

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

Scott R. Schulick, Chair
Delores E. Crawford, Vice Chair
All Trustees are Members
Cynthia E. Anderson, *Ex-Officio*

**BACKGROUND MATERIALS
Thursday, November 29, 2012**

- | | |
|---|--------------|
| 1. Human Resources Update
An update on current accomplishments and priorities for moving forward. | Tab 1 |
| 2. Human Resources Update on Position Searches
All listed searches in progress. | Tab 2 |
| 3. ULP's/Grievances
Status of Unfair Labor Practices and Grievances. | Tab 3 |
| 4. Diversity and EDGE Spend Report
First quarter Diversity Spend Report with detail. | Tab 4 |
| 5. Labor Management Council Update | Tab 5 |
| 6. Externally Funded Positions | Tab 6 |

Office of Human Resources Update

November, 2012

Employment:

We are working with the PeopleAdmin representative to schedule the upgrade to the newer version.

HRIS/Processing:

Susan Shaw, Manager, HRIS is engaged in the review of the University's utilization of the HR/Payroll component of Banner as well as assisting HR and Payroll staff with operational concerns. Additionally, Jennifer Lewis, Manager, Processing & Employee Records began the review of the personnel files and is engaged in a project to create an operational manual for the Processing Center.

Benefits:

The Health Care Plan open enrollment was conducted during the month of October. The Benefit Management Analyst was hired.

Training:

Courses continue to be offered in Banner, MyYSU Portal, Website Development, and Microsoft Office. Customized training for specific work units are offered on an as needed case by case basis.

Labor Relations:

- **State Employment Relations Board**

The petitions regarding bargaining unit status have been order to hearing by the Board. We anticipate hearing from SERB regarding hearing dates shortly.

- **YSU/OEA**

There are several grievances that will be going to the arbitration step of the grievance process within the next several months.

- **ACE**

Reclassification issues are ongoing and a number of cases have been heard at the State Personnel Board of Review with findings issued.

- **APAS**

The new agreement has been posted on the website and printed for distribution to employees and managers. Contract administration for Managers was conducted by Marty Bramlett, Director of Labor Relations and Employee Development.

- **FOP/OLC**

The new agreement has been posted on the website and printed for distribution to employees and managers.

Youngstown State University
Office of Human Resources
Current Position Searches (10/22/12)

Faculty

College of Business Administration

- Assistant or Associate Professor, Accounting
- Assistant or Associate Professor, Marketing
- Assistant or Associate Professor, Advertising

College of Health and Human Services

- Assistant Professor, Master of Respiratory Care 2012

College of Liberal Arts and Social Sciences

- Assistant Professor, Sociology, Anthropology, Gerontology
- Assistant Professor, Philosophy and Religious Studies
- Assistant Professor, English (Education)

College of Science, Technology, Engineering and Mathematics

- Assistant Professor, Physics and Astronomy, (Experimental Physics)
- Assistant Professor, Physics and Astronomy, (Theoretical Physics)
- Assistant Professor, Geological & Environmental Sciences, (Stratigrapher - Sedimentologist)

Professional/Administrative

- Senior System Administrator, Media and Academic Computing
- Systems Librarian, Maag Library
- Associate Vice President for Budget and Treasurer, Treasurer's Office
- University Archivist and Head of Special Collections, Maag Library
- Technical Support/Instructional Designer, Office of the Provost, VP Academic Affairs
- Coordinator, Pre and Post Award Activities, (part-time) Office of Grants and Sponsored Programs

Externally Funded Positions

- Instruction Specialist 1, (full-time) The Rich Center for Autism
- Funding Officer, WYSU - FM

Classified Civil Service

- Police Officer 1, YSU Police
- Secretary (PT) – English
- Customer Service Assistant 2 – Student Accounts
- Network Administrator 2 – Media Services
- Air Quality Technician 1 (2 positions) – Facilities
- Plumbers 2 – Central Utility Plant
- Customer Service Assistant 1 – Student Accounts
- Maintenance Repair Worker 2 (2 positions) – Facilities
- Locksmith – Facilities
- Executive Secretary – Office of the President

