

**BOARD OF TRUSTEES  
UNIVERSITY AFFAIRS COMMITTEE**

**John R. Jakubek, Chair  
David C. Deibel, Vice Chair  
All Trustees are Members  
Ikram Khawaja, *Ex-Officio***

**Thursday, May 29, 2014  
4:00 p.m. or immediately following  
previous meeting**

**Tod Hall  
Board Meeting Room**

**AGENDA**

**A. Disposition of Minutes for Meeting Held February 18, 2014**

**B. Old Business**

**C. Committee Items**

**1. Human Resources**

**a. Human Resources Action Items**

- 1) Resolution to Approve Social Media Use on Official and Affiliated University Sites Policy, 4009.02** **Tab 1**  
Mark Van Tilburg, Executive Director of Marketing Communications, and Andrea Tharp, Assistant Editor of Social Media, will report.
- 2) Resolution to Modify Development of Guidebook Policies Policy, 0001.00** **Tab 2**  
Cynthia Kravitz, Director of Equal Opportunity and Policy Compliance, will report.
- 3) Resolution to Authorize Conferral of Emeritus Status** **Tab 3**  
The resolution nominates eight recently-retired administrators for Administrator Emeritus Status. Policy Number 7003.01, Emeritus Status, of the *University Guidebook*, is attached for your information.  
Kevin Reynolds, Chief Human Resources Officer, will report.

**b. Authorization for New Positions**

- 1) Resolution to Approve the Creation and Recruitment of an Undergraduate Transfers Coordinator** **Tab 4**  
Jack Fahey, Vice President of Student Affairs, and Gary Swegan, Associate Vice President for Enrollment and Planning Management, will report.

**2) Resolution to Approve the Creation and Recruitment of a Systems Coordinator** **Tab 5**

Jack Fahey, Vice President of Student Affairs, and Gary Swegan, Associate Vice President for Enrollment and Planning Management, will report.

**3) Resolution to Ratify Appointments** **Tab 6**

Summary of appointments, promotions, and other personnel actions for faculty, classified civil service and professional/administrative staff and intercollegiate athletics coaching positions for January 24, 2014, through May 2, 2014. Board of Trustees approval is required for faculty, professional/administrative staff and intercollegiate athletics coaching position appointments.

Neal McNally, Interim 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 7**

**D. New Business**

**E. Adjournment**

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

**AGENDA TOPIC:** Resolution to Approve Social Media Use on Official and Affiliated University Sites Policy, 4009.02

**STAFF CONTACT(S):** Mark Van Tilburg, Executive Director of Marketing Communications, and Andrea Tharp, Assistant Editor of Social Media

**BACKGROUND:**

After an internal audit on student related social media at Youngstown State University conducted by Packer Thomas in July 2013, it was recommended that YSU create a social media policy to include such aspects as what constitutes social media, who owns the rights to the information, who is responsible for the platforms, and how should students and employees participate in social media.

**SUMMARY AND ANALYSIS:**

A cross-campus committee was formed to address the recommendations, discuss which strategies would work for YSU and which would not work, and determine a resolution. Several drafts of a social media policy were reviewed and reworked by the committee, and an in-depth social media best practices and guidelines document was created as a supplement to the policy.

**RESOLUTION:**

**RESOLUTION TO APPROVE  
SOCIAL MEDIA USE ON OFFICIAL AND AFFILIATED  
UNIVERSITY SITES 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 Social Media Use on Official and Affiliated University Sites, policy number 4009.02 of the *University Guidebook*, shown as Exhibit \_\_ attached hereto.

