

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

**Scott R. Schulick, Chair
Delores E. Crawford, Vice Chair
All Trustees are Members
Cynthia E. Anderson, *Ex-Officio***

**Thursday, May 30, 2013
2:30 p.m. or immediately following
previous meeting**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Disposition of Minutes for Meetings Held November 29, 2012; February 21, 2013; April 16, 2013; and April 26, 2013**
- B. Old Business**
- C. Committee Items**
 - 1. Human Resources**
 - a. Human Resources Action Items**
 - 1) Resolution to Modify Sensitive Information Policy, 4012.01** **Tab 1**
Ken Schindler, Associate Vice President and Chief Technology Officer, will report.
 - 2) Resolution to Approve Appointments to Professional/Administrative Staff Positions** **Tab 2**
Gene Grilli, Vice President for Finance and Administration, and Kevin Reynolds, Chief Human Resources Officer, will report.
 - 3) Resolution to Approve Appointments to Faculty Positions** **Tab 3**
Gene Grilli, Vice President for Finance and Administration, and Kevin Reynolds, Chief Human Resources Officer, will report.
 - 4) Resolution to Approve Appointments to Intercollegiate Athletics Coaching Positions** **Tab 4**
Gene Grilli, Vice President for Finance and Administration, and Kevin Reynolds, Chief Human Resources Officer, will report.

- 5) **Resolution to Ratify Faculty/Staff Appointments** **Tab 5**
 Summary of appointments, promotions, and other personnel actions for faculty, professional/administrative and classified civil service staff for January 1, 2013, through March 31, 2013. Board of Trustees approval is required for faculty and professional/administrative staff appointments.
 Gene Grilli, Vice President for Finance and Administration, will report.
- 6) **Resolution to Authorize Conferral of Emeritus Status** **Tab 6**
 The resolution nominates five recently-retired administrators for Administrator Emeritus Status. Policy Number 7003.01, Emeritus Status, of the *University Guidebook*, is attached for your information.
 Kevin Reynolds, Chief Human Resources Officer, will report.

b. Human Resources Discussion Items

- 1) **Explanation of Template for Reporting of Appointments, Separations, Promotions and Transfers, According to Policy Revisions** **Tab 7**
 Gene Grilli, Vice President for Finance and Administration, and Kevin Reynolds, Chief Human Resources Officer, will report.
- 2) **Multiple Year Contracts** **Tab 8**
 In accordance with University Guidebook Policy 7016.01 Multiple Year Contracts for Executive Level Officers, Administrative Officers and Other Designated Professional Administrative Staff, a list of all employees scheduled to receive a renewal notification and/or subsequent multiple year contract is attached for review.
 Cynthia E. Anderson, President, will report.
- 3) **Administrative or Executive Officer Position(s)** **Tab 9**
 Jack Fahey, Vice President for Student Affairs and Ombudsperson, will report.
- 4) **Discussion of Recent Changes to Hiring Policies**
 Gene Grilli, Vice President for Finance and Administration, will report.
- 5) **Health Care Update**
 Kevin Reynolds, Chief Human Resources Officer, will report.
- 6) **Report of Intercollegiate Athletics Subcommittee**
 A verbal report of the Intercollegiate Athletics Subcommittee will be presented.
 Delores E. Crawford 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



Explanation of Modifications to *Guidebook Policy*:

4012.01 Sensitive Information

The University continues to refine the definition of sensitive information, in light of federal and state laws and concerns for student and employee privacy.

**Board of Trustees Meeting
June 12, 2013
YR 2013-**



**RESOLUTION TO MODIFY
SENSITIVE INFORMATION POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Sensitive Information, policy number 4012.01 of the *University Guidebook*, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
June 12, 2013
YR 2013-**

UNIVERSITY GUIDEBOOK

Title of Policy:	Sensitive Information
Responsible Division/Office:	Information Technology Services
Approving Officer:	Associate Vice President and Chief Technology Officer
<i>Revision History:</i>	March 2009; June 2013
Resolution Number(s):	YR 2009-40; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	
Next Review:	2018

Policy: The University creates and maintains sensitive information as part of normal operations. Proper handling of sensitive information is every employee's responsibility. Sensitive information must be properly safeguarded at all times.

Purpose: This Sensitive Information policy helps establish what constitutes sensitive information – i.e., information that should not be disclosed within or beyond YSU without proper authorization and safeguards – and how such information should be protected.

Scope: Sensitive information is information that YSU and its employees have a legal, regulatory, and/or business interest obligation to protect. This policy addresses safeguards for handling traditional sensitive information, such as paper documents and verbal communications, and also addresses safeguards for electronic information. Due to the convenience of storing and transporting information electronically, instances and risk of sensitive data exposure increase. Disclosure of sensitive information, even unintentionally, could result in personal, financial and/or legal damage to individuals or the organization.

Definitions:

For the purposes of this policy, information has three main classifications:

1. Personal Information = HIGHLY SENSITIVE information that the University is required to protect, often due to governing laws including FERPA, GLBA, HIPAA, and PCI DSS.* Compromise of personal information has specific negative consequences and requires that the University take specific actions. This category encompasses information not freely available that can be associated with a particular individual including:

- a. Social Security Number
 - b. Credit Card Numbers
 - c. Driver's License Number
 - d. Date and Place of Birth
2. Confidential Information = SENSITIVE information having different degrees of sensitivity but still requiring that confidentiality must be maintained. Included is information that must be very closely safeguarded such as:
- a. Trade Secrets
 - b. Employee Benefit Information
 - c. Student Information (Non-directory)
 - d. Account Passwords/PINS
 - e. Digitized Signatures
 - f. Encryption Keys
 - g. Medical Records
3. YSU Public Information = information that has been specifically declared and approved as public by YSU. It includes information such as student directory information to the extent permitted under FERPA or records approved as public by the General Counsel's Office in response to a public records request.

Guiding Principles:

- All YSU employees and agents who have access to sensitive information have a role in securing it.
- Sensitive information transcends the medium on which it is stored or communicated. More specifically, sensitive information is sensitive regardless of whether it is verbal, on paper, electronic or any other format.

Requirements:

- Sensitive information must be physically secure when not attended.
- Sensitive information stored or transmitted electronically must be encrypted.
- Sensitive information cannot be shared with unknown individuals claiming YSU association who self-identify or reference known YSU individuals to establish their identity unless those references are checked.
- Communication of sensitive information by an employee requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.
- Physical removal of sensitive information from the YSU campus by an employee requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.

- Storage of YSU related sensitive information on personally owned electronic devices by an employee requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.
- All YSU employees are required to attend sensitive information training.

