

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

James E. "Ted" Roberts, Chair

David C. Deibel, Vice Chair

All Trustees are Members

James P. Tressel, *Ex-Officio*

BACKGROUND MATERIALS

Tuesday, September 8, 2015

- 1. Human Resources Update** **Tab 1**
This report will provide an update on current Human Resources Department accomplishments and priorities for moving forward.
- 2. Human Resources Update on Position Searches** **Tab 2**
This report will provide a list of all searches in progress.
- 3. ULP's/Grievances** **Tab 3**
This report will provide the status of all Unfair Labor Practices and Grievances.
- 4. Classified Civil Service Personnel Actions** **Tab 4**
This is a 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**
Fourth 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 June 2014 and June 2015.
- 7. Report on Search Waivers for Strategic Hiring** **Tab 7**
This report will show strategic hiring activity pursuant to policy 3356-2-04 (Previous Policy Number 2004.01).
- 8. Administrative Appointments and Reappointments** **Tab 8**
This report provides a list of chairpersons who were appointed or reappointed for the 2015-2016 academic year.
- 9. Multicultural Affairs Fall 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:

- The Employment unit participated in the first Part-time Faculty Orientation Program in conjunction with the Provost Office and has been engaged in creating training related materials for Part-time Faculty, Administrative Assistants and Chairs to improve compliance with employment processes and practices.
- Marcie Patton was hired as the Manager, Compensation and Employee Benefits on July 20, 2015.
- Since implementation of the online LawRoom compliance training last year, 92% of all supervisors and managers have completed all components of the training. Additionally, 82.5% of non-supervisory staff has completed all components.
- The hearing on the appeals from the recent layoffs and job abolishment is to be rescheduled.

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:

- 51 searches currently in progress, 11 Part-time Faculty, 6 Full-time Faculty, 21 Professional-Administrative, 3 Externally Funded, 5 Classified and 5 Unclassified.
- 40 positions are filled.

TAB 3: ULP's/Grievances

STAFF CONTACT: Kevin Reynolds, Chief Human Resources Officer

HIGHLIGHTS OR ISSUES:

- Total of 5 grievances have been filed this year (2-ACE and 3-APAS).

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 spend through the fourth quarter was \$2.2 million compared to \$4 million in the prior year.
- Diversity spend as a percentage of addressable spend decreased 5% over the prior year; whereas EDGE spend as a percentage of addressable spend increased slightly over 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 June 30, 2014 and June 30, 2015.

TAB 7: Report on Search Waivers for Strategic Hiring.

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 Search Waivers for Strategic Hiring policy 3356-2-04 (Previous Policy Number 2004.01).

TAB 8: Administrative Appointments and Reappointments

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

HIGHLIGHTS OR ISSUES:

- Three departments have elected new chairpersons for the 2015-2016 academic year.


TAB 9: Multicultural Affairs Fall 2015 Update

STAFF CONTACT: Sylvia J. Imler, Executive Director of Multicultural Affairs

HIGHLIGHTS OR ISSUES:

- This updated report consists of an overview: Multicultural Center, Culture of Community and Community Program Series 2015-2016. This report is provided in a narrative format.

REVIEWED:

A handwritten signature in black ink that reads "James P. Tressel". The signature is written in a cursive style and is positioned above a horizontal line.

James P. Tressel, President

Office of Human Resources Update

August 2015

Talent Acquisition, Processing and Employee Records:

Jennifer Lewis has been reclassified to Director, Talent Acquisition, Processing and Employee Records as a result of her taking over the employment responsibilities in addition to her existing responsibilities over the processing staff and the employee records unit. The Employment unit participated in the first Part-time Faculty Orientation Program in conjunction with the Provost Office. Jennifer has been engaged in creating training related materials for Part-time Faculty for Administrative Assistants and Chairs to improve compliance with employment processes and practices. Forms, appointment documentation have been updated and streamlined work processes have been initiated.

The Processing unit is currently heavily involved in contract entry for fall semester. The Talent Acquisition unit is engaged in an assortment of faculty, classified and professional/administrative searches. Arnay Burney has been hired as a HR Analyst 1 to replace Megan Massaro who took another position in the Office of Human Resources.

