

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

Leonard D. Schiavone, Chair
Harry Meshel, Vice Chair
All Trustees are Members
James P. Tressel, *Ex-Officio*

**BACKGROUND MATERIALS
Thursday, February 19, 2015**

- 1. Human Resources Update** **Tab 1**
An update on current accomplishments and priorities for moving forward.
- 2. Human Resources Update on Position Searches** **Tab 2**
All listed searches in progress.
- 3. ULP's/Grievances** **Tab 3**
Status of Unfair Labor Practices and Grievances.
- 4. Classified Civil Service Personnel Actions** **Tab 4**
Summary of all personnel actions approved by the Chief Human Resources Officer serving as the appointing authority for classified staff.
- 5. Diversity and EDGE Spend Report** **Tab 5**
Second quarter Diversity Spend Report with detail.
- 6. Summary of Staffing Levels by Race and Gender** **Tab 6**
This report provides a comparison of the workforce demographics in terms of race and gender in December 2013 and December 2014.
- 7. Report on Hiring Activity** **Tab 7**
This report will show strategic hiring activity pursuant to policy 3356:02-04 (Previous Policy Number 2004.01), Search Waivers for Strategic Hiring.
- 8. Administrative Appointments and Reappointments** **Tab 8**
A list of chairpersons who were appointed or reappointed for the 2014-2015 academic year.
- 9. Diversity and Multicultural Affairs Spring 2015 Update** **Tab 9**

BACKGROUND MATERIALS:
University Affairs Committee

TAB 1: Human Resources Update

STAFF CONTACT: Kevin Reynolds, Chief Human Resources Officer

HIGHLIGHTS OR ISSUES:

- Since the abolishment of a few positions in the Office of Human Resources, various people have taken over the responsibilities of those who are no longer here.
- New implementation of the new dental and vision plans are in effect as of January 1, 2015.
- Negotiations with both the OEA and ACE have resumed.

TAB 2: Human Resources Update on Position Searches

STAFF CONTACT: Kevin Reynolds, Chief Human Resources Officer, and Jennifer Lewis, Manager, Processing & Employee Records

HIGHLIGHTS OR ISSUES:

- 44 searches currently in progress, 11 Part-time Faculty, 8 Full-time Faculty, 12 Professional-Administrative, 6 *filled* Professional-Administrative, 3 Externally Funded and 4 Classified.

TAB 3: ULP's/Grievances

STAFF CONTACT: Kevin Reynolds, Chief Human Resources Officer

HIGHLIGHTS OR ISSUES:

- Total of 20 grievances have been filed from October 1, 2014 through January 15, 2015 (6-ACE, 4-APAS, 7-OEA and 3-FOP).

TAB 4: Classified Civil Service Personnel Actions

STAFF CONTACT: Kevin Reynolds, Chief Human Resources Officer

HIGHLIGHTS OR ISSUES:

- Pursuant to University Guidebook Policy No. 7021.01, Classified Civil Service Employees, The Chief Human Resources Officer serves as the designated appointing authority for classified staff.
- Attached are the Classified Staff Personnel Actions approved by the appointing authority.

TAB 5: Diversity and EDGE Spend Reports

STAFF CONTACT: Bill Wheelock, Director of Procurement Services

HIGHLIGHTS OR ISSUES:

- Diversity Spend Report captures dollars and percentages of University spend placed with various diverse groups, including minority, disability challenged, recycled materials, veteran and woman owned and EDGE.
- Total Diversity and EDGE spending was \$438,933 for the second quarter.
- Spending through second quarter was approximately \$1.4 million compared to \$1.2 million in the prior year.

TAB 6: Summary of Staffing Levels by Race and Gender

STAFF CONTACT: Cindy Kravitz, Director of Equal Opportunity and Policy Compliance

HIGHLIGHTS OR ISSUES:

- Matrix showing comparison of staffing levels between December 31, 2013 and December 31, 2014.

TAB 7: Report on Hiring Activity

STAFF CONTACT: Cindy Kravitz, Director of Equal Opportunity and Policy Compliance

HIGHLIGHTS OR ISSUES:

- Report consists of recommendations for strategic hiring for FY 2015-2016 approved pursuant to Policy 3356:02-04 (Previous Policy Number 2004.01), Search Waivers for Strategic Hiring.

