

**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, February 18, 2014  
3:00 p.m. or immediately following  
previous meeting**

**Tod Hall  
Board Meeting Room**

**AGENDA**

**A. Disposition of Minutes for Meeting Held December 5, 2013**

**B. Old Business**

**C. Committee Items**

**1. Human Resources**

**a. Human Resources Action Items**

- 1) Resolution to Modify Designation of Moveable University Holidays Policy, 7007.01** **Tab 1**  
Kevin Reynolds, Chief Human Resources Officer, will report.
- 2) Resolution to Modify Compensation and Salary Studies/Plans Policy, 7020.01** **Tab 2**  
Kevin Reynolds, Chief Human Resources Officer, will report.
- 3) Resolution to Modify Acting President Policy, 9004.01** **Tab 3**  
Kevin Reynolds, Chief Human Resources Officer, will report.

**b. Authorization for New Positions**

- 1) Resolution to Approve the Creation and Recruitment of a Student Support Specialist for the Office of Distance Education** **Tab 4**  
Ikram Khawaja, Provost and Vice President for Academic Affairs, and  
Millie J. Rodriguez, Director of Distance Education, will report.

**2) Resolution to Approve the Creation and Recruitment of an Associate Director of Open Source Systems and Web Programming** **Tab 5**

Gene Grilli, Vice President for Finance and Administration, and Ken Schindler, Associate Vice President for Information Technology Services/Chief Technology Officer, will report.

**3) Resolution to Approve the Creation and Recruitment of an Associate Director of Institutional Research and Analytics** **Tab 6**

Gene Grilli, Vice President for Finance and Administration, and Ken Schindler, Associate Vice President for Information Technology Services/Chief Technology Officer, will report.

**4) Resolution to Ratify Appointments** **Tab 7**

Summary of appointments, promotions, and other personnel actions for faculty, classified civil service and professional/administrative staff and intercollegiate athletics coaching positions for November 8, 2013, through January 24, 2014. 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.

**c. Human Resources Discussion Items**

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

A verbal report of the Collective Bargaining and Negotiations Subcommittee will be presented. John R. Jakubek will report.

**2) 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**

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

**Tab 8**

**D. New Business**

**E. Adjournment**

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

**AGENDA TOPIC:** Resolution to Modify Designation of Moveable University Holidays Policy, 7007.01

**STAFF CONTACT(S):** Kevin Reynolds, Chief Human Resources Officer

**BACKGROUND:** This policy identifies the holidays that may be observed on dates other than the customary date in accordance with the state law. This allows for the President to move such holidays to meet the needs of the University community.

**SUMMARY AND ANALYSIS:** This policy has been revised to make it easier to understand. There are no significant revisions.

**RESOLUTION:**

**RESOLUTION TO MODIFY  
DESIGNATION OF MOVEABLE  
UNIVERSITY HOLIDAYS POLICY**

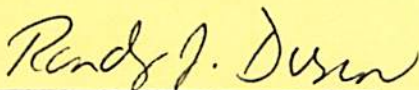
**WHEREAS,** the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

**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 Designation of Moveable University Holidays, policy number 7007.01 of the *University Guidebook*, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**RECOMMEND APPROVAL:**



Randy J. Dunn, President

**Board of Trustees Meeting**

**March 12, 2014**

**YR 2014-**

**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Designation of Moveable University Holidays</b>
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	March 1998; December 2009; March 2014
Resolution Number(s):	YR 1998-57; YR 2010-37; YR 2014-
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	March 12, 2014
Next Review:	2019

**Policy:** The Board of Trustees has been authorized by Section 124.19 of the *Ohio Revised Code* to observe certain paid holidays on days other than their customary date of observance. Pursuant to State law, the Board authorizes the President to move observance of these movable paid holidays to days that most favorably meet the needs of the University community.

**Parameters:** The movable paid holidays include:

- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Columbus Day (second Monday in October)

**Procedures:**

1. The President, on the recommendation of the Provost, will designate which of the paid holidays will be moved to better meet the needs of the academic calendar.
2. Annually, the Office of Human Resources will issue a complete listing of the paid University holidays to the Board of Trustees and members of the University community.

REDLINE VERSION  
**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Designation of Moveable University Holidays</b>
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	March 1998; December 2009; March 2014
Resolution Number(s):	YR 1998-57; YR 2010-37; YR 2014-
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	March 12, 2014
Next Review:	2019

**Policy:** The Board of Trustees has been authorized by Section 124.19 of the *Ohio Revised Code* to observe certain paid holidays on days other than their ~~customary date of observance specified in this Section~~. ~~In turn~~ Pursuant to State law, the Board authorizes the President to ~~make move~~ observance of these movable paid holidays to days ~~any changes~~ that most favorably meet the needs of the University community.