The Employee Records unit has implemented practices to store employment related documents (Supplements, Requisitions, and Reimbursements) electronically.

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 independent contractors. She is working with Marcie Patton to bring her up to date with regard to ACA compliance.

Benefits:

Marcie Patton was hired as the Manager, Compensation and Employee Benefits on July 20, 2015. She comes to the University with over 20 years of experience in human resources management. Marcie spent the last twenty years with the Jameson Health System in New Castle, PA. She has a Master's Degree in Human Resources Management.

Affordable Care Act – We have the Banner consultant scheduled for an onsite visit to provide assistance with ACA compliance and reporting. Alisha Yanniello has taken responsibility for the much of the ACA compliance in the absence of a manager in the benefits area.

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

Training:

Rosalyn Donaldson has been reclassified to Manager, Training and Employee Development. She is currently conducting a search for a Training and Development Coordinator to assist her with preparing and presenting a variety of training programs.

We implemented the online LawRoom compliance training last year and 92% of all supervisors and managers have completed all components of the training. Additionally, 82.5% of non-supervisory staff have completed all components. A plan is being developed to raise the participation to 100% for both supervisory and non-supervisory staff. 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. Campus-wide training including LawRoom compliance and other training offerings has increased by 55%.

Labor Relations:

ACE filed an Unfair Labor Practice (ULP) charge with the State Employment Relations Board (SERB) regarding the implementation of the working conditions. The Attorney General's office has assigned George Crisci to handle this case and he and Al Boggs have prepared a position statement for the university.

State Personnel Board of Review:

We are waiting the rescheduling of hearing on the appeals from the recent layoffs and job abolishment. The original June hearings were postpone due to an injury to the legal counsel representing the employees.

State Employment Relations Board:

The ACE ULP concerning the ULP will be proceeding to a hearing. As of this date it has not been scheduled.

Current Postings – 4/22/15 to 8/15/15

Faculty

College of Education

- Part-time Instructor – Student Teaching Supervisor – Teacher Education
- Part-time Faculty – Teacher Education
- Part-time Instructor, Student Teaching Supervisor – Counseling, Special Education and School Psychology

College of Health and Human Services

- Part-time Instructor – Food & Nutrition
- Assistant Professor – Human Performance & Exercise Science (*Filled*)
- Instructor/ Field Education Coordinator – Social Work
- Assistant Professor – Social Work
- Part-time Instructor – Social Work
- Clinical Assistant Professor – Physical Therapy (*Filled*)
- Part-time Faculty Physical Therapy
- Assistant Professor – Dental Hygiene (*Filled*)
- Assistant Professor/Program Director – Dental Hygiene (*Filled*)

College of Liberal Arts and Social Sciences

- Part-time Faculty Instructor – English
- Part-time Faculty – Reading and Study Skills
- Part-time Faculty Instructor – Sociology (*Filled*)
- Part-time Faculty Instructor – Psychology
- Assistant Professor – School Psychology (*Filled*)
- Assistant Professor – Psychology (*Filled*)

College of Creative Arts & Communication

- Assistant Professor of Art Education – Art (*Filled*)
- Instructor – Term Position in Spanish Linguistics (*Filled*)
- Part-time Instructor – Spanish
- Part-time Instructor – French (*Filled*)
- Part-time Instructor – Italian (*Filled*)

College of Science, Technology, Engineering and Mathematics

- Part-time Instructor – Mathematics
- Instructor – Mechanical Engineering (*Filled*)
- Assistant Professor Civil/Environmental Engineering (*Filled*)
- Assistant Professor Civil and Construction Engineering Technology (*Filled*)

College of Business Administration

- Assistant or Associate Professor – International Business/Marketing (*Filled*)
- Assistant Professor – Manufacturing Management
- Assistant Professor – Technology Management
- Assistant or Associate Professor – Marketing (tenure track)
- Assistant or Associate Professor – Accounting

