

**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, September 11, 2014**

- 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. Diversity and EDGE Spend Report** **Tab 4**
Fourth quarter Diversity Spend Report with detail.
- 5. Summary of Staffing Levels by Race and Gender** **Tab 5**
This report provides a comparison of the workforce demographics in terms of race and gender in June 2013 and June 2014.
- 6. Diversity and Multicultural Affairs Update** **Tab 6**
This report reflects the office's goals for the 2014-15 year, which have been strategically aligned with the University's Strategic Plan.
- 7. Administrative Appointments and Reappointments** **Tab 7**
List of chairpersons who were appointed or reappointed for the 2014-2015 academic year is attached.

BACKGROUND MATERIALS:
University Affairs Committee

TAB 1: Human Resources Update

STAFF CONTACT: Kevin Reynolds, Chief Human Resources Officer

HIGHLIGHTS OR ISSUES:

- Conversion of PeopleAdmin 5.8 to version 7.6 has been completed. This will enable performance evaluation processes to be automated for Professional and Classified staff.
- We have engaged a vendor, LawRoom to provide online training to all employees on federal and state mandated topics.
- As of August 15, 2014 a tentative agreement was reached with the YSU-OEA on a three year agreement. The union will be scheduling a ratification vote by the membership.

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:

- 26 searches currently in progress, 5 Part-time and 2 Full-time Faculty, 14 Professional-Administrative, 1 Classified and 4 Externally Funded.

TAB 3: ULP's/Grievances

STAFF CONTACT: Kevin Reynolds, Chief Human Resources Officer

HIGHLIGHTS OR ISSUES:

- Total of 15 grievances have been filed from January 1 through July 31, 2014 (7-ACE, 2-APAS, 6-OEA).
- Arbitration ruling in favor of University (OEA Grievance 326; APAS Grievances 72 and 73).
- Arbitration ruling in favor of Union (ACE Grievance 602).

TAB 4: 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 \$2 million for fourth quarter. Total spending for FY2014 was \$4 million compared to \$2.8 million in FY2013.
- Spending as a percentage of addressable spend increased slightly over the prior year.

TAB 5: 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, 2013 and June 30, 2014.

TAB 6: Diversity and Multicultural Affairs Update

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

HIGHLIGHTS OR ISSUES:

- This updated report consists of activities that occurred after the submission of the Spring 2014 Update and will include upcoming goals. This report is provided in a metric format.

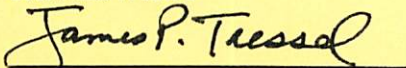
TAB 7: Administrative Appointments and Reappointments

STAFF CONTACT: Dr. Teresa Riley, Interim Provost

HIGHLIGHTS OR ISSUES:

- The list is divided into two categories: Chairperson Appointments and Chairperson Reappointments.
- The Chairperson Appointments are individuals who were not the incumbent chairperson, and have been voted by the full-time faculty, approved by the respective dean and the provost to become the chairperson of their respective department.
- The Chairpersons Reappointments are those individuals who are serving an additional five-year term as chairperson. These individuals are also voted into office by the full-time faculty, dean, and provost.

REVIEWED:



James P. Tressel, President

Office of Human Resources Update
August 2014

Employment:

Steve Lucivjansky, Manager, Employment, has completed the conversion of PeopleAdmin 5.8 to version 7.6. This will enable performance evaluation processes to be automated for Professional and Classified staff beginning with our classified staff in September and moving to our Professional staff in February 2015.

Employee Records & Processing:

Jennifer Lewis, Manager, Processing and Personnel Records, and the EPC staff have been working primarily on entering standard employee transactions to enter new and returning faculty for the fall term. The unit has been supporting the implementation of Leave Reporting for chairpersons.

HRIS:

Alisha Yanniello, Manager, HRIS, has provided leadership in the Chairperson Leave reporting project which was piloted earlier in the calendar and has been implemented during August. She has been engaged in a variety of projects to convert hiring and other processes to an electronic format.

Benefits:

Debby LaRocco, Manager, Employee Benefits, has been planning for the fall open enrollment for health, prescription drug, vision and dental plans. Additionally, the dental and vision plans will convert from self-insured to fully insured products effective January 1, 2015.

Affordable Care Act – The measures that we put in place to ensure that we are able to track hours are being monitored to make certain that we are prepared for the full implementation of the ACA.