Summary of Union Grievances filed January 1, 2012 – November 5, 2012

ACE	Filed:	3	Issues include disciplinary action/suspension and bargaining unit work to non-bargaining unit members
	Closed:	0	
	Outstanding:	3	
APAS	Filed:	2	Issue includes suspension
	Closed:	1	
	Outstanding:	1	
OEA	Filed:	4	Issues include computer permissions, secret investigation, chairperson selection process, and previous pre-grievance finding
	Closed:	0	
	Outstanding:	4	

Summary of Union Grievances filed January 1, 2011 – December 31, 2011

ACE	Filed:	5	Issues include reclassification back pay, disciplinary action, layoff during winter break, job posting, and failure to follow proper procedure
	Closed:	0	
	Outstanding:	5	
APAS	Filed:	11	Issues include discipline, harassment, evaluation procedure, and layoff notice
	Closed:	7	
	Outstanding:	4	
OEA	Filed:	6	Issue includes salary dispute
	Closed:	5	
	Outstanding:	1	

Known Arbitrations (grievances filed 2006-2012) *

ACE	140	<p>Issues include bargaining unit work, hazard pay, overtime payment on bonuses, job audits, recruitment and selection, conversion of pay scales, educational increment pay, vacation accrual, monitoring of healthcare budget and expenses, miscalculated negotiated pay, overtime violation, job postings, evaluation process, ERIP violation, working out of classification, reclassification back pay, and employee discipline/suspension</p> <p>Outside attorneys have been assigned for 43; 7 arbitrators have been selected</p> <ul style="list-style-type: none">• Ongoing: #350 – Vacancy, AA4, procedure not followed in HR• Parties trying to schedule for February 2013: #355 – Payment of bargaining unit member in accordance with negotiated language• Scheduled for February 18-25, 2013: #602 – Termination and failure to follow progressive discipline
------------	-----	---

APAS	2	<p>Issues include evaluation procedure and suspension</p> <p>Outside attorneys have been assigned for 2; no arbitrators have been selected</p> <ul style="list-style-type: none"> • Scheduled for November 14, 2012: #58 – Sexual discrimination and #64 – harassment in the workplace
OEA	2	<p>Issues include chairperson selection process and pre-grievance finding</p> <p>Outside attorneys have been assigned for 2; no arbitrators have been selected</p> <ul style="list-style-type: none"> • Scheduled for December 14, 2012: #319 – Salary dispute

* The University and ACE have agreed to attempt to combine the same or similar grievances in order to reduce the number of arbitrations.

Unfair Labor Practice – 0

Summary of Union Grievances filed January 1, 2009 – December 31, 2010

ACE	Filed:	341	
		180	Issues include professional pay achievement, hazard pay, job audits, Classification Review Committee, job postings, educational increment pay, bargaining unit work to non-bargaining unit members, discipline, termination, back pay, personal leave conversion, vacation accrual, healthcare budget and expenses, miscalculated pays, job descriptions, intermittent and part-time employee compensation, evaluation process, overtime opportunities, postings without Classification Review Committee input, conversion of back pay, ERIP violation, grievance disposition, OPERS information, and working out of classification
		161	Timeliness issue
	Closed:	213	
	Outstanding:	128	
APAS	Filed:	26	Issues include job audits, scope of bargaining unit, and bargaining unit work to non-bargaining unit member
	Re-opened:	1	Issue includes individual bargaining with bargaining unit member
	Closed:	22	
	Outstanding:	5	
OEA	Filed:	11	
	Closed:	11	
	Outstanding:	0	

Youngstown State University
FY2013 First Quarter Diversity Spend Report
July 1, 2012 - September 30, 2012

Diversity Spend - Goods and Services (excludes EDGE and construction)	Fourth Quarter	Year to Date	Percent of Addressable	Prior Year to Date	Percent of Addressable
MBE – Ohio Certified	\$17,511	\$17,511	0.65%	\$83,982	2.96%
MBE – Other Certified	198,355	198,355	7.33%	126,383	4.45%
Disability Challenged	138,653	138,653	5.13%	69,180	2.44%
Recycled Materials	12,507	12,507	0.46%	7,351	0.26%
Veteran Owned	1,606	1,606	0.06%	13,409	0.47%
Women Owned	50,285	50,285	1.86%	91,106	3.21%
Total Diversity Spend	\$418,917	\$418,917	15.49%	\$391,411	13.79%
Total Addressable Spend - Goods and Services	\$2,705,249	\$2,705,249	100.00%	\$2,839,514	100.00%