**Parameters:** The movable paid holidays include:

- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Columbus Day (second Monday in October)

**Procedures:**

1. The President, on the recommendation of the Provost, will designate which of the paid holidays will be moved to better meet the needs of the academic calendar.
2. Annually, the Office of Human Resources will ~~distribute~~ ~~issue~~ a complete listing of the paid University holidays to the Board of Trustees and members of the University community.

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

**AGENDA TOPIC:** Resolution to Modify Compensation and Salary Studies/Plans Policy, 7020.01

**STAFF CONTACT(S):** Kevin Reynolds, Chief Human Resources Officer

**BACKGROUND:** This policy establishes the authority of the President to develop compensation programs for University faculty and staff.

**SUMMARY AND ANALYSIS:** This policy has been revised to make it easier to understand. There are no significant revisions.

**RESOLUTION:**

**RESOLUTION TO MODIFY  
COMPENSATION AND SALARY  
STUDIES/PLANS POLICY**

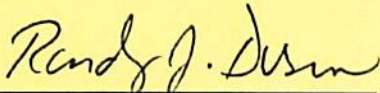
**WHEREAS,** the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

**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 Compensation and Salary Studies, policy number 7020.01 of the *University Guidebook*, to be retitled as Compensation and Salary Studies/Plans, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**RECOMMEND APPROVAL:**



Randy J. Dunn, President

**Board of Trustees Meeting  
March 12, 2014  
YR 2014-**

REDLINE VERSION  
**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Compensation and Salary Studies/<del>Plans</del></b>
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	October 1998; December 2009; March 2014
Resolution Number(s):	YR 1999-112; YR 2010-37; YR 2014-
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	March 12, 2014
Next Review:	2019

**Policy:** The Board of Trustees recognizes the need to have appropriate compensation **and salary** plans for all employees and employee groups, and has authorized the President, or **his/her** designee, to develop such plans.

**Definition:** Employee groups include faculty, professional/administrative staff, and classified civil service staff.

**Parameters:**

- Compensation and salary studies will be based upon **external** comparable markets **and employee groups** as determined by the University ~~that are applicable to the institution and respective employee groups.~~
- Compensation and salary plans will attempt to provide **internal** parity for positions with comparable **skills**, duties and responsibilities.
- Compensation and salary made available to employees will be consistent with the fiscal ability of the University to support such plans.

**Procedure:**

The President will periodically designate the individual(s) responsible for reviewing compensation and salary of employee groups.

**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Compensation and Salary Studies/Plans</b>
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	October 1998; December 2009; March 2014
Resolution Number(s):	YR 1999-112; YR 2010-37; YR 2014-
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	March 12, 2014
Next Review:	2019

**Policy:** The Board of Trustees recognizes the need to have appropriate compensation and salary plans for all employees and employee groups, and has authorized the President, or his/her designee, to develop such plans.

**Definition:** Employee groups include faculty, professional/administrative staff, and classified civil service staff.

**Parameters:**

- Compensation and salary studies will be based upon external comparable markets and employee groups as determined by the University.
- Compensation and salary plans will attempt to provide internal parity for positions with comparable skills, duties and responsibilities.
- Compensation and salary made available to employees will be consistent with the fiscal ability of the University to support such plans.

**Procedure:**

The President will periodically designate the individual(s) responsible for reviewing compensation and salary of employee groups.



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

**AGENDA TOPIC:** Resolution to Modify Acting President Policy, 9004.01

**STAFF CONTACT(S):** Kevin Reynolds, Chief Human Resources Officer

**BACKGROUND:** This policy establishes the period of time that the President may be absent from campus that will necessitate the designation of an Acting President.

**SUMMARY AND ANALYSIS:** This policy has been revised to increase the number of days of absence from campus to five working days. This is done in recognition of the ability to communicate and perform work utilizing a variety of electronic devices and communication methods.