Procedures:

1. **TAKE STOCK** – assess information in all formats to identify sensitive information. This is a responsibility of all employees having YSU related information access.
2. **SCALE DOWN** – keep only the information that is needed to perform your job responsibilities and as identified by the YSU Records Retention procedure. The need to store and/or communicate sensitive information requires written approval using the *Highly Sensitive Information Storage Request* form.
3. **LOCK IT** – protect sensitive information in your care through actions including the following:
 - a. Physically secure the information (e.g., lock physical spaces such as offices, cabinets, desks. Secure computers and other data storage devices with locks).
 - b. Encrypt the information when it is stored electronically.
 - c. Use only secured methods for transmitting sensitive information (note: email, internet, web and wireless transmissions are not secure for sensitive information by default but steps can and must be taken to secure these methods of delivery).
 - d. Verify requester's identity and validity of requests for sensitive information communications.
4. **PITCH IT** – properly dispose of information not needed to perform job duties. Proper disposal techniques include shredding or electronically “wiping” files. Note that deleting files electronically and/or reformatting drives are not proper disposal techniques.
5. **PLAN AHEAD** – take positive measures to ensure proper response to potential sensitive information incidents. For example, know and document who has been granted access to what sensitive information. Have appropriate software installed on computers, cell phones and other devices. Identify appropriate notification paths to pursue if sensitive information is compromised (including the Office of the General Counsel if personal information is compromised). Use change in responsibilities and resources as an opportunity to begin again at Step 1 (Take Stock) as part of continuous quality improvement planning.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Sensitive Information
Responsible Division/Office:	Information Technology Services
Approving Officer:	Associate Vice President and Chief Technology Officer
<i>Revision History:</i>	March 2009;
Resolution Number(s):	YR 2009-40; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	
Next Review:	2012 (Changed to 2014 per Guidebook Policy 0001.00)

Policy: The University creates and maintains sensitive information as part of normal operations. Proper handling of sensitive information is every employee's responsibility. Sensitive information must be properly safeguarded at all times.

Purpose: This Sensitive Information policy helps establish what constitutes sensitive information – i.e., information that should not be disclosed within or beyond YSU without proper authorization and safeguards – and how such information should be protected.

Scope: Sensitive information is information that YSU and its employees have a legal, regulatory, and/or business interest obligation to protect. This policy addresses safeguards for handling traditional sensitive information, such as paper documents and verbal communications, and also addresses safeguards for electronic information. Due to the convenience of storing and transporting information electronically, instances and risk of sensitive data exposure increase. Disclosure of sensitive information, even unintentionally, could result in personal, financial and/or legal damage to individuals or the organization.

Definitions:

For the purposes of this policy, information has three main classifications:

1. Personal Information = HIGHLY SENSITIVE information that the University is required to protect, often due to governing laws including FERPA, GLBA, HIPAA, and PCI DSS.* Compromise of personal information has specific negative consequences and requires that the University take specific actions. This category encompasses information not freely available that can be associated with a particular individual including:

- a. Social Security Number
 - b. Credit Card Numbers
 - c. Driver's License Number
 - d. **Date and Place of Birth**
2. Confidential Information = SENSITIVE information having different degrees of sensitivity but still requiring that confidentiality must be maintained. Included is information that must be very closely safeguarded such as:
- a. Trade Secrets
 - b. Employee Benefit Information
 - c. Student Information (Non-directory)
 - d. Account Passwords/PINS
 - e. Digitized Signatures
 - f. Encryption Keys
 - g. Medical Records
3. YSU Public Information = information that has been specifically declared and approved as public by YSU. It includes information such as student directory information to the extent permitted under FERPA or records approved as public by the General Counsel's Office in response to a public records request.

Guiding Principles:

- All YSU employees and agents who have access to sensitive information have a role in securing it.
- Sensitive information transcends the medium on which it is stored or communicated. More specifically, sensitive information is sensitive regardless of whether it is verbal, on paper, electronic or any other format.

Requirements:

- Sensitive information must be physically secure when not attended.
- Sensitive information stored or transmitted electronically must be encrypted.
- Sensitive information cannot be shared with unknown individuals claiming YSU association who self-identify or reference known YSU individuals to establish their identity unless those references are checked.
- Communication of sensitive information by an employee requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.
- Physical removal of sensitive information from the YSU campus by an employee requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.

- Storage of YSU related sensitive information on personally owned electronic devices by an employee requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.
- All YSU employees are required to attend sensitive information training.

Procedures:

1. TAKE STOCK – assess information in all formats to identify sensitive information. This is a responsibility of all employees having YSU related information access.
2. SCALE DOWN – keep only the information that is needed to perform your job responsibilities and as identified by the YSU Records Retention procedure. The need to store and/or communicate sensitive information requires written approval using the *Highly Sensitive Information Storage Request* form.
3. LOCK IT – protect sensitive information in your care through actions including the following:
 - a. Physically secure the information (e.g., lock physical spaces such as offices, cabinets, desks. Secure computers and other data storage devices with locks).
 - b. Encrypt the information when it is stored electronically.
 - c. Use only secured methods for transmitting sensitive information (note: email, internet, web and wireless transmissions are not secure for sensitive information by default but steps can and must be taken to secure these methods of delivery).
 - d. Verify requester's identity and validity of requests for sensitive information communications.
4. PITCH IT – properly dispose of information not needed to perform job duties. Proper disposal techniques include shredding or electronically “wiping” files. Note that deleting files electronically and/or reformatting drives are not proper disposal techniques.
5. PLAN AHEAD – take positive measures to ensure proper response to potential sensitive information incidents. For example, know and document who has been granted access to what sensitive information. Have appropriate software installed on computers, cell phones and other devices. Identify appropriate notification paths to pursue if sensitive information is compromised (including the Office of the General Counsel if personal information is compromised). Use change in responsibilities and resources as an opportunity to begin again at Step 1 (Take Stock) as part of continuous quality improvement planning.



**RESOLUTION TO APPROVE
APPOINTMENTS TO PROFESSIONAL/ADMINISTRATIVE
STAFF POSITIONS**

WHEREAS, the *Policies of the Board of Trustees* require the Board of Trustees to approve the appointment of such professional/administrative staff as are necessary to effectively carry out the operation of the University; and

WHEREAS, new appointments have been made subsequent to the April 1 through 16, 2013; and April 26 through May 14, 2013, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2012-2013 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 approve the appointments as listed in Exhibit ___ attached hereto.

**Board of Trustees Meeting
June 12, 2013
YR 2013-**

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

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

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Appointment Recommendations prior to 4/1/2013 - 04/16/2013							
Mr. Joseph Bleehash (offer made prior to 4/16/2013)	C/M	New	Staff Architect	Facilities	5/6/2013	\$58,500 1.0	
Mr. David Hinkle	C/M	Replacement \$56,086	Athletic Business Manager	Intercollegiate Athletics	4/8/2013	\$52,571 1.0	
Appointment Recommendations 4/26/13 - 5/10/2013							
Dr. Sylvia Imler (offer made prior to 4/16/2013)	B/F	New	Interim Director, Diversity & Multicultural Affairs	Office of the President	5/16/2013	\$84,313 1.0	
Dr. Salvatore Sanders	C/M	New	Associate Dean of Graduate Studies	Graduate Studies	7/1/2013	\$104,000 1.0	

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

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

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

NAME			TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS
None.							

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

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

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

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

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

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

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

SEPARATIONS

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

None.

Resignations

None.

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

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

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

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

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

U = Unidentified



**RESOLUTION TO APPROVE
APPOINTMENTS TO FACULTY POSITIONS**

WHEREAS, the *Policies of the Board of Trustees* require the Board of Trustees to approve the appointment of such faculty as are necessary to effectively carry out the operation of the University; and

WHEREAS, new appointments have been made subsequent to the April 1 through 16, 2013; and April 26 through May 14, 2013, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2012-2013 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 approve the appointments as listed in Exhibit ___ attached hereto.