TAB 8: Administrative Appointments and Reappointments

STAFF CONTACT: Dr. Martin Abraham, Interim Provost and Vice President for Academic Affairs

HIGHLIGHTS OR ISSUES:

- Dr. Michael R. Crist became the Interim Dean of the College of Creative Arts and Communication on January 1, 2015, leaving a vacancy for a director in the Dana School of Music. Dr. Alice M. Wang has been approved to fill the position of Acting Director.

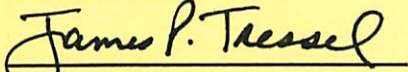
TAB 9: Diversity and Multicultural Affairs Spring 2015 Update

STAFF CONTACT: Sylvia J. Imler, Interim Director of Diversity and Multicultural Affairs

HIGHLIGHTS OR ISSUES:

- This updated report consists of an overview of an Institutional Diversity and Inclusion Plan, Institutional Goals, International Recruitment Action Plan, Multicultural Center Plan, and status of the University Diversity Council (UDC). This report is provided in a narrative format.

REVIEWED:


James P. Tressel, President

Office of Human Resources Update
February 2015

Employment:

Jennifer Lewis has taken over the employment responsibilities in addition to her current responsibilities over the processing staff and the employee records unit. Some of the associated work that was performed has been taken over by Alisha Yanniello, Manager, HRIS and for the time being the compensation and classification responsibilities are being performed by Kevin Reynolds and Alan Boggs.

Employee Records & Processing:

Jennifer Lewis, Manager of Processing and Personnel Records continues to oversee the entry of information in the HR/Payroll module of Banner. Additionally, she has spent a significant amount of time transferring the employment functions to her area. She will be managing the employment function and supervising the three staff members engaged in employment and associated areas in addition to the current staff in the processing area. In December, 2014 Anna Feist left for another opportunity and a search for a replacement is currently being conducted.

HRIS:

Alisha Yanniello, Manager, HRIS continues to provide leadership in the in identifying and implementing the utilization of the Banner system. She has been engaged in a variety of projects to convert hiring and other processes to an electronic format. Additionally, she has assumed additional duties with regard to supplemental payments and has assumed some responsibilities with regard to ACA compliance in the absence of a Manager, Compensation and Employee Benefits.

Benefits:

Debby LaRocco, Manager, Employee Benefits left the University in early September to accept a similar position with Florida Gulf Coast University. The position is vacant at this moment. The conversion of the dental and vision plans from self-insured to fully insured products effective January 1, 2015 has been without any major issues.

Affordable Care Act – The measures that we put in place to ensure that we are able to track hours are being tested to make certain that we are prepared for the full implementation of the ACA. Alisha Yanniello has taken responsibility for the much of the ACA compliance.

Wellness – Carrie Clyde continues to offer a variety of wellness programs including information sessions and physical activities.

Office of Human Resources Update
February 2015

Training:

Rosalyn Donaldson, Technology and Training Coordinator has established the training schedule through June of 2015.

We implemented the LawRoom compliance training and are in the process of determining how many employees participated in the online training on federal and state mandated topics. The topics which included: Preventing Harassment and Discrimination and Preventing Workplace Violence for faculty and staff. LawRoom provides a library of additional topics which we hope to utilize for future supervisory training.

Labor Relations:

Negotiations with ACE have resumed in January. The OEA (faculty) negotiations have also resumed in January.

State Personnel Board of Review:

We are waiting the scheduling of hearing on the appeals from the recent layoffs and job abolishment.

State Employment Relations Board:

There has been no recent activity on the matters that are in the hands of SERB.

Current Postings – 11/01/14 to 1/15/15

Faculty

College of Education

- Part-time Instructor – Student Teaching Supervisor – Teacher Education
- Part-time Faculty – Teacher Education

College of Health and Human Services

- Part-time Faculty – Open Water Skin and Scuba Instructor
- Part-time Faculty – Yoga Instructor
- Part-time Instructor – Food & Nutrition
- Assistant Professor – Human Performance & Exercise Science

College of Liberal Arts and Social Sciences

- Part-time Faculty Instructor – English
- Part-time Faculty – Reading and Study Skills
- Part-time Instructor – Gerontology
- Part-time Faculty Instructor – Sociology
- Part-time Faculty Instructor – Psychology
- Assistant Professor – School Psychology
- Assistant Professor – Psychology
- Assistant Professor – Sociology

College of Science, Technology, Engineering and Mathematics

- Part-time Instructor – Mathematics
- Assistant Professor – Math & Statistics
- Assistant Professor – Civil & Environmental Engineering
- Assistant Professor – Civil & Construction Engineering Technology