**RESOLUTION:**

**RESOLUTION TO MODIFY  
ACTING PRESIDENT POLICY**

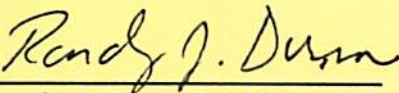
**WHEREAS,** the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

**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 Acting President, policy number 9004.01 of the *University Guidebook*, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**RECOMMEND APPROVAL:**



Randy J. Dunn, President

**Board of Trustees Meeting  
March 12, 2014  
YR 2014-**

**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Acting President</b>
Responsible Division/Office:	Office of the President
Approving Officer:	President
<i>Revision History:</i>	January 1999; February 2009; March 2014
Resolution Number(s):	YR 1999-68; YR 2009-33; YR 2014-
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	March 12, 2014
Next Review:	2019

**Policy:** Whenever the President intends to be absent from the University for five working days or more an Executive Officer of the University will be designated as Acting President.

**Definition:** In addition to the President, the Executive Officers of the University include the Provost/Vice President for Academic Affairs, the Vice President for Finance and Administration, the Vice President for University Advancement, the Vice President for Student Affairs, and the University General Counsel.

**Parameters:**

- The President will prepare the appropriate notification to send to the Board of Trustees with a copy to the Executive Officer designated to serve as Acting President. Such notification will include any parameters or cautions deemed appropriate by the President.
- The Acting President shall have authority to act on behalf of the President in conformity with the notification of designation.

REDLINE VERSION  
**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Acting President</b>
Responsible Division/Office:	Office of the President
Approving Officer:	President
<i>Revision History:</i>	January 1999; February 2009; March 2014
Resolution Number(s):	YR 1999-68; YR 2009-33; YR 2014-
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	March 12, 2014
Next Review:	2019

**Policy:** Whenever the President intends to be absent from the University for ~~three~~ **five** working days or more an Executive Officer of the University will be designated as Acting President.

**Definition:** In addition to the President, the Executive Officers of the University include the Provost/Vice President for Academic Affairs, the Vice President for Finance and Administration, the Vice President for University Advancement, the Vice President for Student Affairs, and the University General Counsel.

**Parameters:**

- The President will prepare the appropriate notification to send to the Board of Trustees with a copy to the Executive Officer designated to serve as Acting President. Such notification will include any parameters or cautions deemed appropriate by the President.
- The Acting President shall have authority to act on behalf of the President in conformity with the notification of designation.

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

**AGENDA TOPIC:** Resolution to Approve the Creation and Recruitment of a Student Support Specialist for the Office of Distance Education

**STAFF CONTACT(S):** Dr. Ikram Khawaja, Provost and Vice President for Academic Affairs, and Millie J. Rodriguez, Director of Distance Education

**BACKGROUND:** With seven fully-online programs officially up and running, in addition to two programs scheduled to launch in the Fall 2014 semester, the Distance Education Office requires a Student Support Specialist to assist in the recruitment and retention of students who will be earning degrees completely online. The person in this position will assist students from point of inquiry through graduation, including assistance with applying, enrolling, and navigating the university's processes and procedures, all via the internet. For additional clarification, the position description is attached. The salary range is \$32,338 - \$55,271.

**SUMMARY AND ANALYSIS:** Based upon the above information, the position of Student Support Specialist for the Office of Distance Education is being submitted for approval.

**RESOLUTION:**

**RESOLUTION TO APPROVE THE CREATION AND RECRUITMENT  
OF A STUDENT SUPPORT SPECIALIST  
FOR THE OFFICE OF DISTANCE EDUCATION**

**WHEREAS,** Youngstown State University's Office of Distance Education currently has seven fully-online programs, with two new programs being launched in Fall 2014; and

**WHEREAS,** the Office of Distance Education requires a Student Support Specialist to assist in the recruitment and retention of students who will be earning degrees completely online; and

**WHEREAS,** the person in this position will support students in their educational pursuit each semester from enrollment until they have reached their academic goals, including, but not limited to, student services, registration, program changes, tracking cohorts, transfer credits, and monitoring academic progress; and

**WHEREAS,** the position of Student Support Specialist is important to the future growth of YSU's distance education program;

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Trustees of Youngstown State University does hereby authorize the approval to conduct a search for the position of Student Support Specialist for the Office of Distance Education.

**RECOMMEND APPROVAL:**

*Randy J. Dunn*  
Randy J. Dunn, President

**Board of Trustees Meeting  
March 12, 2014  
YR 2014-**

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

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YOUNGSTOWN STATE UNIVERSITY

**Issue Date:**

**Salary Midpoint:** \$43,805  
APAS

**Reviewed By:** MR/CT

**TITLE:** Student Support Specialist

**DEPARTMENT:** Distance Education

**JOB SUMMARY:**

Provides proactive outreach and client services to new and current students; contributing to greater student satisfaction and retention of students within Youngstown State University's Distance Education Programs.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

Supports students on their educational pursuits through full-life cycle assistance, each semester, until they have reached their academic goals. These efforts may include assisting with, but are not limited to: student services, registration, program changes, tracking cohorts, transfer credits, and monitoring academic progress.