**Board of Trustees Meeting
June 12, 2013
YR 2013-**

**YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS**

APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY/ FTE	COMMENTS
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**Appointment Recommendations
4/1/2013 - 4/16/2013**

Dr. Snjezana Balaz	C/F	Replacement \$102,921	Assistant Professor	Physics & Astronomy	8/14/2013	\$62,000 1.0	
Ms. Amy Flick	C/F	New	Instructor	English	8/14/2013	\$38,689 1.0	
Dr. Stacey Graber	C/F	Replacement \$102,383	Assistant Professor	English	8/14/2013	\$53,000 1.0	
Dr. Max Grubb	C/M	Replacement \$60,529	Assistant Professor	Communication	8/14/2013	\$51,238 1.0	
Dr. Michael Jerryson	C/M	Replacement \$98,693	Assistant Professor	Philosophy & Religious Studies	8/14/2013	\$53,738 1.0	
Ms. Ellen Jones	C/F	Replacement \$79,207	Assistant Professor	Theater & Dance	8/14/2013	\$54,500 1.0	
Mr. Alton Merrell	B/M	New	Assistant Professor	Dana School of Music	8/14/2013	\$51,238 1.0	
Dr. Michael Raulin	C/M	Replacement \$99,349	Assistant Professor	Psychology	8/14/2013	\$52,263 1.0	
Ms. Erin Rehel	C/F	Replacement \$91,163	Assistant Professor	Sociology	8/14/2013	\$56,000 1.0	

**YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS**

Ms. Amanda Roby	C/F	New	Assistant Professor	Health Professions	8/14/2013	\$53,000 1.0	
Dr. Jeremy Schwartz	C/M	Replacement \$124,899	Assistant Professor	Accounting and Finance	8/14/2013	\$117,000 1.0	
Mr. Doorri Song	A/M	Replacement \$109,522	Assistant Professor	Marketing	8/14/2013	\$100,000 1.0	
Mr. Robert Thompson	C/M	Replacement \$53,000	Assistant Professor	Art	8/14/2013	\$53,000 1.0	
Mr. Emre Ulusoy	C/M	Replacement \$87,897	Assistant Professor	Marketing	8/14/2013	\$100,000 1.0	
Ms. Amy Yurko	C/F	Replacement \$120,914	Assistant Professor	Accounting and Finance	8/14/2013	\$122,000 1.0	
Appointment Recommendations 4/26/13 - 5/10/2013							
Mr. Dave Davis	C/M	Replacement \$75,674	Instructor	English	1/6/2014	\$24,062 1.0	
Dr. Christopher Mattheus	C/M	Replacement \$51,238	Assistant Professor	Geological and Enviromental Sciences	8/14/2013	\$58,000 1.0	
Dr. Bobby Ojose	U/M	Replacement \$90,506	Assistant Professor	Teacher Education	8/14/2013	\$54,000 1.0	Change in salary from 4/26/2013
Ms. Donna Walsh	C/F	Rehire	Instructor	Marketing	8/14/2014	\$42,614 1.0	
Ms. Laura J. McCaskey	C/F	Rehire	Instructor	Marketing	8/14/2013	\$41,172 1.0	
Mr. Patrick Gaughan	C/M	Rehire	Instructor	Management	8/14/2013	\$79,607 1.0	

YOUNGSTOWN STATE UNIVERSITY

FACULTY

PERSONNEL ACTIONS

Dr. Lenford C. Sutton	B/M	Replacement \$95,243	Chair / Professor	Educational Foundations, Research, Technology and Leadership	7/1/2013	\$80,000 1.0
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**YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS**

PROMOTIONS FOR BOARD OF TRUSTEE APPROVAL

NAME		SALARY INCREASE	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS
Brian Bonhomme		\$5,100	Professor	History	8/14/2013		
Cheryl Bosley		\$5,100	Professor	Nursing	8/14/2013		
Thomas P. Diggins		\$5,100	Professor	Biological Sciences	8/14/2013		
Timothy Francisco		\$5,100	Professor	English	8/14/2013		
David Morgan		\$5,100	Professor	Dana School of Music	8/14/2013		
Tom N. Oder		\$5,100	Professor	Physics and Astronomy	8/14/2013		
Kimberly A. Serroka		\$5,100	Professor	Nursing	8/14/2013		
David Simonelli		\$5,100	Professor	History	8/14/2013		
Mark D. Womble		\$5,100	Professor	Biological Sciences	8/14/2013		
Christopher Barzak		\$3,600	Associate Professor	English	8/14/2013		
Patrick J. Bateman		\$3,600	Associate Professor	Management	8/14/2013		
Julie Blaskewicz Boron		\$3,600	Associate Professor	Psychology	8/14/2013		
Dragana Crnjak		\$3,600	Associate Professor	Art	8/14/2013		
Rebecca M. L. Curnalia		\$3,600	Associate Professor	Communication	8/14/2013		
Leah Christine Gongola		\$3,600	Associate Professor	Counseling, Special Education and School Psychology	8/14/2013		
Guohong (Helen) Han		\$3,600	Associate Professor	Management	8/14/2013		

**YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS**

Alyssa Lenhoff	\$3,600	Associate Professor	English	8/14/2013
Suzanne M. Leson	\$3,600	Associate Professor	Human Ecology	8/14/2013
Xiangjia Min	\$3,600	Associate Professor	Biological Sciences	8/14/2013
Karin A. Petruska	\$3,600	Associate Professor	Accounting & Finance	8/14/2013
Ian James Renne	\$3,600	Associate Professor	Biological Sciences	8/14/2013
Keisha T. Robinson	\$3,600	Associate Professor	Health Professions	8/14/2013
Jeffrey Tyus	\$3,600	Associate Professor	Communication	8/14/2013
Patricia B. Wagner	\$3,600	Associate Professor	Criminal Justice and Forensic Sciences	8/14/2013
Thomas P. Wakefield	\$3,600	Associate Professor	Mathematics and Statistics	8/14/2013
Mary Yacovone	\$3,600	Associate Professor	Health Professions	8/14/2013
Xiaolou Yang	\$3,600	Associate Professor	Accounting & Finance	8/14/2013

TRANSFERS FOR BOARD OF TRUSTEE APPROVAL

NAME			TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	COMMENTS
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None.

**YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS**

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

Retirements

None.

Resignations

None.

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

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

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

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

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

U = Unidentified



**RESOLUTION TO APPROVE
APPOINTMENTS TO INTERCOLLEGIATE
ATHLETICS COACHING POSITIONS**

WHEREAS, the *Policies of the Board of Trustees* require the Board of Trustees to approve the appointment of such coaches as are necessary to effectively carry out the operation of the Department of Athletics; and

WHEREAS, new appointments have been made subsequent to the April 1 through 16, 2013; and April 26 through May 14, 2013, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2012-2013 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 approve the appointments as listed in Exhibit ___ attached hereto.

**Board of Trustees Meeting
June 12, 2013
YR 2013-**

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

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

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Appointment Recommendations prior to 4/1/2013 - 04/16/2013							
Mr. John Barnes	C/M	Replacement \$97,850	Head Coach, Women's Basketball	Intercollegiate Athletics	4/11/2013	\$110,000 1.0	
Appointment Recommendations 4/26/13 - 5/10/2013							
Mr John Nicolais	C/M	Replacement \$43,375	Assistant Coach, Women's Basketball	Intercollegiate Athletics	5/13/2013	\$49,000 1.0	plus \$350 per month car allowance

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

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

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

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

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

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

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

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

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

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

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

SEPARATIONS

NAME		CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
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Retirements

None.

