

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

**John R. Jakubek, Chair
David C. Deibel, Vice Chair
All Trustees are Members
Randy J. Dunn, *Ex-Officio***

**Tuesday, September 10, 2013
3:00 p.m. or immediately following
previous meeting**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Disposition of Minutes for Meetings Held April 16, 2013; May 14, 2013; May 30, 2013; and June 4, 2013**
- B. Old Business**
- C. Committee Items**
 - 1. Human Resources**
 - a. Human Resources Action Items**
 - 1) Resolution to Approve Emergency Response Policy, 4018.01** **Tab 1**
John Beshara, Chief of Police, will report.
 - 2) Resolution to Modify Existing University Policies to Identify the New Office of Equal Opportunity and Policy Compliance** **Tab 2**
Cindy Kravitz, Director of Equal Opportunity and Policy Compliance, will report.
 - 3) Resolution to Ratify Appointments** **Tab 3**
Summary of appointments, promotions, and other personnel actions for faculty, classified civil service and professional/administrative staff and intercollegiate athletics coaching positions for June 18, 2013, through August 9, 2013. Board of Trustees approval is required for faculty, professional/administrative staff and intercollegiate athletics coaching position appointments.
Gene Grilli, Vice President for Finance and Administration, and Kevin Reynolds, Chief Human Resources Officer, will report.

b. Human Resources Discussion Items

- 1) **Administrative or Executive Officer Position** **Tab 4**
Dr. Ikram Khawaja, Provost and Vice President for Academic Affairs, will report.
- 2) **Report of Collective Bargaining and Negotiations Subcommittee**
A verbal report of the Collective Bargaining and Negotiations Subcommittee will be presented. John R. Jakubek will report.
- 3) **Report of Intercollegiate Athletics Subcommittee**
A verbal report of the Intercollegiate Athletics Subcommittee will be presented. David C. Deibel will report.

2. General Counsel Update

a. General Counsel Update Discussion Item

- 1) **Litigation Report** **Tab 5**
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 Emergency Response Policy, 4018.01

STAFF CONTACT(S): John Beshara, Chief of Police

BACKGROUND: The new policy authorizes the creation and implementation of the University's Comprehensive Emergency Management Plan (CEMP) which will continually be refined as new methodologies and or threats emerge. With the implementation of this plan, the University is well positioned to effectively respond to emergencies, minimizing the impact while maximizing the effectiveness of University resources. The plan will also set in motion the groundwork for preparing, mitigating, responding and returning to normal operations from any hazard.

SUMMARY AND ANALYSIS:

- The purpose of the CEMP is to maximize human safety and survival, minimize danger, preserve and protect property and critical infrastructure, provide for responsible communications with the University Community and the public during and after an emergency, and restore normal activities.

- It is the policy of the University to prepare for and effectively respond to emergencies and other conditions that present a serious threat to the University Community. This is accomplished by the following elements included in the CEMP:
 - The emergency management authority of the University President as defined in Guidebook policy 4018.01
 - A common goal and purpose
 - The Department Emergency Operations Plan
 - The Emergency Resource Team
 - The coordinating role of the YSU Police Department
 - Use of available University-wide processes to mitigate potential threats posed by individuals and or groups
 - Collaboration with local, state and federal emergency partners
 - Adoption of the National Incident Management System
 - Effective emergency communications and notifications

RESOLUTION:

RESOLUTION TO APPROVE
EMERGENCY RESPONSE POLICY

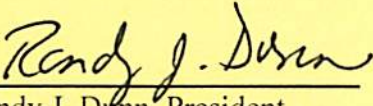
WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

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 creation of an Institutional Policy governing Emergency Response, policy number 4018.01 of the *University Guidebook*, shown as Exhibit __ attached hereto.

RECOMMEND APPROVAL:



Randy J. Dunn, President

Board of Trustees Meeting
September 25, 2013
YR 2014-

NEW POLICY
UNIVERSITY GUIDEBOOK

Title of Policy:	Emergency Response
Responsible Division/Office:	Office of the President
Approving Officer:	President
<i>Revision History:</i>	
Resolution Number(s):	YR 2014-
Board Committee:	University Affairs
EFFECTIVE DATE:	September 25, 2013
Next Review:	2018

Policy: In the event of an emergency the President or designate are authorized to declare that an emergency situation exists and to invoke the University's Comprehensive Emergency Management Plan.