Serves as a liaison between the student and the University.

Works closely with the program coordinators and supports their efforts in working with the applicant/students.

More specific duties may include:

1. Conversion of prospective distance education students to an enrolled status by assisting them at the point of inquiry throughout their academic career.
2. Acting as an ombudsperson for students in distance education programs in dealing with all campus offices.
3. Maintaining term enrollment statistics.
4. Responding to incoming email and telephone calls within 24-48 hours.
5. Maintaining and delivering accurate information to students on Youngstown State University's policies and procedures.
6. Serving as liaison between the Office of Distance Education, the academic departments, University Administration and corporate partners/constituents.
7. Providing comprehensive, timely and high quality service when working with internal and external units/individuals.
8. Ensuring individual and unit goals are being achieved on a daily basis.
9. Actively supporting registration and retention efforts.
10. Support the Strategic Plan and Mission of Youngstown State University.

**OTHER FUNCTIONS & RESPONSIBILITIES:**

Performs other related duties as assigned.

**SUPERVISION GIVEN:** None

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 2 of 2

**TITLE:** Student Support Specialist

**REPORTS TO:** Director

**REQUIRED CERTIFICATIONS AND/OR LICENSURES:** None

**MINIMUM QUALIFICATIONS:**

- Requires a minimum of a BA/BS Degree; Must possess a strong work ethic, organizational skills, written and oral communication, and interpersonal skills.
- Must be able to demonstrate problems solving skill from a service perspective.
- Must be proficient in the MS Office Suite and have experience using the Internet.
- Student Centered in view point.

**DESIRED QUALIFICATIONS:**

- Masters Degree preferred
- Must have the ability to multitask.
- Prior experience working within a higher education setting is preferred.
- Prior experience within a distance education classroom environment is preferred.
- Must be proficient in the use of a CRM (customer relations management) system.

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

**AGENDA TOPIC:** Resolution to Approve the Creation and Recruitment of an Associate Director of Open Source Systems and Web Programming

**STAFF CONTACT(S):** Eugene Grilli, Vice President for Finance and Administration, and Ken Schindler, Associate Vice President for Information Technology Services/Chief Technology Officer

**BACKGROUND:**

The University has decided to expand its use of Open Source software:

1. As a cost-saving measure:
  - By developing its eBulletin/eCatalog using the Drupal Open Source content management system;
  - By converting its web site to the Drupal content management system;
  - By converting its portal to the UPortal Open Source portal system;
  - May convert its Learning Management System from Blackboard to an Open Source package.
2. As a faculty labor-saving measure:
  - By installing the Kualu-based Faculty Annual Reporting (FAR) system to automate this process;
  - By installing the Kualu-based eDossier to automate the faculty promotion and tenure process.
3. As an Information Technology Services (ITS) productivity measure:
  - By delivering custom solutions using available application development frameworks;
  - By reducing the time to solution delivery using available open source frameworks.

To properly address this direction, ITS is creating a new team within ITS with the skill set and aptitude for open source systems and web programming.

**SUMMARY AND ANALYSIS:**

We are requesting that funding previously dedicated to the vacated Data Security Supervisor's position be reallocated to this P/A Associate Director's position.

The new position will be a P/A exempt in the H9 band so the reallocated salary will more than suffice to fill this position.

In summary, this position will:

1. Lead and coordinate the expanding role of Open Source and web-based systems at YSU;
2. Improve the analysis, development or installation, ongoing support, and standards of open source systems and web-based systems both technically and procedurally;
3. Fill the need for experienced senior leadership of this specialized team that includes both technical and business acumen;



**RECOMMEND APPROVAL:**

*Randy J. Dunn*  
Randy J. Dunn, President

**Board of Trustees Meeting  
March 12, 2014  
YR 2014-**

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 1 of 3



**Issue Date:**

**Salary Range:** H8 \$84,510

**Reviewed By:** KS/SL

**TITLE:** Associate Director of Open Source Systems & Web Programming

**DEPARTMENT:** Information Technology Services

**JOB SUMMARY:**

Foster and supports growth in the use of the university Open Source Systems and other web-based content delivery tools (such as Drupal and WordPress) used by YSU faculty and staff. Supervise the Open Source Systems support team, coordinate and facilitate one-on-one and group workshop training sessions, and ensure timely response to phone and on-line support requests. Assist in the development and implementation of related policies and procedures. Compile evaluative data regarding use and support of Open Source technologies.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

Provide ITS leadership for the implementation and support of Open Source & web-based systems. This includes all phases of planning, budgeting, development, training, piloting, and implementation.