College of Business Administration

- Assistant or Associate Professor – International Business/Marketing

Professional/Administrative

- Assistant Men's and Women's Tennis Coach – Athletic Administration
- Manager, Scholarships and Special Programs
- Dean of Graduate Studies and Research
- Project Coordinator, Penguin Assistants for Student Success (PASS)
- Associate Director – Information Security Officer
- Associate Director of ITS Operations (*filled*)
- Associate Director of Open Source Systems and Web Programming (*filled*)
- Academic Advisor
- Assistant Football Coach
- Head Strength & Conditioning Coach
- Assistant Football Coach – Director of Operations
- Head Football Coach (*filled*)
- Assistant Softball Coach (*filled*)
- Learning Resource Coordinator (*filled*)
- Regional Admissions Officer – Undergraduate Admissions (*filled*)
- Manager, Employee Benefits – Human Resources
- Facilities Engineer
- Environmental Health and Safety Specialist

Externally Funded Positions

- Instruction Specialist 1– Rich Center for Autism
- Center Operations Coordinator – Rich Center for Autism
- Associate Director of Development– Rich Center for Autism

Classified Civil Service

- Intermittent University Police Officer 1
- Human Capital Management Analyst
- Network Services Technician 1
- Customer Service Assistant 2

Summary of Union Grievances filed October 1, 2014 – January 15, 2015

ACE:	Filed:	6	Issues: calculation of retention points, overtime, discipline, involuntary transfer, non-unit person performing unit work
	Closed:	0	
	Outstanding:	6	
APAS:	Filed:	4	Health care reserve fund, added duties to position, erosion of bargaining unit, processing grievances
	Closed:	2	
	Outstanding:	2	
OEA:	Filed:	7	Consultation in chair evaluation, health care reserve fund, building flood, reprimand, failure to provide information, alleged hostility, health care surplus fund
	Closed:	6	
	Outstanding:	1	
FOP:	Filed:	3	Bid scheduling, tuition remission
	Closed:	3	
	Outstanding:	0	

Activity on grievances filed January 1, 2009 – December 31, 2013

Seven grievances related to the Maldonado discharge were resolved with the recent settlement.

Efforts to address the remaining open grievances filed during that time period (63) will resume as soon as is reasonable once the current contract negotiation comes to closure.

SUMMARY OF PERSONNEL ACTIONS
Classified Employees
11/01/14 through 1/15/15

Appointments – 0

Separations – 9

- Classified Civil Service – 8
- Classified Excluded – 1

Reclassifications – 2

- Classified Civil Service – 2

Promotions – 1

- Classified Civil Service – 1

Transfers – 0

Salary Adjustments – 0

Displacements – 3

- Classified Civil Service – 3

Layoffs – 1

- Classified Civil Service – 1

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 11/01/14 THROUGH 1/15/15
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
None						

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 11/01/14 THROUGH 1/15/15
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Frank Betsa	ACE	Data Security Supervisor 1	Network Security	12/26/2014	1.00	\$82,243.20
Carla Cox	ACE	Housekeeping Manager 2	Janitorial Services	11/28/2014	1.00	\$51,272.00
Joanne Eiselstein	ACE	Administrative Assistant 1	University Outreach	11/30/2014	1.00	\$52,416.00
Anna Fiest	ACE	Human Capital Management Analyst	Human Resources	12/5/2014	1.00	\$43,992.00
Kathleen Globeck	ACE	Administrative Assistant 1	Urban & Regional Studies	12/31/2014	1.00	\$50,876.80
Cheryl Marshall	ACE	Administrative Assistant 1	Athletic Administration	12/31/2014	1.00	\$56,430.40
Carol O'Brian	ACE	Administrative Assistant 1	YSU Police	11/30/2014	1.00	\$50,107.20
Richard Kishton	ACE Excluded	Intermittent Cashier	Bookstore	11/15/2014	0.50	\$19,583.20
Kristina Russell	Classified FOP	University Police Sergeant	YSU Police	11/30/2014	1.00	\$62,358.40

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 11/01/14 THROUGH 1/15/15
RECLASSIFICATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Daniel Clements	ACE	Computer Operator 3	ITS Operations	11/17/2013	1.00	\$ 39,478.40	\$ 37,481.60
Anna Leko	ACE	Computer Operator 3	ITS Operations	11/17/2013	1.00	\$ 39,478.40	\$ 37,461.60