Professional/Administrative

- Dean of the Honors College – University Scholars & Honors Program
- Associate Director, Information Security Officer – ITS
- Director of Grants & Sponsored Programs
- Housing Coordinator
- Director, WCBA Center for Career Management
- Manager, Additive Manufacturing Laboratory
- Manager Accounts Payable & Travel Services
- Assistant Director – Undergraduate Admissions
- Health & Human Services Reference Librarian
- Assistant Softball Coach
- Operations Manager – Kilcawley Center
- Systems Engineer – ITS
- Director, Small Business Development Center (SBDC) & International Trade Assistance Center
- Training Coordinator Human Resources
- Systems Librarian
- Dean & Professor – CLASS
- Planetarium Lecturer
- Manager, Systems Support Services
- Interim Assistant Director for Programming
- Staff Architect
- Assistant Swimming & Diving Coach
- Dean – Graduate Studies (*Filled*)
- Assistant Football Coach (*Filled*)
- Manager Scholarships and Special Programs (*Filled*)
- Associate Director Student Experience (*Filled*)
- Assistant Track & Field Throws Coach (*Filled*)
- Coordinator of Events Management (*Filled*)
- Director, Dual Enrollment & Student Support Services (*Filled*)
- Coordinator of Mathematics Assistance Center (*Filled*)

- Associate Director – Transfer Recruitment & Admissions (*Filled*)
- Associate Director – Housing & Residence Life (*Filled*)
- Associate Director – Admissions Operations (*Filled*)
- Manager, Employee Benefits – Human Resources (*Filled*)
- Manager of Athletic Ticket Operations – Athletic Administration (*Filled*)
- Assistant Women’s Basketball Coach – Athletic Administration (*Filled*)
- Head Women’s Bowling Coach – Athletic Administration (*Filled*)
- Associate Vice President, Office of Research and Sponsored Programs (*Filled*)
- Associate Vice President for Student Success – Student Life (*Filled*)
- Associate Vice President for Student Experience – Student Activities (*Filled*)
- Assistant Strength and Conditioning Coach – Athletic Administration (*Filled*)

Externally Funded Positions

- Instruction Specialist 1 – Rich Center for Autism
- Instruction Specialist Part-time – Rich for Autism
- Center Operations Coordinator – Rich Center for Autism
- Associate Director of Development – Rich Center for Autism (*Filled*)
- Regional Admissions Officer – Undergraduate Admissions (*Filled*)
- Internship Advisor – College of Business Administration (*Filled*)

Classified Civil Service

- Maintenance Repair Worker 1
- Assistant Sales Manager 2
- Administrative Assistant 1
- Benefits Management Analyst
- Administrative Assistant 2
- Human Resources Analyst 1 (*Filled*)
- Custodial Work Supervisor (*Filled*)

Unclassified Service

- Intermittent University Police Officer 1
- Cashier – Intermittent
- Clerk 1 – Intermittent
- Customer Service Assistant 1 – Intermittent
- Customer Service Assistant 2 – Intermittent
- Network Services Technician 1 – Intermittent (*Filled*)

2015 Grievance Activity

ACE

Two grievances filed on August 3, 2015.

- Number 730 addresses bargaining unit work being performed by a non-bargaining unit person and number 731 addresses the same employee noted in grievance 730 inappropriately assigning bargaining unit work to students.
- Both are scheduled for a Step 2 hearing on August 19, 2015

APAS

Three separate grievances have been filed this year.

- Number 79 addresses employee funding for development leave and timeliness. The funding issue has been resolved and a subsequent grievance, Number 80, was filed on July 16, 2015 regarding the timeliness issue related to Grievance 79. The grievance is pending a union decision to appeal to the matter to arbitration.
- Grievance 81 alleges the unilateral removal of a position from the bargaining unit. The grievance has been denied and is pending a decision by the union to appeal the matter to arbitration.

SUMMARY OF PERSONNEL ACTIONS
Classified Employees
4/22/15 through 8/15/15

Appointments – 3

- Classified Civil Service – 2
- Classified Non-ACE – 1

Separations – 12

- Classified Civil Service – 12

Reclassifications – 1

- Classified Non-ACE – 1

Promotions – 1

- Classified Civil Service – 1

Transfers – 1

- Classified Civil Service – 1

Salary Adjustments – 1

- Classified Civil Service – 1
- Classified FOP – 1

Displacements – 0

Layoffs – 0

Recalls – 7

- Classified Civil Service – 7

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/22/15 THROUGH 8/15/15
APPOINTMENTS**

