

Revised

**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, November 29, 2012
3:00 p.m. or immediately following
previous meeting**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Disposition of Minutes for Meeting Held September 13, 2012**
- B. Old Business**
- C. Committee Items**
 - 1. Human Resources**
 - a. Human Resources Action Items**
 - 1) Resolution to Approve Workplace Violence Policy** **Tab 1**
Kevin Reynolds, Chief Human Resources Officer, will report.
 - 2) Resolution to Modify Acceptable Use of University Technology Resources Policy** **Tab 2**
Gene Grilli, Vice President for Finance and Administration, and Ken Schindler, Associate Vice President and Chief Technology Officer, will report.
 - 3) Resolution to Modify Civic Leave with Pay, Excluded Professional/ Administrative and Excluded Classified Staff Policy** **Tab 3**
Kevin Reynolds, Chief Human Resources Officer, will report.
 - 4) Resolution to Modify Hiring and Selection Process, Contracts and Compensation for Intercollegiate Athletic Coaches Policy** **Tab 4**
Kevin Reynolds, Chief Human Resources Officer, will report.

- 5) **Resolution to Modify Classified Civil Service Employees Policy** **Tab 5**
Kevin Reynolds, Chief Human Resources Officer, will report.
- 6) **Resolution to Modify Domestic Partner Benefits Policy** **Tab 6**
Kevin Reynolds, Chief Human Resources Officer, will report.
- 7) **Resolution to Modify Employment of Students (Other than Work Study) Policy** **Tab 7**
Jack Fahey, Vice President of Student Affairs and Ombudsperson, will report.
- 8) **Resolution to Ratify Faculty/Staff Appointments** **Tab 8**
Summary of appointments, promotions, and other personnel actions for faculty, professional/administrative and classified civil service staff for July 1, 2012, through September 30, 2012. Board of Trustees approval is required for faculty and professional/administrative staff appointments. Gene Grilli, Vice President for Finance and Administration, will report.

b. Human Resources Discussion Items

- 1) **Report of Collective Bargaining and Negotiations Subcommittee**
A verbal report of the Collective Bargaining and Negotiations Subcommittee will be presented. Scott R. Schulick will report.
- 2) **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 New *Guidebook Policy*:

7001.04 Workplace Violence

This is a new policy to reflect our response to workplace violence.

**RESOLUTION TO APPROVE
WORKPLACE VIOLENCE 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 Workplace Violence, policy number 7001.04 of the *University Guidebook*, shown as Exhibit __ attached hereto.

NEW POLICY
UNIVERSITY GUIDEBOOK

Title of Policy:	Workplace Violence
Responsible Division/Office:	Human Resources
Approving Officer:	President
<i>Revision History:</i>	July 2012
Resolution Number(s):	YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	
Next review:	2017

Policy: The policy provides a process and procedure that delineates Youngstown State University's commitment to providing a supportive work and learning environment that is safe, secure, and free from threats, intimidation and violence.

Purpose

The policy promotes an environment that encourages knowledge acquisition and productive employment, by assuring an appropriate and prompt response to any violence or threat of violence. Any incident will be managed in a professional manner utilizing all appropriate measures to preserve the confidentiality and autonomy of the affected individuals.

Definitions

Workplace Violence: any harm or threat of harm to a person or to property in the workplace. Workplace violence may include physical violence; sexual, emotional, and psychological intimidation; verbal abuse; possession of a deadly weapon; and/or use of University property or resources including telephone, fax machine, email, internet, or other means to threaten, harass, or abuse someone.

Workplace: any University owned or controlled property or University services or events.

Family and Relationship Violence: any type of domestic violence as defined by Ohio Revised Code 2919.25.

Deadly Weapon: any instrument, device, or thing capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed, carried, or used as a weapon as defined by Ohio Revised Code 2923.11.

Zero Tolerance: All reported incidents will be investigated. The University will take swift and remedial action to protect the rights of employees, faculty and students.

Policy Details and Procedures

I. Conduct or Behavior Not Tolerated by the University

- A. Any direct or implied threats.
- B. Physical conduct that results in harm to people or property.
- C. Possession of any deadly weapons on University property or at University sponsored events.
- D. Intimidation or harassment that disrupts the work or learning environment and/or results in fear for personal safety.
- E. Inappropriate use of University facilities, resources, or time as a means of threatening, harassing, or abusing individuals/persons.

II. Consequences for Policy Violations

- A. University employees determined to be in violation of this policy will be subject to corrective action to include termination consistent with University policies and bargaining unit agreements.
- B. Students as perpetrators will be dealt with in accordance with the Student Code of Conduct.
- C. Perpetrators of workplace or family and relationship violence occurring in the workplace may be required to complete a program of intervention which may include an educational program, counseling, and/or ongoing treatment. Youngstown State University's Employee Assistance Program can provide the necessary services or referral to the necessary resources.
- D. Perpetrators may be determined Persona Non Grata pursuant to Guidebook Policy 7022.01.
- E. If appropriate, criminal charges may also be filed.

III. Employer Responsibilities

- A. Familiarize all employees and students with the policy and incorporate it into new faculty and staff orientation materials.
- B. Provide annual training opportunities concerning workplace violence and family and relationship violence for leaders, supervisors, managers, faculty, and staff.

- C. Be proactive in response to potential indicators of violence or abuse by referring affected individuals to available resources provided by Youngstown State University Police.
- D. Examine any alleged threat by evaluating the perceived intent of the threat, nature of the threat, immediate risk factors, and likelihood that harm will occur. This appraisal should be conducted in collaboration with the Youngstown State University Police.
- E. Provide ongoing support by helping victims seek professional assistance.
 - 1. If observed or reported events do not indicate imminent danger to persons or damage to property, the following procedures are indicated:
 - a. Document all circumstances associated with the event to include a record of information from all involved employees/students or witnesses as well as an assessment of the situation. This documentation should be generated as a result of a report to the Youngstown State University Police.
 - b. Promptly formulate and implement a plan of action in consultation with the Youngstown State University Police.
 - c. Immediately investigate and initiate appropriate corrective action.
 - 2. In situations involving imminent danger or where there has been an incident of violence involving injury to persons or damage to property:
 - a. Immediately notify the Youngstown State University Police.
 - b. Seek immediate assistance for persons in need of medical care.
 - c. Comprehensively document the event that reflects a record of information from all involved employees/students or witnesses as well as an evaluation of the circumstances.
 - d. Based on the results of the investigation of circumstances, a plan of action will be formulated and the appropriate corrective strategies will be implemented.
 - 3. Youngstown State University Police, in consultation with the Office of Human Resources, the Office of Environmental and Occupational Health and Safety (EOHS), and the Office of the Vice President for Student Affairs will coordinate an individualized workplace safety plan in response to workplace violence and family relationship violence. Such plans may include changing work-station and phone numbers as well as providing escort services to and from the building as circumstances warrant.

IV. Faculty, Staff and Student Employee Responsibilities

- A. Any student or employee of Youngstown State University who has obtained a protective order (temporary or civil) must inform their immediate supervisor and/or the Youngstown State University Police.
- B. Have knowledge of the policy.
- C. Individuals are encouraged to promptly notify their immediate supervisor, department head, chairperson, college dean, and the Youngstown State University Police if they have been victims or believe they may be potential victims of family and or relationship violence. Such communication is particularly critical when victimization affects employee performance to include absenteeism, productivity, tardiness, collegiality, etc.
- D. Attend educational training, counseling, or treatment as required.

V. Youngstown State University Police Responsibilities

- A. Restore order in a conflict situation.
- B. Enforce the law including existing protection orders.
- C. Arrange for emergency medical assistance.
- D. Participate on a crisis assessment team (i.e., Student Threat Assessment Team).
- E. Consult with the Office of Human Resources, the Office of Environmental and Occupational Health and Safety (EOHS), and the Office of the Vice President for Student Affairs.

VI. Office of Human Resources Responsibilities

- A. Provide assistance to the employing unit including information on the parameters guiding employee sick leave or personal leave benefits; employee assistance plan resources; and individualized workplace safety plans.
- B. Process requests for corrective actions consistent with Collective Bargaining Agreements.

Explanation of Modifications to *Guidebook Policy*:

4009.01 Acceptable Use of University Technology Resources

This policy was reviewed to expand our list of privacy precautions.