Definitions:

Emergency. An emergency is an event or condition that presents an imminent risk of death, serious injury or illness to the University community, suspension or significant disruption of University operations, significant physical or environmental damage, or significantly affects the University's financial well being. Specific emergencies or classes of emergencies are listed in the University's Comprehensive Emergency Management Plan.

Comprehensive Emergency Management Plan. The University's Comprehensive Emergency Management Plan is a statement of policy and procedures regarding emergency management. It assigns tasks and responsibilities to University officials specifying, and in some cases redefining, their roles during specific emergency situations. The Comprehensive Emergency Management Plan is also the University's published authoritative strategies and directives to prepare for, mitigate, respond to, and recover from actual or potential emergencies university-wide. The University's Comprehensive Emergency Management Plan references second-level "departmental emergency operations plans" that prescribe changes in functional responsibilities and operations by and/or within that specific department during an emergency.

Authorities and Responsibilities:

Reacting to reported or predicted campus or environmental situations, the President or designee is authorized to declare that an emergency exists and to direct the implementation of the Comprehensive Emergency Management Plan.

The President or designee has the authority to invoke the full force of State and local laws and to exercise all necessary emergency authority to respond to the threat of lives and property and to restore normal University operations with minimal interruption.

The Comprehensive Emergency Management Plan may, depending upon the type of emergency, redefine authorities within the University during a specific emergency.

With the declaration of a University emergency, all officers and essential personnel of YSU are directed to undertake appropriate and rapid response, to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and to comply with all University emergency procedures, applicable regulations as well as state and local laws. Work rules and associated compensation will be governed by applicable labor contracts and University policy.

All members of the University community, including faculty, students, staff and visitors, are required to comply with emergency procedures, to cooperate with University response personnel as well as with public officials and emergency service operatives in executing emergency plans and to obey and comply with the lawful directions of properly identified officers.

In response to a specific emergency and depending on the circumstances, the President may direct each executive officer where to report.

The University will plan and implement an annual emergency management training program for identified members of the University community.

Implementation:

The President directs that the University, led by the Chief of University Police and the Director of Environmental and Occupational Health and Safety, shall create, maintain and annually update the University's Comprehensive Emergency Management Plan. The plan shall include, at a minimum, the following:

- The common goal to maximize human safety and survival, minimize danger, preserve and protect property and critical infrastructure, provide for responsible communication with the University community and the general public during and after an emergency, and restore normal activities;

- Plans, and the associated use of University resources, to prevent or otherwise mitigate potential emergencies;
- The establishment of a University emergency planning and response team;
- Collaboration with local emergency management partners;
- An effective means of public emergency notification;
- Departmental-level emergency operations planning, education, and training;
- Adoption of the National Incident Management System; and
- A University communication and education plan for emergency response.

The President will direct each executive officer to ensure their awareness of, and compliance with, this policy and with the Comprehensive Emergency Management Plan, and to further ensure that such awareness and compliance is promulgated throughout each of their respective divisions.

AGENDA ITEM: C.1.a.2.

AGENDA TOPIC: Resolution to Modify Existing University Policies to Identify the New Office of Equal Opportunity and Policy Compliance

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

BACKGROUND: The Board of Trustees approves modifications to existing University Policies. University Policies dealing with employment, equal opportunity, discrimination, harassment and hiring practices currently reference the Office of Equal Opportunity and Diversity (EOD). The EOD is no longer in existence and the responsibilities of the EOD, both primary and in consultation with other University Offices or Departments, dealing with equal employment, equal opportunity, discrimination, harassment and hiring practices have been assigned to the newly created Office of Equal Opportunity and Policy Compliance.

SUMMARY AND ANALYSIS:

- The purpose of the resolution is to approve modifications of existing University Policies which address equal employment, equal opportunity, discrimination, harassment and hiring practices in order to identify the new Office of Equal Opportunity and Policy Compliance as the University office with primary and/or consulting responsibilities under these Policies.
- The modification of these Policies will allow the Office of Equal Opportunity and Policy Compliance to modify applicable guidelines and procedures in order to maintain consistency with University Policies and inform the University community and general public of the existence and responsibilities of the Office of Equal Opportunity and Policy Compliance.