EMPLOYEE				CONTRACT/ APPOINTMENT		
EMPLOYEE NAME	TYPE	POSITION TITLE	DEPARTMENT	DATES	FTE	SALARY
Richard Perrine	Non-ACE	Custodial Work Supervisor	Janitorial Services	6/15/2015	1.00	\$ 32,302.40
Arnay Burney	ACE	Human Resources Analyst 1	Human Resources	7/20/2015	1.00	\$ 35,464.00
Mary Dota	ACE	Customer Assistant 1 -Temporary	Bursar	5/31/2015	1.00	\$ 12,121.20

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/22/15 THROUGH 8/15/15
SEPARATIONS**

EMPLOYEE		CONTRACT/ APPOINTMENT				
EMPLOYEE NAME	TYPE	POSITION TITLE	DEPARTMENT	DATES	FTE	SALARY
Mary Elizabeth Deluco	ACE	Administrative Assistant 3	Undergraduate Admissions	6/30/2015	1.00	\$ 72,425.60
Lena Fabrizio	ACE	Secretary	School of Technology	6/30/2015	1.00	\$ 50,460.80
Mary Hake	ACE	Administrative Assistant 1	Dean Class	6/30/2015	1.00	\$ 54,787.20
Maurice Jiles	ACE	Delivery Worker 2	Delivery Services	6/30/2015	1.00	\$ 41,579.20
Janet Jordan	ACE	Administrative Assistant 1	Procurement	6/30/2015	1.00	\$ 54,017.60
Sandy Petiya	ACE	Administrative Assistant 1	Mathematics & Statistics	6/30/2015	1.00	\$ 50,876.80
Cathy Pokrivnak	ACE	Administrative Assistant 2	Registration & Records	6/30/2015	1.00	\$ 61,048.00
Debra Dolasinski	ACE	Secretary	Foreign Languages	6/5/2015	1.00	\$ 36,377.60
Evelyn Kellam	ACE	Benefits Management Analyst	Human Resources	6/26/2015	1.00	\$ 38,711.20
Mary Lou Castner	ACE	Data Systems Coordinator 2	Controller's Office	7/31/2015	1.00	\$ 69,347.20
Alycia Sutherin	ACE	Grant Funds Coordinator	Controller's Office	7/31/2015	1.00	\$ 41,662.40
Yolanda Resatar	ACE	Purchasing Assistant 1	Bookstore	7/1/2015	1.00	\$ 31,345.60

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/22/15 THROUGH 8/15/15
RECLASSIFICATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Michael Caldwell	Non-ACE	Network Services Supervisor	ITS Operations	10/19/2014	1.00	\$ 111,342.40	\$ 111,342.40

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/22/15 THORUGH 8/15/15
PROMOTIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
Travis McDade	FOP	Sergeant - Temporary	Police	7/26/2015	1.00	\$ 49,982.40	\$ 44,532.80

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/22/15 THROUGH 8/15/15
TRANSFERS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Dinah McCamon	ACE	Administrative Assistant 1	Center for Urban & Regional Studies	7/1/2015	1.00	\$50,876.80

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/22/15 THROUGH 8/15/15
SALARY ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Joyce O'Connell	ACE	Administrative Assistant 1	Metro Credit	6/21/2015	0.63	\$ 29,510.00	0.50	\$ 23,608.00
Mary Bodnark	ACE	Layout Design Artist	Marketing & Communications	7/26/2015	1.00	\$ 57,033.60	0.50	\$ 28,516.80
Adam Skovira	FOP	Police Officer II (Temp Appointment Ended)	Police	7/29/2015	1.00	\$ 49,982.40	1.00	\$ 44,532.80

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/22/15 THROUGH 8/15/15
DISPLACEMENTS RESULTING FROM LAYOFF

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE	FTE	NEW DEPARTMENT	DATE DISPLACED
None					

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/22/15 THROUGH 8/15/15
LAYOFFS AS A RESULT OF POSITION ABOLISHMENT**

EMPLOYEE						
EMPLOYEE NAME	TYPE	POSITION TITLE	DEPARTMENT	DATE OF LAYOFF	FTE	SALARY
None						

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/22/15 TO 8/15/2015
RECALLS FROM LAYOFF