In collaboration with the Office of Distance Education, other academic entities, ITS support teams, and administrative offices work with and support faculty and staff as they design, develop, and implement instructional projects for web-based delivery and academic process improvement.

Design, develop, and deliver training content on web-based instruction technology for faculty & staff. Topics on a range of topics from basic techniques to advanced techniques delivered via a variety of methods including face-to-face, on-line, or in hybrid style.

Provide technical administer the online learning management system by providing a variety of technical support for faculty and staff, proper installation and upgrade maintenance, ensuring minimum downtime, and consulting with the Office of Distance Education in creation and design of Internet courses and resources.

Consult with departments or colleges during planning to use Open Source solutions.

Serves as project manager and developer for specific web-based projects that benefit a department, a college, or the university.

Provide training, coaching, and day-to-day direction for permanent and student staff.

Manage troubleshooting of Open Source & Web systems.

**OTHER FUNCTIONS & RESPONSIBILITIES:**

Performs other related duties as assigned.

**SUPERVISION EXERCISED:** Supervises on Professional/Administrative employee.

**REPORTS TO:** Chief Technology Officer

**Issued to:**

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 2 of 3

**TITLE:** Associate Director of Open Source Systems & Web Programming

**PHYSICAL REQUIREMENTS:**

None

**REQUIRED CERTIFICATIONS AND/OR LICENSURES:**

None

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in a related field and 3 years experience in open source and or web programming design and development. Excellent interpersonal skills and verbal and written communication skills.

**PREFERRED QUALIFICATIONS:**

Master's Degree in a related field.

Demonstrated experience in the use of an eLearning Management System such as Sakai, BlackBoard, Web CT, Desire to Learn, Moodle, or Angel.

Demonstrated experience in the use of an Open Source ERP systems such as Quali.

Demonstrated experience in the use of an Open Source systems for document asset management such as DSpace, photo and video management systems such as ResourceSpace and or Kaltura. Etc..

Demonstrated experience required in the following: Preparing, and delivering instruction for traditional and web-based course content delivery environments, preferably in higher education with an emphasis on quality content and delivery.

Demonstrated experience in the administration and support of an eLearning Management System such as Sakai, BlackBoard, Web CT, Desire to Learn, Moodle, or Angel.

Demonstrated systems analysis skills, project management, and experience implementing and supporting on-line systems.

Experience in supervision of professional and clerical staff.

Demonstrated experience with ERP systems in higher education.

Preparation of written and on-line documentation

Strong teaching and presentation skills

Good organization skills, self-directed learner, and customer-service oriented

Ability to work collaboratively in teams and work on simultaneous projects

Ability to work under pressure to meet hourly, daily, weekly, and monthly deadlines without direction and make good judgment decisions

**Issued to:**

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 3 of 3

**TITLE:** Associate Director of Open Source Systems & Web Programming

Ability to identify needed action without direction

Must be motivated and have strong interest in contributing to the success of the University

Experience preferred in the following: Evaluating instructional materials, including technology-driven courseware. Using Web development tools, including HTML. Designing and delivering course materials using a learning management system. Digitizing content for instructional uses. Using multiple desktop operating environments, such as: Windows, Macintosh, and UNIX

**Issued to:**

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

**AGENDA TOPIC:** Resolution to Approve the Creation and Recruitment of an Associate Director of Institutional Research and Analytics

**STAFF CONTACT(S):** Eugene Grilli, Vice President for Finance and Administration, and Ken Schindler, Associate Vice President for Information Technology Services/Chief Technology Officer

**BACKGROUND:**

Effective October 1, 2013, Institutional Research and Policy Analysis (IR&PA) was moved from the Office of the Provost to Information Technology Services under the Vice President of Finance and Administration. At this time, Computer Services' staff responsible for enterprise reporting and Business Intelligence (BI) Planning, were combined with IR&PA personnel to form the Institutional Research and Analytics (IR&A) team reporting to the Director of Computer Services.

