

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

John R. Jakubek, Chair
David C. Deibel, Vice Chair
All Trustees are Members
Randy J. Dunn, *Ex-Officio*

**BACKGROUND MATERIALS
Thursday, December 5, 2013**

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| 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. YSU Police Department Crime Statistics | Tab 5 |
| 6. Labor Management Council Update | Tab 6 |
| 7. Summary of Staffing Levels by Race and Gender
This report provides a comparison of the workforce demographics in terms of race and gender in September 2012 and September 2013. | Tab 7 |
| 8. Diversity and Multicultural Affairs Fall 2013 Update | Tab 8 |
| 9. Externally Funded Positions | Tab 9 |

BACKGROUND MATERIALS:
University Affairs Committee

TAB 1: Human Resources Update

STAFF CONTACT: Kevin Reynolds, Chief Human Resources Officer

HIGHLIGHTS OR ISSUES:

- Marty Bramlett to retire December 31, 2013.
- Open enrollment for the Health Care Plan and Flexible Spending Accounts (FSA) continues.

TAB 2: Human Resources Update on Position Searches

STAFF CONTACT: Kevin Reynolds, Chief Human Resources Officer

HIGHLIGHTS OR ISSUES:

- Fifteen searches currently in progress, four faculty, five professional-administrative, one classified and five externally funded.

TAB 3: ULP's/Grievances

STAFF CONTACT: Marty Bramlett, Director of Labor and Employee Relations

HIGHLIGHTS OR ISSUES:

- Of 349 ACE grievances filed since January 1, 2009, 284 have been closed.

TAB 4: Diversity and EDGE Spend Reports

STAFF CONTACT: Bill Wheelock, Director of Procurement Services

HIGHLIGHTS OR ISSUES:

- Total Diversity and EDGE spending for first quarter is positive, exceeding \$500,000.

TAB 5: YSU Police Department Crime Statistics

STAFF CONTACT: John Beshara, Chief of Police

HIGHLIGHTS OR ISSUES:

- Significant drop in offenses reported from comparative prior year quarter.

TAB 6: Labor Management Council (LMC) Update

STAFF CONTACT: Gene Grilli, Vice President for Finance and Administration

HIGHLIGHTS OR ISSUES:

- There has been one meeting since last Board report. The LMC was provided with updates on the budget, campus security and health care costs.

TAB 7: Summary of Staffing Levels by Race and Gender

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

HIGHLIGHTS OR ISSUES:

- Comparative staffing matrix compared to previous period in the prior year.

TAB 8: Diversity and Multicultural Affairs Fall 2013 Update

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

HIGHLIGHTS OR ISSUES:

- Goals stated are to: Continue the vision and purpose of the University Diversity Council (UDC) and to educate the YSU Community in Diversity. Note, a comprehensive schedule and plan have been developed.

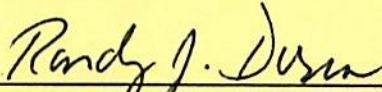
TAB 9: Externally Funded Positions

STAFF CONTACT: Kevin Reynolds, Chief Human Resources Officer

HIGHLIGHTS OR ISSUES:

- Four appointments and four separations, all in Professional/Administrative.

REVIEWED:


Randy J. Dunn, President

Office of Human Resources Update
November 2013

Employment:

Steve Lucivjansky, Manager, Employment is entering the testing phase for the PeopleAdmin upgrade. The upgraded version will become operational during the Spring semester.

Employee Records & Processing:

Jennifer Lewis, Manager of Processing and Personnel Records has continued to revise a variety of employment forms to simplify the data entry processes. Most recently she has designed a new part-time faculty agreement and employment application form.

HRIS:

Alisha Yanniello, Manager, HRIS is leading several initiatives that will help to better utilize the BANNER system. She is utilizing Ellucian training resources to better understand the capabilities in the system.

Benefits:

Debby LaRocco, Manager, Employee Benefits has conducted open enrollment for the Health Care plan and the Flexible Spending Accounts (FSA). Additionally, the initial enrollment for the voluntary Long Term Care coverage has been completed.

Affordable Care Act – The IRS has delayed the implementation of penalties under the ACA associated with requiring employers to offer health care coverage to full time employees. The measures that we put in place to ensure that we are able to track hours are remaining in place and we are monitoring our tracking of hours in preparation for the full implementation of the ACA.