EMPLOYEE NAME	EMPLOYEE			RECALLED		
	TYPE	POSITION TITLE	DEPARTMENT	DATE	FTE	SALARY
Laura Robich	ACE	Administrative Assistant 1	Student Experience	8/10/2015	1.00	\$ 36,108.80
Mary Dota	ACE	Administrative Assistant 1	Jambar	8/10/2015	0.63	\$ 24,517.48
Megan Shargo	ACE	Administrative Assistant 1	Math & Statistics	7/27/2015	1.00	\$ 34,548.50
Cheryl Massaro	ACE	Administrative Assistant 2	Undergraduate Admissions	7/27/2015	1.00	\$ 42,702.40
Jenifer Miller	ACE	Secretary	Human Performance & Exercise Science Dean's Office, College of Liberal Arts & Social Sciences	7/27/2015	1.00	\$ 33,238.40
Jean Grabaskas	ACE	Executive Secretary 1	School of Engineering Technology	8/23/2015	1.00	\$ 40,277.20
Darlene Aliberti	ACE	Secretary		8/23/2015	1.00	\$ 32,760.00

Youngstown State University
FY2015 Fourth Quarter Diversity Spend Report
April 1, 2015 - June 30, 2015

	Fourth Quarter	Year to Date	Percent of Addressable	Prior Year to Date	Percent of Addressable
Diversity Spend - Goods and Services (excludes EDGE and construction)					
MBE - Ohio Certified	\$341,873	\$783,506	5.85%	\$1,087,442	5.86%
MBE - Other Certified	320	73,600	0.55%	923,694	4.98%
Disability Challenged	181,519	559,474	4.17%	1,072,295	5.78%
Recycled Materials	39,318	150,344	1.12%	74,284	0.40%
Veteran Owned	10,529	112,705	0.84%	235,636	1.27%
Woman Owned	128,952	234,915	1.75%	322,730	1.74%
Total Diversity Spend	\$702,511	\$1,914,544	14.28%	\$3,716,081	20.02%
Total Addressable Spend - Goods and Services	\$3,491,594	\$13,404,667	100.00%	\$18,560,757	100.00%

	Fourth Quarter	Year to Date	Percent of Addressable	Prior Year to Date	Percent of Addressable
EDGE Spend - Goods, Services, and Construction					
EDGE - Ohio Certified - Construction	\$10,738	\$297,841	1.41%	\$295,330	1.10%
Total EDGE Spend	\$10,738	\$297,841	1.41%	\$295,330	1.10%
Total Addressable Spend - Goods, Services, and Construction	\$4,547,851	\$21,153,422	100.00%	\$26,740,286	100.00%

Youngstown State University
Diversity Spend Detail Report - Goods and Services (excludes EDGE and construction)
April 1, 2015 - June 30, 2015

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	\$630
B R Johnson Cleaning Services	P.O. Box 282, Akron, Ohio 44309	Janitorial Services	84,667
Brown Enterprise Solutions	5935 Wilcox Place, Suite E, Dublin, Ohio 43016	Computer Supplies	256,576
Subtotal - MBE - Ohio Certified			\$341,873

Minority Business Enterprise (MBE) - Other Certified

Name	Address	Type of Contract	Purchases
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	\$320
Subtotal - MBE - Other Certified			\$320

Disability Challenged

Name	Address	Type of Contract	Purchases
Compass Family Services	535 Marmion Avenue, Youngstown, Ohio 44502	Janitorial Services	\$181,440
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	79
Subtotal - Disability Challenged			\$181,519

Recycled Materials

Name	Address	Type of Contract	Purchases
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	\$39,318
Subtotal - Recycled Materials			\$39,318

Veteran Owned

Name	Address	Type of Contract	Purchases
Ibis Specialized Vehicles	912 Pittsburgh Road, Butler, Pennsylvania 16002	Safety Equipment	\$8,378
Roby Supply	42 North Torrence Street, Dayton, Ohio 45403	Janitorial Supplies	1,558
Vacumetrics	Unit A, 4538 Westinghouse Street, Ventura, California 93003	Scientific Supplies	593
Subtotal - Veteran Owned			\$10,529