**RECOMMEND APPROVAL:**

*Ikram Khawaja*  
Ikram Khawaja, Interim President

**Board of Trustees Meeting**  
**June 18, 2014**  
**YR 2014-**

**NEW POLICY**  
**UNIVERSITY GUIDEBOOK**

**Title of Policy:** **Social Media Use on Official and Affiliated University Sites**

Responsible Division: Office of Marketing Communications

Approving Officer: Vice President of University Advancement

*Revision History:*

Resolution Number(s): YR 2014-

Board Committee: University Affairs

**EFFECTIVE DATE:** June 18, 2014

Next review: 2019

**Policy:** The University recognizes the importance of social media as an evolving technology to communicate relevant information and enhance the University's reputation and profile.

**Purpose**

The purpose of this policy is to provide guidance for current and future use of official and affiliated University social media sites.

**Definitions**

Social Media: internet based applications, web-sites, platforms, blogs, wikis, networks, and mobile-based technologies that enable users to create and share information.

Official University Social Media Site: any social media sponsored, controlled, or managed by a University college, school, department, program, office, or unit.

Affiliated Social Media Site: Any social media created as part of an individual's work or University responsibilities or by a University sponsored organization as part of its activities.

Post: publication of content in any form on social media.

### **Scope**

This policy applies to individuals including University faculty, staff, volunteers, and students, including student employees, who create or contribute to official or affiliated University social media sites.

### **Parameters**

1. The University's Office of Marketing and Communications shall establish and when appropriate revise guidelines and/or best practices for University sponsored and affiliated social media sites. (See [http://web.yosu.edu/contentm/easy\\_pages/easy\\_page\\_view.php?sid=25&page\\_id=1033](http://web.yosu.edu/contentm/easy_pages/easy_page_view.php?sid=25&page_id=1033)).
2. University sponsored and affiliated social media sites and postings are subject to all applicable state and federal regulations such as FERPA and copyright rights, University policies, guidelines and best practices established by the Office of Marketing and Communications, and The Code of Student Rights, Responsibilities, and Conduct.
3. Individual departments, colleges, programs, or administrative offices may establish additional guidelines specific to their areas of study or responsibilities, however, these guidelines must be reviewed and approved by the University's Information Technology Department and Office of Marketing Communications prior to implementation.

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

**AGENDA TOPIC:** Resolution to Modify Development of Guidebook Policies Policy, 0001.00

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

**BACKGROUND:** Currently, the Board of Trustees approves all modifications to existing University Policies. However, some modifications which are brought to the Board, such as a change to the name of an office or position, are minor in nature and do not alter the purpose or intent of the underlying policy.

**SUMMARY AND ANALYSIS:** The proposed modification to Policy 0001.01 will allow minor modifications to be made to existing University Policies without Board of Trustees approval in those instances, and only those instances, where the modification in question does not affect the purpose of the underlying policy. To insure compliance, such a change will be certified to the Board by the Vice President for Finance and Administration and the General Counsel. This modification is proposed in order to address such minor changes in an expeditious and efficient manner.

**RESOLUTION:**

**RESOLUTION TO MODIFY  
DEVELOPMENT OF GUIDEBOOK POLICIES POLICY**

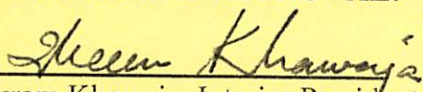
**WHEREAS,** the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

**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 Development of Guidebook Policies, policy number 0001.00 of the *University Guidebook*, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**RECOMMEND APPROVAL:**

  
Ikram Khawaja, Interim President

**Board of Trustees Meeting**  
**June 18, 2014**  
**YR 2014-**



## UNIVERSITY GUIDEBOOK

<b>Title of Policy:</b>	<b>Development of Guidebook Policies</b>
<b>Responsible Division/Office:</b>	Office of the President
<b>Approving Officer:</b>	President
<b>Revision History:</b>	June 1997; March 2007; March 2011
<b>Resolution Number(s):</b>	YR 2000-63; YR 2007-27; YR 2011-87; YR 2014-
<b>Board Committee:</b>	University Affairs
<b>EFFECTIVE DATE:</b>	June 18, 2014
<b>Next Review:</b>	2018

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

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

### Action Steps:

1. A new institutional policy or a proposed revision of an existing policy may be initiated by the individual accountable for any department or unit, such as a chairperson, director, executive director; Senates; Councils; and Committees. The formal submission of a new or revised policy shall originate from a divisional Vice President or Senior Executive; the President; or the Board of Trustees. Each division vice president or senior executive is responsible for ensuring that all existing policies assigned to his/her division are reviewed for possible revision on a five year cycle or earlier as needed.