RESOLUTION:

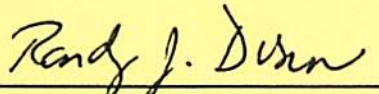
**RESOLUTION TO MODIFY
EXISTING UNIVERSITY POLICIES TO IDENTIFY THE
NEW OFFICE OF EQUAL OPPORTUNITY AND POLICY COMPLIANCE**

WHEREAS, the University's Office of Equal Opportunity and Diversity (EOD) is no longer in existence and the responsibilities of the EOD relating to equal employment, equal opportunity, discrimination, harassment and hiring practices have been assigned to the new Office of Equal Opportunity and Policy Compliance (EOPC); and

WHEREAS, existing University Policies, addressing equal employment, equal opportunity, discrimination, harassment and hiring practices reference the former Office of Equal Opportunity and Diversity;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Youngstown State University does hereby authorize that existing University Policies, which address equal employment, equal opportunity, discrimination, harassment and hiring practices shall be modified and the name of the new Office of Equal Opportunity and Policy Compliance shall replace the name of the former Office of Equal Opportunity and Diversity.

RECOMMEND APPROVAL:



Randy J. Duhn, President

Board of Trustees Meeting
September 25, 2013
YR 2014-

AGENDA ITEM: C.1.a.3.

AGENDA TOPIC: Resolution to Ratify Appointments

STAFF CONTACT(S): Gene Grilli, Vice President for Finance and Administration, 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: Summary of appointments, promotions, and other personnel actions for faculty, classified civil service and professional/administrative staff and intercollegiate athletics coaching positions for June 18, 2013, through August 9, 2013. Board of Trustees approval is required for faculty, professional/administrative staff and intercollegiate athletics coaching position appointments.

RESOLUTION:

**RESOLUTION TO RATIFY
APPOINTMENTS**

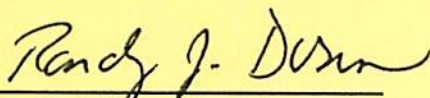
WHEREAS, the *Policies of the Board of Trustees* direct the President to appoint such employees as are necessary to effectively carry out the operation of the University; and

WHEREAS, new appointments have been made subsequent to the May 30, 2013, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2013-2014 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.

RECOMMEND APPROVAL:



Randy J. Dunn, President

Board of Trustees Meeting
September 25, 2013
YR 2014-

SUMMARY OF PERSONNEL ACTIONS

Appointments – 29

New Positions - 4

- Faculty - 3
- Professional/Administrative - 1

Replacement Positions - 25

- Faculty - 10
- Professional/Administrative - 11
- Classified Civil Service - 4

Separations – 42

Resignations - 9

- Faculty - 4
- Professional/Administrative - 4
- Classified Civil Service - 1

Retirement - 24

- Faculty - 20
- Professional/Administrative - 4

Non-renewal - 9

- Faculty - 9

**YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS**

APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL

NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Vacated Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY/ FTE	COMMENTS
Ms. Mona Bahl	F/U	Replacement \$95,857	Assistant Professor	Management	8/14/2013	1.0 \$110,000	\$4,413 increase
Ms. Kelly Clark	F/C	Replacement \$55,288	Clinical Instructor	Nursing	8/14/2013	1.0 \$45,500	\$9,788 decrease
Dr. Brett P. Conner	M/U	New	Assoc Prof/Dir of Adv Manufacturing Workforce Initiatives	Mechanical and Industrial Eng.	8/14/2013	1.0 \$99,167	\$99,167 increase
Mr. Robert Gilliland	C/M	Replacement \$73,872	Instructor	Computer Science and Information Systems	8/14/2013	1.0 \$48,000	\$25,872 decrease
Dr. Susheel Kolwalkar	M/U	New	Assistant Professor	Civil/Enviromental and Chemical Eng.	8/14/2013	1.0 \$60,000	\$60,000 increase
Dr. Holly Martin	F/C	Replacement \$105,485	Assistant Professor	Civil/Enviromental and Chemical Eng.	8/14/2013	1.0 \$65,000	\$40,485 decrease
Ms. Jill Rankin	F/C	Replacement \$57,000	Clinical Instructor	Nursing	8/14/2013	1.0 \$45,500	\$11,500 decrease
Dr. Suresh Sharma	M/U	Replacement \$55,000	Assistant Professor	Civil/Enviromental and Chemical Eng.	8/14/2013	1.0 \$65,000	\$10,000 increase
Ms. Silvia Stefan	C/F	Replacement \$76,288	Assistant Professor	Health Professions	8/14/2013	1.0 \$51,238	\$25,050 decrease
Mr. Derrick T. Vanmeter	M/C	Replacement \$76,563	Assistant Professor	Theater and Dance	8/14/2013	1.0 \$51,238	\$25,325 decrease
Mr. Abel Waithaka	M/B	Replacement \$57,470	Instructor	Human Ecology/ Teacher Education	8/14/2013	1.0 \$54,000	\$3,470 decrease
Dr. Jinsong Yu	M/A	New	Assistant Professor	Civil/Enviromental and Chemical Eng.	8/14/2013	1.0 \$58,000	\$58,000 increase
Dr. Feng Yu	M/A	Replacement \$91,861	Assistant Professor	Computer Science and Information Systems	8/14/2013	1.0 \$72,000	\$19,861 decrease

**YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS**

PROMOTIONS FOR BOARD OF TRUSTEE APPROVAL

NAME		SALARY INCREASE	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS
None.							

TRANSFERS FOR BOARD OF TRUSTEE APPROVAL

NAME			TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS
None.							

SEPARATIONS

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

Dr. Louise Aurilio	F/C	Faculty	Assistant Professor	Biological Sciences	6/30/2013		
Dr. Stephen Ausmann	M/C	Faculty	Professor	Dana School of Music/Teacher Education	5/14/2013		
Dr. Ivabia del Pozo	F/H	Faculty	Professor	Foreign Languages and Literatures	6/30/2013		
Dr. Marianne Dove	F/C	Faculty	Professor	Counseling, Special Education & School Psychology	5/25/2013		
Dr. Janice Elias	F/C	Faculty	Professor/Chair	Human Ecology	6/1/2013		
Dr. Audrey Ellenwood	F/C	Faculty	Associate Professor	Counseling, Special Education & School Psychology	6/30/2013		
Dr. William Fry	M/C	Faculty	Professor	Psychology	6/30/2013		
Mr. Michael Gelfand	M/C	Faculty	Professor	Dana School of Music	5/14/2013		
Dr. Suzan Harper	F/C	Faculty	Assistant Professor	Computer Science and Information Systems	5/14/2013		

**YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS**

SEPARATIONS							
NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE		COMMENTS
Dr. Randy Hoover	M/C	Faculty	Professor	Teacher Education	5/25/2013		
Dr. Ram Kasuganti	M/A	Faculty	Professor/Chair	Management	6/30/2013		
Dr. Hyun Kim	M/A	Faculty	Professor	Mechanical and Industrial Engineering	5/14/2013		
Dr. James Kohut	M/C	Faculty	Associate Professor	Marketing	6/30/2013		
Dr. Lim Soon-Sik	M/A	Faculty	Professor	Civil/Environmental and Chemical Engineering	5/14/2013		
Dr. Richard McEwing	M/C	Faculty	Professor	EFRTL	5/31/2013		
Dr. John Murphy	M/C	Faculty	Professor	Theater and Dance	5/14/2013		
Dr. Zbigniew Piotrowski	M/C	Faculty	Professor	Mathematics and Statistics	5/14/2013		
Dr. James Pusch	M/C	Faculty	Associate Professor	EFRTL	5/14/2013		
Dr. Jane Shanabarger	F/C	Faculty	Associate Professor	Theater and Dance	5/15/2013		
Dr. Janet Williams	F/C	Faculty	Professor	Teacher Education	5/25/2013		
Resignations							
Ms. Carmella Hill	F/B	Faculty	Instructor	Counseling, Special Education and School Psychology	5/14/2013		
Dr. Stephen Rhoden	M/U	Faculty	Postdoctoral	Chemistry	5/22/2013		
Dr. Rocio Rosales	M/H	Faculty	Assistant Professor	Psychology	6/30/2013		
Dr. Julie Thomas	F/A	Faculty	Associate Professor	Psychology	5/14/2013		

**YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS**

SEPARATIONS							
NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE		COMMENTS
Non renewals							
Dr. Lewis Caccia	M/C	Faculty	Assistant Professor	English	5/14/2013		
Dr. Wilhelminia Djoletto	F/B	Faculty	Assistant Professor	EFRTL	5/14/2013		
Ms. Bethaney Krzys	F/C	Faculty	Instructor	Geography	5/14/2013		
Dr. Benjamin McGee	M/B	Faculty	Assistant Professor	Counseling, Special Education and School Psychology	5/14/2013		
Dr. Rajendran Pandian	M/A	Faculty	Assistant Professor	Management	5/14/2013		
Ms. Lucy Repko	F/C	Faculty	Instructor	Human Ecology	5/14/2013		
Mr. Burton Speakman	M/C	Faculty	Instructor	English	5/14/2013		
Ms. Nicole Strollo	F/C	Faculty	Instructor	Nursing	5/14/2013		
Dr. Rahim Tadayon	M/C	Faculty	Assistant Professor	Civil/Environmental & Chemical Engineering	5/14/2013		

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U = Unidentified

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED PERSONNEL ACTIONS**

APPOINTMENTS FOR INFORMATION ONLY

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Mr. Gordon Slanina	M/C	Replacement \$76,586	Data Systems Coordinator I	YSU Bookstore	6/30/2013	1.0 \$33,862	\$42,724 decrease
Ms. Carrie Miller	F/C	Replacement \$32,432	Secretary	Upward Bound	7/8/2013	.75 \$24,086	\$8,346 decrease
Mr. Michael Kennedy	M/C	Replacement \$39,187	Building Maintenance Supervisor	Facilities	7/15/2013	1.0 \$34,840	\$4,347 decrease
Ms. Alycia Sutherin	F/C	Replacement \$48,984	Grant Funds Coordinator	Controllers Office	7/15/2013	1.0 \$40,851	\$8,133 decrease

PROMOTIONS FOR INFORMATION ONLY

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
Mr. Bryan Remias		\$69,950	University Law Enforcement Supervisor	YSU Police	7/14/2013	\$61,131	

TRANSFERS FOR INFORMATION ONLY

NAME			TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS
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None.

DEMOTIONS FOR INFORMATION ONLY

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

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED PERSONNEL ACTIONS**

RECLASSIFICATIONS FOR INFORMATION ONLY							
NAME		NEW SALARY	TITLE	DEPARTMENT	EFFECTIVE DATE	PREVIOUS SALARY	COMMENTS
Ms. Cindy Blevins		\$51,563	Human Resource Analyst 2	Human Resources	6/3/2013	\$48,984	
Ms. Fran LeGoullon		\$41,225	Human Capital Management Analyst	Human Resources	8/12/2012	\$39,187	
Ms. Linda Moore		\$41,225	Human Capital Management Analyst	Human Resources	7/29/2012	\$39,187	
Ms. Megan Park		\$39,437	Human Resource Analyst 2	Human Resources	6/3/2013	\$34,778	
Ms. Melanie Leonard		\$37,586	Administrative Assistant 1	Student Life	3/10/2013	\$35,635	

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

SEPARATIONS							
NAME	GENDER/RACE*		TITLE	DEPARTMENT	SEPARATION DATE		COMMENTS

Retirements

None.

Resignations

Mr. Matthew Guza	C/F		Network Administrator 2	Media and Academic Computing	5/22/2013		Resigned
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U = Unidentified

**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
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None.

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			TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		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.

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.

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

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

None.

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

Retirements

Ms. Cynthia Anderson	F/C		President	Office of the President	6/30/2013		
Ms. Madeleine Haggerty	F/C		Director, Dental Hygiene Program	Health Professions	6/30/2013		
Mr. Michael Cretella	M/C		Deputy Chief	YSU Police	7/31/2013		

Resignations

Ms. Leigh Ann Waring	F/C		Director, Undergraduate Student Services	WCBA	6/20/2013		
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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