Woman Owned

Name	Address	Type of Contract	Purchases
Data Ticket Inc.	4600 Campus Drive, Newport Beach, California 92660	Parking Software	\$389
LEAP	23205 N 39th Way, Phoenix, Arizona 85050	Educational Services	1,824
LED3 LLC	550 W Main Street, Canfield, Ohio 44406	Video Scoreboard	113,022
Protect-N-Shred	P.O. Box 85, Cortland, Ohio 44410	Document Shredding	3,319
Roar Postal Supplies & Solutions	10600 W. 108th Terrace, Overland Park, Kansas 66210	Postal Supplies	283
Ryan Carpet Sales & Services Inc.	70 Victoria Road, Austintown, Ohio 44515	Flooring	6,345
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	112
Union Eyes Optical Inc.	Suite B, 229 Churchill Hubbard Road, Youngstown, Ohio 44505	Public Safety Supplies	230
Warren Fire Equipment	6880 Tod Avenue SW, Warren, Ohio 44481	Fire Systems	3,428
Subtotal - Woman Owned			\$128,952
Total Diversity Spend			\$702,511

Youngstown State University
EDGE Spend Detail Report
April 1, 2015 - June 30, 2015

Encouraging Diversity, Growth, and Equity (EDGE) - Ohio Certified

Name	Address	Project	Purchases
Rath Builders Supply	P.O. Box 811, Defiance, Ohio 43512	Kilcawley House	\$2,238
ThermoTec Insulation Inc.	10866 Prouty Road, Painesville, Ohio 44077	Campus Elevator	8,500
	Total EDGE Spend		<u><u>\$10,738</u></u>

Youngstown State University
Summary of Staffing Levels By Race and Gender
From June 30, 2014 to June 30, 2015

30-Jun-14	Caucasian		African American		Hispanic		Asian		Native American		Unknown		
Rank	M	F	M	F	M	F	M	F	M	F	M	F	Total
Faculty*	207	153	16	14	4	15	27	15	0	0	2	2	455
Professional/ Admin.	138	143	11	15	4	3	4	3	0	2	13	9	345
Classified	113	163	10	19	4	6	0	0	0	1	14	27	357
Externally Funded	16	44	0	5	0	0	0	2	0	0	1	5	73
Total	474	503	37	53	12	24	31	20	0	3	30	43	1230

30-Jun-15	Caucasian		African American		Hispanic		Asian		Native American		Unknown		
Rank	M	F	M	F	M	F	M	F	M	F	M	F	Total
Faculty*	192	160	14	13	3	1	28	19	0	0	2	3	435
Professional/ Admin.	142	137	12	13	4	2	3	3	0	2	7	8	333
Classified	102	140	10	18	4	6	0	0	0	1	16	20	317
Externally Funded	21	45	0	6	0	0	0	1	0	0	0	1	74
Total	457	482	36	50	11	9	31	23	0	3	25	32	1159

Difference	Caucasian		African American		Hispanic		Asian		Native American		Unknown		
Rank	M	F	M	F	M	F	M	F	M	F	M	F	Total
Faculty*	-15	7	-2	-1	-1	-14	1	4	0	0	0	1	-20
Professional/ Admin.	4	-6	1	-2	0	-1	-1	0	0	0	-6	-1	-12
Classified	-11	-23	0	-1	0	0	0	0	0	0	2	-7	-40
Externally Funded	5	1	0	1	0	0	0	-1	0	0	-1	-4	1
Total	-17	-21	-1	-3	-1	-15	0	3	0	0	-5	-11	-71

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

Caucasian, not of Hispanic origin - Origins in any of the original peoples 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 peoples of North America who maintain cultural identification through tribal affiliation or community recognition

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

Office of Equal Opportunity and Policy Compliance
Hiring Activity under Policy 3356-2-04/Search waivers for hiring of faculty and
professional/administrative staff
May 2015 through August 2015

Date¹: May 8, 2015

Requestor: Dr. Bruce Keillor/Chair

Department: Marketing

Position: Term Instructor

Rationale: Previous success as instructor; continuity of instruction, on-going success with internship program.