EDGE Spend - Goods, Services, and Construction	Fourth Quarter	Year to Date	Percent of Addressable	Prior Year to Date	Percent of Addressable
EDGE - Ohio Certified - Construction	\$69,030	\$69,030	1.57%	\$41,845	0.79%
Total EDGE Spend	\$69,030	\$69,030	1.57%	\$41,845	0.79%
Total Addressable Spend - Goods, Services, and Construction	\$4,409,442	\$4,409,442	100.00%	\$5,301,621	100.00%

Youngstown State University
Diversity Spend Detail Report- Goods and Services (excludes EDGE and construction)
July 1, 2012 - September 30, 2012

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	14,712
Subtotal - MBE - Ohio Certified			<u>\$17,511</u>

Minority Business Enterprise (MBE) - Other Certified			
Name	Address	Type of Contract	Purchases
Data Ticket Inc.	4600 Campus Drive, Suite 200, Newport Beach, California 92660	Motor Vehicle Information	\$24
James T Evans Photography	27 1/2 Hazel Street, Youngstown, Ohio 44503	Photography Services	74
M Conley Company	P.O. Box 21270, Canton, Ohio 44701	Maintenance Supplies	2,057
SBM Management Services	5241 Arnold Avenue, McClellan, California 95652	Janitorial Maintenance	177,181
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	228
Symplicity Corporation	17890 W. Dixie Highway, North Miami Beach, Florida 33160	IT Software	10,000
UVisIR Inc.	277 Martinel Drive, Kent, Ohio 44240	Lab Supplies	8,513
Zymo Research Corporation	17062 Murphy Avenue, Irvine, California 92614	Lab Supplies	278
Subtotal - MBE - Other Certified			<u>\$198,355</u>

Disability Challenged			
Name	Address	Type of Contract	Purchases
Agilent Technology	9780 S. Meridian Boulevard, Englewood, Colorado 80112	Laboratory Supplies	\$2,103
Compass Family Services	535 Marmion Avenue, Youngstown, Ohio 44502	Janitorial Services	136,550
Subtotal - Disability Challenged			<u>\$138,653</u>

Recycled Materials

Name	Address	Type of Contract	Purchases
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	\$12,507
Subtotal - Recycled Materials			\$12,507

Veteran Owned

Name	Address	Type of Contract	Purchases
R.D. Thompson Paper Products Inc.	P.O. Box 88, Loudonville, Ohio 44842	Filing Supplies	\$355
Zimmer's Duplicating Products Inc.	P.O. Box 3347, 5411 Market Street, Youngstown, Ohio 44513	Equipment/Supplies	1,251
Subtotal - Veteran Owned			\$1,606

Woman Owned

Name	Address	Type of Contract	Purchases
Advanced Marking System	6000 Mahoning Avenue, Suite 50, Youngstown, Ohio 44515	Promotional Items	\$129
Atech Technologies LLC	5096 Kenton Lane, Brunswick Hills, Ohio 44212	Technology	1,828
Industrial Video Corporation	14885 W. Sprague Road, Cleveland, Ohio 44136	AV Accessories	27,969
Parr Public Safety Equipment Inc.	8495 Estates Court, Plain City, Ohio 43064	Safety Supplies	1,215
Protect-N-Shred	P.O. Box 85, Cortland, Ohio 44410	Document Shredding	2,375
Red Diamond Uniform & Police Supply	4437 Mahoning Avenue, Youngstown, Ohio 44515	Public Safety Supplies	32
Ryan Carpet Sales & Services Inc.	70 Victoria Road, Austintown, Ohio 44515	Flooring	6,757
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	347
Union Eyes Optical Inc.	Suite B, 229 Churchill Hubbard Road, Youngstown, Ohio 44505	Public Safety Supplies	355
Walter's Office Products	374 Butterfly Lane, Hermitage, Pennsylvania 16148	Office Supplies	6,156
Warren Fire Equipment	6880 Tod Avenue SW, Warren, Ohio 44481	Fire Systems	3,040
Wilks Enterprise Inc.	Suite 8F, 25 Van Zant Street, East Norwalk, Connecticut 06855	Laboratory Equipment	82
Subtotal - Woman Owned			\$50,285
Total Diversity Spend			\$418,917