**RESOLUTION TO MODIFY
ACCEPTABLE USE OF UNIVERSITY
TECHNOLOGY RESOURCES 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 Acceptable Use of University Technology Resources, policy number 4009.01 of the *University Guidebook*, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK**Title of Policy: Acceptable Use of University Technology Resources**

Responsible Division/Office: Information Technology
Approving Officer: Vice President for Finance and Administration
Revision History: August 1999; November 2010; July 2012
Resolution Number(s): YR 2000-56; YR 2011-45; YR 2013-
Board Committee: Finance & Facilities
EFFECTIVE DATE: September 28, 2012
Next review: 2017

Policy: University technology resources are provided to the University community to support its academic and administrative functions in accordance with its teaching, research, and service missions. These resources are intended to be used for the educational and business purposes of the University in compliance with this policy.

General Statement:

Technology resources (computing, networking, data and network services) are provided to the University community in order to fulfill the mission of the University.

While the University recognizes the importance of academic freedom and freedom of expression, as a public employer, the University also has a responsibility to comply with all federal and state laws and regulations, as well as the obligation to fulfill its mission.

Use of University owned technology to access resources other than those supporting the academic, administrative, educational, research and services missions of the University or for more than limited, responsible personal use conforming to this policy is prohibited.

Technology resources provided by the University are the property of the University. University owned technology is not intended to supersede the need for technology purchases for personal purposes.

As the University is a public entity, information in an electronic form may also be subject to disclosure under the Ohio Public Records Act to the same extent as if they existed on paper. All use is subject to the identification of each individual using technology resources (authentication).

Use of technology is subject to the requirements of legal and ethical behavior and is intended to promote a productive educational and work environment.

Policy:

All users of University owned technology resources (computing, networking and data), regardless of affiliation with the University, must:

- Use only those technology resources that they are authorized to use and use them only in the manner and to the extent authorized.
- Protect the confidentiality, integrity and availability of technology resources.
- Comply with all federal, Ohio, and other applicable law as well as applicable regulations, contracts, and licenses.
- Comply with all applicable policies at Youngstown State University.
- Respect the right of other technology users to be free from harassment or intimidation.
- Respect copyrights, intellectual-property rights, and ownership of files and passwords.
- Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
- Respect the finite capacity of technology resources and limit use so as not to consume an unreasonable amount of or abuse those resources or to interfere unreasonably with the activity of other users or to disrupt the authorized activities of the University.
- Limit personal use of University technology resources so that such use does not interfere with one's responsibilities to the University.
- Not attempt to circumvent information technology security systems or the University Information Security Practices.
- Not use any radio spectrum space on any YSU-owned or YSU-occupied property, unless it is part of an approved wireless services deployment by the University.
- Not use technology resources for personal commercial purposes or for personal financial or other gain unless specifically approved by the University.
- Not state or imply that they speak on behalf of the University without authorization to do so.
- Not use University trademarks and logos without authorization to do so.

Scope:

This policy applies to all users and uses of University owned technology resources (including those acquired through grant processes) as well as to any non-YSU and/or remote technology devices while connected to the YSU network.

User Responsibilities:

- By accepting employment, being admitted as a student, or asking for any guest technology resource privileges, users implicitly agree to adhere to this policy and agree to the University Information Security Practices.
- Users are responsible for any activity performed using their usernames and passwords except when account security is compromised by actions beyond the user's control.

- Users are responsible for any activity performed on University owned technology devices assigned to them except when the device is compromised by actions beyond the users control.
- There is no expectation of personal privacy when using University resources. (See section below regarding privacy) Potential violations regarding use of technology resources should be reported to the appropriate supervisor(s) or manager(s).
- Users are responsible for ensuring that critical data are backed up and available to be restored for systems not administered by Information Systems Technology. This includes critical information contained on technology devices oriented to individual use (e.g., desktops, laptops, smart phones, and similar such devices).
- Users are responsible for maintaining data in compliance with the University records retention plan.
- Users are responsible for ensuring that sensitive information to which they have access is guarded against theft. (See the Sensitive Information Policy Guidebook Policy #4012.01 for more information.)
- Personal use of computing resources not otherwise addressed in this policy or these procedures will generally be permitted if such use does not consume a significant amount of resources, does not interfere with the performance of an individual's job or other University responsibilities, and is otherwise in compliance with University policies.

No Expectation of Privacy:

The University does not routinely monitor specific individual end-user usage of its technology resources. However, the University does routinely monitor technology resource usage in the normal operations and maintenance of the University's computing, network and data resources. This monitoring includes the caching and backing up of data and communications, the logging of activity, the monitoring of general usage patterns, the scanning of systems and networks for anomalies and vulnerabilities, the filtering of malicious traffic, and other activities that are necessary for the rapid and efficient delivery of services. Technology users should be aware that there is no expectation of privacy associated with the use of University technology resources.

When authorized by the Office of the General Counsel, the University may also specifically monitor the activity and accounts of individual end-users of University technology resources, including login sessions, file systems and communications.

When authorized by the appropriate University Executive (President or Vice President), the University may access end-user accounts, files, or communications used for University business when needed by a supervisor or assigned personnel for University business and the end-user is unavailable.

The University, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate University personnel, student conduct, or law enforcement agencies, and may use those results in appropriate University disciplinary proceedings.

Personal Computing Devices:

- Personal computing devices (laptops, desktops, tablets, cellular phones, etc.) are restricted to the campus wireless network or the Residence Hall network.
- No personal computing devices will be allowed to connect to the wired campus network (excluding the Residence Hall network).
- Personal computing devices must comply with University Information Security Practices when using the campus wireless network or other provided University technology resource.
- Personal computing devices used to conduct University business are subject to public records requests.
- Personal hubs, routers, switches, or wireless access points are prohibited from being connected to either the University's wired or wireless network.

Security:

The University employs various measures (i.e., the University's Information Security Practices) to protect the security of information technology resources and user accounts; however, users should be aware that the University cannot provide good security without user participation. Users should increase their technology security awareness and fully employ access restrictions for their accounts, including using strong passwords, guarding passwords diligently and changing passwords regularly to help safeguard their use of technology.

Additional Policy Ramifications:

Users must abide by all applicable restrictions whether or not they are built into the computing system, network, or information resource, and whether or not they can be circumvented by technical or other means. Individuals who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those states and countries and the rules and policies of those technology systems and information resources.

Examples of Unacceptable Use:

As a further aid to policy compliance, the following non-exhaustive list is provided of activities that are prohibited:

- Using technology resources to engage in fraud, defamatory, abusive, unethical, indecent, obscene, pornographic and/or unlawful activities is prohibited.
- Using technology resources to procure, solicit, or transmit material that is in violation of sexual, racial or other harassment or hostile workplace laws is prohibited.
- Any form of harassment by electronic means (e.g., email, web access, phone, paging), whether through language, content, frequency or size of messages is prohibited.
- Making fraudulent offers of products, items, or services using any University technology resource is prohibited.
- Using technology resources for unauthorized or inappropriate financial gain, unauthorized solicitation, or activities associated with a for-profit business, or engaging in an activity

that involves a conflict of interest. (Refer to 7001.01 – Conflicts of Interest, and 7005.01 – Solicitation and Distribution of Materials, Employees.)

- Creating or forwarding chain letters, Ponzi or other pyramid schemes is prohibited.
- Broadcasting of unsolicited mail or messages is prohibited. Examples include chain letters, virus hoaxes, spam mail, and other email schemes that may cause excessive network traffic. Sending large numbers of electronic mail messages for official University purposes necessitates following the University's procedures for the electronic distribution of information.
- Sending junk mail or advertising material to individuals who did not specifically request such material (email spam) is prohibited.
- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to, the installation or distribution of pirated or other software products that are not appropriately licensed is prohibited.
- Unauthorized copying and downloading of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music and films and the installation of any copyrighted software for which an active license has not been procured is prohibited.
- Circumventing user authentication or security of any host, network or account is prohibited. This includes but is not limited to monitoring by use of keylogging or session logging.
- Revealing your account password to others or allowing use of your account by others is prohibited. This prohibition extends to family, other household members, friends, and/or co-workers.
- Attempting to log on to another user's account (secured or otherwise) is prohibited.
- Sending electronic communications in such a way that masks the source or makes it appear to come from another source is prohibited.
- Personal use beyond limited responsible use is prohibited.

Individual University staff may be exempted from these restrictions on a case-by-case basis (with written authorization according to the University's Information Security Practices) in the course of performing legitimate job responsibilities.

Special procedures exist and must be followed to ensure that accounts for employees are secured with passwords known to only the account holder but may be changed at the request of the area supervisor and approved by the supervisor's Vice President or the President.

Under no circumstances is an employee of Youngstown State University authorized to engage in any activity that is unethical or illegal under local, state or federal law while utilizing University-owned resources.

Enforcement:

The Office of the Chief Technology Officer may suspend and/or restrict either an individual's or a device's access to the University network resource if:

1. It is deemed necessary to maintain the security or functionality of the network resource.
2. It is deemed necessary to protect the University from potential liability.
3. The account, system, or device is believed to have been either compromised or is in violation of this policy.