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL/ADMINISTRATIVE (APAS)
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</i> <i>(Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Mr. Michael Greco	M/C	Replacement \$35,700	Coordinator, CSP Disability Services	Center for Student Progress	6/3/213	1.0 \$40,451	\$4,751 increase
Mr. Ian Tanner	M/C	Replacement \$39,000	Assistant Director Recruitment and Meal Plans	Housing and Resident Life	7/1/2013	1.0 \$39,000	
Ms. Angela Mavrikis	F/C	Replacement \$46,499	Advertising and Publications Coordinator	Marketing and Communications	7/8/2013	1.0 \$38,265	\$8,234 decrease
Ms. Maura Picciano	F/C	Replacement \$32,204	Coordinator, CSP	Center for Student Progress	7/8/2013	1.0 \$33,214	\$1,010 increase
Ms. Martha Dettl	F/C	Replacement \$10,614	Assistant Athletic Trainer	Athletics	7/18/2013	1.0 \$36,000	\$25,386 increase
Ms. Alexis Hall	F/C	Replacement \$29,000	Housing Coordinator	Housing and Resident Life	8/1/2013	1.0 \$27,670	\$1,330 decrease
Mr. Matthew Rollins	M/C	Replacement \$50,497	Coordinator of Facilities and Programs	Athletics	8/1/213	1.0 \$38,839	\$11,658 decrease
Ms. Christina Costello	F/C	New	Academic Advisor	WCBA	8/5/2013	.5 \$16,000	\$16,000 increase

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

NAME		NEW SALARY	TITLE	DEPARTMENT	PREVIOUS POSITION	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 (APAS)
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	EFFECTIVE DATE	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	EFFECTIVE DATE	PREVIOUS SALARY	COMMENTS
Ms. Connie Eddy		\$30,432	Coordniator of Athletics Business Operations	Athletics	3/1/2013	\$28,983	5% between grade adjustment
Mr. Joseph Conroy		\$55,891	Coordinator of Facilities and Programs	Athletics	2/16/2013	\$53,203	5% within grade adjustment
Mr. Christopher Hartman		\$39,396	Associate Broadcast Engineer	WYSU-FM	2/1/2013	\$37,520	5% within grade adjustment
Mr. Todd Pilipovich		\$46,740	Assistant Director of Technology and Recruitment	Undergraduate Admissions	3/16/2013	\$44,514	5% between grade adjustment

SEPARATIONS

NAME	GENDER/RACE*		TITLE	DEPARTMENT	SEPARATION DATE		COMMENTS
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Retirements

Mr. William Schilling	M/C		Associate Staff Designer	Theater and Dance	6/30/2013		
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Resignations

Ms. Heather Chunn	F/C		Senior Development Officer	University Development	6/28/2013		
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**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL/ADMINISTRATIVE (APAS)
PERSONNEL ACTIONS**

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

**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</i> <i>(Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Mr. Nathan Miklos	M/C	Replacement \$27,049	Head Coach, Women's Golf	Athletics	7/1/2013	.75 \$36,065	\$9,016 increase
Ms. Katharine Stefl	F/C	Replacement \$32,169	Assistant Coach, Swimming & Diving	Athletics	7/16/2013	1.0 \$32,169	
Ms. Natalie Borland	F/C	New	Assistant Coach, Volleyball	Athletics	8/1/2013	.75 \$23,660	\$23,660 increase
Mr. Kyle Rivera	M/H	Replacement \$27,700	Assistant Coach Football - Video	Athletics	8/1/2013	1.0 \$28,254	\$554 increase

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		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
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
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	GENDER/RACE*		TITLE	DEPARTMENT	SEPARATION DATE		COMMENTS
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Retirements

None.

Resignations

Ms. Roseann Schwartz	F/C		Head Coach Women's Golf	Athletics	6/30/2013		
Mr. Brian Keidel	M/U		Assistant Coach, Football	Athletics	7/16/2013		

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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

AGENDA ITEM: C.1.b.1.

AGENDA TOPIC: Administrative or Executive Officer Position

STAFF CONTACT(S): Dr. Ikram Khawaja, Provost and Vice President for Academic Affairs

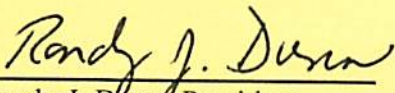
BACKGROUND: As the Graduate School vacancy took place upon the retirement of Dr. Peter Kasvinsky, the future direction of the School of Graduate Studies and Research was discussed. Deans were consulted and based upon their conclusion a proposal was made to provide a leadership position in the School 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. As had been reported to the Board at the June 12, 2013 meeting, this leadership position of Associate Provost and Dean of Graduate Studies was to be held until the new President was on board and now we are in a position to request the approval of this.

SUMMARY AND ANALYSIS: Based on the above, the position of Associate Provost and Dean of Graduate Studies and Research is being submitted for approval.

