seeking to develop, enact, revise, or review university policies.

**D. Definitions:**

1. University Policy: A written directive or governing principle that is formally approved by the Board of Trustees, which has broad application throughout the University. Policies connect the University's goals and mission to individual conduct, fiscal responsibility, and institutional expectations, and support compliance with laws and regulations.
2. Policy Statement: A concise statement of principles, values, and/or intent that provide context for the policy.
3. Purpose: A brief explanation of why the policy is needed.

4. **Procedure:** The operational processes required to implement a policy including any required training. A procedure may be included in the policy or an administrative unit or officer may be charged with developing procedures to implement the policy.
5. **Guidelines:** Statements which are necessary to clarify and explain the policy (also known as parameters).
6. **Scope:** Defines what entities or individuals are covered by a policy.
7. **Responsible Division or Office:** The University unit charged with the development and administration of a policy and its procedures.
8. **Responsible Officer:** The highest ranking University Officer charged with administrative responsibility for a policy that falls within his/her administrative unit; typically a divisional Vice-President or chief officer.
9. **Board Committee:** The committee of the Board of Trustees with purview over those matters of University operations which are the subject matter of the policy.

**(E) Procedure:**

1. A new University policy or a proposed revision or rescission of an existing policy may be initiated by the individual accountable for any department or unit, such as a chairperson, director, executive director; Senates; Councils; and Committees (hereinafter the "policy initiator").
2. The formal submission of a policy to the Board of Trustees shall originate from the President; a divisional Vice-President or Senior Executive; or the Board of Trustees; however, an appropriate designee may be named to manage the policy through the development, submission, and issuance process.
3. Each division vice-president or senior executive is responsible for ensuring that all existing policies assigned to his/her division are reviewed on a five-year cycle. A policy may be reviewed or rescinded or a new policy proposed at any time in response to University needs or statutory requirements.
4. Proposed revisions to existing policies shall be clearly identified and contrasted with existing language.

5. A draft copy of the policy shall first be forwarded to the President, General Counsel, the divisional Vice-Presidents, and the responsible officer, for timely review and feedback; these individuals may also forward the draft to their administrative units for timely review and comment. Comments are to be returned to the policy initiator.
6. The President may utilize any appropriate council, committee or forum to obtain campus-wide perspective or input.
7. During the review process, the policy initiator may incorporate relevant modifications which are consistent with existing policies, and applicable regulations. If the policy is further modified a draft will be again circulated to the President, General Counsel, and Divisional Vice-Presidents for final review.
8. Prior to submission to the Board of Trustees, the policy shall be presented to the appropriate Board Committee for review and comment
9. At the conclusion of the review process and prior to submission to the Board of Trustees for approval, the policy initiator shall incorporate those proposed revisions which are relevant, reasonable, and consistent with existing policies and applicable regulations.
10. The Responsible Officer, or his/her designee, shall submit the final draft to the Board of Trustees for approval.
11. The Office of Equal Opportunity and Policy compliance or the office with current responsibility for University policies, shall monitor and assist the appropriate responsible officer or designee and/or the policy initiator through the development, submission and issuance process.
12. Following approval by the Board of Trustees, the policy will be filed with the Legislative Service Commission and posted on the University webpage designated for University Policies and Rules (See section H. Posting/Publication).

(F) Policy Format

1. Policies shall be written, numbered, and submitted for LSC filing in accordance with LSC requirements.
2. All policies shall be submitted for internal review and posting in LSC format and with a header containing the following information:

- (a) Responsible Division/Office
- (b) Responsible Officer
- (c) Board Committee
- (d) Revision History
- (e) Effective Date
- (f) Next Review

3. The body of the policy shall conform to the following order and requirements:

- (a) Policy statement (required section);
- (b) Purpose (required section);
- (c) Scope (required section);
- (d) Procedure (required, however, when an administrative unit/officer is charged with the development of procedures, then this assignment shall be noted).
- (e) Sections or information necessary to ensure comprehension of and compliance with the policy such as: definitions; guidelines; sanctions; reference to applicable regulations and/or University policies.

#### (G) Policy Numbering System

All Youngstown State University policies are numbered and begin with 3356 which denotes the Ohio Revised Code Chapter by which the Ohio Legislature created the University and the LSC “agency number” assigned to the University for filing purposes. The agency number (3356) is followed by two numbers which designate, respectively, the area of administrative responsibility within the University (also known as the LSC chapter number) and the specific policy number. A policy which serves to supplement an original policy shall be assigned the number of the original policy followed by a period (.) and an additional digit (For example a supplemental policy to policy 1 would be numbered 1.1).

For purposes of this policy the areas of administrative responsibility are assigned the following numbers:

- 1 - Governance (includes Bylaws of the Board of Trustees and process oriented elements of governing such as drafting and numbering of University policies);
- 2 - Equal Opportunity and Diversity
- 3 - Budget and Finance
- 4 - Facilities
- 5 - Advancement
- 6 - Intercollegiate Athletics
- 7 - Human Resources
- 8 - Student Affairs

9 - Administration and Personnel  
10 -Academic Affairs

**(H) Posting/Publication**

The latest version of all University Policies shall be posted on a University webpage designated for University Policies and Rules and shall be listed by: policy number, administrative responsibility, and alphabetically by title. The Office of Equal Opportunity and Policy Compliance, or the current equivalent office, shall oversee and maintain the official University Policy and Rule webpage.