With the aforementioned restructuring, the Director of Computer Services is responsible for the areas of database administration, Banner application development, and Institutional Research and Analytics. Total staff FTE is 14.5 with 3.5 FTE dedicated to IR&A functions.

**SUMMARY AND ANALYSIS:**

We are requesting that funds previously dedicated to the Executive Director of Institutional Research and Policy Analysis be reallocated to the creation of the Associate Director for Institutional Research and Analytics position. The funding for the vacated Executive Director of Institutional Research and Policy Analysis is more than sufficient to fund the new Associate Director for Institutional Research and Analytics position in the H9 band as a P/A exempt.

Beyond the daily supervision of the IR&A staff, this position is charged with implementing and maintaining Business Intelligence strategies, standards, and data solutions supporting the institution's data needs.

In summary, this position will:

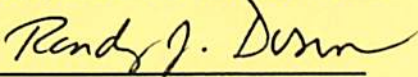
1. Lead the further development and maintenance of an effective Business Intelligence strategic plan essential to a data driven culture;
2. Lead automation of existing institutional research reporting procedures;
3. Provide the significant and specialized data analytic skills to meet and anticipate the current and future informational needs of the University;
4. Provide day-to-day supervision of the Institutional Research & Analytics staff.

**RESOLUTION:**

**RESOLUTION TO APPROVE THE CREATION AND  
RECRUITMENT OF AN ASSOCIATE DIRECTOR OF  
INSTITUTIONAL RESEARCH AND ANALYTICS**

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby authorize the University to recruit an Associate Director of Institutional Research and Analytics.

**RECOMMEND APPROVAL:**

A handwritten signature in cursive script, reading "Randy J. Dunn", is written over a horizontal line.

Randy J. Dunn, President

**Board of Trustees  
March 12, 2014  
FY 2014-**

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

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YOUNGSTOWN STATE UNIVERSITY

**Issue Date:**

**Salary Midpoint:** \$84,114

**Reviewed By:** KS/SL

**TITLE:** Associate Director

**DEPARTMENT:** Institutional Research & Analytics

**JOB SUMMARY:**

Provides leadership in the collection, interpretation, analysis, use, and dissemination of university-wide data in support of enrollment management, academic program development, institutional accountability, financial planning, and the overall strategic decision-making process.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

Establishes methodologies for extracting, analyzing, and communicating data to state, federal, and other external constituencies.

Establishes standards for internal reporting and design of studies to support financial and academic planning and assessment.

Promotes and facilitates a data driven culture contributing to the strategic decision making processes of the institution.

Ensures that all published data to external organizations and agencies is properly and accurately documented, archived, and managed.

Designs instruments and analyzes institutional data for purposes of identifying and interpreting data trends, preparing longitudinal analysis, developing demographic profiles, and responding to changes in state and federal policies.

Collaborates with functional areas to meet program and department data, research, and analysis needs. Manages all survey instruments and reporting analysis for academic and administrative departments. Ensures that all departmental or constituency-based surveys meet University standards for surveys, reports and ability to provide in depth analyses.

Oversees University's Data Governance Council.

Responsible for the operation of Institutional Research and Analytics including the supervision of staff, preparation of mandatory state and federal reports, and the management of a business intelligence reporting environment specific to the needs of the University.

Supervises IR&A staff and assignments to assure completion of State & Federal mandated reporting requirements. Sets and manages priorities of University reporting projects.

Maintains & executes annual team professional development plan.

**OTHER FUNCTIONS & RESPONSIBILITIES:**

Performs other related duties as assigned.

**Issued to:**

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 2 of 2

**TITLE:** Associate Director

**SUPERVISION EXERCISED:**

Administrative and functional supervision is exercised over (2.0 FTE) professional/administrative and (1.5 FTE) classified positions.

**REPORTS TO:** Director of Computer Services

**PHYSICAL REQUIREMENTS:**

None

**REQUIRED CERTIFICATIONS AND/OR LICENSURES:**

None

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree and a minimum of five (5) years experience in institutional research or business intelligence.

**PREFERRED QUALIFICATIONS:**

Master's degree in Business Management, Mathematics, or related field with professional level work at post-secondary academic institution.

**Issued to:**



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

**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 November 8, 2013, through January 24, 2014. Board of Trustees approval is required for faculty, professional/administrative staff and intercollegiate athletics coaching position appointments.