The Office of the Chief Technology Officer must immediately report the enforcement action and the justification for the action to the Vice President of Student Affairs, Vice President for Finance and Administration, or Provost (or their designee) as applicable. The University may permanently suspend all technology access of anyone using the University network resource until due process has been completed by Student Conduct, employee administrative discipline, and/or law enforcement agencies.

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- Any form of harassment by electronic means (e.g., email, web access, phone, paging), whether through language, content, frequency or size of messages is prohibited.
- Making fraudulent offers of products, items, or services using any University technology resource is prohibited.
- Using technology resources for unauthorized or inappropriate financial gain, unauthorized solicitation, or activities associated with a for-profit business, or engaging in an activity

that involves a conflict of interest. (Refer to 7001.01 – Conflicts of Interest, and 7005.01 – Solicitation and Distribution of Materials, Employees.)

- Creating or forwarding chain letters, Ponzi or other pyramid schemes is prohibited.
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- Unauthorized copying and downloading of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music and films and the installation of any copyrighted software for which an active license has not been procured is prohibited.
- Circumventing user authentication or security of any host, network or account is prohibited. **This includes but is not limited to monitoring by use of keylogging or session logging.**
- Revealing your account password to others or allowing use of your account by others is prohibited. This prohibition extends to family, other household members, friends, and/or co-workers.
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Explanation of Modifications to *Guidebook Policy*:

7002.07 Civic Leave with Pay, Excluded Professional/Administrative and Excluded Classified Staff

This policy was not substantially revised. It was updated to reflect department and title changes that have transpired since the previous review.

**RESOLUTION TO MODIFY
CIVIC LEAVE WITH PAY, EXCLUDED
PROFESSIONAL/ADMINISTRATIVE AND
EXCLUDED CLASSIFIED STAFF 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 Civic Leave, policy number 7002.07 of the *University Guidebook*, to be retitled as Civic Leave with Pay, Excluded Professional/Administrative and Excluded Classified Staff, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK**Title of Policy: Civic Leave with Pay, Excluded Professional/
Administrative and Excluded Classified Staff****Responsible Division/Office:** Finance & Administration/Human Resources**Approving Officer:** Vice President for Finance & Administration**Revision History:** October 1998; March 1999; June 2012**Resolution Number(s):** YR 1998-16/1999-57; FY 2013-**Board Committee:** University Affairs**EFFECTIVE DATE:****Next review:** 2017

Policy: The University is committed to employment practices that promote the health and welfare of its employees. Through its Leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.

Parameters:

- As provided in Ohio Administrative Code Section 123:1-34-03 and Ohio Revised Code Section 124.135, employees shall be granted civic leave with full pay and benefits when: a) subpoenaed to appear before any court or other legally constituted body authorized to compel the attendance of witnesses, where the employee is not a party to the action; b) summoned for jury duty by any court of competent jurisdiction; or c) appointed to serve in an unpaid position on an advisory board or commission, or to solicit for charities for which University payroll deductions are made.
- Employees required to appear or serve for only part of a day for court or jury duty may be obligated to return to a scheduled work assignment following dismissal by the court.

- Employees who are appellants in any action before the State Personnel Board of Review (SPBR) and are in active pay status at the time of a scheduled hearing before SPBR may be granted civic leave with full pay and benefits for purposes of attending the hearing.

Procedures:

1. Employees shall provide written notification of civic leave to the supervisor as far in advance of the leave as possible. Documentation regarding the leave, e.g., a copy of the summons or subpoena, shall be attached to the notification.
2. Upon completion of the leave, all compensation or reimbursement received for jury duty or court attendance compelled by subpoena in excess of fifteen dollars per day, when such duty or attendance is performed during an employee's normal working hours, shall be deposited with the Office of Student Accounts and University Receivables. Reimbursement is not required of employees on vacation status.
3. The deposit slip (receipt for the compensation received) from the Office of Student Accounts and University Receivables and a copy of the documentation of the employee's service will be forwarded to the Office of Human Resources in a timely manner.
4. Employees covered by collective bargaining should refer to their respective agreement.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy: **Civic Leave with Pay, Excluded Professional/
Administrative and Excluded Classified Staff**

Responsible Division/Office: Finance & Administration/Human Resources

Approving Officer: Vice President for Finance & Administration

Revision History: October 1998; March 1999; June 2012

Resolution Number(s): YR 1998-16/1999-57; FY 2013-

Board Committee: University Affairs

EFFECTIVE DATE:

Next review: 2017

Policy: The University is committed to employment practices that promote the health and welfare of its employees. Through its Leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.

Parameters:

- As provided in Ohio Administrative Code Section 123:1-34-03 and Ohio Revised Code Section 124.135, employees shall be granted civic leave with full pay and benefits when: a) subpoenaed to appear before any court or other legally constituted body authorized to compel the attendance of witnesses, where the employee is not a party to the action; b) summoned for jury duty by any court of competent jurisdiction; or c) appointed to serve in an unpaid position on an advisory board or commission, or to solicit for charities for which University payroll deductions are made.
- Employees required to appear or serve for only part of a day for court or jury duty may be obligated to return to a scheduled work assignment following dismissal by the court.

- Employees who are appellants in any action before the State Personnel Board of Review (SPBR) and are in active pay status at the time of a scheduled hearing before SPBR may be granted civic leave with full pay and benefits for purposes of attending the hearing.

Procedures:

1. Employees shall provide written notification of civic leave to the supervisor as far in advance of the leave as possible. Documentation regarding the leave, e.g., a copy of the summons or subpoena, shall be attached to the notification.
2. Upon completion of the leave, all compensation or reimbursement received for jury duty or court attendance compelled by subpoena in excess of fifteen dollars per day, when such duty or attendance is performed during an employee's normal working hours, shall be deposited with the Office of ~~the Bursar~~ Student Accounts and University Receivables. Reimbursement is not required of employees on vacation status.
3. The deposit slip (receipt for the compensation received) from the Office of ~~the Bursar~~ Student Accounts and University Receivables and a copy of the documentation of the employee's service will be forwarded to the Office of Human Resources in a timely manner.
4. Employees covered by collective bargaining should refer to their respective agreement.

Explanation of Modifications to *Guidebook Policy*:

7016.02 Hiring and Selection Process, Contracts and Compensation for Intercollegiate Athletic Coaches

This policy has been revised to expand the scope of the policy and associated procedures to include the existing processes addressing how we recruit and select athletic coaches and determine their compensation when selected and subsequently as future contracts may be issued.

**RESOLUTION TO MODIFY
HIRING AND SELECTION PROCESS,
CONTRACTS AND COMPENSATION FOR
INTERCOLLEGIATE ATHLETIC COACHES 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 Contracts – Coaches in Intercollegiate Athletics, policy number 7016.02 of the *University Guidebook*, to be retitled as Hiring and Selection Process, Contracts and Compensation for Intercollegiate Athletic Coaches Policy, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy: Hiring and Selection Process, Contracts and Compensation for Intercollegiate Athletic Coaches

Responsible Office/Division: Intercollegiate Athletics

Approving Officer: Vice President for Finance & Administration

Revision History: September 1999; September 2003; November 2010; October 2012

Resolution Number(s): YR 2000-19; YR 2004-15; YR 2011-61; YR 2013-

Board Committee: Internal Affairs

EFFECTIVE DATE:

Next review: 2017

Policy: The University seeks to attract and retain highly qualified Intercollegiate Athletic Coaches. During the hiring process the University is committed to the principle of gender equity, equal opportunity and diversity in filling each coaching vacancy. The University also affirms the principle of merit-based salary adjustments that are directly associated with positive competitive results as evidenced by the performance evaluation. Additionally, periodic market surveys will be conducted for coaching positions to ensure that salaries remain competitive. Further, certain coaches as professional/administrative staff may be eligible for multiple year contracts of employment.

Parameters

General:

Intercollegiate Athletics coaches in all sports are in the University's professional/administrative staff category.

Contracts for coaches of fall term sports other than football will terminate on January 31, contracts for football coaches will terminate on the last of February; contracts for coaches of winter sports (men's and women's basketball, swimming, and diving) will terminate on April 30, and contracts for spring term sports (baseball, softball, track, tennis, and golf) will terminate on June 30.

When it is in the best interest of the University, the President, upon the recommendation of the Executive Director of Intercollegiate Athletics, may present other appointment plans for specific coaches to the Internal Affairs Committee of the Board of Trustees.