RESOLUTION: N/A – DISCUSSION ITEM REQUIRING APPROVAL

Note: Please see attached **Graduate Studies Update** for more background.

REVIEWED AS TO FORM AND CONTENT:



Randy J. Dunn, President

Graduate Studies Update

Background

- As a result of the vacancy in the Graduate School, the deans were asked to review the responsibilities of the Associate Provost for Research and Dean of the School of Graduate Studies and make a recommendation that is in conformity with YSU's Strategic Plan.
- The Provost reviewed the recommendation (below) and supports the "Preferred Approach" of their recommendation with one change:
 - Rather than first conducting an internal search for an interim associate dean followed by a second search a year later for an associate dean (non-interim), the Provost supports an initial internal search for an associate dean.
 - Only if a suitable candidate for associate dean cannot be found will an interim be appointed.

Current Status

- A search committee has been appointed: Dean Joseph Mosca, Chair (BCHHS), Rangamohan Eunni (WCBA), Michael Crescimanno (STEM), Steven Brown (CLASS), Samuel Adu-Poku (F&PA and BCOE), and Teri Riley (Provost's Office). By the end of March or early April, a call for applications for the associate dean position will go out to the faculty. We hope to conclude the search by the end of May 2013.

Next Steps

- The leadership position as recommended by the deans, "Vice Provost for Research and Dean of Graduate Studies," will be a national search. The search will be initiated as we establish next year's budget and will be conducted after the new president is fully on board.

Preferred Approach as Recommended by the Deans:

Establish position of **Vice Provost for Research and Dean of the School of Graduate Studies** and establish a new position of associate dean of the School of Graduate Studies. The Vice Provost/Dean would provide vision and leadership for advancing research and graduate programming at YSU. The associate dean would handle the administrative operations of the Graduate School. This structure would provide increased emphasis on and leadership for advancing the research and grant priorities of YSU. In addition, we recommend an external search, to begin immediately, for the Vice Provost position and an internal search, to begin immediately, for an interim associate dean. We believe it would be beneficial to have an interim associate dean on board as soon as possible to handle graduate school issues and to ensure that the new Vice Provost will have an associate dean position in place. The new VP can then conduct an internal search for an associate dean.

Youngstown STATE UNIVERSITY

EVALUATION OF POSITION VACANCY FORM

Date Prepared August 16, 2013

Employee Name and Banner ID Peter J. Kasvinsky, Y00401888

Position Title Associate Provost and Dean of Graduate Studies and Research Existing annual salary \$154,610

Department School of Graduate Studies and Research

Division Academic Affairs

Position reports to: Provost and Vice President for Academic Affairs

Effective Date of Vacancy February 1, 2013

Please indicate the action(s) recommended for the above-referenced position:

- Eliminate position – no need to fill
- Responsibilities can be divided and given to other employees (identify employees below)
- Fill position as presently constituted immediately upon vacancy (attach job description)
- Fill position as presently constituted within ___ to ___ days after vacancy
- Restructure and audit position (job description needs to be developed)
- Fill position as a component of a unit or departmental restructuring

Justification for posting in FY 13-14:

Dean Kasvinsky's retirement provided the opportunity to restructure the Graduate School, as per the recommendation of the academic deans. Functions such as representing YSU at Regents Research Officers Council, Ohio DOE, OBOR, NSF, NIH, Department of Defense, etc., and fostering research and overseeing grants/sponsored programs are essential.

Additional comments and identification of impacted employees/positions:

(Attach additional pages if necessary)

Completed by _____ Date _____

(Dean/Executive Director or other appropriate hiring authority)

Approved by: _____ Date _____
(President, Provost, VP)

Approved by Cabinet: _____ Date _____

PROFESSIONAL/ADMINISTRATIVE STAFF

POSITION DESCRIPTION

Page 1 of 3

Issue Date:

Salary Range: AI 1

Reviewed By:

YOUNGSTOWN STATE UNIVERSITY

TITLE: Associate Provost and Dean of Graduate Studies and Research

DEPARTMENT: School of Graduate Studies and Research

JOB SUMMARY:

To plan, administer and evaluate the educational, financial and personnel activities of the School of Graduates Studies and research and scholarship activities in University. Authorizes institutional grants and sponsored program applications and contracts. Oversees planning, administration, evaluation, and operational programs that encompass grants and sponsored programs and faculty research development through specific graduate school and University-wide programs.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Provide leadership for advancing research at YSU including research and graduate programs that contribute to the development of the region.