**RESOLUTION:**

**RESOLUTION TO RATIFY  
APPOINTMENTS**

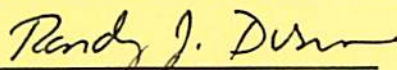
**WHEREAS,** the *Policies of the Board of Trustees* direct the President to appoint such employees as are necessary to effectively carry out the operation of the University; and

**WHEREAS,** new appointments have been made subsequent to the December 18, 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  
March 12, 2014  
YR 2014-**

## **SUMMARY OF PERSONNEL ACTIONS**

### **Appointments – 7**

#### **New Positions - 3**

- Professional/Administrative - 3
  - Academic Advisor, CLASS
  - Associate VP for Enrollment Planning and Management, Student Affairs
  - Associate Dean, CLASS (part-time)

#### **Replacement Positions - 4**

- Professional/Administrative - 3
- Classified Civil Service - 1

### **Separations – 14**

#### **Retirement - 4**

- Classified Civil Service - 1
- Professional/Administrative - 3

#### **Resignation - 6**

- Professional/Administrative - 4
- Classified Civil Service - 2

#### **Layoff - 2**

- Classified Civil Service - 2

#### **Non-renewal - 2**

- Professional/Administrative - 2

**YOUNGSTOWN STATE UNIVERSITY  
FACULTY  
PERSONNEL ACTIONS**

**APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL**

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY/ FTE	COMMENTS
None.							

**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	VACANT POSITION BUDGETED SALARY	COMMENTS
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**Retirements**

None.							
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**Resignations**

None.							
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**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
Ms. Joyce O'Connell	F/C	Replacement	Administrative Assistant 1	Teacher Education	1/13/2014		Temporary

**PROMOTIONS FOR INFORMATION ONLY**

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

**TRANSFERS FOR INFORMATION ONLY**

NAME			TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS
Ms. Christine Bosela			Account Clerk 2	Payroll	12/12/2013		
Ms. Laura Robich			Administrative Assistant 1	Nursing	12/4/2013		
Ms. April Vosch			Secretary 1	English	12/12/2013		
Ms. Lora Graneto			Secretary	STEM	12/12/2013		
Ms. Cheryl Beil			Administrative Assistant 2	Dean's Office - WCBA	12/12/2013		
Ms. Ladonna Zocolo			Account Clerk 2	Development	12/12/2013		

**DEMOTIONS FOR INFORMATION ONLY**

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

**RECLASSIFICATIONS FOR INFORMATION ONLY**

NAME		NEW SALARY	TITLE	DEPARTMENT	EFFECTIVE DATE	PREVIOUS SALARY	COMMENTS
None.							

**YOUNGSTOWN STATE UNIVERSITY  
CLASSIFIED PERSONNEL ACTIONS**

**SALARY ADJUSTMENTS INFORMATION ONLY**

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
Mr. Travis McDade		\$43,659	Police Officer 2	YSU Police	10/20/2013	\$40,019	completion of probation per EOP agreement
Mr. Joseph Schialdone		\$43,659	Police Officer 2	YSU Police	10/20/2013	\$40,019	
Mr. Frank Betsa		\$82,243	Data Security Supervisor	Network Services	11/01/2013	\$77,792	

**SEPARATIONS**

NAME	GENDER/RACE*		TITLE	DEPARTMENT	SEPARATION DATE		COMMENTS
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**Retirements**

Mr. Terrance Blunt	M/C		Administrative Assistant 2	Media & Academic Computing	12/31/2013		
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**Separations**

Ms. Tasha Lambert	F/C		Administrative Assistant 1	Nursing	12/12/2013		Resignation
Mr. Jeffrey Logan	M/C		Network Administrator 2	Media and Academic Computing	1/11/2014		Resignation
Ms. Gemini McCormick	F/C		Account Clerk 2	Payroll	12/28/2013		Layoff
Ms. Monica Temnick	F/C		Administrative Assistant 2	Dean's Office WCBA	12/28/2013		Layoff

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**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</i> <i>(Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Mr. Gary Swegan	M/C	New	Associate VP for Enrollment Planning and Management	Student Affairs	11/18/2013	\$137,000 1.0	\$137,000 increase
Ms. Jane Kestner	F/C	New	Associate Dean	CLASS	1/2/2014	\$64,556 .50	Replaced \$129,113 full time with part time
Ms. Kimberly Verdone	F/C	Replacment \$73,481	Director	Degree Audit Services	2/1/2014	\$55,000 1.0	\$18,481 decrease