2. When revising existing Policies, proposed modifications should be clearly identified and contrasted with existing language. A new policy should contain a policy title, policy statement, effective date, definitions if appropriate, and procedures if appropriate.
3. A draft copy of the new policy or the revised policy should be first forwarded to the Cabinet and then to departments, units, committees, or others affected, for timely review and feedback to the individual initiating the review. The policy will also be reviewed by the individual(s) or committee designated by the President for consistency with existing policies and state and/or federal laws and regulations.
4. The President may utilize any appropriate council, committee or forum to obtain campus-wide perspective or input.
5. After all reviews have taken place, the person initiating the new or revised policy may modify the proposal based on the above review process. If this is the case, the final draft will be again circulated by the initiating person to the Cabinet for final review. The President will then submit the final draft to the Board for approval.
6. With the concurrence and approval of the Vice President for Finance and Administration and University General Counsel and until the policy comes before the Board of Trustees on its scheduled review cycle, policies may be modified without Board approval to correct minor housekeeping issues such as changes to the names of offices or titles or to reflect changes in standard reporting relationships. The Vice President for Finance and Administration and University General Counsel in authorizing such changes certify to the Board that such changes do not affect the underlying policy.

REDLINE VERSION  
**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Development of Guidebook Policies</b>
Responsible Division/Office:	Office of the President
Approving Officer:	President
<i>Revision History:</i>	June 1997; March 2007; March 2011
Resolution Number(s):	YR 2000-63; YR 2007-27; YR 2011-87; YR 2014-
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	June 18, 2014
Next Review:	2018

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

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**Action Steps:**

1. A new institutional policy or a proposed revision of an existing policy may be initiated by the individual accountable for any department or unit, such as a chairperson, director, executive director; Senates; Councils; and Committees. The formal submission of a new or revised policy shall originate from a divisional Vice President or Senior Executive; the President; or the Board of Trustees. Each division vice president or senior executive is responsible for ensuring that all existing policies assigned to his/her division are reviewed for possible revision on a five year cycle or earlier as needed.

2. When revising existing Policies, proposed modifications should be clearly identified and contrasted with existing language. A new policy should contain a policy title, policy statement, effective date, definitions if appropriate, and procedures if appropriate.
3. A draft copy of the new policy or the revised policy should be first forwarded to the Cabinet and then to departments, units, committees, or others affected, for timely review and feedback to the individual initiating the review. The policy will also be reviewed by the individual(s) or committee designated by the President for consistency with existing policies and state and/or federal laws and regulations.
4. The President may utilize any appropriate council, committee or forum to obtain campus-wide perspective or input.
5. After all reviews have taken place, the person initiating the new or revised policy may modify the proposal based on the above review process. If this is the case, the final draft will be again circulated by the initiating person to the Cabinet for final review. The President will then submit the final draft to the Board for approval.
6. With the concurrence and approval of the Vice President for Finance and Administration and University General Counsel and until the policy comes before the Board of Trustees on its scheduled review cycle, policies may be modified without Board approval to correct minor housekeeping issues such as changes to the names of offices or titles or to reflect changes in standard reporting relationships. The Vice President for Finance and Administration and University General Counsel in authorizing such changes certify to the Board that such changes do not affect the underlying policy.

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

**AGENDA TOPIC:** Resolution to Authorize Conferral of Emeritus Status

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

**BACKGROUND:** University policy 7003.01 provides for the conferral of emeritus status to employees who retire with ten or more years from the university upon recommendation and approval.