Hired: John Rossi

Date: June 1, 2015

Requestor: Dean Betty Jo Licata/Williamson College of Business Administration

Department: Accounting and Finance

Position: Term Instructor

Rationale: Pressing need to fill position/continuity of instruction.

Hired: Raymond Shaffer

Date: July 9, 2015

Requestor: Dr. Karen Giorgetti, Chair

Department: Psychology

Position: Term Instructor

Rationale: Full-time faculty member left without sufficient notice; Dr. Justice is part-time instructor at Kent State University; previously and successfully taught course at YSU.

Hired: Lisbeth Justice

Date: July 9, 2015

Requestor: Dr. Steven Reese

Department: English

Position: Coordinator Northeast Ohio Master of Fine Arts Program /Temporary 3 year term

Rationale: Three year program rotates between Kent State, Akron, Cleveland State and YSU; Director to have begun duties on July 1; insufficient time to complete search and transition program to YSU.

Hired: Colleen Clayton-Dippolito

¹ Date waiver granted by University President or designee

Office of Equal Opportunity and Policy Compliance
Hiring Activity under Policy 3356-2-04/Search waivers for hiring of faculty and
professional/administrative staff
May 2015 through August 2015

Date: July 14, 2015

Requestor: Dean Joseph Mosca/College of Health and Human Services

Department: Health Professionals

Position: Term Instructor /Director of Respiratory Care Program

Rationale: Late resignation of incumbent required immediate hire to maintain continuity of instructor and program leadership.

Hired: Louis Harris

Date: August 13, 2015

Requestor: Dr. Hazel Marie/Chair

Department: Mechanical and Industrial Engineering

Position: Term Instructor Mechanical and Industrial Engineering

Rationale: Increased enrollment in mechanical engineering program and late receipt of external grant funding for the position made a national search impractical; Mr. Viviano has successfully taught part-time within Department.

Hired: Anthony Viviano

Date: August 20, 2015

Requestor: Ricky George/Associate Director

Department: Center for Human Services Development

Positions: Grant funded after school literacy programs staff: Site Coordinators, Assistant Coordinator, academic leaders, activity leaders, assistant activity leaders

Rationale: Positions previously filled as independent contractors; however recent U.S. Department of Labor policies necessitate that the positions be YSU employees. Change provided insufficient time to post and fill positions prior to beginning of 2015-2016 academic year.

Hired: TBD



CHAIRPERSON APPOINTMENTS

2015-2016

Charles Vergon, Acting Chairperson, Educational Foundations, Research, Technology & Leadership	Effective 07/01/15
Cary L. Wecht, Acting Chairperson, Theater & Dance	Effective 07/16/15
Peter Woodlock, Director, Lariccia School of Accounting and Finance	Effective 07/01/15

Division of Multicultural Affairs Update Fall 2015

Youngstown State University's ability to foster an inclusive and multicultural campus environment where all feel welcomed is a collaborative effort. Since the Spring 2015 Update, the following has been and continues to be addressed:

Multicultural Center

Multicultural Affairs, a division of the President's Office, was relocated to the first floor of Jones Hall in June 2015. We are establishing Youngstown State University's Multicultural Center that includes the offices of Multicultural Affairs, Student Diversity Programs and the Center for International Studies and Programs. We are creating a welcoming and accessible space to accommodate the needs of all students while in compliance with the Americans with Disabilities Act (ADA) and the mission of the Division of Multicultural Affairs. We will be able to expand services that will address the university's commitment to our domestic and international students, faculty and staff through inclusive practices within the campus community and beyond.

Culture of Community Council

A Culture of Community Council has been established and will convene prior to fall classes. The council is currently comprised of YSU faculty, staff and administrators. Note that an honest attempt to represent a cross-section of the YSU community was made. Criteria will be developed through open and honest dialogue to move Youngstown State University's culture forward in creating a healthier 'culture of community' through awareness, respect and empathy.

Community Program Series 2015-2016

Note that the name of the *Community Diversity Program Series* has been modified to *Community Program Series*. In order to save funds and time (e.g., printing, postage, mailing, sorting, etc.), the *Series* will be totally online and is ADA compliant. A link and pdf copy of the *Series* will be forwarded to the YSU community, external entities, and posted on our website, and social media.