Hiring and Selection Process:

1. Advertising to fill athletic coaching positions of the University will be done in a manner that will provide an opportunity for a diverse pool of candidates to apply. Regardless, expediency in posting and hiring is a requisite in filling coaching positions due to the unique nature of the coaching profession.
2. An individual will be selected from an applicant pool obtained as a result of a publicly posted position vacancy and a search process.
3. External consultants may be utilized during the process of searching, screening, and interviewing coaching candidates. Search committees will also be utilized.
4. Background checks will be conducted for the final preferred candidate as requested by the Department of Intercollegiate Athletics.
5. Contracts for Intercollegiate Athletics head coaches are negotiated at the time of the recruitment and selection process.

Compensation:

1. **Head Coaches.** Individual salary adjustments may exceed any Board-established cost of living adjustment (COLA). Unsuccessful competitive performance will affect salary adjustments that may result in an amount less than any Board established COLA or no salary increase for the future contract term. Any such salary adjustments will occur at the beginning of a new contract term. A “pool” of funds will be created utilizing the aggregate amount of any COLA increases that are to be allocated (including associated fringe amounts) for future distribution for competitively successful outcomes. A recommendation may be made periodically by the Executive Director of Intercollegiate Athletics to the President.
2. **Assistant Coaches.** For sports that utilize assistant coaches, the head coach, in consultation with the Executive Director of Intercollegiate Athletics, will have authority to allocate the “pool” of money budgeted for all assistant coaches in that sport at his/her discretion within the limitations of the “pool.” In years in which the amount of awarded merit increases is less than the amount allocated by the University, the balance (including associated fringe amounts) will be placed into the appropriate salary reserve account for

future merit increases or distribution during the search process for a new coaching staff. In years which the amount of the merit increases is greater than the pool, the funds will come from the salary reserve account. Board approved Gender Equity Plan or current operating budget line items will serve as additional resources for merit increases. The allocation may occur at the beginning of the contract period or July 1 annually. A recommendation will be made annually by the Executive Director of Intercollegiate Athletics to the President.

Procedures

General:

1. The term of the initial contract offered to a coach will be determined during the recruitment and selection process by the Executive Director of Intercollegiate Athletics in consultation with the President.
2. All head coaches are evaluated annually by the Executive Director of Intercollegiate Athletics, or designee, and contracts may be renewed through negotiation.
3. The term of a contract can be modified through the use of the regular appointment process.
4. All head coaches annually evaluate their assistants and submit their recommendations to the Executive Director of Intercollegiate Athletics.

Hiring and Selection:

The procedures that follow provide an overall structure for coaching position selections. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The Executive Director of Intercollegiate Athletics, or his/her designee, in consultation with the hiring manager will, at a minimum, select at least a three member search committee to screen qualified candidates.
2. Postings will appear, at a minimum, on the YSU Athletics Department website. The posting will be open to receive applications for a minimum of seven calendar days, and applicants will apply by utilizing the PeopleAdmin on-line employment application.
3. A list of candidates who have self-identified will be requested from the Office of Equal Opportunity and Diversity. Candidates to be interviewed must possess the minimum qualifications for the position. It is anticipated that the successful candidate will have

qualifications in excess of the minimum. Justifications for not interviewing an applicant will include written rationale regarding any determination concerning the differences in qualifications for the candidates selected for interviews. Such assessments will be fair and will include consideration of the NCAA expectations related to both YSU's Gender Equity and Minority Opportunity plans.

4. Upon approval from the Office of Equal Opportunity and Diversity, the search committee will conduct reference checks and participate in the interview process. The hiring manager of the open position, in consultation with the Executive Director of Intercollegiate Athletics, will ultimately identify the candidate to be extended a preliminary offer, understanding that the Office of Human Resources will make the official offer upon receipt of a positive background check.
5. The Office of Human Resources shall submit background checks when requested by the Department of Intercollegiate Athletics for the final preferred candidate. Employment offers may be made contingent upon an acceptable background report to ensure that the hiring process is expedited.
6. Exceptions to the above selection process may be granted in special circumstances where departure offers demonstrable benefits to the University. A request for such an exception must be submitted in writing to the Chief Human Resources Officer and the Office of Equal Opportunity and Diversity for review and consideration. A request initiated by the Department of Intercollegiate Athletics, together with the Office of Human Resources and the Office of Equal Opportunity and Diversity, will be submitted to the President, for final approval.

Compensation:

1. **Head Coaches.** The performance evaluation process will be conducted at the end of each season by the Executive Director of Intercollegiate Athletics for each head coach. Determinations regarding merit increases, if any, will be based upon the outcome of the performance evaluation. Pre-determined competitive benchmarks will allow head coaches with competitively successful seasons to earn a salary increase in a subsequent contract.
2. **Assistant Coaches.** The performance evaluation process will be conducted at the end of each season by the head coach for each assistant coach. Determinations regarding merit increases, if any, will be based upon the outcome of the performance evaluation.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy: ~~Contracts—Coaches in Intercollegiate Athletics Hiring and Selection Process, Contracts and Compensation for Intercollegiate Athletic Coaches~~

Responsible Office/Division: Intercollegiate Athletics

Approving Officer: Vice President for Finance & Administration

Revision History: September 1999; September 2003; November 2010; October 2012

Resolution Number(s): YR 2000-19; YR 2004-15; YR 2011-61; YR 2013-

Board Committee: Internal Affairs

EFFECTIVE DATE:

Next review: 2017

Policy: ~~Executive and administrative officers and designated professional/administrative staff may receive multiple-year contracts of employment. Following performance evaluation and review, such contracts may be renewed.~~ The University seeks to attract and retain highly qualified Intercollegiate Athletic Coaches. During the hiring process the University is committed to the principle of gender equity, equal opportunity and diversity in filling each coaching vacancy. The University also affirms the principle of merit-based salary adjustments that are directly associated with positive competitive results as evidenced by the performance evaluation. Additionally, periodic market surveys will be conducted for coaching positions to ensure that salaries remain competitive. Further, certain coaches as professional/administrative staff may be eligible for multiple year contracts of employment.

Parameters

General:

Intercollegiate Athletics coaches in all sports are in the University's professional/administrative staff category.

~~Contracts of Intercollegiate Athletics head coaches are negotiated at the time of the recruitment and selection process.~~

Contracts ~~of~~ for coaches of fall term sports other than football will terminate on January 31, contracts ~~of~~ for football coaches will terminate on the last of February; contracts ~~of~~ for coaches of winter sports (men's and women's basketball, swimming, and diving) will terminate on April 30, and contracts ~~of~~ for spring term sports (baseball, softball, track, tennis, and golf) will terminate on June 30.

When it is in the best interest of the University, the President, upon the recommendation of the Executive Director of Intercollegiate Athletics, may present other appointment plans for specific coaches to the Internal Affairs Committee of the Board of Trustees.

Hiring and Selection Process:

1. Advertising to fill athletic coaching positions of the University will be done in a manner that will provide an opportunity for a diverse pool of candidates to apply. Regardless, expediency in posting and hiring is a requisite in filling coaching positions due to the unique nature of the coaching profession.
2. An individual will be selected from an applicant pool obtained as a result of a publicly posted position vacancy and a search process.
3. External consultants may be utilized during the process of searching, screening, and interviewing coaching candidates. Search committees will also be utilized.
4. Background checks will be conducted for the final preferred candidate as requested by the Department of Intercollegiate Athletics.
5. Contracts for Intercollegiate Athletics head coaches are negotiated at the time of the recruitment and selection process.

Compensation:

1. Head Coaches. Individual salary adjustments may exceed any Board-established cost of living adjustment (COLA). Unsuccessful competitive performance will affect salary adjustments that may result in an amount less than any Board established COLA or no salary increase for the future contract term. Any such salary adjustments will occur at the beginning of a new contract term. A "pool" of funds will be created utilizing the aggregate amount of any COLA increases that are to be allocated (including associated fringe amounts) for future distribution for competitively successful outcomes. A recommendation may be made periodically by the Executive Director of Intercollegiate Athletics to the President.

2. Assistant Coaches. For sports that utilize assistant coaches, the head coach, in consultation with the Executive Director of Intercollegiate Athletics, will have authority to allocate the "pool" of money budgeted for all assistant coaches in that sport at his/her discretion within the limitations of the "pool." In years in which the amount of awarded merit increases is less than the amount allocated by the University, the balance (including associated fringe amounts) will be placed into the appropriate salary reserve account for future merit increases or distribution during the search process for a new coaching staff. In years which the amount of the merit increases is greater than the pool, the funds will come from the salary reserve account. Board approved Gender Equity Plan or current operating budget line items will serve as additional resources for merit increases. The allocation may occur at the beginning of the contract period or July 1 annually. A recommendation will be made annually by the Executive Director of Intercollegiate Athletics to the President.