Resignations

None.

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

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

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

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

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

U = Unidentified

**RESOLUTION TO RATIFY
FACULTY/STAFF APPOINTMENTS**

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

WHEREAS, new appointments have been made subsequent to the March 13, 2013, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2012-2013 Budget and with the University policy on Equal Employment Opportunity;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby ratify and confirm the appointments as listed in Exhibit ___ attached hereto.

SUMMARY OF PERSONNEL ACTIONS

January 1, 2013 – March 31, 2013

Appointments – 17

New Positions – 4

- Faculty – 1
 - Instructor, Nursing
- Professional/Administrative – 1
 - Technical Support/Instructional Designer, Distance Education
- Classified – 2
 - Maintenance Repair Worker 2, Facilities
 - Secretary, English

Replacement Positions – 13

- Faculty – 2
- Professional/Administrative – 7
- Classified Civil Service – 4

Separations – 13

Resignations – 11

- Professional/Administrative – 11

Retirement – 2

- Professional/Administrative – 2

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2013 - MARCH 31, 2013**

FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
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January 2013

Mr. Burton Speakman	M/C	Replacement \$75,674	Instructor	English	1/7/2013	\$18,253 1.0	\$57,421 decrease
Dr. Michael Raulin	M/C	Replacement \$68,668	Assistant Professor	Psychology	1/7/2013	\$24,174 1.0	\$44,494 decrease
Ms. Nicole Strollo	F/C	New	Instructor	Nursing	1/7/2013	\$21,230 1.0	\$21,230 increase

February 2013

None.

March 2013

None.

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

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
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January 2013

Mr. Justin Bettura	M/C	Replacement \$68,272	Senior Systems Administrator	Media and Academic Computing	1/22/2013	\$57,500 1.0	\$10,772 decrease
Ms. Crystal Little	F/C	Replacement \$58,759	Associate Director of Residence Life	Housing and Residence Life	1/16/2013	\$54,000 1.0	\$4,759 decrease

February 2013

Mr. James Bryant	M/C	Replacement \$53,325	Assistant Coach, Football	Athletics	2/18/2013	\$65,000 1.0	\$11,675 increase
Mr. Vaughn Myers	M/C	Replacement \$44,338	Operations Manager	Kilcawley Center	2/18/2013	\$36,975 1.0	\$7,363 decrease

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2013 - MARCH 31, 2013**

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Vacated Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Mr. William Swann	M/C	New	Technical Support/ Instructional Designer	Distance Education	2/1/2013	\$55,000 1.0	\$55,000 increase
March 2013							
Mr. Kurt Bethard	M/C	Replacement \$50,000	Assistant Football Coach	Athletics	3/1/2013	\$45,000	\$5,000 decrease
Mr. Eric Gallon	M/B	Replacement \$35,000	Assistant Football Coach	Athletics	3/1/2013	\$26,000	\$9,000 decrease
Mr. Mark Mangino	M/C	Replacement \$75,426	Assistant Football Coach	Athletics	3/1/2013	\$65,183	\$10,243 decrease

CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Vacated Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
January 2013							
Mr. Scott Schnippert	M/C	Replacement \$52,748	Plumber 2	Facilities	1/13/2013	\$39,187 1.0	\$13,561 decrease
Ms. Lora Graneto	F/C	New	Secretary	English	1/14/2013	\$32,115 .5	\$32,115 increase
February 2013							
Ms. Jill Mogg	F/C	Replacement \$49,878	Administrative Assistant 1	Physics & Astronomy	2/24/2013	\$45,614 1.0	\$4,264 decrease
March 2013							
Mr. Michael Matasy	M/C	New	Maintenance Repair Worker 2	Facilities	3/11/2013	\$30,264 1.0	\$30,264 increase
Mr. Thomas White	M/C	Replacement \$33,571	Maintenance Repair Worker 2	Facilities	3/11/2013	\$30,264 1.0	\$3,307 decrease
Mr. Timm Needs	M/C	Replacement \$40,768	Maintenance Repair Worker 2	Facilities	3/18/2013	\$30,264 1.0	\$10,504 decrease

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2013 - MARCH 31, 2013**

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

Dr. Peter Kasvinsky	M/C	P/A	Associate Provost for Research and Dean of the School of Graduate Studies	Graduate Studies	1/31/2013	\$154,610	
Ms. Judith Gaines	F/C	P/A	Executive Director of Student Life	Student Life	3/31/2013	\$111,275	

SEPARATIONS:

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
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Mr. Robert Boldon	M/C	P/A	Head Women's Basketball Coach	Athletics	3/31/2013	\$97,850	
Mr. William Brophy	M/C	P/A	Technology Coordinator Basic Communication Course	Communications	1/11/2013	\$11,396	
Mr. Frank Butano	M/C	P/A	Assistant Football Coach	Athletics	1/4/2013	\$53,325	
Ms. Karen Clayton	F/C	P/A	Senior Coordinator, Disability Services, CSP	Center for Student Progress	3/6/2013	\$40,451	
Mr. Andre Coleman	M/B	P/A	Assistant Coach, Football	Athletics	2/28/2013	\$35,000	
Ms. Rhonda Grouschalk	F/C	P/A	Assistant Coach, Soccer	Athletics	3/10/2013	\$17,745	
Ms. Fawcett Jackson	M/B	P/A	Assistant Coach, Women's Basketball	Athletics	3/31/2013	\$43,375	
Ms. Elias Maisakis	M/C	P/A	Assistant Coach, Football	Athletics	2/28/2013	\$75,426	
Mr. Matthew Morone	M/C	P/A	Assistant Director of Athletics	Athletics	1/15/2013	\$56,086	
Ms. Susan Shaw	F/C	P/A	Manager, HRIS	Human Resources	1/4/2013	\$80,000	

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2013 - MARCH 31, 2013**

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

Ms. Katie Schrader	F/C	P/A	Assistant Coach, Women's Basketball	Athletics	3/31/2013	\$42,875	
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C = White (not of Hispanic origin), origins in the original peoples of Europe, North Africa, or the Middle East.

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

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



**RESOLUTION TO AUTHORIZE
CONFERRAL OF EMERITUS STATUS**

WHEREAS, the Policies of the Board of Trustees provide for the conferral of emeritus status upon professional/administrative staff who retire from the University following at least ten years of meritorious service and are recommended by the President of the University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize that those professional/administrative staff members listed in Exhibit ____ attached hereto are hereby granted the emeritus title designated thereon.