For one (1) year from the effective date of this policy, current and revised University policies shall be cross-referenced with the previous internal policy number. New policies shall be numbered pursuant to this policy.

**(I) Conflicts**

In the event of a conflict between a University Policy and a school or departmental administrative or operational policy or rule, the University Policy shall take precedence unless the school or department can demonstrate an overriding need for its policy and the use of the conflicting policy is approved by the President. The school or department shall Notify the Office of Equal Opportunity and Policy Compliance of the conflict and the Office of Equal Opportunity and Policy Compliance shall take necessary action to correct the conflict where possible.

3356-1-1.0 Development and Issuance of University Policies  
(Former Policy Number 0001.00)

Responsible Division/Office:	Office of Equal Opportunity & Policy Compliance
Responsible Officer:	General Counsel
Board Committee:	Internal Affairs
Revision History:	June 1997; March 2007; March 2011
<b>EFFECTIVE DATE:</b>	
Next Review:	2019

**A. Policy Statement:** All university policies rules fall within a greater hierarchy of laws, statutes and regulations. The Youngstown State University Board of Trustees has been authorized by the Ohio Legislature to do all things necessary for the creation, proper maintenance, and successful continuous operation of the university. (Ohio Revised Code §3356.03). As may be appropriate the Board of Trustees exercises its governance authority through the issuance of University Policies. All university policies shall be developed, approved and published in accordance with the standards and format set forth in this policy and as required by the Ohio Legislative Service Commission (LSC).

**(B) Purpose:** To provide a procedure for the development, authorization, and enactment of university policies in order to maintain accountability and consistency

**(C) Scope:** This policy applies to all University divisions, colleges, departments, sections, units or any other categories within the University and to all individuals within these categories seeking to develop, enact, revise, or review university policies.

**(D) Definitions**

1. **University Policy:** A written directive or governing principle that is formally approved by the Board of Trustees, which has broad application throughout the University. Policies connect the University's goals and mission to individual conduct, fiscal responsibility, and institutional expectations, and support compliance with laws and regulations.
2. **Policy Statement:** A concise statement of principles, values, and/or intent that provide context for the policy.
3. **Purpose:** A brief explanation of why the policy is needed.
4. **Procedure:** The operational processes required to implement a policy including any required training. A procedure may be included in the policy or an administrative unit or officer may be charged with developing procedures to implement the policy.
5. **Guidelines:** Statements which are necessary to clarify and explain the policy (also known as parameters).

6. Scope : Defines what entities or individuals are covered by a policy.
7. Responsible Division or Office: The University unit charged with the development and administration of a policy and its procedures.
8. Responsible Officer: The highest ranking University Officer charged with administrative responsibility for a policy that falls within his/her administrative unit; typically a Divisional Vice President or Chief Officer.
9. Board Committee: The committee of the Board of Trustees with purview over those matters of University operations which are the subject matter of the policy.

**(E) Procedure::**

1. A new university policy or a proposed revision or rescission of an existing policy may be initiated by the individual accountable for any department or unit, such as a chairperson, director, executive director; senates; councils; and committees (hereinafter the "policy initiator").
2. The formal submission of a policy to the Board of Trustees shall originate from the president; a divisional vice-president, senior executive; or the Board of Trustees; however, an appropriate designee may be named to manage the policy through the development, submission, and issuance process.
3. Each division vice-president or senior executive is responsible for ensuring that all existing policies assigned to his/her division are reviewed on a five-year cycle. A policy may be reviewed or rescinded or a new policy proposed at any time in response to University needs or governmental regulations.
4. Proposed revisions to existing policies shall be clearly identified and contrasted with existing language
5. A draft copy of the policy shall first be forwarded to the president, general counsel, the divisional vice-presidents, and the responsible officer, for timely review and feedback; these individuals may also forward the draft to their administrative units for timely review and comment. Comments are to be returned to the policy initiator. for timely review. Comments are to be returned to the policy initiator.
6. The President may utilize any appropriate council, committee or forum to obtain campus-wide perspective or input.
7. During the review process, the policy initiator may incorporate relevant modifications which are consistent with existing policies, and applicable regulations. If the policy is further modified a draft will be again circulated to the president, general counsel, and divisional vice-presidents for final review.
8. Prior to submission to the Board of Trustees, the policy shall be presented to the



appropriate Board Committee for review and comment.

9. At the conclusion of the review process and prior to submission to the board of trustees for approval, the policy initiator shall incorporate those proposed revisions which are relevant, reasonable, and consistent with existing polices and applicable regulations.
10. The responsible officer, or his/her designee, shall submit the final draft to the board of trustees for approval.
11. The office of equal opportunity and policy compliance or the office with current responsibility for university policies, shall monitor and assist the appropriate responsible officer or designee and/or the policy initiator through the development, submission and issuance process.
12. Following approval by the board of trustees, the policy will be filed with the Legislative Service Commission and posted on the university webpage designated for university policies and rules (See section H. Posting/Publication).