Procedures

General:

1. The term of the initial contract offered to a coach will be determined during the recruitment and selection process by the Executive Director of Intercollegiate Athletics in consultation with the President.
2. All head coaches are evaluated annually by the Executive Director of Intercollegiate Athletics, or designee, and contracts may be renewed through negotiation.
3. ~~The Contract~~ term of a contract can be modified through the use of the regular appointment process.
4. All head coaches annually evaluate their assistants and submit their recommendations to the Executive Director of Intercollegiate Athletics.

Hiring and Selection:

The procedures that follow provide an overall structure for coaching position selections. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The Executive Director of Intercollegiate Athletics, or his/her designee, in consultation with the hiring manager will, at a minimum, select at least a three member search committee to screen qualified candidates.

2. Postings will appear, at a minimum, on the YSU Athletics Department website. The posting will be open to receive applications for a minimum of seven calendar days, and applicants will apply by utilizing the PeopleAdmin on-line employment application.
3. A list of candidates who have self-identified will be requested from the Office of Equal Opportunity and Diversity. Candidates to be interviewed must possess the minimum qualifications for the position. It is anticipated that the successful candidate will have qualifications in excess of the minimum. Justifications for not interviewing an applicant will include written rationale regarding any determination concerning the differences in qualifications for the candidates selected for interviews. Such assessments will be fair and will include consideration of the NCAA expectations related to both YSU's Gender Equity and Minority Opportunity plans.
4. Upon approval from the Office of Equal Opportunity and Diversity, the search committee will conduct reference checks and participate in the interview process. The hiring manager of the open position, in consultation with the Executive Director of Intercollegiate Athletics, will ultimately identify the candidate to be extended a preliminary offer, understanding that the Office of Human Resources will make the official offer upon receipt of a positive background check.
5. The Office of Human Resources shall submit background checks when requested by the Department of Intercollegiate Athletics for the final preferred candidate. Employment offers may be made contingent upon an acceptable background report to ensure that the hiring process is expedited.
6. Exceptions to the above selection process may be granted in special circumstances where departure offers demonstrable benefits to the University. A request for such an exception must be submitted in writing to the Chief Human Resources Officer and the Office of Equal Opportunity and Diversity for review and consideration. A request initiated by the Department of Intercollegiate Athletics, together with the Office of Human Resources and the Office of Equal Opportunity and Diversity, will be submitted to the President, for final approval.

Compensation:

1. Head Coaches. The performance evaluation process will be conducted at the end of each season by the Executive Director of Intercollegiate Athletics for each head coach. Determinations regarding merit increases, if any, will be based upon the outcome of the performance evaluation. Pre-determined competitive benchmarks will allow head coaches with competitively successful seasons to earn a salary increase in a subsequent contract.

2. Assistant Coaches. The performance evaluation process will be conducted at the end of each season by the head coach for each assistant coach. Determinations regarding merit increases, if any, will be based upon the outcome of the performance evaluation.

Explanation of Modifications to *Guidebook Policy*:

7021.01 Classified Civil Service Employee

This policy has been revised in accordance with Ohio Revised Code Chapter 124 to clarify those employees within the University who are appropriately in the classified civil service.

**RESOLUTION TO MODIFY
CLASSIFIED CIVIL SERVICE
EMPLOYEES 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 Classified Civil Service Employees, policy number 7021.01 of the *University Guidebook*, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Classified Civil Service Employees
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance and Administration
Revision History:	February 1999; August 2009; June 2012
Resolution Number(s):	YR 1999-113; YR 2010-23; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	
Next review:	2017

Policy: The University complies with Ohio Revised Code, Chapter 124, and employs staff members under the State classified civil service system.

Parameters:

- Under Chapter 124 of the Ohio Revised Code, certain employees of Youngstown State University are appointed under the State classified civil service system.
- The responsibility for administration of the civil service law and regulations as they relate to University employees in the classified civil service system shall be assigned by the Board of Trustees through the President and the Vice President for Finance and Administration to the Chief Human Resources Officer.

Procedures:

1. Recruitment to fill classified positions must be authorized by the Chief Human Resources Officer. Recruitment activities must conform to the Affirmative Action procedures (Guidebook Policy 2001.02).
2. Classified staff are employed in full-time or permanent part-time capacities.
3. The Division officers authorize the filling of positions in the divisions.

4. The Chief Human Resources Officer extends the official offer of employment upon the recommendation of the department chairperson or unit director with the concurrence of the Division officer.

5. Types of appointments and terms and conditions of employment of classified civil service staff, not exempt from collective bargaining, are outlined in the *Agreement between the University and the Youngstown State University Chapter of the Association of Classified Employees* or the *Agreement between Youngstown State University and the YSU Law Enforcement Employees* (represented by Fraternal Order of Police).

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Classified Civil Service Employees
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	February 1999; August 2009; June 2012
Resolution Number(s):	YR 1999-113; YR 2010-23; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	
Next review:	2017

Policy: The University ~~complies with Ohio Revised Code, Chapter 124, and~~ employs staff members ~~with experience, degrees, and other credentials appropriate to their responsibilities~~ under the State classified civil service system.

Parameters:

- Under ~~the provisions~~ Chapter 124 of the Ohio Revised Code law, certain employees of Youngstown State University; ~~except—students, faculty, and professional/administrative staff;~~ are appointed under the State classified civil service system.
- The responsibility for administration of the civil service law and regulations as they relate to University employees in the classified civil service system shall be assigned by the Board of Trustees through the President and the Vice President for Finance and Administration to the ~~Executive Director of Chief~~ Human Resources Officer.

Procedures:

1. Recruitment to fill classified positions must be authorized by the ~~Executive Director of Chief~~ Human Resources Officer. Recruitment activities must conform to the Affirmative Action procedures (Guidebook Policy 2001.02).
2. Classified staff are employed in full-time; ~~or permanent part-time; temporary; emergency; or intermittent~~ capacities.

3. The ~~executive~~ Division officers authorize the filling of positions in the divisions.
4. The ~~Executive Director of Chief~~ Human Resources Officer extends the official offer of employment upon the recommendation of the department chairperson or unit director with the concurrence of the ~~executive~~ Division officer.
5. Types of appointments and terms and conditions of employment of classified civil service staff, not exempt from collective bargaining, are outlined in the *Agreement between the University and the Youngstown State University Chapter of the Association of Classified Employees* or the *Agreement between Youngstown State University and the YSU Law Enforcement Employees* (represented by Fraternal Order of Police).

Explanation of Modifications to *Guidebook Policy*:

7025.01 Domestic Partner Benefits

This policy has not been substantially revised. It was updated to reflect that certain benefits are available to same sex domestic partners exclusively.

**RESOLUTION TO MODIFY
DOMESTIC PARTNER BENEFITS 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 Domestic Partner Benefits, policy number 7025.01 of the *University Guidebook*, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Domestic Partners Benefits
Responsible Division/Office:	Finance & Administration/Human Resources
Approving Officer:	Vice President for Finance & Administration
<i>Revision History:</i>	October 2004; October 2012
Resolution Number(s):	YR 2005-10; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	
Next review:	2017

Policy: The University is committed to the recruitment and retention of a highly qualified and diverse workforce and to providing a competitive compensation package that demonstrates economic fairness and equity. The Board of Trustees authorizes benefits to be offered to domestic partners of eligible employees.

Parameters: For purposes of this policy, a domestic partnership is defined as a long-term, committed and personal relationship that meets all of the criteria described in Youngstown State University's "*Affidavit of Domestic Partnership*." Documentation may be required to verify that the criteria are met. The information provided on the completed affidavit will be used by the University for the sole purpose of determining eligibility for same sex domestic partner benefits. A dependent child of an eligible same sex domestic partner is defined as a child who is claimed as a dependent on the same sex domestic partner's most recent income tax return and will qualify in the current year for dependency tax status.

Procedures: An employee desiring health or tuition remission benefits for a same sex domestic partner will need to complete an "*Affidavit of Domestic Partnership*." Benefit-eligible employees will then be able to add their same sex domestic partner on the health coverage by completing an Employee Application/Change form during open enrollment or within 30 days of a life event. Forms must be completed and sent to the Office of Human Resources. Employees may also request tuition remission benefits for their same sex domestic partner by applying online and submitting their affidavit to the Office of Human Resources.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Domestic Partners Benefits
Responsible Division/Office:	Finance & Administration/Human Resources
Approving Officer:	Vice President for Finance & Administration
<i>Revision History:</i>	October 2004; October 2012
Resolution Number(s):	YR 2005-10; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	
Next review:	2017

Policy: The University is committed to the recruitment and retention of a highly qualified and diverse workforce and to providing a competitive compensation package that demonstrates economic fairness and equity. The Board of Trustees authorizes benefits to be offered to domestic partners of eligible employees.