**Board of Trustees Meeting
June 12, 2013
YR 2013-**

**ADMINISTRATIVE STAFF
RECEIVING EMERITUS STATUS**

(Board of Trustees Meeting, June 12, 2013)

NAME	TITLE	YEARS OF SERVICE	STATUS
Cynthia Anderson	President	33	President Emeritus
Jeanette Engle	Assistant Director Marketing and Communications	25	Administrator Emeritus
Judith Gaines	Executive Director Student Life	18	Administrator Emeritus
Peter Kasvinsky	Associate Provost/Dean Graduate Studies and Research	19	Administrator Emeritus
James Olive	Coordinator Veterans Affairs	19	Administrator Emeritus

UNIVERSITY GUIDEBOOK

Title of Policy:	Emeritus Status
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance and Administration
Revision History:	November 1997; October 2010
Resolution Number(s):	YR 1998-33; YR 2011-21
Board Committee:	Internal Affairs
EFFECTIVE DATE:	October 1, 2010
Next Review:	2013 (Changed to 2015 Per Guidebook Policy 0001.00)

Policy: The University may confer the title Emeritus upon retired faculty and professional/administrative staff members who have given long and meritorious service.

Definition: The designation Faculty Emeritus or Administrator Emeritus is an honorary title conferred upon the retirement or death of faculty or staff members in recognition of extended meritorious service.

Procedures:

1. Emeritus status and President Emeritus status is conferred upon retirement or death.
2. Names of individuals recommended for the conferral of Emeritus status are forwarded from the appropriate department or unit to the dean or executive director to the vice president or Provost. In the event of retirement or death of the University President, his/her name is forwarded to the Board of Trustees for approval. Emeritus status would be conferred and presented at the spring meeting of the Board of Trustees.
3. Nomination of an individual to be considered for the conferral of Emeritus status should be based upon the following factors: length of service (typically totaling more than ten years); the overall quality of that service; the contribution to the University; and the service to society beyond the University community.

4. The vice president or Provost forwards names of individuals nominated to the President, who may recommend Emeritus status be conferred and presented at the spring meeting of the Board of Trustees.
5. Those retirees achieving Emeritus status are granted the following privileges: full library privileges; e-mail and related services; University Identification Card; opportunity to secure parking consistent with current University Procedures; and the same educational benefits that were available at the time of retirement.
6. Those retirees achieving Emeritus status also have the opportunity to: purchase reserved seats to intercollegiate athletic contests and performing arts events; utilize designated recreational facilities and wellness services; attend certain alumni and University events, e.g., Homecoming events, Holiday Breakfast, Commencement, and Honors Convocation, and join the YSU Retirees Association.
7. Retirees that attain emeritus status also have the opportunity to select one of two parking options. They may purchase a permit for designated lots or may choose to receive a free parking permit with the University determining the parking location based on availability.
8. In addition, when an Emeritus member is on active duty, office space and other facilities may be offered based upon availability.

Personnel Actions - Definitions

Moving to Another University Position (Transfers, Promotions, Demotions)

Transfer - the movement of an employee in the same classification

The YSU-ACE Agreement, Article 14.1 (B) defines a transfer as the movement of an employee in the same classification, to a vacancy within the University from one department or work unit to another.

The YSU-APAS Agreement, Article 13.3 (B) defines a transfer as a change in assignment of an employee from one existing position in the same classification and pay grade to another. There are two types of transfers:

1. **Voluntary:** Bargaining unit member initiated reassignment.
2. **Involuntary:** Employer initiated reassignment of employee.

The YSU-OEA Agreement, Article 4.11 defines a transfer as an individual who applies for a position in an academic department, who is offered the position, and who agrees to accept the offer shall be considered as having voluntarily transferred; and he/she shall retain his/her tenure and all years of service, including the year of application. The individual shall receive the salary of the new position; there shall be no decrease in salary or rank.

The YSU-FOP Agreement does not contain transfer language describing a transfer process for its members.

The University Guidebook does not contain language describing the transfer process for non-bargaining unit employees

Promotion – the movement of an employee from one position to a vacant position which is assigned to a different classification or job title and a higher pay range.

The YSU-ACE Agreement, Article 14.1(c) describes promotion as the movement of an employee to a posted vacancy in a classification with a higher pay range within the University from one department or work unit to another.

The YSU-APAS Agreement, Article 13.3 (c) as the movement of an employee from one position into a position at a higher pay grade.

The YSU-OEA Agreement, Article 15 describes the process for promotion in faculty rank.

The YSU-FOP Agreement, Article 33.1 describes promotion as members of the bargaining unit moving from one classification to another within the bargaining unit.

The University Guidebook does not contain language describing a promotion process.

Demotion – the movement of an employee at the request of the appointing authority or the employee, from one position to a vacant position which is assigned to a different classification or job title and a lower pay range, or lower salary.

The YSU-ACE Agreement does not contain a formal definition for a demotion however, Article 3.5 (b) states that each member of the bargaining unit who is demoted (voluntarily or involuntarily) who successfully bids on a position in a lower classification, or who displaces into a lower classification as a result of layoff and/or bumping shall remain at the same step in the new pay grade as the employee held in the previous pay grade.

The YSU-APAS Agreement, Article 13.3 (d) describes a demotion as the movement of an employee from one position into a position at a lower pay grade.

The YSU-FOP describes demotion as a reduction in rank.

The YSU-OEA Agreement and University Guidebook do not contain a definition for a demotion.

Individual Pay Adjustments (Reclassification, Supplementary Pay, Grade Adjustment)

Reclassification – the act of changing the classification of an existing position. Typically, this would be as a result of a job audit.

The YSU-ACE Agreement does not contain a formal definition of reclassification however, Article 20.3 states that a member of the bargaining unit may request an audit of the classification of his/her position by submitting a formal Audit Request Form and a completed Position Audit Questionnaire provided by the University.

The YSU-APAS Agreement, Article 13.3 (F) states that a reclassification occurs when there is a change or modification in the duties and responsibilities of a position significant enough that the position should be given another classification. Duties and responsibilities may be increased or decreased. Reclassifications may occur with positions that are filled or positions that are vacant. If the position that has been reclassified is presently filled, then the employee serving in that position is then reassigned to the new classification

The YSU-OEA, YSU-FOP and University Guidebook do not contain language defining a reclassification process.

Although not addressed in the University Guidebook non-bargaining Professional/Administrative employees have been provided with the opportunity to have their job audited under the Buck Study which has established the pay system for all APAS and Professional/Administrative employees.

Supplementary Pay – compensating employees (not available for ACE employees) for services above and beyond their normal scope of duties.

Per University Guidebook Policy 7023.01, assignments of additional duties for supplementary pay are intended to enable the University to generally deal with short-term staffing problems involving unusual circumstances, unanticipated situations, or occasions when normal staffing practices will not suffice. Such assignments will generally not be approved as a routine matter or on a continuing basis and may not exceed six (6) months in duration. In special circumstances, with the approval of the President, this six month period can be extended for an additional six month period.

Temporary working level pay adjustments – applicable to ACE employees that are temporarily assigned to duties of a position with a higher pay range than is the employee's own, shall be eligible for a working level pay adjustment.

Per the YSU-ACE Agreement, Article 14.12, working out of classification, states that when a bargaining unit member is temporarily assigned to a higher classification, he/she will receive a pay rate adjustment of 5%.

Pay Grade Changes – a full-time APAS member or a Professional/Administrative employee may make a request in writing to the Chief Human Resources Officer that his/her Pay Grade assignment be re-evaluated.

Per the YSU - APAS Agreement, Article 4.6, if the Chief Human Resources Officer determines that a position will be moved to a higher Pay Grade, the bargaining unit member will receive a minimum five percent (5%) salary increase for each Pay Grade move upward. If it is determined that a movement within grade is to be made, the Chief Human Resources Officer will recommend a base salary adjustment ranging from one percent (1%) to five percent (5%).