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 11/01/14 THORUGH 1/15/15
PROMOTIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
Michael Pieton	Classified FOP	Acting Sergeant	Police	12/14/2014	1.00	\$59,259.20	\$52,436.80

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 11/01/15 THROUGH 1/15/15
TRANSFERS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
None						

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 11/01/14 THROUGH 1/15/15
SALARY ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
None								

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 11/01/14 THROUGH 1/15/15
DISPLACEMENTS RESULTING FROM LAYOFF

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE	FTE	NEW DEPARTMENT	DATE DISPLACED
Mary Arroyo	ACE	Account Clerk 2	1.00	Athletic Administration	11/16/2014
Cheryl Massaro	ACE	Administrative Assistant 1	1.00	Kilcawley	11/2/2014
Cheryl Traylor	ACE	Account Clerk 1	0.75	Payroll	11/16/2014

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 11/01/14 THROUGH 1/15/15
LAYOFFS AS A RESULT OF POSITION ABOLISHMENT

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF LAYOFF	FTE	SALARY
Christine Bosela	ACE	Account Clerk	Payroll	11/16/2014	0.75	\$24,211.20

Youngstown State University
FY2015 Second Quarter Diversity Spend Report
October 1, 2014 - December 31, 2014

	<u>Second Quarter</u>	<u>Year to Date</u>	<u>Percent of Addressable</u>	<u>Prior Year to Date</u>	<u>Percent of Addressable</u>
Diversity Spend - Goods and Services (excludes EDGE and construction)					
MBE - Ohio Certified	\$107,129	\$366,855	5.17%	\$171,757	1.93%
MBE - Other Certified	475	73,049	1.03%	385,697	4.34%
Disability Challenged	151,068	241,875	3.41%	367,214	4.13%
Recycled Materials	42,539	78,296	1.10%	39,608	0.45%
Veteran Owned	2,491	100,618	1.42%	28,135	0.32%
Woman Owned	50,163	98,993	1.40%	164,398	1.85%
Total Diversity Spend	<u>\$353,865</u>	<u>\$959,686</u>	<u>13.53%</u>	<u>\$1,156,809</u>	<u>13.02%</u>
Total Addressable Spend - Goods and Services	<u>\$3,238,680</u>	<u>\$7,093,142</u>	<u>100.00%</u>	<u>\$8,883,167</u>	<u>100.00%</u>

	<u>Second Quarter</u>	<u>Year to Date</u>	<u>Percent of Addressable</u>	<u>Prior Year to Date</u>	<u>Percent of Addressable</u>
EDGE Spend - Goods, Services, and Construction					
EDGE - Ohio Certified - Construction	\$85,068	\$234,438	1.84%	\$215,882	1.50%
Total EDGE Spend	<u>\$85,068</u>	<u>\$234,438</u>	<u>1.84%</u>	<u>\$215,882</u>	<u>1.50%</u>
Total Addressable Spend - Goods, Services, and Construction	<u>\$4,716,321</u>	<u>\$12,719,989</u>	<u>100.00%</u>	<u>\$14,375,344</u>	<u>100.00%</u>

Youngstown State University
Diversity Spend Detail Report - Goods and Services (excludes EDGE and construction)
October 1, 2014 - December 31, 2014

Minority Business Enterprise (MBE) - Ohio Certified

Name	Address	Type of Contract	Purchases
American Maintenance Services Inc.	241 Federal Plaza West, Suite 303, Youngstown, Ohio 44503	Janitorial Services	\$2,799
B R Johnson Cleaning Services	P.O. Box 282, Akron, Ohio 44309	Janitorial Services	59,046
Brown Enterprise Solutions	5935 Wilcox Place, Suite E, Dublin, Ohio 43016	Computer Supplies	45,284
Subtotal - MBE - Ohio Certified			<u>\$107,129</u>

Minority Business Enterprise (MBE) - Other Certified

Name	Address	Type of Contract	Purchases
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	\$475
Subtotal - MBE - Other Certified			<u>\$475</u>

Disability Challenged

Name	Address	Type of Contract	Purchases
Compass Family Services	535 Marmion Avenue, Youngstown, Ohio 44502	Janitorial Services	\$151,068
Subtotal - Disability Challenged			<u>\$151,068</u>