**SUMMARY AND ANALYSIS:** For this year there are twenty-seven faculty and staff members being recognized with emeritus status.

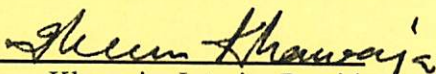
**RESOLUTION:**

**RESOLUTION TO AUTHORIZE  
CONFERRAL OF EMERITUS STATUS**

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

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

**RECOMMEND APPROVAL:**

  
Ikram Khawaja, Interim President

Board of Trustees Meeting  
June 18, 2014  
YR 2014-

# **ADMINISTRATIVE STAFF RECEIVING EMERITUS STATUS**

(Board of Trustees Meeting, June 18, 2014)

<b>NAME</b>	<b>TITLE</b>	<b>YEARS OF SERVICE</b>	<b>STATUS</b>
J. Georgia Backus	Director The Rich Center for Autism	13	Administrator Emeritus
Michael Cretella	Deputy Chief of Police YSU Police	27	Administrator Emeritus
Madeleine Haggerty	Director, Dental Hygiene Program Dean's Office – BCHHS	10	Administrator Emeritus
Jane Kestner	Associate Dean – CLASS Dean's Office – CLASS	34	Administrator Emeritus
Akhande Khan	Cash Management Officer Budget Planning and Treasury	19	Administrator Emeritus
Paul Kobulnicky	Interim Executive Assistant VP Finance VP – Finance and Administration	10	Administrator Emeritus
Carol Trube	Manager of Classification and Comp Human Resources	18	Administrator Emeritus
Tina Weintz	Director, Graduate Admissions Graduate Studies and Research	28	Administrator Emeritus

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

**AGENDA TOPIC:** Resolution to Approve the Creation and Recruitment of an Undergraduate Transfers Coordinator

**STAFF CONTACT(S):** Jack Fahey, Vice President of Student Affairs, and Gary Swegan, Associate Vice President for Enrollment and Planning Management

**BACKGROUND:** Student Affairs has been engaged in repurposing staff and resources to revitalize our recruitment and retention efforts since 2010. The next step in this process is to increase staffing in Undergraduate Admissions. A resolution to approve the creation of two new positions is attached. Position descriptions for these new positions are also attached. Gary Swegan will report.

**SUMMARY AND ANALYSIS:** Return on investment associated with this position will be measured and reported annually to the Board of Trustees.

**RESOLUTION:**

**RESOLUTION TO APPROVE THE CREATION  
AND RECRUITMENT OF AN UNDERGRADUATE  
TRANSFERS COORDINATOR**

**WHEREAS,** prudent investment in recruitment is critical; and

**WHEREAS,** our second most important priority is the addition of an undergraduate transfers coordinator; and

**WHEREAS,** we have the ability to identify and measure specific return on investment (ROI) metrics associated with the position; and

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Trustees of Youngstown State University does hereby approve Youngstown State University's Creation and Recruitment of an Undergraduate Transfers Coordinator.

**RECOMMEND APPROVAL:**



Ikram Khawaja, Interim President

**Board of Trustees Meeting  
June 18, 2014  
YR 2014-**

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

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YOUNGSTOWN STATE UNIVERSITY

**Issue Date:**

**Salary Range:** G3

**Reviewed By:** GS/SL

**TITLE:** Coordinator, Undergraduate Transfers

**DEPARTMENT:** Undergraduate Recruitment and Admissions

**JOB SUMMARY:**

Plans and implements recruitment strategies, primarily for transfer students, within Ohio and select assigned out-of-state geographic areas.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

Plans and implements recruitment strategies, primarily for transfer students, within Ohio and select assigned out-of-state geographic areas.

Attends recruitment events, primarily focused on transfer students

May be assigned some freshmen recruitment responsibility

Follows up with prospective students throughout the enrollment process

Provides reporting and other relevant information pertaining to transfer markets

Serves as primary liaison for the Office of Undergraduate Admissions to community college advisors, public and private agencies, and other external representatives for the purpose of developing and implementing recruitment programs and strategies

Represents Undergraduate Admissions to the YSU community regarding issues of interest pertaining to transfer students.