Wellness – Carrie Clyde has implemented the conversion of the Wellness website to a new vendor PureWellness. The website was launched in September and offers a more robust array of wellness information.

Training:

Rosalyn Donaldson, Technology and Training Coordinator continues to address the technology training needs. Over the last several months she has been asked to expand her role by providing leadership to University's overall training and development efforts.

Customized training for specific work units continue to be offered on an as needed case by case basis.

Labor Relations:

Marty Bramlett has submitted his letter of retirement to be effective on December 31, 2013. The Director, Labor & Employee Relations is currently posted.

Office of Human Resources Update
November 2013

State Employment Relations Board:

The State Employment Relations Board Hearing Officer has all of the information for the ACE classification matters. A decision regarding the bargaining unit status of a number of University staff members will be forthcoming from the Hearing Officer. George Crisci, External Legal Counsel is representing the University in these cases.

ACE:

Marty Bramlett, Director, Labor Relations and Employee Development has been engaged in grievance mediation sessions in collaboration with the Federal Mediation and Conciliation Service (FMCS). To date a total of 76 grievances have been resolved by the parties or withdrawn by the union. Additional sessions are scheduled with the union and FMCS.

OEA/YSU:

There are currently three grievances at the arbitration step, one is awaiting an arbitrator's award the second is scheduled to be heard by the arbitrator on November 14, 2013 and the third is pending on a date for the arbitration to be conducted.

APAS:

There are no pending arbitrations.

FOP/OLC:

Two cases have been heard by an arbitrator and are awaiting the arbitrator's award.

Current Postings – 11/8/13*

Faculty

College of Business Administration

- Assistant Professor, Management - Human Resources
- Assistant Professor, Marketing

College of Health and Human Services

- Assistant Professor, Social Work
- Assistant Professor, Early Childhood Development

Professional/Administrative

- Director of Academic Credit Transfer, Articulation and Degree Audit Services
- Assistant Coach, Men's and Women's Tennis
- Counselor, Student One Stop
- Housing Coordinator, Housing and Residence Life
- Director, Labor Relations and Employee Development

Externally Funded Positions

- Instruction Specialist 1, Full-time, The Rich Center for Autism
- Behavior Analyst, The Rich Center for Autism
- Director, The Rich Center for Autism
- Project Manager, STEM - Professional Practice Program
- Coordinator, SCOPE and Upward Bound

Classified Civil Service

- Network Services Technician 1, Media and Academic Computing

*Selected searches may not go forward as they may be utilized as a part of vacancy savings to address the budget deficit.

Summary of Union Grievances filed January 1, 2013 – October 31, 2013

ACE	Filed: 6 Closed: 0 Outstanding: 6	Issues include position posting, expeditious investigation, layoff/displacement notices, separation pay and displacement rate of pay
APAS	Filed: 2 Closed: 2 Outstanding: 0	
OEA	Filed: 7 Closed: 1 Outstanding: 6	Issues include governance document violation, non-reappointment of timeline violation, gender discrimination, hostility and teaching hours overload
FOP	Filed: 10 Closed: 3 Outstanding: 7	Issues include denial of vacation request, FLSA compensatory time and web-time entry and policy change

Known Arbitrations (grievances filed 2006-2013)*

ACE	71	Issues include bargaining unit work, job audits, recruitment and selection, conversion of pay scales, monitoring of healthcare budget and expenses, miscalculated negotiated pay, overtime violation, job postings, ERIP violation, and employee discipline/suspension Outside attorneys have been assigned for 26; 5 arbitrators have been selected. <ul style="list-style-type: none"> • Ongoing: #350 – Vacancy, AA4, procedure not followed in HR • Ongoing: #355 – Payment of bargaining unit member in accordance with negotiated language • Waiting for arbitrator ruling: #602 – Termination and failure to follow progressive discipline
OEA	4	Issue includes gender discrimination Outside attorney has been assigned and arbitrator has been selected. <ul style="list-style-type: none"> • Waiting for arbitrator ruling: #322 and #323 – Chairperson selection process • Scheduled for November 13, 2013: #326 – Contract interpretation
FOP	4	<ul style="list-style-type: none"> • Waiting for arbitrator ruling: #34 – Denial of vacation request • Waiting for arbitrator ruling: #35, #40 and #42 – Denial of compensatory time

* 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 – 1

Issue: Allegation of unilateral implementation of personal leave/cash conversion date.