Recycled Materials

Name	Address	Type of Contract	Purchases
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	\$42,539
Subtotal - Recycled Materials			<u>\$42,539</u>

Veteran Owned

Name	Address	Type of Contract	Purchases
Marlin P Jones & Associates Inc.	P.O. Box 530400, Lake Park, Florida 33403	Laboratory Equipment	\$119
Roby Supply	42 North Torrence Street, Dayton, Ohio 45403	Janitorial Supplies	1,576
Test Equipment Depot	99 Washington Street, Melrose, Massachusetts 02176	Supplies	796
Subtotal - Veteran Owned			\$2,491

Woman Owned

Name	Address	Type of Contract	Purchases
Data Ticket Inc.	4600 Campus Drive, Newport Beach, California 92660	Parking Software	\$414
LM Cases	2720 Intertech Drive, Youngstown, Ohio 44509	Photo Supplies	9,000
Protect-N-Shred	P.O. Box 85, Cortland, Ohio 44410	Document Shredding	2,016
Red Diamond Uniform & Police Supply	4437 Mahoning Avenue, Youngstown, Ohio 44515	Public Safety Supplies	10,832
Roar Postal Supplies & Solutions	10600 W. 108th Terrace, Overland Park, Kansas 66210	Postal Supplies	272
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	42
The Equipment Guys	3341 Centerpoint Drive, Urbancrest, Ohio 43123	Exercise Equipment	3,015
The K Company	2234 S. Arlington Road, Akron, Ohio 44319	HVAC	13,778
Union Eyes Optical Inc.	Suite B, 229 Churchill Hubbard Road, Youngstown, Ohio 44505	Public Safety Supplies	345
Warren Fire Equipment	6880 Tod Avenue SW, Warren, Ohio 44481	Fire Systems	6,222
Your Image Works	4353 W. 96th Street, Indianapolis, Indiana 46268	Promotional Items	4,227
Subtotal - Woman Owned			\$50,163
Total Diversity Spend			\$353,865

**Youngstown State University
EDGE Spend Detail Report
October 1, 2014 - December 31, 2014**

Encouraging Diversity, Growth, and Equity (EDGE) - Ohio Certified
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Name	Address	Project	Purchases
Construction Support Solutions	334 Bounty Way, Avon Lake, Ohio 44012	Kilcawley Roof	\$11,500
Massillon Construction and Supply	1322 Erie Street, Massillon, Ohio 44646	Beeghly Roof	2,000
RJS Dean	704 E. Midlothian Blvd., Youngstown, Ohio 44502	Campus Elevator	27,750
T.C. Redi-Mix Inc.	2400 Poland Avenue, Youngstown, Ohio 44502	Campus Wide Concrete	43,818
	Total EDGE Spend		<u>85,068</u>

Youngstown State University

Office of Equal Opportunity & Policy Compliance

Summary of Staffing Levels By Race and Gender December 31, 2013 to December 31, 2014

Dec. 31,2013	Caucasian		African American		Hispanic		Asian		Native American		Unknown		Total
Rank	M	F	M	F	M	F	M	F	M	F	M	F	
Faculty*	214	164	16	13	4	3	25	15	0	0	9	4	467
Profes/Admin	117	134	9	13	3	3	3	4	0	2	40	22	350
Classified	107	155	10	18	3	6	0	0	1	1	21	35	357
Externally Funded	13	37	0	6	0	0	0	1	0	0	3	8	68
Total	451	490	35	50	10	12	28	20	1	3	73	69	1242

Dec. 31,2014	Caucasian		African American		Hispanic		Asian		Native American		Unknown		Total
Rank	M	F	M	F	M	F	M	F	M	F	M	F	
Faculty*	203	159	15	14	4	1	26	16	0	0	14	13	465
Profes/Admin	132	134	11	11	4	2	3	3	0	2	12	10	324
Classified	104	158	10	18	4	6	0	0	0	1	15	25	341
Externally Funded	17	40	0	5	0	0	0	1	0	0	1	6	70
Total	456	491	36	48	12	9	29	20	0	3	42	54	1200

Difference	Caucasian		African American		Hispanic		Asian		Native American		Unknown		Total
Rank	M	F	M	F	M	F	M	F	M	F	M	F	
Faculty*	-11	-5	-1	1	0	-2	1	1	0	0	5	9	-2
Profes/Admin	15	0	2	-2	1	-1	0	-1	0	0	-28	-12	-26
Classified	-3	3	0	0	1	0	0	0	-1	0	-6	-10	-16
Externally Funded	4	3	0	-1	0	0	0	0	0	0	-2	-2	2
Total	5	1	1	-2	2	-3	1	0	-1	0	-31	-15	-42

Guidelines provided by U.S. Office of Management & Budget

Caucasian, not of Hispanic origin - Origins in any of the original people in Europe, North Africa or the Middle East.