**OTHER FUNCTIONS & RESPONSIBILITIES:**

Performs other related duties as assigned including the processing of admissions applications and transcripts when needed.

**SUPERVISION EXERCISED:**

None

**REPORTS TO:** Associate Director of Admissions

**PHYSICAL REQUIREMENTS:**

Ability to lift and carry a minimum 20 lb box of materials.

**Issued to:**



**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 2 of 2

**REQUIRED CERTIFICATIONS AND/OR LICENSURES:**

Valid driver's license

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree required with at least one year experience in an office of admissions post B.A.

**PREFERRED:** Master's Degree and full time experience in an Office of Admissions. Experience as a transfer student, or working with the transfer population. Knowledge of the Ohio and/or PA community/technical college system(s)

**Issued to:**

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

**AGENDA TOPIC:** Resolution to Approve the Creation and Recruitment of a Systems Coordinator

**STAFF CONTACT(S):** Jack Fahey, Vice President of Student Affairs, and Gary Swegan, Associate Vice President for Enrollment and Planning Management

**BACKGROUND:** Student Affairs has been engaged in repurposing staff and resources to revitalize our recruitment and retention efforts since 2010. The next step in this process is to increase staffing in Undergraduate Admissions. A resolution to approve the creation of two new positions is attached. Position descriptions for these new positions are also attached. Gary Swegan will report.

**SUMMARY AND ANALYSIS:** Return on investment associated with this position will be measured and reported annually to the Board of Trustees.

**RESOLUTION:**

**RESOLUTION TO APPROVE THE CREATION  
AND RECRUITMENT OF A SYSTEMS COORDINATOR**

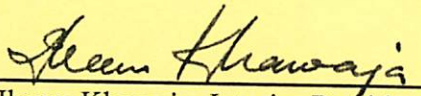
**WHEREAS,** prudent investment in recruitment is critical; and

**WHEREAS,** our most important priority is the addition of a data systems coordinator; and

**WHEREAS,** we have the ability to identify and measure specific return on investment (ROI) metrics associated with the position; and

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Trustees of Youngstown State University does hereby approve Youngstown State University's Creation and Recruitment of a Systems Coordinator.

**RECOMMEND APPROVAL:**



Ikram Khawaja, Interim President

**Board of Trustees Meeting**

**June 18, 2014**

**YR 2014-**

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 1 of 2



YOUNGSTOWN STATE UNIVERSITY

**Issue Date:**

**Salary Range:** H5

**Reviewed By:** GS/SL

**TITLE:** Systems Coordinator

**DEPARTMENT:** Undergraduate Recruitment and Admissions

**JOB SUMMARY:**

Responsible for the management of the admissions module of Banner, including testing modifications, and all other technical aspects relating to the module

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

Responsible for the management of the admissions module of Banner, including testing modifications, and all other technical aspects relating to the module

Responsible for the management of the EMAS (Enrollment Management Action System) recruitment system including upgrades, testing, modifications, and all other technical aspects of the system.

Serve as liaison to the Computer Services department to resolve IT issues within Undergraduate Admissions

Develop, implement, and distribute regular and ad hoc admission and enrollment reports

Insure the integrity of data by developing and running regular error reports

Analyzes admission technical work flow to insure efficiency to meet departmental enrollment goals.

**OTHER FUNCTIONS & RESPONSIBILITIES:**

Performs other related duties as assigned.

**SUPERVISION EXERCISED:**

None

**REPORTS TO:** Associate Director of Admissions

**PHYSICAL REQUIREMENTS:**

None.

**REQUIRED CERTIFICATIONS AND/OR LICENSURES:**

None.