Parameters: For purposes of this policy, a domestic partnership is defined as a long-term, committed and personal relationship that meets all of the criteria described in Youngstown State University's "*Affidavit of Domestic Partnership*." Documentation may be required to verify that the criteria are met. The information provided on the completed affidavit will be used by the University for the sole purpose of determining eligibility for **same sex** domestic partner benefits. A dependent child of an eligible **same sex** domestic partner is defined as a child who is claimed as a dependent on the **same sex** domestic partner's most recent income tax return and will qualify in the current year for dependency tax status.

Procedures: An employee desiring **health or tuition remission** benefits for a **same sex** domestic partner will need to complete an "*Affidavit of Domestic Partnership*." ~~In addition, for health care coverage, a "*Same-Sex Domestic Partner Health Election Form*," and an Insurance Application must be completed and returned to the Benefits Office in Human Resources within 30 days from date of hire or life-changing event.~~ Benefit-eligible employees will then be able to add their same sex domestic partner on the health coverage by completing an Employee Application/Change form during open enrollment or within 30 days of a life event. Forms must be completed and sent to the Office of Human Resources. Employees may also request tuition remission benefits for their same sex domestic partner by applying online and submitting their affidavit to the Office of Human Resources.

Explanation of Modifications to *Guidebook Policy*:

9003.02 Employment of Students (Other than Work Study)

This policy was revised to include general updating for clarity and updates to the policy so that it is consistent with our employment practices.

**RESOLUTION TO MODIFY
EMPLOYMENT OF STUDENTS
(OTHER THAN WORK-STUDY) 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 Employment of Undergraduate Students (Other than Work-Study), policy number 9003.02 of the *University Guidebook*, to be retitled as Employment of Students (Other than Work-Study), shown as Exhibit ___ attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Employment of Students (Other than Work-Study)
Responsible Division/Office:	Student Life
Approving Officer:	Vice President for Student Affairs
<i>Revision History:</i>	June 1999; March 2007; December 2010; October 2012
Resolution Number(s):	YR 1999-117; YR 2007-27; YR 2011-64; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	
Next review:	2017

Policy: Students are eligible to be employed by the University according to State of Ohio and University regulations.

Purpose: These procedures are designed to create a fair and equitable process for employment of students on campus. All procedures are in compliance with Federal and State of Ohio law as well as Ohio Public Employment Retirement System guidelines.

Parameters:

- The Executive Director of Student Life is responsible for the approval and coordination of the process of employing all student employees except for those employees participating in the employment programs administered by the Graduate School (Graduate Assistants, Teaching Assistants, Research Assistants, etc.). Student employment, like all other employment, is administered by the Office of Human Resources.
- Students not employed under work-study may be employed through hourly student wages or a task-based stipend. In both categories, students are subject to the same eligibility requirements.
- To be eligible for employment under hourly student wages or task-based stipend during the fall or spring semesters, students must be currently enrolled for a minimum of one course and no less than three credits and be in good academic standing.
- To be employed during the summer semester, without current enrollment, the student must have been enrolled during the previous spring, be currently registered for the upcoming fall semester and be in good academic standing.

- Students who are employed during the summer, but not enrolled for a course, are required to participate in OPERS.
- Regulations regarding compliance with the Internal Revenue Service and OPERS are made available to students in the Office of Student Life.
- Relative to student employment, appointments to all positions and the effective appointment dates are made by the Office of Student Life.

Procedures:

1. All positions for student employment, including Federal work-study, are described in written position descriptions maintained in the Office of Student Life.
2. All available positions for student employment, including Federal work-study, are posted through the Office of Student Life.
3. Students interested in a posted position apply directly to the employing department or unit. That department or unit makes the offer of employment and submits the required documents for appointment to the position to the Office of Student Life.
4. Actual employment may begin only after these documents have been approved by the Office of Student Life.
5. Status as a student employee is continuous from the date of initial appointment until the student is terminated by the University. For purposes of this policy, a student who has not been enrolled for two consecutive semesters will be considered terminated, regardless of whether the student resigns. Once a student is hired as a “student employee,” that employment status will continue until the student ceases to be enrolled for two consecutive terms. Changing positions of employment or departments does not change one’s student employment status.
6. Concerns of student employees or those of their supervisor that cannot be resolved at the department or unit level may be referred to the Office of Student Life.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Employment of Undergraduate Students (Other than Work-Study)
Responsible Division/Office:	Student Life
Approving Officer:	Vice President for Student Affairs
<i>Revision History:</i>	June 1999; March 2007; December 2010; October 2012
Resolution Number(s):	YR 1999-117; YR 2007-27; YR 2011-64; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	
Next review:	2017

Policy: ~~While the President has overall responsibility for the management of the University, the responsibility for decisions about the employment of personnel is delegated to the Provost and Vice Presidents. Each divisional executive officer is responsible for making personnel decisions within the described University procedures. Students are eligible to be employed by the University according to State of Ohio and University regulations.~~

Purpose: These procedures are designed to create a fair and equitable process for employment of ~~undergraduate~~ students on campus. All procedures are in compliance with Federal and State of Ohio law as well as Ohio Public Employment Retirement System guidelines.

Parameters:

- The Executive Director of Student Life is responsible for the ~~administration approval and coordination~~ of the process of employing all student employees except for those employees participating in the ~~federally-funded work-study program and the~~ employment programs administered by the Graduate School (Graduate Assistants, Teaching Assistants, Research Assistants, etc.). ~~Student employment, like all other employment, is administered by the Office of Human Resources.~~
- Students not employed under work-study may be employed through hourly student wages or a task-based stipend. In both categories, students are subject to the same eligibility requirements.
- To be eligible for employment under hourly student wages or task-based stipend ~~during the fall or spring semesters~~, students must be currently enrolled for a minimum of one course and no less than three credits and be in good academic standing.

- To be employed during the summer semester, without current enrollment, the student must have been enrolled during the previous spring, be currently registered for the upcoming fall semester and be in good academic standing.
- Students who are employed during the summer, but not enrolled for a course, are required to participate in PERS.
- Regulations regarding compliance with the Internal Revenue Service, and OPERS, ~~and starting and ending dates of employment periods~~ are made available to students ~~maintained~~ in the Office of Student Life ~~and reviewed annually~~.
- Relative to student employment, appointments to all positions and the effective appointment dates are made by the Office of Student Life.

Procedures:

1. All positions for student employment, including Federal work-study, are described in written position descriptions maintained in the Office of Student Life.
2. All available positions for student employment, including Federal work-study, are posted through the Office of Student Life.
3. Students interested in a posted position apply directly to the employing department or unit. That department or unit makes the offer of employment ~~and submits the required documents for appointment to the position to the Office of Student Life~~.
4. ~~Appointment to a student employment position requires processing the necessary forms with the Office of Student Life.~~ Actual employment may begin only after these ~~forms~~ documents have been ~~processed~~ approved by the Office of Student Life.
5. ~~Appointment to student employment is continuous through the academic year. Reappointment is necessary in accordance with regulations established by the Office of Student Life.~~ Status as a student employee is continuous from the date of initial appointment until the student is terminated by the University. For purposes of this policy, a student who has not been enrolled for two consecutive semesters will be considered terminated, regardless of whether the student resigns. Once a student is hired as a "student employee," that employment status will continue until the student ceases to be enrolled for two consecutive terms. Changing positions of employment or departments does not change one's student employment status.
6. Concerns of student employees or those of their supervisor that cannot be resolved at the department or unit level may be referred to the Office of Student Life.