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

Training:

Rosalyn Donaldson, Technology and Training Coordinator, has conducted surveys to assess training needs for supervisory personnel. She will utilize the information gathered from the surveys to identify additional training programs.

We have engaged a vendor, LawRoom to provide online training to all employees on federal and state mandated topics. The topics which include: 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:

Al Boggs, Director of Labor Relations, has been serving as the University's Chief Negotiator in the bargaining with ACE. As of August 15, 2014 a tentative agreement was reached with the YSU-OEA on a three year agreement. The union will be scheduling a ratification vote by the membership.

State Personnel Board of Review:

We are awaiting the scheduling of the appeals from the recent layoffs.

State Employment Relations Board:

All of the University's unit clarification petitions for ACE positions have been recommended by the Administrative Law Judge subject to adoption by the board. The SERB board has accepted the report and recommendations moving the Systems Administrator, Coordinator of Financial Systems and Interfaces and the Senior Financial Analyst to the APAS bargaining unit. The other clarifications await full SERB action.

Current Postings – 8/15/14

Faculty

College of Education

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

College of Health and Human Services

- Pharmacology Instructor for Nurse Anesthetist Students
- Online Pathophysiology – Pharmacology Nursing Instructor

College of Liberal Arts and Social Sciences

- Part-time Faculty Instructor – English
- Part-time Faculty – Reading and Study Skills

College of Science, Technology, Engineering and Mathematics

- Part-time Instructor – Mathematics

Professional/Administrative

- Assistant Volleyball Coach (2) – Athletic Administration
- Assistant Director, Federal Programs – Financial Aid and Scholarships
- Assistant Men's and Women's Tennis Coach – Athletic Administration
- Assistant Softball Coach – Athletic Administration
- Assistant Director – Center for International Studies and Programs
- Coordinator – Office of Grants and Sponsored Programs
- Associate Provost and Dean Graduate Studies and Research
- Research Associate – Dean CLASS
- Learning Resource Coordinator
- Associate Director of Open Source Systems and Web Programming
- Associate Director of ITS Operations
- HMIS Administrator
- Associate Director of Institutional Research and Analytics

Externally Funded Positions

- Behavior Analyst – Rich Center for Autism
- Instruction Specialist 1 – Rich Center for Autism
- School Nurse – Rich Center for Autism
- Associate Director of Development– Rich Center for Autism

Classified Civil Service

- Intermittent University Police Officer 1

Summary of Union Grievances filed January 1, 2014 – July 31, 2014

<i>ACE</i>	Filed:	7	Issues include position excluded from bargaining unit, healthcare reserve funds, overtime opportunities, and notification to abolished employees
	Closed:	2	
	Outstanding:	5	
<i>APAS</i>	Filed:	2	Issues include healthcare reserve funds and position duties
	Closed:	0	
	Outstanding:	2	
<i>OEA</i>	Filed:	6	Issues include healthcare reserve funds, flooding, reprimand, failure to provide requested information and hostility
	Closed:	1	
	Outstanding:	5	

Known Arbitrations (grievances filed 2006-2014)*

<i>ACE</i>	74	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, employee discipline/suspension, layoff/displacement notices, and voluntary budget reductions Outside attorneys have been assigned for 27; 5 arbitrators have been selected
		<ul style="list-style-type: none">• Ongoing: #350 – Vacancy, AA4, procedure not followed in HR

- * **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 – 2

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

Issue: Allegation of retaliation

Summary of Union Grievances filed January 1, 2009 – December 31, 2013

ACE	Filed:	358	
		197	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, layoff during winter break, expeditious investigation, layoff/displacement notices, separation pay, and voluntary budget reductions
		161	Timeliness issue
	Closed:	288	
	Outstanding:	70	
APAS	Filed:	43	
	Closed:	43	
	Outstanding:	0	
OEA	Filed:	30	
	Closed:	30	
	Outstanding:	0	
FOP	Filed:	10	
	Closed:	10	
	Outstanding:	0	

Youngstown State University
FY2014 Fourth Quarter Diversity Spend Report
April 1, 2014 - June 30, 2014