**Issued to:**

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 2 of 2

**MINIMUM QUALIFICATIONS:** Bachelor's degree and 2-3 years related experience. Experience using WebFocus or other similar reporting tool, SQL, and /or other relational database reporting tools. Experience in the analysis, design, development, implementation and support of business applications in an Oracle RDBMS environment. Experience working in a technically-oriented team environment Must be able to exercise independent judgment, meet established deadlines, and manage multiple assignments Must be adept in effectively communicate technical issues to staff and other constituents. Ability to work occasional weekend or evening hours.

**PREFERRED:** Experience providing operational support for technology related admissions applications. Experience supervising the work of an admission's processing team, working with the SunGard HE Banner Student Information System and Educational Systems EMAS Pro Enrollment Suite is highly desired.

**Issued to:**

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

**AGENDA TOPIC:** Resolution to Ratify Appointments

**STAFF CONTACT(S):** Neal McNally, Interim 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 January 24, 2014, through May 2, 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 March 12, 2014, 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:**

  
Ikram Khawaja, Interim President

**Board of Trustees Meeting  
June 18, 2014  
YR 2014-**

## **SUMMARY OF PERSONNEL ACTIONS**

### **Appointments – 9**

#### **Replacement Positions - 9**

- Professional/Administrative - 6
- Classified - 3

### **Separations – 8**

#### **Retirement – 1**

- Classified Civil Service - 0
- Professional/Administrative - 1

#### **Resignation – 4**

- Professional/Administrative - 3
- Classified - 1

#### **Contract ended – 1**

- Professional/Administrative - 1

#### **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.

**Resignations**

None.

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

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

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

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

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

U = Unidentified





**YOUNGSTOWN STATE UNIVERSITY  
CLASSIFIED PERSONNEL ACTIONS**

**APPOINTMENTS FOR INFORMATION ONLY**

<b>NAME</b>	<b>GENDER/RACE*</b>	<b>POSITION NEW or REPLACEMENT (Vacated Salary)</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>SALARY/ FTE</b>	<b>COMMENTS</b>
Mr. Omar Coira	M/H	Replacement \$45,302	Maintenance Repair Worker 2	Facilities	4/7/2014	\$30,867	\$14,435 decrease
Mr. John McIntyre	M/C	Replacement \$55,057	Police Officer 1	YSU Police	4/7/2014	\$40,019	\$15,038 decrease
Mr. Rory Timlin	M/C	Replacement \$53,976	Police Officer 1	YSU Police	4/7/2014	\$30,867	\$23,109 decrease

**PROMOTIONS FOR INFORMATION ONLY**

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

**TRANSFERS FOR INFORMATION ONLY**

<b>NAME</b>			<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>		<b>COMMENTS</b>

**DEMOTIONS FOR INFORMATION ONLY**

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

**YOUNGSTOWN STATE UNIVERSITY  
CLASSIFIED PERSONNEL ACTIONS**

<b>RECLASSIFICATIONS FOR INFORMATION ONLY</b>							
<b>NAME</b>		<b>NEW SALARY</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>EFFECTIVE DATE</b>	<b>PREVIOUS SALARY</b>	<b>COMMENTS</b>
None.							
<b>SALARY ADJUSTMENTS INFORMATION ONLY</b>							
<b>NAME</b>		<b>NEW SALARY</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>PREVIOUS SALARY</b>	<b>COMMENTS</b>
Mr. Robert Butcher		\$67,288	Network Administrator 2	Media & Academic Computing	3/17/2014	\$63,232	working out of classification
Ms. Nancy O'Neill		\$45,219	Network Services Technician 1	Media & Academic Computing	4/20/2013	\$37,482	working out of classification
Mr. Jonathan Eddy		\$49,234	Network Administrator 2	Media & Academic Computing	4/20/2014	\$45,219	working out of classification
<b>SEPARATIONS</b>							
<b>NAME</b>	<b>GENDER/RACE*</b>		<b>TITLE</b>	<b>DEPARTMENT</b>	<b>SEPARATION DATE</b>		<b>COMMENTS</b>
<b>Retirements</b>							
None.							
<b>Separations</b>							
Mr. Larry Russell	M/C		Groundskeeper 2	Grounds	3/14/2014		Resigned

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U = Unidentified



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

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

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

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

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

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

NAME			TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS
None.							