Summary of Union Grievances filed January 1, 2009 – December 31, 2012

ACE	Filed:	349	
		188	Issues include job audits, job postings, bargaining unit work to non-bargaining unit members, discipline, suspension, termination, back pay, personal leave conversion, healthcare budget and expenses, miscalculated pays, job descriptions, overtime opportunities, conversion of back pay, ERIP violation, OPERS information, and layoff during winter break
		161	Timeliness issue
	Closed:	284	
	Outstanding:	65	
APAS	Filed:	39	
	Closed:	39	
	Outstanding:	0	
OEA	Filed:	22	Issues include chairperson selection process and faculty search procedure
	Closed:	19	
	Outstanding:	3	

Youngstown State University
FY2014 First Quarter Diversity Spend Report
July 1, 2013 - September 30, 2013

	<u>First 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	\$82,442	\$82,442	1.73%	\$17,511	0.65%
MBE - Other Certified	183,583	183,583	3.86%	198,355	7.33%
Disability Challenged	145,510	145,510	3.06%	138,653	5.13%
Recycled Materials	23,893	23,893	0.50%	12,507	0.46%
Veteran Owned	13,809	13,809	0.29%	1,606	0.06%
Women Owned	38,795	38,795	0.82%	50,285	1.86%
Total Diversity Spend	<u>\$488,032</u>	<u>\$488,032</u>	<u>10.26%</u>	<u>\$418,917</u>	<u>15.49%</u>
Total Addressable Spend - Goods and Services	<u>\$4,754,381</u>	<u>\$4,754,381</u>	<u>100.00%</u>	<u>\$2,705,249</u>	<u>100.00%</u>

	<u>First 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	\$127,046	\$127,046	1.38%	\$69,030	1.57%
Total EDGE Spend	<u>\$127,046</u>	<u>\$127,046</u>	<u>1.38%</u>	<u>\$69,030</u>	<u>1.57%</u>
Total Addressable Spend - Goods, Services, and Construction	<u>\$9,183,391</u>	<u>\$9,183,391</u>	<u>100.00%</u>	<u>\$4,409,442</u>	<u>100.00%</u>

Youngstown State University
Diversity Spend Detail Report - Goods and Services (excludes EDGE and construction)
July 1, 2013 - September 30, 2013

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	16,189
Brown Enterprise Solutions	5935 Wilcox Place, Suite E, Dublin, Ohio 43016	Computer Supplies	63,454
Subtotal - MBE - Ohio Certified			<u>\$82,442</u>

Minority Business Enterprise (MBE) - Other Certified

Name	Address	Type of Contract	Purchases
CPS US Inc.	2984 Triverton Pike Road, Madison, Wisconsin 53711	Software Supplies	\$39,450
M Conley Company	P.O. Box 21270, Canton, Ohio 44701	Maintenance Supplies	2,570
SBM Management Services	5241 Arnold Avenue, McClellan, California 95652	Janitorial Maintenance	140,947
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	616
Subtotal - MBE - Other Certified			<u>\$183,583</u>

Disability Challenged

Name	Address	Type of Contract	Purchases
Agilent Technology	9780 S. Meridian Boulevard, Englewood, Colorado 80112	Laboratory Supplies	\$457
Compass Family Services	535 Marmion Avenue, Youngstown, Ohio 44502	Janitorial Services	145,053
Subtotal - Disability Challenged			<u>\$145,510</u>

Recycled Materials

Name	Address	Type of Contract	Purchases
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	\$23,893
Subtotal - Recycled Materials			<u>\$23,893</u>

Veteran Owned

Name	Address	Type of Contract	Purchases
Murphy Contracting Company Inc.	P.O. Box 1833, 285 Andrews Avenue, Youngstown, Ohio 44501	Renovations	\$9,260
R.D. Thompson Paper Products Inc.	P.O. Box 88, Loudonville, Ohio 44842	Filing Supplies	541
Service Wholesale Inc.	2825 Hankle Drive, Lebanon, Ohio 45036	Maintenance Supplies	4,008
Subtotal - Veteran Owned			\$13,809