African American, not of Hispanic origin - Origins in any black racial group.

Hispanic - Origins of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture, regardless of race.

Asian or Pacific Islander - Origins in any of the original peoples of the Far East, SE Asia, the Indian Subcontinent, or Pacific Islands.

American Indian or Alaskan Native - Origins in any of the original people of North America who maintain cultural identification through tribal affiliation or community recognition.

*Faculty included full-time faculty, department chairs and other faculty exempt from the bargaining unit; does not include part-time faculty

Quarterly Report (September – December 2014)
Hiring Activity pursuant to Policy 3356:02-04 Search Waivers for Strategic Hiring*
Office of Equal Opportunity and Policy Compliance

Date: December 30, 2014

Requester: Dr. Hazel Marie, Chairperson

Department/Unit: Department of Mechanical and Industrial Engineering/STEM

Position: Assistant Professor/Mechanical and Industrial Engineering-Spring 2015 term position

Rationale: Immediate need for qualified instructors to meet teaching and research demands; difficult to find qualified instructors in the area of thermal-fluid sciences; insufficient time to perform a national search.

3356:02-04 Search Waivers for Strategic Hiring
(Previous Policy Number 2004.01)

Responsible Division/Office:	Equal Opportunity and Policy Compliance
Responsible Officer:	President
<i>Revision History:</i>	June 2006; June 2011; March 2013
Board Committee:	University Affairs
EFFECTIVE DATE:	March 13, 2013
Next Review:	2018

(A) Policy Statement. To advance institutional strategic goals by recruiting faculty and staff members, a recommendation for employment may be made without a national search, provided a waiver of search procedures is approved by the Director of Equal Opportunity and Policy Compliance.

(B) Purpose: This policy is designed to allow the University to respond in a timely fashion to advance institutional strategic goals and to guarantee that consideration of excellence in faculty and staff recruitment is not jeopardized. Strategic Hiring Programs provide a process for requesting a search waiver and/or single or multi-year financial support for fully qualified individuals who can make a unique contribution to the University and its strategic plan.

(C) Scope: The recruitment of administrative and executive officers of the University is not included within the scope of this policy. See Policy 9001.01 and 9002.01, respectively, for the selection of administrative and executive officers.

(D) Parameters. The following criteria for granting waiver and funding requests will be considered:

- (1) Qualifications of the individual being recruited including likelihood of continued success (e.g., promotion and tenure, where applicable).
- (2) Relevance of the hire to the University's strategic priorities.
- (3) Agreement of the hiring unit for the requested appointment.
- (4) Identification of funds to support the position over time.
- (5) Rationale for waiving the normal search requirement.

(E) Procedures:

(1) Questions about search waivers should be directed to the Director of Equal Opportunity and Policy Compliance. Candidates for employment under the search waiver must be systematically reviewed by the hiring department or academic unit. If that unit believes the individual has appropriate credentials and has skills that are compatible with the department's needs and the mission of the department and university, the unit may recommend that individual for recruitment without a search.

3356:02-04 Search Waivers for Strategic Hiring
(Previous Policy Number 2004.01)

(2) When any unit inquires about employment opportunities for a potential faculty or staff recruit that is within the university's strategic interest, the Chair/Director of his or her unit will request a copy of the potential employee's curriculum vitae and other relevant materials. The Office of Equal Opportunity and Policy Compliance must also be contacted for information and assistance. In consultation with the relevant executive officer and the Director of Equal Opportunity and Policy Compliance, the President is authorized to grant a waiver from the requirement for a search.

(3) The University will provide the Board of Trustees with a quarterly report on hiring activity under this policy.

Cross reference: Policy 3356:02-02 Equal Opportunity and Affirmative Action Recruitment and Employment.