**Youngstown State University
EDGE Spend Detail Report
July 1, 2012 - September 30, 2012**

Encouraging Diversity, Growth, and Equity (EDGE) - Ohio Certified			
Name	Address	Project	Purchases
Donato Electric	4315 Payne Avenue, Cleveland, Ohio 44103	M1/M2 Parking Decks	\$21,000
Edison Equipment	2225 McKinley Avenue, Columbus, Ohio 43204	Auditoriums	11,121
Five Star Supply	4542 West 224th Street, Fairview Park, Ohio 44126	Pollock Restoration	9,302
Lucky Building Supply	4208 Spring Crest Drive, Cleveland, Ohio 44144	Lincoln Roof	14,445
T.C. Redi-Mix Inc.	2400 Poland Avenue, Youngstown, Ohio 44502	Renovations	787
Trumbull Landscaping	432 Parkview Drive, Girard, Ohio 44420	Pollock Restoration	12,000
Western Reserve Mechanical	3041 South Main Street, Niles, Ohio 44446	Auditoriums	375
Subtotal - Certified - EDGE - Construction			\$69,030
Total EDGE Spend			\$69,030

Labor Management Council Update

The Labor Management Council met on Thursday, September 6, 2012 and Thursday, October 18, 2012. Both meetings were in the President's Conference room on the campus of YSU.

Discussion in the September 6, 2012 meeting primarily addressed questions regarding parking permits for retirees, an update on the Wellness program by Carrie Clyde and a presentations on university enrollment provided by Jack Fahey.

Discussion in the October 18, 2012 meeting included the schedule for refresher training by the Federal Mediation and Conciliation Service (FMCS), the revised Labor Management Council Mission Statement; approved by the committee, and the vacancies for Equal Opportunity and Diversity.

The meeting for November 8, 2012 was cancelled.

The next meeting will be announced after the FMCS training.

SUMMARY OF PERSONNEL ACTIONS
Externally Funded Positions
July 1, 2012 – September 30, 2012

Appointments – 7

Replacement Positions – 3

- Professional/Administrative – 3

Separations – 5

Resignation – 5

- Professional/Administrative – 5

**YOUNGSTOWN STATE UNIVERSITY
EXTERNALLY FUNDED PERSONNEL ACTIONS**

JULY 1, 2012-SEPTEMBER 30, 2012

FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT Vacated Salary</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY	COMMENTS
------	--------------	--	-------	------------	-----------------------------------	--------	----------

July 2012

None.

August 2012

None.

September 2012

None.

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b)

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT Vacated Salary</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY	COMMENTS
------	--------------	--	-------	------------	-----------------------------------	--------	----------

July 2012

None.

August 2012

Ms. Amanda Day	F/C	Replacement \$21,175	Instruction Specialist	Rich Center for Autism	9/17/2012	\$21,175	
Ms. Katie DiCola	F/C	Replacement \$21,175	Instruction Specialist	Rich Center for Autism	9/17/2012	\$21,175	
Ms. Catherine Valantasis	F/C	Replacement \$21,175	Instruction Specialist	Rich Center for Autism	9/17/2012	\$21,175	

September 2012

None.

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

CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT Vacated Salary	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY	COMMENTS

July 2012

None.							
-------	--	--	--	--	--	--	--

August 2012

None.							
-------	--	--	--	--	--	--	--

September 2012

None.							
-------	--	--	--	--	--	--	--

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION SALARY	COMMENTS
-------------	---------------------	-----------------------------------	--------------	-------------------	----------------------------	---------------------------------------	-----------------

RETIREMENTS:

None.							
-------	--	--	--	--	--	--	--

SEPARATIONS:

Ms. Michelle Haniford	F/C	P/A	Lead Instruction Specialist	Rich Center for Autism	7/13/2012	\$23,793	
Ms. Amanda Persia	F/C	P/A	Instruction Specialist I	Rich Center for Autism	7/31/2012	\$17,675	
Ms. Rachel Webster	F/C	P/A	Instruction Specialist I	Rich Center for Autism	7/27/2012	\$17,675	
Ms. Jennifer Caldararo	F/C	P/A	Instruction Specialist	Rich Center for Autism	8/24/2012	\$17,675	
Ms. Amy Lowry	F/C	P/A	Lead Instruction Specialist	Rich Center for Autism	8/10/2012	\$25,242	

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.