Woman Owned

Name	Address	Type of Contract	Purchases
Advanced Marking System	6000 Mahoning Avenue, Suite 50, Youngstown, Ohio 44515	Promotional Items	\$297
Beatitude House Green Clean	145 N Glenellen Avenue, Youngstown, Ohio 44509	Janitorial Services	1,213
Data Ticket Inc.	4600 Campus Drive, Newport Beach, California 92660	Parking Software	53
Edmund Optics Inc.	101 E. Gloucester Pike Barrington, New Jersey 08007	Photonics Imaging	739
Great Lakes Telecom	465 Treeside Drive, Stow, Ohio 44224	Sound Systems	6,790
LEAP	23205 N 39th Way, Phoenix, Arizona 85050	Educational Services	1,778
LM Cases	2720 Intertech Drive, Youngstown, Ohio 44509	Photo Supplies	4,387
Protect-N-Shred	P.O. Box 85, Cortland, Ohio 44410	Document Shredding	1,833
Roar Postal Supplies & Solutions	10600 W. 108th Terrace, Overland Park, Kansas 66210	Postal Supplies	297
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	449
Union Eyes Optical Inc.	Suite B, 229 Churchill Hubbard Road, Youngstown, Ohio 44505	Public Safety Supplies	230
Walter's Office Products	374 Butterfly Lane, Hermitage, Pennsylvania 16148	Office Supplies	9,593
Warren Fire Equipment	6880 Tod Avenue SW, Warren, Ohio 44481	Fire Systems	7,032
Wooster Products	1000 Spruce Street, Wooster, Ohio 44691	Public Safety Supplies	4,104
Subtotal - Woman Owned			\$38,795
Total Diversity Spend			\$488,032

Youngstown State University
EDGE Spend Detail Report
July 1, 2013 - September 30, 2013

Encouraging Diversity, Growth, and Equity (EDGE) - Ohio Certified
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Name	Address	Project	Purchases
Five Star Supply	4542 West 224th Street, Fairview Park, Ohio 44126	Debartolo Hall	\$19,985
Five Star Cleaning	1680 Gully Top, Canfield, Ohio 44406	Debartolo Hall	25,881
Hammond Corporation	1285 East 49th Street, Cleveland, Ohio 44114	Debartolo Hall	350
JM Verostko Inc.	1216 Ameritech Boulevard, Youngstown, Ohio 44509	Elevators	4,130
Rath Builders Supply	P.O. Box 811, Defiance, Ohio 43512	Kilcawley House	4,800
T.C. Redi-Mix Inc.	2400 Poland Avenue, Youngstown, Ohio 44502	Campus Wide Concrete	20,000
ThermoTec Insulation Inc.	10866 Prouty Road, Painesville, Ohio 44077	Debartolo Hall	26,900
Western Reserve Mechanical	3041 South Main Street, Niles, Ohio 44446	Athletic Fields	25,000
	Total EDGE Spend		<u><u>\$127,046</u></u>



YSU Police Department

Statistics Reported to FBI Uniform Crime Report

Report for the Months of	July – September 2012	July – September 2013
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Arrests in Our Jurisdiction	19	20
Begging Prohibited	0	1
Burglary	0	1
Criminal Trespass	4	3
Disorderly Conduct	3	0
Drug Abuse	0	1
Drug Paraphernalia	0	1
Liquor Law Violations	2	2
Making False Alarms	1	0
Public Indecency	1	0
Receiving Stolen Property	0	1
Underage Possession/Consumption	4	6
Theft	2	0
Warrant/Arrest	2	4

Offenses Committed	58	38
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Offenses Reported	60	40
Abduction	1	0
Aggravated Menacing	1	0
Assault- Simple	5	1
Burglary	1	1
Criminal Damage	1	2
Criminal Mischief	10	10
Inducing Panic	1	0
Menacing	2	0
Robbery	1	0
Telecommunications Harassment	1	0
Theft	32*	26
Unfounded Reports	2	2
Assault	0	1
Burglary	0	1
Theft	2	0

*One reported theft was an attempt.