Temporary, Interim or Acting Appointments

On occasion it is necessary to fill a position immediately. When institutional needs require filling a position immediately (as determined by the appropriate Executive Officer or President), these positions can be filled on a temporary, interim or acting basis. Normally, a person may be appointed to a temporary, interim or acting managerial position only for a specific period of time, as determined by the Cabinet Officer or President.

Temporary appointments are those which constitute specific periods of time with a specific start or end date. There are also temporary appointments for faculty and professional staff which are needed for different reasons such as short notice of resignation. In addition, special funded positions such as grant funded may be hired as temporary appointments. Notification must be provided prior to the temporary appointment to the Office of Human Resources.

Interim appointments are usually for one-year or less but may be extended in unusual circumstances. Notification must be provided prior to the interim appointment to the Office of Human Resources. Interim positions are filled with an internal candidate on a temporary basis while a search is being conducted, or department/unit reorganization is taking place.

An **“acting” title** is used when an administrator is absent or reassigned for a short period of time. The absent administrator retains the responsibility of his/her position but delegates the authority to the “acting” administrator. The expectation is that the regular employee will be returning to his/her regular position in the future.

Performing Additional Duties for Another Department - employee may be required to perform special projects or other duties where such work has the potential to infringe on the regular duties and/or work hours assigned by the employee's regular department. Typically employees performing this type of assignment are given supplementary pay.

Performing Additional Duties Outside the Scope of Primary Position Responsibilities - if an employee is asked to perform work that is clearly outside the normal scope of his or her responsibilities, the department director may recommend a pay adjustment to recognize performance of unusual duties.

Multi Year Contracts
(Not including President and Coaches)

Name	Title	Current Salary	Cycles	
			Current	New Fiscal Year
Executive Level Officers per 7016.01 (a)				
Dr. Ikram Khawaja	Provost/Vice President for Academic Affairs	\$184,279	1 of 3	2 of 3
Mr. Jack Fahey	Vice President for Student Affairs	\$143,630	2 of 3	1 of 3
Mr. Gene Grilli	Vice President for Finance and Administration	\$175,393	2 of 3	1 of 3
Mr. Scott Evans	Vice President for University Advancement	\$164,000	1 of 3	2 of 3
Atty. Holly Jacobs	University General Counsel	\$135,673	1 of 3	2 of 3
Administrative Level Officers per 7016.01 (b)				
Deans				
Dr. Bryan DePoy	College of Fine and Performing Arts	\$142,459	2 of 3	1 of 3
Dr. Shearle Furnish	College of Liberal Arts and Social Sciences	\$143,872	2 of 3	1 of 3
Dr. Betty Jo Licata	College of Business Administration	\$170,925	1 of 3	2 of 3
Dr. Joseph L. Mosca	College of Health and Human Services	\$142,459	2 of 3	1 of 3
Dr. Martin A. Abraham	College of Science, Technology, Engineering and Math	\$172,629	2 of 3	1 of 3
Dr. Charles Howell	College of Education	\$141,500	1 of 3	2 of 3
Vacant	School of Graduate Studies and Research			
Associate Vice President				
Mr. Kenneth A. Schindler	Associate Vice President Information Technology	\$141,000	1 of 3	2 of 3
Vacant	Associate Vice President Budget & Planning / Treasurer			
Executive Directors				
Vacant	Student Life			
Mr. John Hyden	Facilities	\$110,298	2 of 3	1 of 3
Mr. Kevin Reynolds	Human Resources	\$115,875	2 of 3	1 of 3
Mr. Ron Strollo	Athletics	\$131,766	2 of 3	1 of 3
Mr. Mark Van Tilberg	Marketing and Communications	\$95,792	1 of 3	2 of 3
Vacant	Library Services			
Dr. Ron Chordas	Public Services Institute	\$122,783	1 of 3	2 of 3
Mr. Matt Novotny	Student Services	\$105,800	1 of 3	2 of 3

Directors

Vacant	Equal Opportunity and Policy Compliance			
Vacant	Diversity and Multicultural Affairs			
	<i>Designated professional/administrative staff per 7016.01 (c)</i>			
Dr. Teresa Riley	Associate Provost	\$128,000	1 of 3	2 of 3
Dr. Kevin E. Ball	Associate Provost, Academic Programs and Planning	\$111,000	1 of 3	2 of 3
Ms. Shannon Tirone	Executive Associate to the President	\$95,000	1 of 3	2 of 3
Mr. William Binning	Government Relations Representative	\$39,000	1 year	1 of 3

Youngstown

STATE UNIVERSITY

Youngstown State University is a state-assisted, urban institution of higher education which primarily, but not exclusively, serves the students of northeastern Ohio and western Pennsylvania.

The University has an enrollment of approximately 12,966 (head-count) in a wide variety of programs ranging from 2-year associate degrees to the Doctor of Education degree.

Schools and colleges of the University are the College of Arts and Sciences, the College of Business Administration, the College of Education, the College of Engineering and Technology, the College of Fine and Performing Arts, the College of Health and Human Services, and the School of Graduate Studies.

The campus, located north of downtown Youngstown, is compact and carefully designed, with most of the major structures being new or recently renovated. The Physical Plant is valued at approximately \$320 million.

The city of Youngstown is located between Cleveland and Pittsburgh. The Youngstown-Warren area has a population in excess of 500,000 and offers the usual amenities of urban living but few of the problems of the big city. All types of housing are available within a 30-minute drive of the campus, and housing costs in the Youngstown area are significantly lower than in most metropolitan areas.

PROFESSIONAL/ADMINISTRATIVE STAFF POSITION ANNOUNCEMENT

YOUNGSTOWN STATE UNIVERSITY invites applications for the Professional/Administrative Staff position described below:

TITLE: Associate Vice President for Enrollment Planning and Management

DEPARTMENT: Student Affairs

SALARY RANGE: \$82,981 - \$112,406

MINIMUM QUALIFICATIONS: Master's degree in marketing, student personnel, higher education administration or related field and a minimum of five (5) years of progressively more successful experience in enrollment management and/or student recruitment and retention and/or university marketing. Demonstrated effective team management skills, communication skills and the ability to develop execute and assess short- and long-term plans with unquestioned integrity. Excellent written presentation and interpersonal skills; and an open and collegial approach to management required.

DESIRED QUALIFICATIONS: Effective experience working collaboratively with campus constituents and in multi-cultural and complex environments. Demonstrated ability to develop, implement and collaboratively enhance enrollment patterns at an urban institution.

SUMMARY OF POSITION DESCRIPTION: Youngstown State University's Chief Enrollment Officer is responsible for refining, implementing, and managing a complete strategic enrollment management plan to meet university enrollment objectives. He/she provides leadership, innovative solutions, advice, and analysis to the vice president, cabinet and the university community (including fellow administrators, faculty members, staff and students) on all institutional enrollment and marketing strategies, research and initiatives, and assumes primary responsibility for developing and administering policies and procedures to ensure that the University's enrollment objectives are met. The Chief Enrollment Officer oversees the University's marketing leadership team to support the ongoing development and management of the Youngstown State University brand across multiple constituent groups, ensuring that all enrollment initiatives advance the university brand in accordance with the University's strategic plan.