**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 September 28, 2012, 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

July 1, 2012 – September 30, 2012

Appointments – 92

New Positions – 10

- Faculty – 3
 - Associate Professor – Counseling, Special Education & School Psychology
 - Instructor – Geography
 - Associate Professor – Art

- Professional/Administrative – 5
 - Assistant Soccer Coach – Athletics
 - Director, Advanced Manufacturing Workforce – Dean's Office – STEM
 - Associate Dean – College of Fine and Performing Arts
 - Director of Distance Learning – Distance Learning
 - Financial Aid Counselor – Financial Aid

- Classified Civil Service – 2
 - Building Construction Superintendent – Facilities
 - Secretary – STEM Professional Practice

Rehires – 26

- Faculty – 26

Replacement Positions – 56

- Faculty – 28
- Professional/Administrative – 18
- Classified Civil Service – 10

Separations – 14

Resignations – 11

- Faculty – 8
- Professional/Administrative – 2
- Classified Civil Service – 1

Retirement – 3

- Faculty – 1
- Classified Civil Service – 2

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JULY 1, 2012-SEPTEMBER 30, 2012**

FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL

NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT Vacated Salary	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY	COMMENTS
July 2012							
None.							
August 2012							
Dr. Tiffany M.B. Anderson	F/B	Replacement \$79,230	Assistant Professor	English	8/15/2012	\$55,000	\$24,230 decrease
Dr. Jane Beese	F/C	Replacement \$63,352	Assistant Professor	EFRTL	8/15/2012	\$60,000	\$3,635 decrease
Dr. Jennifer Behney	F/C	Replacement \$86,635	Assistant Professor	Foreign Languages & Literatures / English	8/15/2012	\$51,238	\$35,397 decrease
Ms. Claudia Berlinski	F/C	New	Assistant Professor	Art	8/15/2012	\$51,238	\$51,238 increase
Dr. Azadeh Masalehdan Block	F/C	Replacement \$51,238	Assistant Professor	Social Work	8/20/2012	\$50,450	\$788 decrease
Dr. Ramesh Dangol	M/A	Replacement \$117,917	Assistant Professor	Management	8/15/2012	\$110,000	\$7,917 decrease
Ms. Deborah Dillon	F/C	Replacement \$88,433	Clinical Instructor	Nursing	8/15/2012	\$50,000	\$38,433 decrease
Dr. James Dombrosky	M/C	Replacement \$53,561	Assistant Professor	Human Ecology	8/15/2012	\$54,200	\$639 increase
Ms. Kristen Dugan	F/C	Replacement \$55,864	Assistant Professor	Health Professions	8/15/2012	\$51,238	\$4,626 decrease
Dr. Joanne Franks	F/C	Replacement \$70,116	Assistant Professor	Counseling, Special Education & School Psychology	8/15/2012	\$51,238	\$18,878 decrease
Dr. Adam Fuller	M/C	Replacement \$64,522	Assistant Professor	Political Science	8/15/2012	\$54,000	\$10,522 decrease
Ms. Ida Fusillo	F/C	Replacement \$93,462	Assistant Professor	Health Professions	8/15/2012	\$51,238	\$42,224 decrease
Dr. David Griswold	M/C	Replacement \$109,821	Assistant Professor	Physical Therapy	8/15/2012	\$71,000	\$38,821 decrease

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JULY 1, 2012-SEPTEMBER 30, 2012**

FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT <i>Vacated Salary</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY	COMMENTS
Mr. Ronald Griswold	M/C	Replacement \$57,846	Instructor	School of Technology	8/15/2012	\$50,000	\$7,846 decrease
Dr. Lucas Hardy	M/C	Replacement \$85,001	Assistant Professor	English	8/15/2012	\$51,238	\$33,763 decrease
Ms. Bethaney Krzys	F/C	New	Instructor	Geography	8/15/2012	\$51,238	\$51,238 decrease
Dr. Mary LaVine	F/C	Replacement \$44,998	Assistant Professor	HPES / Teacher Education	8/15/2012	\$51,238	\$6,240 increase
Ms. Missy McCormick	F/C	Replacement \$96,373	Assistant Professor	Art	8/15/2012	\$53,000	\$43,373 decrease
Dr. Colleen McLean	F/C	Replacement \$52,613	Assistant Professor	Geological and Environmental Sciences	8/15/2012	\$55,000	\$2,387 increase
Dr. Kerry Meyers	F/C	Replacement \$128,411	Assistant Professor	Director of First Year Engineering – STEM	8/15/2012	\$74,666	\$53,745 decrease
Dr. Stacie Mickens	F/C	Replacement \$124,117	Assistant Professor	Psychology	8/15/2012	\$51,238	\$72,879 decrease
Dr. Patrick O'Leary	M/C	Replacement \$75,674	Assistant Professor	Human Ecology	8/15/2012	\$53,000	\$22,674 decrease
Dr. Alicia Prieto Langarica	F/H	Replacement \$62,135	Assistant Professor	Mathematics and Statistics	8/15/2012	\$54,000	\$8,135 decrease
Dr. Donald Priour	M/C	Replacement \$84,652	Assistant Professor	Physics and Astronomy	8/15/2012	\$51,238	\$33,414 decrease
Dr. Crystal Ratican	F/C	Replacement \$52,756	Assistant Professor	Teacher Education	8/15/2012	\$51,238	\$1,518 decrease
Ms. Lucy Repko	F/C	Replacement \$51,242	Instructor	Human Ecology	8/15/2012	\$38,689	\$12,553 decrease
Dr. Melanie Shoup-Knox	F/C	Replacement \$52,000	Assistant Professor	Psychology	8/15/2012	\$51,238	\$762 decrease
Dr. Rahim Tadayon	M/C	Replacement \$64,274	Instructor	Civil/Environmental and Chemical Engineering	8/15/2012	\$55,000	\$7,274 decrease

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JULY 1, 2012-SEPTEMBER 30, 2012**

FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT Vacated Salary</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY	COMMENTS
Mr. Robert Thompson	M/C	Replacement \$53,000	Assistant Professor	Art	8/15/2012	\$51,238	\$1,762 decrease
Dr. Darlene Unger	F/C	New	Associate Professor	Counseling, Spec. Ed., & School Psych. & Ctr. of Excellence	8/6/2012	\$88,823	\$88,823 increase
Dr. Cicilia Yudha	F/A	Replacement \$99,408	Assistant Professor	Dana School of Music	8/15/2012	\$51,238	\$48,170 decrease
Rehires							
Dr. Deborah Benyo	F/C	Replacement	Assistant Professor	Biological Sciences	5/20/2012	\$51,238	
Dr. Lewis Caccia	M/C	Replacement	Assistant Professor	English	5/20/2012	\$50,991	
Ms. Lori Carlson	F/C	Replacement	Instructor	Mathematics and Statistics	5/20/2012	\$50,607	
Mr. Daniel Coyne	M/C	Replacement	Instructor	School of Technology	5/20/2012	\$57,739	
Dr. John George	M/C	Replacement	Assistant Professor	School of Technology	5/20/2012	\$58,917	
Dr. Daryl Gross	M/C	Replacement	Instructor	School of Technology	5/20/2012	\$42,849	
Dr. Jolien Helsel	F/C	Replacement	Assistant Professor	Economics	5/20/2012	\$53,579	
Mr. Edmund Ickert	M/C	Replacement	Instructor	Computer Science and Information Systems	5/20/2012	\$52,746	
Ms. Jaietta Jackson	F/B	Replacement	Instructor	Communication	5/20/2012	\$42,048	
Dr. Charles Jeffords	M/C	Replacement	Assistant Professor	Educ. Found., Res., Tech., and Ldrshp.	5/20/2012	\$51,238	
Ms. Sarah Jenyk	F/C	Replacement	Instructor	Economics	5/20/2012	\$38,689	

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JULY 1, 2012-SEPTEMBER 30, 2012**

FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT Vacated Salary</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY	COMMENTS
Ms. Susan Kearns	F/C	Replacement	Instructor	Health Professions	5/20/2012	\$50,000	
Dr. Christopher Mattheus	M/C	Replacement	Assistant Professor	Geological and Environmental	5/20/2012	\$51,238	
Ms. Laura McCaskey	F/C	Replacement	Instructor	Marketing	5/20/2012	\$40,365	
Ms. Dorian Mermer	F/C	Replacement	Instructor	Communication	5/20/2012	\$42,048	
Ms. Cathy Parrott	F/C	Replacement	Assistant Professor	Physical Therapy	5/20/2012	\$85,473	
Mr. Thomas Pittman	M/C	Replacement	Instructor	English	5/20/2012	\$39,832	
Mr. Michael Pontikos	M/C	Replacement	Instructor	Marketing	5/20/2012	\$40,365	
Mr. Joseph Sanson	M/C	Replacement	Instructor	School of Technology	5/20/2012	\$46,575	
Mr. Guy Shebat	M/C	Replacement	Instructor	English	5/20/2012	\$39,832	
Mr. Frank Sole	M/C	Replacement	Instructor	Management	5/20/2012	\$42,364	
Ms. Cynthia Vigliotti	F/C	Replacement	Instructor	English	5/20/2012	\$41,074	
Ms. Donna Walsh	F/C	Replacement	Instructor	Marketing	5/20/2012	\$41,778	
Dr. Melinda Wolford	F/C	Replacement	Assistant Professor	Counseling & Special Education/Center of Excellence	5/20/2012	\$51,238	
Ms. Karla Wyant	F/C	Replacement	Instructor	Social Work	5/20/2012	\$42,367	

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JULY 1, 2012-SEPTEMBER 30, 2012**

FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT Vacated Salary	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY	COMMENTS
Mr. Mark Zetts	M/C	Replacement	Instructor	Human Ecology	5/20/2012	\$54,163	
September 2012							
None.							
PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b)							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT Vacated Salary	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY	COMMENTS
July 2012							
Ms. Olivia Arnold	F/C	Replacement \$31,134	Housing Coordinator	Housing and Residence Life	7/1/2012	\$27,627	\$3,507 decrease
Dr. Kevin Ball	M/C	Replacement \$130,053	Associate Provost	Office of the Provost	7/1/2012	\$111,000	\$19,053 decrease
Ms. Elizabeth Bruchs	F/C	Replacement \$31,309	Housing Coordinator	Housing and Residence Life	7/1/2012	\$27,627	\$3,682 decrease
Mr. Randall Scott Evans	M/C	Replacement \$149,547	Vice President for University Advancement	University Advancement	7/23/2012	\$164,000	\$14,453 increase
Mr. Steven Gillespie	M/C	Replacement \$50,240	Head Baseball Coach	Intercollegiate Athletics	7/9/2012	\$60,000	\$9,760 decrease
Ms. Rhonda Gottschalk	F/C	New	Assistant Coach, Soccer	Intercollegiate Athletics	7/16/2012	\$17,745 (.75FTE)	\$17,745 increase
Dr. Charles Howell	M/C	Replacement \$136,591	Dean	BCOE	7/1/2012	\$141,500	\$4,909 increase
Mr. Ryan McNicholas	M/C	Replacement \$40,590	Coordinator , Fitness and Wellness	Department of Campus Recreation	7/2/2012	\$38,830	\$1,760 decrease
Mr. Ian Tanner	M/C	Replacement \$32,001	Housing Coordinator	Housing and Residence Life	7/2/2012	\$28,500	\$3,501 decrease

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JULY 1, 2012-SEPTEMBER 30, 2012**

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b)							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT Vacated Salary	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY	COMMENTS
Mr. Jeffrey Trimble	M/C	Replacement \$76,781	Associate Director and Head of Information Systems	Maag Library	7/1/2012	\$74,500	\$2,281 decrease
Dr. Darrell Wallace	M/C	New	Director, Advanced Manufacturing Workforce	Dean's Office, STEM	7/1/2012	\$105,000	\$105,000 increase
August 2012							
Mr. Kevin Carmody	M/C	Replacement \$57,240	Associate Director	Student Life	8/20/2012	\$55,000	\$2,240 decrease
Ms. Anne Dubovec	F/C	Replacement \$17,745	Assistant Coach, Softball	Intercollegiate Athletics	8/6/2012	\$17,745 (.75FTE)	
Ms. Cary Horvath	F/C	New	Associate Dean	College of Fine and Performing Arts	8/16/2012	\$90,455	\$90,455 increase
Ms. Marion Kalasky	F/C	Replacement \$49,051	Learning Resources Coordinator	Nursing	8/20/2012	\$41,230 Temporary	\$7,821 decrease
Mr. Jason Neal	M/C	Replacement \$9,944	Assistant Coach, Baseball	Intercollegiate Athletics	8/20/2012	\$17,745 (.75FTE)	\$7,801 increase
Mr. Scott Pfitzinger	M/C	Replacement \$44,704	Multimedia Librarian	Maag Library	8/1/2012	\$46,000	\$1,296 increase
Mr. Kevin Smallcomb	M/C	Replacement \$31,868	Assistant Coach, Baseball	Intercollegiate Athletics	8/23/2012	\$31,868	
September 2012							
Ms. Katrina Brumfield	F/B	Replacement \$31,266	Assistant Coach, Track and Field	Intercollegiate Athletics	9/17/2012	\$31,266	
Ms. Jennifer Johnson	F/C	Replacement \$53,574	Director	Career Services	9/17/2012	\$65,000	\$11,426 increase
Ms. Melissa McKenney	F/C	New	Financial Aid Counselor	Financial Aid	9/17/2012	\$31,696	\$31,696 increase

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JULY 1, 2012-SEPTEMBER 30, 2012**

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b)							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT Vacated Salary	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY	COMMENTS
Ms. Millie Rodriguez	F/C	New	Director of Distance Learning	Office of the Provost	9/16/2012	\$106,657	\$106,657 increase
Ms. Sarah Sydor	F/C	Replacement \$39,385	Assistant Athletic Trainer	Intercollegiate Athletics	9/7/2012	\$41,000	\$1,615 increase
CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT Vacated Salary	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY	COMMENTS
July 2012							
Mr. Shawn Varso	M/C	Replacement \$72,363	University Law Enforcement Supervisor	Police	7/1/2012	\$68,578	\$3,785 decrease
Mr. Randall Williams	M/C	Replacement \$72,363	University Law Enforcement Supervisor	Police	7/1/2012	\$68,578	\$3,785 decrease
Mr. Thomas Guerrieri	M/C	New position	Building Construction Superintendent	Facilities	7/15/2012	\$54,309	\$54,309 increase
Ms. Suella Wendt	F/C	Replacement \$65,436	Customer Service Assistant 2	Undergraduate Admissions	7/15/2012	\$33,862	\$31,574 decrease
Mr. Matthew Guza	M/C	Replacement \$94,162	Network Administrator 2	Media & Academic Computing	7/16/2012	\$48,277	\$45,885 decrease
Ms. Marilyn Handel	F/C	Replacement \$22,620	Administrative Assistant 1	Geography	7/29/2012	\$16,931 (.50 FTE)	\$5,689 decrease
Mr. Jonathan Eddy	M/C	Replacement \$49,192	Network Services Technician 1	Media & Academic Computing	7/30/2012	\$44,325	\$4,867 decrease
August 2012							
Ms. Megan Park	F/C	Replacement \$38,605	Human Resources Analyst	Human Resources	8/20/2012	\$34,778	\$3,827 decrease

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JULY 1, 2012-SEPTEMBER 30, 2012**

CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY

NAME	GENDER/RACE*	POSITION <i>NEW or</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT	SALARY	COMMENTS
Mr. Adam Skovira	M/C	Replacement \$53,976	Police Officer 1	Police	8/13/2012	\$39,229	\$14,747 decrease
September 2012							
Ms. Meredith Cavour	F/C	New	Secretary	STEM-Professional Practice	9/10/2012	\$16,057 (.5 FTE)	\$16,057 increase
Ms. Evelyn Kellam	F/B	Replacement \$78,811	Benefits Mang Analyst	Human Resources	9/10/2012	\$38,002	\$38,002 decrease
Mr. Louis Cenname	M/C	Replacement \$49,546	Mover 2	Facilities	9/24/2012	\$33,134	\$16,412 decrease
NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION	COMMENTS

RETIREMENTS:

Dr. Nancy Mosca	F/C	Faculty	Professor	Nursing	8/15/2012	\$96,144	
Mr. Joe Savini	M/C	Classified	Network Services Technician 3	Media & Academic Computing	7/31/2012	\$90,043	
Ms. Linda Cucitrone	F/C	Classified	Data Systems Coord. 2	YSU Bookstore	8/31/2102	\$76,586	

SEPARATIONS:

Ms. Charmaine Banach	F/C	Faculty	Assistant Professor	Art	8/15/2012	\$53,000	
Dr. Julie Knutson	F/C	Faculty	Assistant Professor	HPES / Teacher Education	8/18/2012	\$52,238	
Dr. Rajender Kondakindi	M/A	Faculty	Postdoctoral	Chemistry	9/30/2012	\$50,000	
Dr. Sherry Linkon	F/C	Faculty	Professor	English	8/16/2012	\$84,477	
Ms. Renee McManus	F/C	Faculty	Clinical Assistant Professor	Nursing	8/10/2012	\$55,288	

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JULY 1, 2012-SEPTEMBER 30, 2012**

SEPARATIONS:							
Dr. Jason Chadwick Smith	M/C	Faculty	Assistant Professor	HPES	8/18/2012	\$55,000	
Dr. Kathryn Tessmer	F/C	Faculty	Assistant Professor	HPES	8/14/2012	\$53,978	
Dr. Hans Tritico	M/C	Faculty	Assistant Professor	Civil/Environmental & Chemical Engineering	8/1/2012	\$64,274	
Ms. Marcella Bolha	F/B	P/A	Assistant Coach, Women and Men's Track	Intercollegiate Athletics	6/30/2012	\$31,266	
Mr. Ralph Morrone	M/C	P/A	Director of Engineering	University Facilities	7/17/2012	\$87,777	
Mr. Brian Godsen	M/C	Classified	Programmer Analyst 3	Institutional Research	9/21/2012	\$53,581	

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.