Monetary Value of Property Stolen in Our Jurisdiction	\$10,176.00	\$2,719.00
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Monetary Value of Property Recovered in Our Jurisdiction	\$350.00	\$499.00
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<i>Police Activity Summary</i>	<i>July – September 2012</i>	<i>July – September 2013</i>
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<i>Arrests on Warrant in Our Jurisdiction</i>	<i>3</i>	<i>4</i>
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<i>Crimes Against Persons</i>	<i>10</i>	<i>1</i>
Abduction	1	0
Aggravated Menacing	1	0
Assault – Simple	5	1
Menacing	2	0
Robbery	1	0

<i>Criminal Trespass Warnings</i>	<i>17</i>	<i>22</i>
Adult	17	22
Juvenile	0	0

<i>Parking Enforcement</i>	<i>287</i>	<i>179</i>
City of Youngstown Tickets	287	179

<i>Property Crimes</i>	<i>11</i>	<i>12</i>
Criminal Damaging	1	2
Criminal Mischief	10	10

<i>Miscellaneous</i>	<i>256</i>	<i>237</i>
Alarm Responses	82	104
Auto Accidents	36	35
Lost and Found Reports	101	83
Matter of Record Reports	27	9
Property Damage (non-criminal)	10	6

<i>Mutual Aid Requests</i>	<i>72</i>	<i>28</i>
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<i>Services</i>	<i>412</i>	<i>401</i>
Entries into Secured Areas	335	294
Escorts	58	93
Personal Transports	3	0
Vehicles Unlocked	16	14

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Labor Management Council Update

November 12, 2013

The Labor Management Council met on Friday, September 13, 2013 in the President's Conference room on the campus of YSU.

Updates

Emergency Notification

YSU Police Chief, John Beshara, informed the Council about various topics regarding emergency notifications. First he stated that at the Board meeting on September 10, 2013 the Board of Trustees approved the Emergency Response Policy, number 4018.01, which establishes an all hazards emergency plan on campus. This plan is called the University's Comprehensive Emergency Management Plan (CEMP), which was developed with the help of the Department of Environmental Occupational Health and Safety (EOHS), and the plan is constantly being revised. The Chief said he is working to get the plan out to the campus community as soon as possible via a printed publication and through the YSU and YSU-PD websites.

It is important to have this emergency plan in place and for individuals to know what to do in case of various hazards or incidents on campus. The police department is currently working on setting up desktop alerts that will pop up on the screen of computers hooked up through the campus-wide network. The campus police use the LEEDS Alert System which feeds any criminal or dangerous hazards alerts to their department; they then can assess whether an alert needs to go out to the campus community

Findley Davies Presentation on Health Care Costs

A Health Care Costs presentation was presented to the LMC by Findley Davies representatives Mike Loeffler, Steve Parsons and Nancy Pokorny. They provided answers to questions posed by the Council.

Budget

Mr. Grilli described the condition of the university in terms of budget and overall financial status. The more recently filled positions have increased our deficit, but the positions were needed.

Mr. Grilli stated that we are keeping an eye on decreasing year end and operating costs, keeping spending restricted and increasing revenue for graduates and out of state students; but he emphasized that we need to be continually financially responsible. Mr. Grilli indicated that with President Dunn we will try many things to help fix the university and get us going in a good positive direction, but it will take time. He said we need to make sure we balance this year's budget, so we can have money for next year and beyond. He mentioned that the Budget Development Council (BDC) has looked at the possibility of rolling over or creating a carry forward budget for department funds from year to year to help decrease end of year budget spending.

Agenda Items for November 8 Meeting

- 1) Budget
- 2) Safety Training Sessions

Next Labor Management Council Meeting:

**Friday, November 8, 2013, 9:00 a.m.
President's Conference Room**

Youngstown State University

Summary of Staffing Levels By Race and Gender

From September 30, 2012 to September 30, 2013

Sept. 30, 2012	Caucasian		African American		Hispanic		Asian		Native American		Unknown		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Faculty*	194	137	14	17	4	4	19	13	0	0	10	4	416
Professional/ Admin.	112	134	10	12	4	3	3	4	0	2	29	21	334
Classified	95	155	10	18	3	6	0	0	1	1	20	35	344
Externally Funded	13	37	0	7	0	0	0	1	0		3	6	67
Total	414	463	34	54	11	13	22	18	1	3	62	66	1161

Sept. 30, 2013	Caucasian		African American		Hispanic		Asian		Native American		Unknown		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Faculty*	193	150	17	15	4	3	23	15	0	0	10	4	434
Professional/ Admin.	111	131	9	14	3	3	3	4	0	2	40	20	340
Classified	108	157	10	18	3	6	0	0	1	1	21	35	360
Externally Funded	15	39	0	6	0	0	0	1	0	0	3	7	71
Total	427	477	36	53	10	12	26	20	1	3	74	66	1205

Difference	Caucasian		African American		Hispanic		Asian		Native American		Unknown		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Faculty*	-1	13	3	-2	0	-1	4	2	0	0	0	0	18
Professional/ Admin.	-1	-3	-1	2	-1	0	0	0	0	0	11	-1	6
Classified	13	2	0	0	0	0	0	0	0	0	1	0	16
Externally Funded	2	2	0	-1	0	0	0	0	0	0	0	1	4
Total	13	14	2	-1	-1	-1	4	2	0	0	12	0	44

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.