DATE AVAILABLE: TDB

CLOSING DATE FOR APPLICATIONS: Review of applications will begin immediately and continue until position is filled.

YSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER COMMITTED TO INCREASING THE DIVERSITY OF ITS FACULTY, STAFF AND STUDENTS. Information regarding campus safety at YSU, mandated by the Clery Act, is available at the following YSU web site: <http://www.ysu.edu/rjwhhk.pdf> or you may request a copy of "Your Right to Know" from the Office of Human Resources, 3rd Floor, Jones Hall, 330-941-3122.

**Rationale for Creation of Associate Vice President for Enrollment
Planning and Management**

1. Our future financial stability rests primarily on our ability to maximize enrollment.
2. Currently YSU is the only IUC University (except for Central) that does not have an executive officer whose sole responsibility is enrollment management.
3. Our NEO competitors have martialled significant resources to maximize their enrollment efforts:
 - a. Each University has 30+ Marketing staff compared to our 10.
 - b. Each University has 15-25 Admission professionals compared to our seven.
4. Our enrollment efforts could be enhanced significantly by attracting a senior enrollment management professional with a proven track record for success.
5. As we continue to successfully migrate our recruitment to a campus-wide ideal of “everybody plays a part”, we need a visible champion to coordinate and communicate our efforts on a full-time basis
6. Our enrollment management team (Deans Bryan DePoy, Joe Mosca and Associate Dean Mary Lou DiPillo) recommends that this investment is critical to our future success.

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 1 of 2



YOUNGSTOWN STATE UNIVERSITY

Issue Date: 4/13

Salary Range: G10

Reviewed By: JF/CT

TITLE: Associate Vice President for Enrollment Planning and Management

DEPARTMENT: Student Affairs

JOB SUMMARY:

Youngstown State University's Chief Enrollment Officer is responsible for refining, implementing, and managing a complete strategic enrollment management plan to meet university enrollment objectives. He/she provides leadership, innovative solutions, advice, and analysis to the vice president, cabinet and the university community (including fellow administrators, faculty members, staff and students) on all institutional enrollment and marketing strategies, research and initiatives, and assumes primary responsibility for developing and administering policies and procedures to ensure that the University's enrollment objectives, are met. The Chief Enrollment Officer oversees the University's marketing leadership team to support the ongoing development and management of the Youngstown State University brand across multiple constituent groups, ensuring that all enrollment initiatives advance the university brand in accordance with the University's strategic plan.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Advises the vice president and the cabinet on all university enrollment and marketing initiatives and coordinates with all university divisions and departments concerned with implementation and assessment of enrollment programming;

Coordinates and facilitates university-wide enrollment management and marketing analysis, planning, implementation and assessment processes. Serves as an ex-officio member of all university enrollment and marketing committees to assure progress in the planning and management of strategic enrollment initiatives;

Initiates and oversees all university enrollment management and marketing research, strategy development and implementation and recruitment programming;

Provides to the university community a regular and accurate supply of pertinent research on strategic enrollment management and marketing issues and trends at the local, regional, state and national levels;

Maintains an open-door policy, listening and responding to input on enrollment management and marketing concerns and suggestions expressed by university stakeholders;

Provides leadership to, and administers an aggressive program of professional development activities for, all professional enrollment management and marketing staff members;

Administers, recommends and evaluates all policies (including academic policies) related to various functional offices reporting to the position;

Develops, recommends and coordinates enrollment retention strategies and tactics in consultation with other university offices, divisions and departments;

Spearheads and supervises the planning, execution and assessment of enrollment and marketing functions, and facilitates collaborative enrollment-related efforts between and among various university offices, divisions and departments;

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 2 of 2

TITLE: Associate Vice President for Enrollment Planning and Management

Represents the University to external audiences and agencies when required or delegated by the vice president; and

Leads university-wide efforts to implement the Strategic Plan.

OTHER FUNCTIONS AND RESPONSIBILITIES:

Performs other related duties as assigned.

SUPERVISION EXERCISED:

This is a cabinet-level position reporting to the Vice President for Student Affairs. Units reporting to the Chief Enrollment Officer include the offices of Admissions and Marketing and Communications. Depending on the successful candidates' qualifications and experience, additional enrollment-related operations may be assigned to report to the Chief Enrollment Officer.

REPORTS TO: Vice President for Student Affairs

PHYSICAL REQUIREMENTS: None

MINIMUM QUALIFICATIONS:

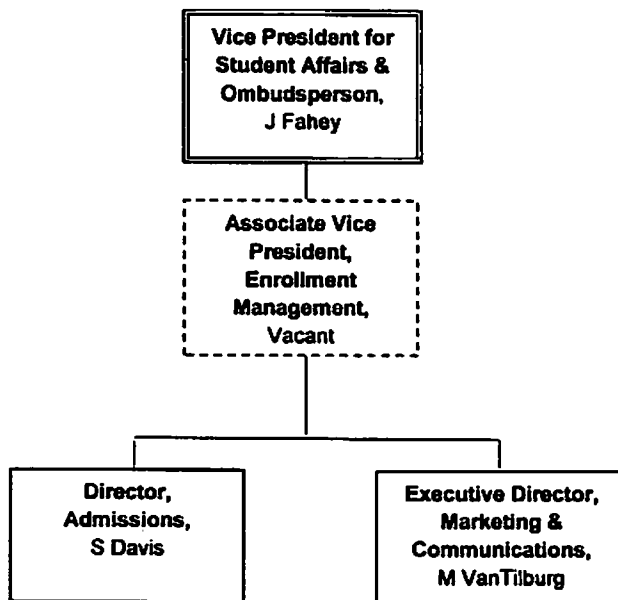
Master's degree in marketing, student personnel, higher education administration or related field and a minimum of five (5) years of progressively more successful experience in enrollment management and/or student recruitment and retention and/or university marketing. Demonstrated effective team management skills, communication skills and the ability to develop, execute and assess short- and long-term plans with unquestioned integrity. Excellent written, presentation and interpersonal skills; and an open and collegial approach to management required.

DESIRED QUALIFICATIONS

Effective experience working collaboratively with campus constituents and in multi-cultural and complex environments. Demonstrated ability to develop, implement and collaboratively enhance enrollment patterns at an urban institution.