**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	EFFECTIVE DATE	PREVIOUS SALARY	COMMENTS
None.							

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

<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
None.							

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

**Retirements**

Mr. Paul Kobulnicky	M/C	P/A	Interim Executive Assistant	Finance and Administration	3/31/2014	\$112,760	
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**SEPARATIONS**

Dr. Randy Dunn	M/C	P/A	President	Office of the President	3/21/2014	\$374,000	
Mr. Eugene Grilli	M/C	P/A	Vice President for Finance and Administration	Finance and Administration	2/21/2014	\$175,393	

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

<b>APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&amp;b) (9)</b>							
NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Ms. Leslie Page	F/C	Replacement \$44,960	Assistant Director, Orientation Services	Center for Student Progress	2/27/2014	\$44,000 1.0	\$.960 decrease

<b>PROMOTIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&amp;b) (9)</b>						
NAME	NEW SALARY	TITLE	DEPARTMENT	PREVIOUS POSITION	PREVIOUS SALARY	COMMENTS
None.						

<b>TRANSFERS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&amp;b) (9)</b>				
NAME	TITLE	DEPARTMENT	EFFECTIVE DATE	COMMENTS
None.				

<b>DEMOTIONS FOR INFORMATION ONLY (in accordance with ORC 124.11 A(7) a&amp;b) (9)</b>						
NAME	NEW SALARY	TITLE	DEPARTMENT	EFFECTIVE DATE	PREVIOUS SALARY	COMMENTS
None.						

<b>RECLASSIFICATIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&amp;b) (9)</b>						
NAME	NEW SALARY	TITLE	DEPARTMENT	EFFECTIVE DATE	PREVIOUS SALARY	COMMENTS
None.						

**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**

Ms. Natalie Kiriazis	F/C		Academic Advisor	Dean's Office CLASS	2/24/2014		Contract ended
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U = Unidentified





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

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

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Mr. Dan Gerberry	M/C	Replacement \$45,900	Assistant Football Coach	Intercollegiate Athletics	3/3/2014	\$25,000 1.0	\$20,900 decrease
Mr. Kenneth Carter	M/C	Replacement \$139,852	Assistant Football Coach	Intercollegiate Athletics	3/3/2014	\$65,000 1.0	\$74,852 decrease
Mr. Michael Zordich	M/C	Replacement \$66,487	Assistant Football Coach	Intercollegiate Athletics	3/5/2014	\$60,000 1.0	\$6,487 decrease
Ms. Sarah Melhorn	M/C	Replacement \$17,745	Assistant Soccer Coach	Intercollegiate Athletics	3/16/2014	\$18,099 .75	\$354 increase

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

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

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

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

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

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

**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.							

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

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

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

**SEPARATIONS**

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

None.							
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**Resignations**

Mr. Joseph Tresy	M/C		Assistant Football Coach	Intercollegiate Athletics	2/28/2014		Non-renewal
Ms. Abigal Skoda	F/C		Assistant Soccer Coach	Intercollegiate Athletics	1/31/2014		Non-renewal
Mr. Willie Danzer	M/B		Assistant Strength and Conditioning Coach	Intercollegiate Athletics	3/3/2014		

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

**AGENDA TOPIC:** Litigation Report

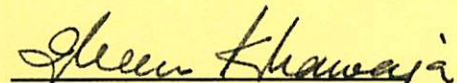
**STAFF CONTACT(S):** Holly A. Jacobs, General Counsel

**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:**

  
Ikram Khawaja, Interim President

Board of Trustees meets in executive session to discuss.