CHAIRPERSON APPOINTMENTS

2014-2015

Alice M. Wang, Acting Director, Dana School of Music

Effective 01/01/15

Diversity and Multicultural Affairs Update February 2015

The Division of Diversity and Multicultural Affairs, through its leadership, commits to leading Youngstown State University in understanding, valuing and increasing diversity; and practicing inclusion. It must be understood that institutional diversity must be a collaborative effort from the entire university community. Each of us must be committed to and empowered to contribute to changing the culture of YSU to a more inclusive community if we are to continue in excellence and succeed as a learner centered, globally engaged, research institution. Research shows the effects of shifting demographics in our nation, state and region. YSU's collective success is contingent upon our ability to foster an inclusive and multicultural campus environment where all feel welcomed; provide training and professional development in diversity; and conduct cutting edge research and scholarship in diversity and inclusion.

Since the Fall 2014 Update, a 13-page Institutional Diversity & Inclusion Plan (IDIP) has been submitted to President James Tressel for review. An overview of the IDIP is as follows:

Institutional Diversity & Inclusion Plan

An institutional plan for diversity and inclusion will be presented with goals that will support building awareness in diversity; educational supports to increase recruitment and retention for students, staff and faculty, as well as, increase student graduation rates in addition to staff and faculty promotions.

Institutional Goals:

1. Increase public awareness of diversity and inclusion
2. Keep diversity and inclusion dialogue active on campus
3. Make diversity and inclusion initiatives central to decision-making at YSU
4. Foster coordination of diversity and inclusion efforts across campus
5. Review diversity-related data
6. Recruit, retain and prepare students to work in the global society
7. Recruit and retain diverse staff, faculty and administrators

International Student Recruitment Action Plan

A part of Youngstown State University's mission is to foster an "understanding of diversity, sustainability, and *global perspectives*" and to advance "the intellectual and cultural life of the city, region, and *world*." Therefore, international student enrollment represents a critical component of our ability to fulfill that mission. International students are an important resource at YSU because they create educational and cultural experiences for our campus and community. For many U.S. students at YSU, international students provide the first close and extensive contacts with people from other cultures. These contacts are very important for the U.S. students as they learn how to interact effectively with people from a wide range of cultures. YSU's international students come from more than 50 different countries around the world. In addition, international students also make a significant contribution to our economy. During the 2012-2013, YSU's international student population contributed more than 5.8 million dollars to the local economy—tuition accounts for less than half of that total, the rest going toward rent, food, entertainment, automobiles, clothing, entertainment, etc.

YSU's international student enrollment has more than doubled in the past seven years, from around 1% of all full-time students to 2.5%. This has been achieved primarily through the following:

1. Centralization of international credential evaluation and admission processing
2. Production of international student-specific recruitment publications
3. Limited advertisement on international admissions-oriented websites and publications
4. Initial development of a network of 3rd-party, commission-based (10% of the first year's Net Tuition Revenue) recruiters
5. International recruitment travel to the Middle East in 2009/2010

In addition, The Center for International Studies and Programs has provided limited partial travel funds (on an *ad hoc*, opportunity basis) to faculty members traveling to China, India, and South Korea, when there has been a clear recruitment opportunity that could be identified, and initiated recruitment in SE Asia. Another initiative that tangentially contributes to international student recruitment is the hosting of summer camps for students from Mainland China and Taiwan.

Additional areas addressed in the IDIP are:

- Rationale for international recruitment
- Why recruit international students?
- Challenges and opportunities
- Guiding questions
- Top international countries to consider recruiting efforts

Diversity Incentive Grant Fund

Create a budget to allocate funds to units (e.g., specialized programs, departments, colleges, interdisciplinary efforts that involve faculty and students) to provide support for new, innovative and creative approaches to raise awareness, engage learners, and change behaviors about diversity and inclusion within the university community.

Multicultural Center Plan

We are projecting that Youngstown State University's Multicultural Center will be located in a space that can accommodate the staff of the combined offices: Diversity and Multicultural Affairs, the Center for International Studies and Programs and Student Diversity Programs. It is critical that we create a visible and accessible Multicultural Center that is in compliance with the Americans with Disabilities (ADA) and speaks to the goal of multicultural affairs. The placement of the Multicultural Center in a more visible and accessible location, with expanded capacity and features, speaks to the university's commitment to value and serve all people through inclusive practices within the campus community and beyond.

University Diversity Council (UDC)

After the announcement of Randy Dunn's resignation in Spring 2014, the interim president and I met with the UDC members to clarify their concerns. It was determined that the UDC would be put on hold until a new president was identified. Now that President Tressel is in place, we will need to revisit the direction and/or purpose of the UDC.