Diversity and Multicultural Affairs Fall 2013 Update

Diversity is about how 'us' and 'them' are defined, how 'we' separate ourselves from 'others' and how such distinctions impact upon human life. The differences manifold – indeed, they include all possible groupings of individuals by characteristics they share or do not share. At its core the discussion of diversity in higher education calls upon us to revisit questions about the skills and sensitivities needed for constructive relations among people who are different, the principles that animate a just and democratic society, and the variety of knowledge that is important for scholars both to seek and to teach. The gift that diversity gives is the insistent invitation to ask hard questions about what we mean by education, how we teach, which people should be included as students and teachers and what we are accomplishing in our colleges and universities. If we let it, diversity can renew our campuses (Kramer, 1993).

This report will reflect goals accomplished from the official hiring date, May 16, 2013, as full-time interim director. Additionally, an overview of the projected goals will reflect the separation of the former Office of Equal Opportunity and Diversity (EOD). [The EOD office is now titled *Equal Opportunity and Policy Compliance*, Cynthia Kravitz, Director, reports to Holly Jacobs, General Counsel. The newly created *Office of Diversity and Multicultural Affairs* reports to the president, Dr. Randy Dunn].

The Office of Diversity and Multicultural Affairs is to educate the University and community about diversity, multicultural affairs and related issues; support and encourage diversity through educational outreach programs and training; and continue to cultivate a campus environment that is inclusive of ethnicity, race, color, ancestry, national origin, gender, sexual orientation, religion, age, disability or veteran's status.

In this report, more specific goals are provided in a metric format. These goals were presented to President Randy Dunn and approved, and are strategically aligned with the University's Strategic Plan in which diversity serves as a guiding principle. The Strategic Plan states in part: "commitment to inclusiveness and diversity must make itself felt in the University's daily activities;" (YSU 2020, p. 3).

2013-2014 goals are as follows:

GOAL ONE – Continue the vision and purpose of the University Diversity Council (UDC)	Timeline	Accountable Units
<p>A. The UDC will continue to meet twice a year (e.g., once in the fall to discuss the priorities for the year and once at the end of the spring to discuss what was accomplished) to continue to facilitate meaningful diversity programming via the UDC's subcommittee: Community Diversity Committee.</p> <p>FALL 2013 UPDATE: After reviewing previous documents from the former office (EOD), YSU's strategic plan, the UDC expired membership, discussion with the Provost and President, and the restructuring of the office (DMA), there also was a need to restructure the UDC and reconvene meetings.</p> <p>A deliberate membership list was developed that was more inclusive and diverse. Those individuals were personally contacted and then formal letters were sent announcing their appointment.</p> <p>A document was developed with the UDC vision, mission, charge, 3-year appointment, and expectations reflective of the strategic plan.</p> <p><i>The Mission:</i> The primary purpose of the Council is to serve as an open forum to discuss diversity issues that affect Youngstown State University and the Community. In more specific terms, the Council is to:</p>	<p>Fall 2013/Spring 2014</p>	<p>DMA/Regional Engagement Cornerstone</p>