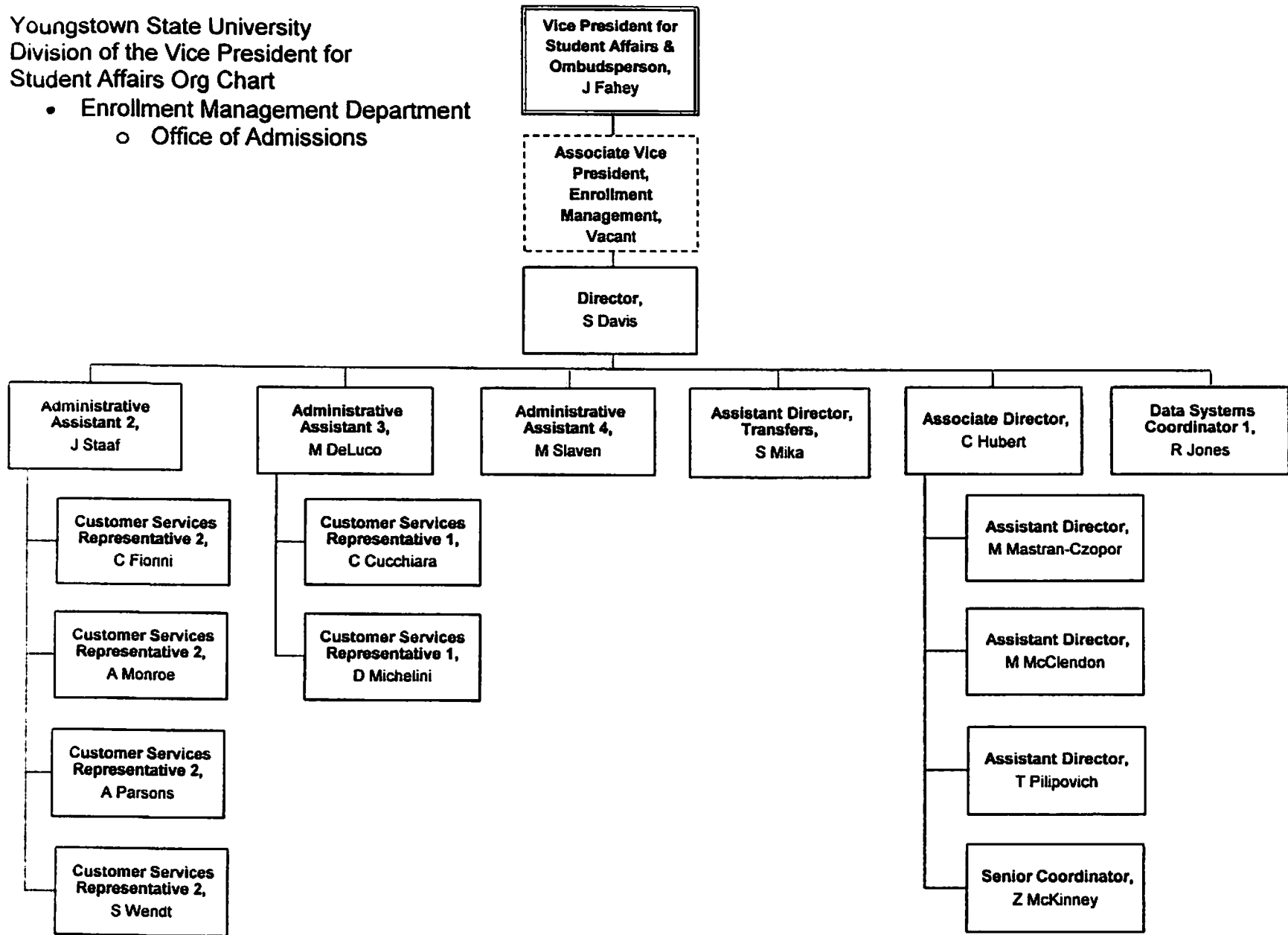
Youngstown State University
Division of the Vice President for
Student Affairs Org Chart

- Enrollment Management Department



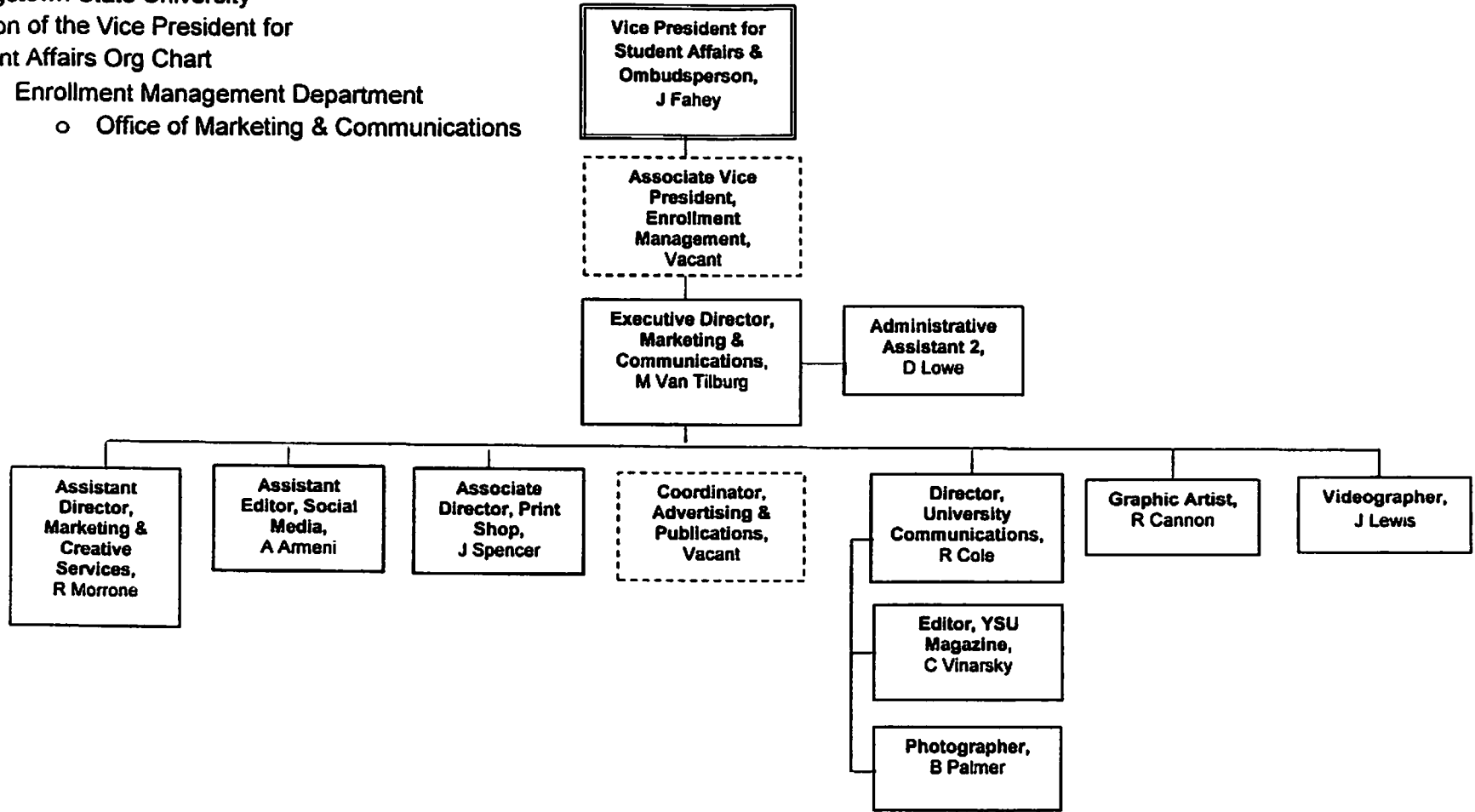
Youngstown State University
 Division of the Vice President for
 Student Affairs Org Chart

- Enrollment Management Department
 - Office of Admissions



Youngstown State University
Division of the Vice President for
Student Affairs Org Chart

- Enrollment Management Department
 - Office of Marketing & Communications



Youngstown State University
Division of the Vice President for
Student Affairs Org Chart

- Enrollment Management Department
 - Marketing & Communications Department
 - Print Shop