**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

**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.							

**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  
PERSONNEL ACTIONS**

<b>RECLASSIFICATIONS FOR BOARD OF TRUSTEES APPROVAL</b> (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME		NEW SALARY	TITLE	DEPARTMENT	EFFECTIVE DATE	PREVIOUS SALARY	COMMENTS
Mr. Richard White		\$77,787	Director of Planning and Construction	Facilities	3/16/2013	\$74,082	\$3,705 increase

<b>SALARY ADJUSTMENTS FOR BOARD OF TRUSTEES APPROVAL</b> (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME		NEW SALARY	TITLE	DEPARTMENT	EFFECTIVE DATE	PREVIOUS SALARY	COMMENTS
Mr. Randall Ziobert		\$72,924	Associate Director and Network Administrator	Media and Academic Computing	11/16/2013	\$66,294	\$6,630 increase

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

**Retirements**

Mr. Marty Bramlett	M/C	P/A	Director, Labor Relations	Human Resources	12/31/2013	\$91,800	
Ms. Carol Trube	F/C	P/A	Manager of Classification and Compensation	Human Resources	12/31/2013	\$58,381	
Ms. Justine Weintz	F/C	P/A	Director of Graduate Admissions	Graduate Studies and Research	12/31/2013	\$78,456	

**SEPARATIONS**

Ms. Kathleen Furguson	F/C	P/A	Fringe Benefits Specialist	Human Resources	11/30/2013	\$70,104	Non-renewal
Mr. Jason Rakers	M/C	P/A	Senior Network Technology Architect	Network Services	11/30/2013	\$98,065	Resignation
Ms. Rebecca Keck	F/C	P/A	Director, SMARTS	SMARTS	12/4/2013	\$71,249	Elimination of Position

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**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 (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Ms. Natalie Kiriazis	F/C	New	Academic Advisor	CLASS	11/13/2013	\$32,338 1.0	\$32,338 increase
Ms. Alexis Hall	F/C	Replacement \$29,000	Housing Coordinator	Housing & Resident Life	2/1/2014	\$27,670 1.0	\$1,330 decrease
Mr. Edward Goist	M/C	Replacement \$55,308	Senior Development Officer	Development	2/3/2014	\$60,000 1.0	\$4,692 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	EFFECTIVE DATE		COMMENTS
None.							

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

NAME		NEW SALARY	TITLE	DEPARTMENT	EFFECTIVE DATE	PREVIOUS SALARY	COMMENTS
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
Ms. Christine Adams		\$42,868	Government Documents Librarian	Maag Library	2/1/2014	\$38,164	\$4,704 increase
Ms. Lenora Greene		\$47,610	Assistant Director	English Language Institute	12/1/2013	\$45,343	\$2,267 increase
Dr. Dingqiang Li		\$58,945	Instrumentation Scientist	Chemistry	7/1/2013	\$56,137	\$2,808 increase

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL/ADMINISTRATIVE (APAS)  
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	EFFECTIVE DATE	PREVIOUS SALARY	COMMENTS
None.							

**SEPARATIONS**

NAME	GENDER/RACE*		TITLE	DEPARTMENT	SEPARATION DATE		COMMENTS
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**Retirements**

None.							
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**Resignations**

Mr. Jeffrey Butts	M/C		Research Associate	Center for Islamic Studies	12/4/2013	\$37,645	Resignation
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**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL/ADMINISTRATIVE (Coaches)  
PERSONNEL ACTIONS**

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

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Mr. Jonatan Berhane	M/B	Replacement \$18,099	Assistant Tennis Coach	Intercollegiate Athletics	1/16/2014	\$18,099 .75	

**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.							

**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
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
None.							

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

SEPARATIONS							
NAME	GENDER/RACE*		TITLE	DEPARTMENT	SEPARATION DATE		COMMENTS
<b>Retirements</b>							
None.							
<b>Resignations</b>							
Mr. Mark Mangino	M/C		Assistant Football Coach	Intercollegiate Athletics	1/8/2014	\$66,487	Resignation
Mr. Kurt Beathard	M/C		Assistant Football Coach	Intercollegiate Athletics	1/15/2013	\$45,900	Resignation

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

**AGENDA TOPIC:** Litigation Report

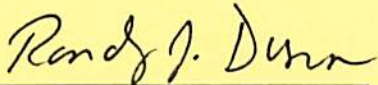
**STAFF CONTACT(S):** Holly A. Jacobs, General Counsel

**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:**

A handwritten signature in cursive script that reads "Randy J. Dunn". The signature is written in dark ink and is positioned above a horizontal line.

Randy J. Dunn, President

Board of Trustees meets in executive session to discuss.