#### (F) Policy Format

1. Policies shall be written and numbered pursuant to LSC requirements.
2. All policies shall be submitted for internal review and posting with a header containing the following information:
  - (a) Responsible Division/Office
  - (b) Responsible Officer
  - (c) Board Committee
  - (d) Effective Date
  - (e) Next Review
3. The body of the policy shall conform to the following order and requirements:
  - (a) Policy statement (required section).
  - (b) Purpose (required section).
  - (c) Scope (required section).
  - (d) Procedure (required, except when an administrative unit/officer is charged with the development of procedures).
  - (e) Sections or information necessary to ensure comprehension of and compliance with the policy such as: definitions; guidelines; sanctions; reference to applicable regulations and/or University policies.

#### (G) Policy Numbering System

All Youngstown State University polices are numbered and begin with 3356 which denotes the Ohio Revised Code Chapter by which the Ohio Legislature created the University and the LSC "agency number" assigned to the University for filing purposes.

The agency number (3356) is followed by two numbers which designate, respectively, the area of administrative responsibility within the University and the specific policy number. For purposes of this policy the areas of administrative responsibility are designed as follows:

- 1 – Governance (includes Bylaws of the Board of Trustees, and policies on drafting and numbering University policies and rules)
- 2 - Equal Opportunity and Diversity
- 3 - Budget and Finance
- 4 - Facilities
- 5 - Advancement
- 6 - Intercollegiate Athletics
- 7 - Human Resources
- 8 - Student Affairs
- 9 - Administration and Personnel
- 10 -Academic Affairs

#### (H) Posting/Publication

The latest version of all University Policies shall be posted on a University webpage designated for University Policies and Rules. Each policy shall be accessible by policy number, administrative responsibility, and alphabetically by title. The Office of Equal Opportunity and Policy Compliance shall oversee and maintain the official University Policy Webpage.

For one (1) year from the effective date of this policy, current University policies shall be identified on the University Policies and Rules webpage under both the new and pre-existing policy number; thereafter, all current University policies shall be identified by the numbering system as established by this policy.

#### (I) Conflicts

In the event of a conflict between a University Policy and a school or departmental administrative or operational policy or rule, the University Policy shall take precedence unless the school or department can demonstrate an overriding need for its policy and the use of the conflicting policy is approved by the President. The school or department shall Notify the Office of Equal Opportunity and Policy Compliance of the conflict and the Office of Equal Opportunity and Policy Compliance shall take necessary action to correct the conflict where possible.

**AGENDA ITEM: C.1.a.4.**

**AGENDA TOPIC:** Resolution to Modify Collective Bargaining and Negotiations Policy, 7009.01

**STAFF CONTACT(S):** Cynthia Kravitz, Director of Equal Opportunity and Policy Compliance

**BACKGROUND:** Policy 7009.01 establishes the process the responsibilities of the Board of Trustees and University administration in process of negotiating and finalizing a collective bargaining agreement.

**SUMMARY AND ANALYSIS:** Policy 7009.01 was reviewed pursuant to the 5 year policy review process. The policy format and committee assignment were updated and the language was clarified pursuant to this review.

**RESOLUTION:**

**RESOLUTION TO MODIFY  
COLLECTIVE BARGAINING AND NEGOTIATIONS POLICY, 7009.01**

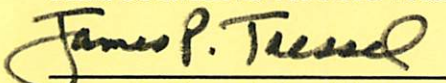
**WHEREAS,** the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

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

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

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Collective Bargaining and Negotiations, policy number 7009.01 of the *University Guidebook*, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**RECOMMEND APPROVAL:**



James P. Tressel, President

**Board of Trustees Meeting  
December 16, 2014  
YR 2015-**

## UNIVERSITY GUIDEBOOK

<b>Title of Policy:</b>	<b>Collective Bargaining and Negotiations</b>
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	August 1998; December 2009
Resolution Number(s):	YR 1999-33; YR 2010-37
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	<b>December 16, 2009</b>
Next Review:	2014

**Policy Statement:** Youngstown State University recognizes the right of eligible faculty and staff to be represented by an exclusive bargaining representative for purposes of collectively negotiating agreements defining the terms and conditions of employment. This recognition is extended solely to faculty and staff who are defined as “public employees” in §4117.01 of the *Ohio Revised Code*.

- **PurposeParameters:** To establish a framework for the professional and collegial negotiation of ~~The goal of collective bargaining under this policy is to negotiate~~ successor agreements with each bargaining unit that achieve the goals of both the University and bargaining unit members. ~~and are negotiated in a professional and collegial manner.~~

### Definitions:

- The *Ohio Revised Code* at § 4117.01(C) defines public employees as “. . . any person holding a position by appointment or employment in the service of a public employer, including any person working pursuant to a contract between a public employer and a private employer and over whom the National Labor Relations Board has declined jurisdiction on the basis that the involved employees are employees of a public employer. . . .” Exceptions applicable to colleges and universities include:

“Confidential employees,” “Management level employees,” “Supervisors,” “Students whose primary purpose is educational training, including graduate assistants or associates, residents, interns, or other students working as part-time public employees less than fifty per cent of the normal year in the employee’s bargaining unit,” and “Part-time faculty members of an institution of higher education.”