<ul style="list-style-type: none"> • Serve as a resource on a full range of diversity issues, to the Chief Diversity Officer who reports directly to the President, with the intent to: <ul style="list-style-type: none"> ○ Increase diversity of the University; ○ Address barriers to a culture of support for diversity and inclusion; ○ Capitalize on opportunities that are present, and stimulate movement toward the achievement of the vision that can position Youngstown State University as one of the leaders in the area of diversity and inclusion. <p><i>The charge is to:</i></p> <ul style="list-style-type: none"> ○ Promote open dialogue on diversity, inclusion and multicultural issues. ○ Maintain effective connections between the University and the Community. ○ Promote collaboration and cooperation to strengthen University and Community partnerships. ○ Review existing institutional reports that reflect the demographics of the Mahoning Valley and the nation with respect to students, faculty, support staff, and administration; ○ Be aware of the progress made toward achieving diversity goals in alignment with the University's Strategic Plan. <p>The first UDC meeting was Thursday, October 24, 2013. 16/23 termed members were in attendance along with the President, Provost, and Chief Diversity Officer/Interim Director.</p>		
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GOAL TWO – Educate the YSU community in diversity	Timeline	Accountable Units
<p>A. Coordinate workshops/seminars and programming through the Community Diversity Program Series including the Community Conversations on Diversity and Inclusion (34 events scheduled in the series).</p> <p>FALL 2013 UPDATE: Community Diversity Program Series continues. We have had positive feedback from programming from August – current.</p>	August 19, 2013 – April 2, 2014	DMA/Regional Engagement Cornerstone
<p>1. Community Conversations on Diversity and Inclusion Topics</p> <ol style="list-style-type: none"> a. “Language and Culture Among Hispanics in the United States” b. “Native American: Vanishing Race or Just Invisible?” c. “Disability Awareness: Supports Not Crutches” d. “Asian American & Pacific Islander Heritage” <p>FALL 2013 UPDATE: The program, <i>Community Conversations on Diversity and Inclusion</i>, is an educational component, partnered with the Public Library of Youngstown and Mahoning County (PLYMC). <i>Community Conversations</i> topics a & b (above), were informative and stimulated discussion among attendees.</p>	Fall 2013 – Spring 2014	DMA/Public Library Main Branch/ Regional Engagement Cornerstone

GOAL THREE – Community Outreach (Continue and increase community partnerships)	Timeline	Accountable Units
<p>A. Continue to facilitate meaningful diversity programming through the UDC’s subcommittee: Community Diversity Committee</p> <ol style="list-style-type: none"> 1. Community Diversity Program Series 2013-2014 brochure with 34 events. 2. Hispanic Heritage Celebration brochure. 	<p>Completed 7/12/13</p> <p>Completed 7/12/13</p>	<p>DMA/Community Diversity Committee/Regional</p>

<p>3. Hispanic Heritage program book in progress - (The Hispanic Heritage Program Committee received the Raymond John Wean Foundation Grant to Neighborhood Success and Leadership for \$1500.)</p> <p>4. Diversity Leadership Recognition Celebration is currently in the planning phase.</p> <p>FALL 2013 UPDATE: The Hispanic Heritage program book layout was completed August 15th and submitted to Graphics for layout in preparation for printing. The program book was distributed at the Hispanic Heritage Celebration, October 5, 2013.</p> <p>The Hispanic Heritage Celebration events were successful (e.g., diverse groups of entertainers (e.g., dance ensemble from Slippery Rock University, exotic animals from Cleveland MetroParks Zoo), vendors (e.g., Akron University, Wal-Mart, Lane Funeral Home, Public Library, Home Savings and Loan, U. S. Citizens and Immigration Services/Cleveland, local Hispanic organizations, etc.); and wide support from the YSU community.</p>	<p>To be completed 8/15/13</p> <p>March 27, 2014</p>	<p>Engagement Cornerstone/ Student Success Cornerstone</p>
<p>B. Identify and pursue funding for diversity initiatives to defray costs (e.g., Hispanic Heritage Celebration, Diversity Leadership Recognition Celebration, Underground Railroad Excursion, and other initiatives as developed.)</p> <p>FALL 2013 UPDATE: Ongoing.</p>	<p>Current/Ongoing</p>	<p>DMA/UDC/ Grants/Regional Engagement Cornerstone/ Student Success Cornerstone</p>
<p>C. <i>Develop strong relationships with regional economic-development agencies</i> (YSU 2020, p. 34)</p> <p>1. Established partnership with regional Wal-Mart Stores/Representatives</p> <p>a. Wal-Mart Career Fair Cookout is scheduled for fall 2013 to promote an atmosphere of diversity and inclusion at YSU and community.</p> <p>b. Capitalize on the \$500 - \$2,000 grants available annually via Wal-Mart.</p> <p>c. Consider developing a scholarship award to enhance YSU's retention efforts.</p> <p>d. Develop a job fair exclusively for Wal-Mart in collaboration with Career Services</p> <p>2. Met with financial planning specialist from Morgan Stanley to discuss sponsorships, personal engagement in DMA's diversity and inclusion efforts, etc.</p> <p>FALL 2013 UPDATE: The Wal-Mart Fair Cookout was successful. Wal-Mart had prepared 800 give-away bags to students; and 10 gift baskets were awarded to students who could answer trivia questions secured from their Smart phones about Wal-Mart. The give-aways had an assortment of school supplies. A meeting with Wal-Mart representatives was scheduled for debriefing.</p>	<p>Current/Ongoing</p> <p>September 26, 2013</p> <p>Current/Ongoing</p> <p>Current/Ongoing</p> <p>Current/Ongoing</p> <p>Current/Ongoing</p>	<p>DMA/Wal-Mart/ Career Services/ Regional Engagement Cornerstone/ Student Success Cornerstone/ Morgan Stanley</p>