Plans, administers and evaluates educational, operational, financial, and personnel activities of School of Graduate Studies (including the Office of Grants and Sponsored Programs) and research and scholarship activities of University.

Enhance and develop collaborative and interdisciplinary research programs.

Oversees and facilitates that planning, development and maintenance of quality programs of graduate study.

Facilitates and administers governance process of School of Graduate Studies through Graduate Council.

Appoints Associate, Adjunct, and Designated Members of Graduate Faculty and appoints Regular Members of Graduate Faculty upon recommendation of Graduate Council.

Certifies all graduate students for graduation.

Negotiates and develops inter- institutional educational agreements for graduate school programs on behalf of University.

Appoints faculty members to University Research Council and to Research Professorship Committee.

Coordinates appointment of Research Professorships and approves and appoints Research Professors upon recommendation of faculty Research Professorship Committee.

Stimulates and encourages faculty research and scholarship. Identifies areas of incipient research excellence and develops programs or mechanisms for their development. Assists with economic development of region and state by assuring that a supportive research infrastructure has been developed.

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 2 of 3

TITLE: Associate Provost and Dean of Graduate Studies and Research

Reviews and approves all applications for external funding and negotiates, prepares (or oversees negotiation and preparation of), and approves grant and sponsored program agreements and contracts for the University as "Authorized Institutional Official".

Approves and/or recommends matching funds for outside funding proposals.

Approves waivers of indirect costs for outside funding proposals.

Oversees institutional policies on intellectual property and negotiates intellectual property agreements as required.

Administers graduate school programs for scholarship and research development of the faculty.

Oversees planning, administration, evaluation, and operational programs that function through Office of Grants and Sponsored Programs.

Develops and/or approves policies related to administration of research, grants and sponsored programs.

Develops, implements, and oversees institutional policies related to compliance with federal and state regulations for animal care, human subjects usage, and other related areas of institutional liability in research, scholarship, or grants and sponsored programs.

Appoints members to Institutional Animal Care and Use committee and to the Human Subjects Research Committee on behalf of the President.

Acts as University compliance official with signature authority for federally funded grants administration issues.

Represents the University to external constituencies, including Regents Research 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 Department of Environment, US Corps of Engineers, Regents Advisory Committee on Graduate Study (when needed), etc; and high level business, educational and government leaders.

OTHER FUNCTIONS & RESPONSIBILITIES:

Performs other related duties as assigned.

SUPERVISION EXERCISED:

Has signature authority over the Associate Dean, Director of Grants and Sponsored Programs, and the Director of Undergraduate Research.

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 3 of 3

TITLE: Associate Provost and Dean of Graduate Studies and Research

REPORTS TO: Provost and Vice President of Academic Affairs

PHYSICAL REQUIREMENTS:

None

REQUIRED CERTIFICATIONS AND/OR LICENSURES:

None

MINIMUM QUALIFICATIONS:

Earned doctoral degree in academic discipline available at University with academic experience, including teaching at the undergraduate and graduate level and scholarly productivity in peer-reviewed publications, sufficient to justify appointment to rank of Full Professor with tenure. Academic administrative experience demonstrating knowledge of graduate program development, administration and/or admissions processes is necessary. Experience in obtaining nationally competitive external funding and institutional administration of grants and sponsored programs. Excellent writing, oral and interpersonal skills are required.

AGENDA ITEM: C.2.a.1.

AGENDA TOPIC: Litigation Report

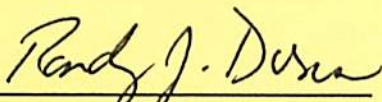
STAFF CONTACT(S): Holly A. Jacobs, General Counsel

BACKGROUND: The Board meets quarterly to discuss and review matters of litigation.

SUMMARY AND ANALYSIS: The Board will meet in executive session to discuss pending and imminent litigation, personnel and possibly collective bargaining matters.

RESOLUTION: N/A – DISCUSSION ITEM ONLY

REVIEWED AS TO FORM AND CONTENT:



Randy J. Dunn, President

Board of Trustees meets in executive session to discuss.