- ~~It is the responsibility of the appropriate appointing authorities to inform those members of the faculty or staff within their respective division who are not included in collective bargaining representation because of the nature of their position.~~

#### Procedure:

- The Board of Trustees of Youngstown State University within its fiduciary responsibility provides oversight of collective bargaining between the University and the bargaining units that represent employee groups. The Board and University administration shall fulfill the following responsibilities within the collective bargaining process:

~~The role of the Board of Trustees in collective bargaining is defined by the following guidelines:~~

- 1. The Chairperson of the Board of Trustees or his/her designee will act as the sole spokesperson for the Board of Trustees on any matters related to negotiations.
- 2. No later than nine months prior to the expiration of a given contract the Board of Trustees will either designate a standing committee or appoint an ad hoc committee to which reports on collective bargaining and negotiations are made. This committee will provide the necessary authorizations for administration negotiations teams and will establish parameters for Board of Trustees participation and communications for each negotiation.
- 3. The administration will present to the designated committee for its review and consideration the administration’s recommendations for membership of the University negotiation team, the Chief Negotiator, the role of legal counsel and bargaining approach (e.g. traditional versus interest based), The administration will also provide overviews of issues and outcomes of past negotiations, internal and external contexts, financial parameters, and University goals and priorities as well as anticipated bargaining unit goals and priorities.
- 4. The designated committee will review ~~approve~~ overall financial parameters for each negotiation and any changes to those parameters during the course of each negotiation.

- 5. During each negotiation the administration will update the designated committee on overall progress, University and bargaining unit positions, proposed draft language, tentative agreements, and new issues.
  - 6. When a final tentative agreement is reached and after legal review, the administration will <sup>[WU2]</sup> provide to the designated committee a summary of major changes to the agreement and a complete redline version of the proposed agreement, including all appendices, typically at least one week in advance of the scheduled meeting.
  - 7. The designated committee, if a standing committee will recommend action on the proposed agreement to the full Board of Trustees; if an ad hoc committee, will recommend action to the Internal University Affairs Committee who will recommend action to the full Board of Trustees.
  - 8. The Board of Trustees must ratify all final collective bargaining agreements.
9. At the conclusion of each round of negotiations the designated committee will prepare recommendations to guide the next round of negotiations.
- 10. It is the responsibility of Human Resources ~~the appropriate appointing authorities~~ to inform those members of the faculty or staff ~~within their respective division~~ who are not included in collective bargaining representation because of the nature of their position.

## UNIVERSITY GUIDEBOOK

<b>Title of Policy:</b>	<b>Collective Bargaining and Negotiations</b>
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	August 1998; December 2009
Resolution Number(s):	YR 1999-33; YR 2010-37
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	<b>December 16, 2014</b>
Next Review:	2019

**A. Policy Statement:** Youngstown State University recognizes the right of eligible faculty and staff to be represented by an exclusive bargaining representative for purposes of collectively negotiating agreements defining the terms and conditions of employment. This recognition is extended solely to faculty and staff who are defined as “public employees” in §4117.01 of the Ohio Revised Code.

**B. Purpose:** To establish a framework for the professional and collegial negotiation of successor agreements with each bargaining unit that achieves the goals of both the University and bargaining unit members.

**C. Definitions:**

The *Ohio Revised Code* §4117.01(C) defines public employees as “. . . any person holding a position by appointment or employment in the service of a public employer, including any person working pursuant to a contract between a public employer and a private employer and over whom the National Labor Relations Board has declined jurisdiction on the basis that the involved employees are employees of a public employer. . . .” Exceptions applicable to colleges and universities include:

“Confidential employees,” “Management level employees,” “Supervisors,” “Students whose primary purpose is educational training, including graduate assistants or associates, residents, interns, or other students working as part-time public employees less than fifty per cent of the normal year in the employee’s bargaining unit,” and “Part-time faculty members of an institution of higher education.”

**D. Procedure:**

The Board of Trustees of Youngstown State University within its fiduciary responsibility provides oversight of collective bargaining between the University and the bargaining units that represent employee groups. The Board and University administration shall fulfill the following responsibilities within the collective bargaining process:

1. The Chairperson of the Board of Trustees or his/her designee will act as the sole spokesperson for the Board of Trustees on any matters related to negotiations.
2. No later than nine months prior to the expiration of a given contract the Board of Trustees will either designate a standing committee or appoint an ad hoc committee to which reports on collective bargaining and negotiations are made. This committee will provide the necessary authorizations for administration negotiations teams and will establish parameters for Board of Trustees participation and communications for each negotiation.
3. The administration will present to the designated committee for its review and consideration the administration's recommendations for membership of the University negotiation team, the Chief Negotiator, the role of legal counsel and bargaining approach (e.g. traditional versus interest based), The administration will also provide overviews of issues and outcomes of past negotiations, internal and external contexts, financial parameters, and University goals and priorities as well as anticipated bargaining unit goals and priorities.
4. The designated committee will review overall financial parameters for each negotiation and any changes to those parameters during the course of each negotiation.
5. During each negotiation the administration will update the designated committee on overall progress, University and bargaining unit positions, proposed draft language, tentative agreements, and new issues.
6. When a final tentative agreement is reached and after legal review, the administration will provide to the designated committee a summary of major changes to the agreement and a complete redline version of the proposed agreement, including all appendices, typically at least one week in advance of the scheduled meeting.
7. The designated committee, if a standing committee will recommend action on the proposed agreement to the full Board of Trustees; if an ad hoc committee, will recommend action to the University Affairs Committee who will recommend action to the full Board of Trustees.