GOAL FOUR – Collaborate with University colleges/departments	Timeline	Accountable Units
A. Establish a Task Force for Diversity Programming	Current/Ongoing	DMA/Deans/ Chairs
<p>1. <i>Enriching Quality of Life Through Artistic and Cultural Engagement</i></p> <p>2. <i>Collect demographic information to establish a baseline for target determination.</i></p> <p>3. <i>Offer diverse arts and cultural programming to broaden audience demographics (YSU 2020, p. 35).</i></p> <p>FALL 2013 UPDATE: The Task Force for Diversity Programming was convened on September 10, 2013. The Task Force is comprised of college deans and/or a representative from each college <i>who has been identified by the dean</i>. Members of the Task Force will meet as needed throughout the 2013-2014 academic year to find ways that each college can support the <i>Strategic Plan's</i> commitment to diversity and inclusiveness. The focus areas are: <i>Themes and Board Metrics, 2020 Metrics, Priorities, Initiatives, Resources, Who and Timelines.</i></p> <p>The Task Force will strive for intentional planning for diversity programming relative to the Strategic Plan: Regional Engagement Cornerstone.</p> <p>A <i>Regional/Cultural Engagement Demographic Survey</i> was drafted to gather data (e.g., gender, age, residence, ethnicity/race) and is still under review.</p> <p>A preliminary report from Task Force members was submitted on November 25, 2013.</p>	Ongoing	DMA/Deans/ Chairs/ Regional Engagement Cornerstone

DRAFT of Demographic Survey:

Regional/Cultural Engagement Demographic Survey
Youngstown State University/Office of Diversity and Multicultural Affairs

Please check the appropriate box:

Gender: Male Female Age: _____ Residence: Urban Suburban Rural

City/Town, State: _____

Ethnicity/Race: African American/Black Hispanic/Latino Asian White
 American Indian/Native American/Alaska Native
 Native Hawaiian/Pacific Islander Two or more Races
Other: _____

Occupation: _____
Comments (Use reverse side): _____

SUMMARY OF PERSONNEL ACTIONS
Externally Funded Positions

Appointments – 4

Replacement Positions - 4

- Professional/Administrative - 4

Separations – 4

Resignations - 4

- Professional/Administrative - 4

**YOUNGSTOWN STATE UNIVERSITY
EXTERNALLY FUNDED
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
Ms. Bergan Giordani	F/C	Replacement \$31,724	Coordinator of Events Management	Rich Center	9/16/13	\$32,121 1.0	
Ms. Gloria Counihan	F/C	Replacement \$32,121	Instruction Specialist I	Rich Center	8/19/13	\$21,175 1.0	
Ms. Julia Johnson	F/C	Replacement \$21,175	Instruction Specialist I	Rich Center	8/19/13	\$21,175 1.0	
Ms. Kimberly Pettit	F/C	Replacement \$21,175	Instruction Specialist I	Rich Center	8/19/13	\$21,175 1.0	

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.							

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

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
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None.

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

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

SEPARATIONS

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE		COMMENTS
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Retirements

None.

Resignations

Mr. Michael Kuzmish	M/C	P/A	Coordinator	Upward Bound	8/20/13		
Ms. Kathleen Sauline	F/C	P/A	Coordinator	Office of Grants and Sponsored Programs	8/28/13		
Ms. Jessie Cochran	F/C	P/A	Instruction Specialist I	Rich Center	8/30/13		
Ms April Antonelli	F/C	P/A	Instruction Specialist I	Rich Center	9/30/13		

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