8. The Board of Trustees must ratify all final collective bargaining agreements.
9. At the conclusion of each round of negotiations the designated committee will prepare recommendations to guide the next round of negotiations.
10. It is the responsibility of the Office of Human Resources to inform those members of the faculty or staff who are not included in collective bargaining representation because of the nature of their position.

**AGENDA ITEM: C.1.b.1.**

**AGENDA TOPIC:** Resolution to Approve Creation and Recruitment of an Associate Vice President for Research

**STAFF CONTACT(S):** Martin Abraham, Interim Provost and Vice President for Academic Affairs

**BACKGROUND:** Dr. Peter Kasvinsky, Associate Provost and Dean of Graduate Studies, retired in February 2013. At that point, the future of the School of Graduate Studies and Research was discussed. Deans were consulted and based upon their conclusion a proposal was made to provide a leadership position in the School of Graduate Studies that emphasizes research, and at the same time that supports graduate studies. Based upon that vision, two positions were envisioned: an Associate Provost and Dean of Graduate Studies and Research, and an Associate Dean of Graduate Studies. The Associate Dean of Graduate Studies position was filled with an internal candidate. A search was conducted for the Associate Provost position, but the position did not fill.

After review from the new Interim Provost and President, it was determined to restructure the School of Graduate Studies and Research into two areas: the College of Graduate Studies and Office of Research. Hiring an Associate Vice President for Research would provide the needed direction to find a person with an expertise in grants and research.

**SUMMARY AND ANALYSIS:** Based on the above, the position of Associate Vice President for Research is being submitted for approval.

**RESOLUTION:**

**RESOLUTION TO APPROVE  
CREATION AND RECRUITMENT OF AN  
ASSOCIATE VICE PRESIDENT FOR RESEARCH**

**WHEREAS,** the Board of Trustees of Youngstown State University approved the search for an Associate Provost for Research and Dean of the School of Graduate Studies and Research and such search was conducted; and

**WHEREAS,** the search was concluded without a final candidate accepting an offer of employment; and

**WHEREAS,** the Interim Provost and Vice President for Academic Affairs has recommended to the President of Youngstown State University that the School of Graduate Studies and Research be restructured into two separate offices: the College of Graduate Studies, and the Office of Research; and

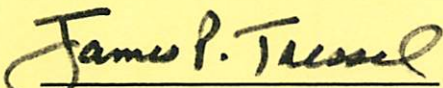
**WHEREAS**, Professor Scott Martin is currently overseeing the research functions of the University as Interim Associate Dean for Research; and

**WHEREAS**, with the restructuring of these two offices, the Interim Provost and Vice President for Academic Affairs has recommended to the President of Youngstown State University that an Associate Vice President for Research position be created to oversee and manage the Office of Research as well as to provide the leadership needed to enhance services that will promote the expansion of research in the best interests of the University;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve posting the position of Associate Vice President for Research, as recommended by the President and the Interim Provost of Youngstown State University; and

**BE IT FURTHER RESOLVED**, that upon hiring of the Associate Vice President for Research, the position of Associate Dean for Research will be eliminated.

**RECOMMEND APPROVAL:**

A handwritten signature in cursive script that reads "James P. Tressel". The signature is written in dark ink and is positioned above a horizontal line.

James P. Tressel, President

**Board of Trustees Meeting  
December 16, 2014  
YR 2015-**



YOUNGSTOWN STATE UNIVERSITY

Issue Date:

Salary Range:

Reviewed By:

**TITLE:** Associate Vice President for Research

**DEPARTMENT:** Office of Research and Sponsored Programs

**JOB SUMMARY:**

Provides leadership and strategic direction for advancing scholarship, research, grant activity, and technology transfer. Facilitates the quest for major research, scholarly, and creative advancements through the development of projects, which may involve major external funding. Plans, administers, and evaluates the financial and personnel activities of the Office of Research and Sponsored Programs. Guides the development and administration of research and scholarship activities at both graduate and undergraduate levels. On behalf of the University, authorizes institutional grants and sponsored program applications and contracts. Oversees the protection and commercialization of intellectual property resulting from research activities. Represents the University to external constituencies, including business and industry, government agencies, and other academic institutions. Reports to the Provost.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

Provide leadership for advancing research at YSU.

Plans, administers and evaluates operational, financial, and personnel activities of the Office of Research and Sponsored Programs.

Administers internal YSU programs in support of faculty development of scholarship and research. Appoints faculty members to the University Research Council (URC) and the Research Professorship Committee. Approves and appoints Research Professors upon recommendation of the faculty Research Professorship Committee.

Stimulates and encourages faculty research and scholarship. Identifies areas of research excellence and develops programs or mechanisms for their further development. Foster internal and external communication regarding the research activities of the institution, and promote the University to its various public and private constituencies in research and scholarly activities.

Contributes to economic development of the region and state by assuring that a supportive research infrastructure has been developed. Maintain strong working relationships with state and national sponsoring agencies and professional associations.

Develops and/or approves policies related to administration of research, grants, and sponsored programs. Reviews and approves all applications for external funding and provides leadership in the preparation, negotiation, and approval of grant and sponsored program agreements and contracts for the University as its "Authorized Institutional Official". Approves and/or recommends matching funds for outside funding proposals, including waiver of indirect costs. Acts as University compliance official with signature authority for federally funded grants administration issues.

Oversees institutional policies on intellectual property and negotiates intellectual property agreements as required. Works closely with the Deans to facilitate the procurement and utilization of gifts, grants, and contracts related to research and technology transfer programs.

Serves as President of the Youngstown State University Research Foundation.

Develops, implements, and oversees institutional policies related to compliance with federal and state regulations for animal care, human subject study, and other related areas of institutional liability in research, scholarship, or grants and sponsored programs. Appoints members to the Institutional Animal Care and Use committee and to the Human Subjects Research Committee on behalf of the President.

Represents the University to external constituencies, including Regents Research Officers Council; Regents Technology Transfer Officers Council; local, state and federal funding agencies such as the Ohio Department of Education, Ohio Board of Regents, National Science Foundation, National Institutes of Health, Department of Defense, US Air Force Office of Scientific Research, US Department of Energy, US Environmental Protection Agency, and US Army Corps of Engineers, as well as high-level business, educational and government leaders.

**TITLE:** Associate Vice President for Research

**OTHER FUNCTIONS AND RESPONSIBILITIES:**

Performs other related duties as assigned.

**SUPERVISION EXERCISED:**

Oversees the Director of Grants and Sponsored Programs and the Director of Undergraduate Research.

**REPORTS TO:** Provost and Vice President of Academic Affairs

**PHYSICAL REQUIREMENTS:**

None

**REQUIRED CERTIFICATIONS AND/OR LICENSURES:**

None

**MINIMUM QUALIFICATIONS:**

Bachelor's and Master's degrees in appropriate academic disciplines.

Experience in research development and administration of grants and sponsored programs within an academic institution.

Experience with patents and commercialization of intellectual property.

Excellent communication and interpersonal skills.

**PREFERRED QUALIFICATIONS**

Track record of success in providing leadership in obtaining grants and developing institutional programs in research.

Experience with faculty development leading to growth in research and sponsored programs.

Supervisory experience.

Experience in working with industry-sponsored research.

Understanding of federal programs and funding mechanisms.

Familiarity with undergraduate research programs.

**AGENDA ITEM: C.1.b.2.**

**AGENDA TOPIC:** Resolution to Approve the Recruitment of a Dean in the College of Graduate Studies

**STAFF CONTACT(S):** Martin Abraham, Interim Provost and Vice President for Academic Affairs

**BACKGROUND:** Dr. Peter Kasvinsky, Associate Provost and Dean of Graduate Studies, retired in February 2013. At that point, the future of the School of Graduate Studies and Research was discussed. Deans were consulted and based upon their recommendation a proposal was made to provide a leadership position in the School of Graduate Studies that emphasizes research and supports graduate studies. Based upon that proposal, two positions were envisioned: an Associate Provost and Dean of Graduate Studies and Research, and an Associate Dean of Graduate Studies. The Associate Dean of Graduate Studies position was filled with an internal candidate. A search was conducted for the Associate Provost position, but the search failed.

After review by the President and the Interim Provost, it was determined to restructure the School of Graduate Studies and Research into two areas: the College of Graduate Studies and Office of Research. The current Associate Dean, Dr. Salvatore Sanders, has the experience and knowledge to advance the University's academic mission, and he is highly qualified to fill the position of Interim Dean of the College of Graduate Studies until a search is conducted.

**SUMMARY AND ANALYSIS:** Based on the above information, the position of Dean of the College of Graduate Studies is being submitted for approval.

**RESOLUTION:**

**RESOLUTION TO APPROVE THE RECRUITMENT  
OF A DEAN OF THE  
COLLEGE OF GRADUATE STUDIES**

**WHEREAS,** the Board of Trustees of Youngstown State University approved the search for an Associate Provost for Research and Dean of School of Graduate Studies and Research and such search was conducted; and

**WHEREAS,** the search was concluded without a final candidate accepting an offer of employment; and

**WHEREAS,** the Board of Trustees of Youngstown State University approved the appointment of an Associate Dean for Graduate Studies; and

**WHEREAS**, the Interim Provost and Vice President for Academic Affairs has recommended to the President of Youngstown State University that the School of Graduate Studies and Research be restructured into two separate offices: the College of Graduate Studies, and the Office of Research; and

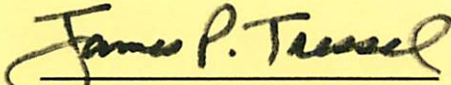
**WHEREAS**, with the restructuring of these two offices, the Interim Provost and Vice President for Academic Affairs has recommended to the President of Youngstown State University that the current Associate Dean position be eliminated and replaced with a Dean of the College of Graduate Studies; and

**WHEREAS**, the Dean of the College of Graduate Studies will provide oversight and management of the College of Graduate Studies including leadership for graduate program development and graduate student recruitment, as this recommendation is in the best interests of the University;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve posting the position of Dean of the College of Graduate Studies, as recommended by the President and the Interim Provost of Youngstown State University; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees of Youngstown State University hereby approves the appointment of Dr. Salvatore Sanders as Interim Dean of the College of Graduate Studies of Youngstown State University commencing January 1, 2015.

**RECOMMEND APPROVAL:**

  
James P. Tressel, President

**Board of Trustees Meeting  
December 16, 2014  
YR 2015-**

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

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YOUNGSTOWN STATE UNIVERSITY

**Issue Date:**

**Salary Range:**

**Reviewed By:**

**TITLE:** Dean of the Graduate College

**DEPARTMENT:** Graduate College

**JOB SUMMARY:**

Provides leadership, strategic direction and oversight for advancing graduate education and ensuring that the college offers high-quality graduate programs. Plans, administers, and evaluates the educational, financial and personnel activities of the Graduate College. Interacts with academic deans, academic administrators, staff, students and agencies outside of the University. Represents the University to external constituencies. Reports to the Provost.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

- Provide leadership for advancing graduate education
- Plans, administers and evaluates educational, operational, financial, and personnel activities of the Graduate College
- Appoints Associate, Adjunct, and Designated Members of Graduate Faculty and appoints Regular Members of Graduate Faculty upon the recommendation of Graduate Council
- Appoints members of and convenes the Graduate Student Advisory Council
- Oversees and facilitates planning, development, review, enhancement and maintenance to achieve quality in graduate programs
- Facilitates and administers the governance processes of the Graduate College
- Certifies all graduate students for graduation.
- Negotiates and develops inter-institutional educational agreements for graduate school programs on behalf of the University
- Develops and implements recruitment, admission and marketing strategies in collaboration with the marketing and enrollment management teams
- Works with faculty, academic staff and administrators to enhance enrollment management and degree completion rates
- Maintains compliance with federal, state, and institutional regulations, policies and procedures
- Manage funding for graduate assistantships, graduate student scholarships and travel
- Oversees graduate the student grievance process
- Designs, implements and monitors graduate program review and improvement procedures
- Supports the development and management of graduate programs including review of proposals for new and revised programs and representing and advocating for proposed programs to the regents advisory committee for graduate studies.
- Prepares informational and statistical reports needed for documenting, evaluating and publishing graduate activities.

**TITLE:** Dean of the Graduate College



**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 2 of 2

**OTHER FUNCTIONS AND RESPONSIBILITIES:**

Performs other related duties as assigned.

**SUPERVISION EXERCISED:**

Administrative and functional supervision over assigned Professional Administrative and Classified personnel

**REPORTS TO:** Provost and Vice President of Academic Affairs

**PHYSICAL REQUIREMENTS:**

None

**REQUIRED CERTIFICATIONS AND/OR LICENSURES:**

None

**MINIMUM QUALIFICATIONS:**

- Earned doctoral degree in an appropriate academic discipline with experience sufficient to justify appointment at the rank of Full Professor with tenure
- Excellent communication and interpersonal skills

**PREFERRED QUALIFICATIONS**

- Administrative experience demonstrating knowledge of graduate program development, graduate program administration and/or admissions processes
- Experience with faculty development leading to enhancement of graduate programs
- Supervisory experience

**AGENDA ITEM: C.1.b.3.**

**AGENDA TOPIC:** Resolution to Ratify Personnel Actions

**STAFF CONTACT(S):** Holly Jacobs, the University's General Counsel, and Kevin Reynolds, Chief Human Resources Officer

**BACKGROUND:** The Board of Trustees of Youngstown State University shall employ, fix the compensation of, and remove the president and such professors, teachers, and other employees as may be deemed necessary. The Board shall do all things necessary for the creation, proper maintenance, and successful continuous operation of the University.

**SUMMARY AND ANALYSIS:** The Chief Human Resources Officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments and separations) to the University Affairs Committee for recommendation for approval by the Board of Trustees. Approval is required for personnel actions for faculty and professional/administrative staff, including intercollegiate athletics coaching positions, for August 15, 2014, through October 31, 2014.

**RESOLUTION:**

**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 September 24, 2014, meeting of the Board of Trustees; and

**WHEREAS,** such personnel actions are in accordance with the 2014-2015 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.

**RECOMMEND APPROVAL:**

  
James P. Tressel, President

**Board of Trustees Meeting  
December 16, 2014  
YR 2015-**

**SUMMARY OF PERSONNEL ACTIONS**  
**Professional Administrative and Faculty Employees**  
**8/16/14 through 10/31/14**

**Appointments – 10**

**New Positions – 1**

- Professional Administrative Externally Funded – 1
  - Board Certified Behavior Analyst

**Replacement Positions – 9**

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

**Separations – 11**

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 2
- Professional Administrative Externally Funded – 6

**Reclassifications – 1**

- Professional Administrative Staff – 1

**Promotions – 10**

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 3
- Professional Administrative Externally Funded – 5

**Transfers – 0**

**Salary Adjustments – 0**

**Displacements – 2**

- Professional Administrative Staff – 2

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 8/16/14 THROUGH 10/31/14  
APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Clark, Gary	APAS	Coordinator	Grants & Sponsored Prgms	10/1/2014	0.75	\$27,000.00
Martin, Scott	P/A Excluded	Interim Associate Dean	Graduate Studies/Research	9/1/2014	0.50	\$60,000.00
Corpa, Joseph	P/A Externally Funded	Instruction Specialist	Rich Center for Autism	8/18/2014	1.00	\$21,175.00
Guerrieri, Cassandra	P/A Externally Funded	Instruction Specialist	Rich Center for Autism	8/18/2014	1.00	\$21,175.00
Kelley, Denise	P/A Externally Funded	Board Certified Behavior Analyst *	Rich Center for Autism	10/16/2014	1.00	\$40,000.00
Lopes, Ashley	P/A Externally Funded	Instruction Specialist	Rich Center for Autism	9/11/2014	1.00	\$21,175.00
Mancini, Anthony	P/A Externally Funded	Instruction Specialist	Rich Center for Autism	8/18/2014	1.00	\$21,175.00
McKinney, Caitlin	P/A Externally Funded	Instruction Specialist	Rich Center for Autism	8/18/2014	1.00	\$21,175.00
Peck, Teresa	P/A Externally Funded	School Nurse	Rich Center for Autism	10/8/2014	0.75	\$37,500.00
Votaw, Courtney	P/A Externally Funded	Instruction Specialist	Rich Center for Autism	8/18/2014	1.00	\$21,175.00
* New Position						

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 8/16/14 THROUGH 10/31/14  
SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Keeler, Marybeth	APAS	Career Coordinator	Career & Counseling Services	8/23/2014	1.00	\$42,766.56
Kent, Rosemary	APAS	Asst. Director, Federal Programs	Financial Aid & Scholarships	8/31/2014	1.00	\$55,956.18
Long, Lisa	APAS	Development Officer	WYSU-FM	8/23/2014	1.00	\$53,000.00
LaRocco, Debra	P/A Excluded	Manager, Employee Benefits	Human Resources	9/3/2014	1.00	\$74,460.00
Shively, Patricia	P/A Excluded	Associate Director	Center Student Progress	9/30/2014	1.00	\$62,821.80
Celidonio, Laura	P/A Externally Funded	Lead Instruction Specialist	Rich Center for Autism	8/22/2014	1.00	\$28,032.00
Condoleon, Pamela	P/A Externally Funded	Instruction Specialist 1	Rich Center for Autism	9/5/2014	1.00	\$22,464.00
Hall, Melissa	P/A Externally Funded	Lead Instruction Specialist	Rich Center for Autism	10/2/2014	1.00	\$25,675.00
Luca, Kylie	P/A Externally Funded	Instruction Specialist 1	Rich Center for Autism	9/10/2014	1.00	\$21,810.00
Lumpkin, Patricia	P/A Externally Funded	Lead Instruction Specialist	Rich Center for Autism	8/18/2014	1.00	\$30,545.00
Marcello, Pamela	P/A Externally Funded	Lead Instruction Specialist	Rich Center for Autism	8/24/2014	1.00	\$28,032.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 8/16/14 THROUGH 10/31/14  
RECLASSIFICATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Marshall, Lori	APAS	Senior Coordinator II	Center for Student Progress	8/1/2014	1.00	\$42,767.00	\$37,959.50

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 8/16/14 THORUGH 10/31/14**  
**PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Collins, Megan	APAS	Asst. Director, Federal Programs	Financial Aid/Scholarships	9/16/2014	1.00	\$50,000.00	\$41,306.94
Tomerlin, Jennifer	APAS	Financial Aid Counselor	Financial Aid/Scholarships	10/1/2014	1.00	\$34,464.00	\$32,823.60
Abraham, Martin	P/A Excluded	Interim Provost/VP Academic Affairs	Provost Office	10/8/2014	1.00	\$200,000.00	\$176,081.58
Riley, Teresa	P/A Excluded	Senior Associate Provost	Provost Office	10/8/2014	1.00	\$137,088.00	\$130,560.00
Sturru, William G.	P/A Excluded	Interim Dean	STEM	10/8/2014	1.00	\$140,000.00	\$104,962.00
Butler, Rona	P/A Externally Funded	Lead Instruction Specialist	Rich Center for Autism	9/1/2014	1.00	\$27,216.00	\$23,119.00
Dobson, Rachael	P/A Externally Funded	Behavior Analyst	Rich Center for Autism	9/1/2014	1.00	\$40,000.00	\$36,000.00
Johnston, Julia	P/A Externally Funded	Lead Instruction Specialist	Rich Center for Autism	9/1/2014	1.00	\$25,675.00	\$21,810.00
Lovejoy, Tabatha	P/A Externally Funded	Lead Instruction Specialist	Rich Center for Autism	9/1/2014	1.00	\$27,217.00	\$21,810.00
O'Donnell, Skyler	P/A Externally Funded	Lead Instruction Specialist	Rich Center for Autism	10/1/2014	1.00	\$25,675.00	\$21,810.00

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 8/16/14 THROUGH 10/31/14  
TRANSFERS**

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



**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 8/16/14 THROUGH 10/31/14  
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
None								

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 8/16/14 THROUGH 10/31/14  
DISPLACEMENTS RESULTING FROM LAYOFF**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE</b>	<b>NEW DEPARTMENT</b>	<b>DATE DISPLACED</b>	<b>FTE</b>
Moorer, Susan	APAS	Development Officer	WYSU -FM	9/1/2014	1.00

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 8/16/14 THROUGH 10/31/14  
LAYOFFS AS A RESULT OF POSITION ABOLISHMENT**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF LAYOFF</b>	<b>FTE</b>	<b>SALARY</b>
Long, Lisa*	APAS	Development Officer	WYSU-FM	N/A	1.00	\$53,000.00
<i>* Employee resigned prior to effective date of layoff.</i>						