	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	\$800,403	\$1,087,442	5.86%	\$661,815	4.92%
MBE - Other Certified	364,385	923,694	4.98%	800,253	5.95%
Disability Challenged	503,266	1,072,295	5.78%	901,280	6.71%
Recycled Materials	17,133	74,284	0.40%	71,181	0.53%
Veteran Owned	117,894	235,636	1.27%	12,830	0.10%
Woman Owned	137,650	322,730	1.74%	162,903	1.21%
Total Diversity Spend	\$1,940,731	\$3,716,081	20.03%	\$2,610,262	19.42%
Total Addressable Spend - Goods and Services	\$6,152,470	\$18,560,757	100.00%	\$13,440,523	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	\$38,498	\$295,330	1.10%	\$159,073	0.80%
Total EDGE Spend	\$38,498	\$295,330	1.10%	\$159,073	0.80%
Total Addressable Spend - Goods, Services, and Construction	\$7,227,377	\$26,740,286	100.00%	\$19,861,097	100.00%

Youngstown State University
Diversity Spend Detail Report - Goods and Services (excludes EDGE and construction)
April 1, 2014 - June 30, 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	\$5,598
B R Johnson Cleaning Services	P.O. Box 282, Akron, Ohio 44309	Janitorial Services	113,272
Brown Enterprise Solutions	5935 Wilcox Place, Suite E, Dublin, Ohio 43016	Computer Supplies	681,533
Subtotal - MBE - Ohio Certified			<u>\$800,403</u>

Minority Business Enterprise (MBE) - Other Certified

Name	Address	Type of Contract	Purchases
L J Contractors	1144 Miami Avenue, Youngstown, Ohio 44505	Painting	\$4,800
M Conley Company	P.O. Box 21270, Canton, Ohio 44701	Maintenance Supplies	5,279
SBM Management Services	5241 Arnold Avenue, McClellan, California 95652	Janitorial Maintenance	353,731
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	575
Subtotal - MBE - Other Certified			<u>\$364,385</u>

Disability Challenged

Name	Address	Type of Contract	Purchases
Agilent Technology	9780 S. Meridian Boulevard, Englewood, Colorado 80112	Laboratory Supplies	\$1,558
Compass Family Services	535 Marmion Avenue, Youngstown, Ohio 44502	Janitorial Services	\$501,708
Subtotal - Disability Challenged			<u>\$503,266</u>

Recycled Materials

Name	Address	Type of Contract	Purchases
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	\$17,133
Subtotal - Recycled Materials			<u>\$17,133</u>

Veteran Owned

Name	Address	Type of Contract	Purchases
Baker Vehicle Systems Inc.	9035 Freeway Drive, Macedonia, Ohio 44056	Landscaping Supplies	\$26,646
Ibis Specialized Vehicles	912 Pittsburgh Road, Butler, Pennsylvania 16002	Safety Equipment	14,712
NPI Audio Visual	26500 Renaissance Parkway, Cleveland, Ohio 44128	Audio Visual Equipment	49,975
Ornamental Products	5105 Pearl Road, Cleveland, Ohio 44129	Shop Supplies	17,606
Roby Supply	42 North Torrence Street, Dayton, Ohio 45403	Janitorial Supplies	3,199
Warren Door	332 Plant Street, Niles, Ohio 44446	Door Systems	5,756
Subtotal - Veteran Owned			\$117,894

Woman Owned

Name	Address	Type of Contract	Purchases
Data Ticket Inc.	4600 Campus Drive, Newport Beach, California 92660	Parking Software	\$382
Innersource	755 Wick Avenue, Youngstown, Ohio 44505	Self-Help Programs	124
LEAP	23205 N 39th Way, Phoenix, Arizona 85050	Educational Services	2,178
Protect-N-Shred	P.O. Box 85, Cortland, Ohio 44410	Document Shredding	6,939
RSI Sports	7253 Glenwood Avenue, Youngstown, Ohio 44512	Sporting Goods	3,468
Ryan Carpet Sales & Services Inc.	70 Victoria Road, Austintown, Ohio 44515	Flooring	5,610
The Equipment Guys	3341 Centerpoint Drive, Urbancrest, Ohio 43123	Exercise Equipment	79,884
Tribune Chronical	P.O. Box 1431, Warren, Ohio 44482	Advertising	1,554
Union Eyes Optical Inc.	Suite B, 229 Churchill Hubbard Road, Youngstown, Ohio 44505	Public Safety Supplies	345
Walter's Office Products	374 Butterfly Lane, Hermitage, Pennsylvania 16148	Office Supplies	30,556
Warren Fire Equipment	6880 Tod Avenue SW, Warren, Ohio 44481	Fire Systems	6,194
Your Image Works	4353 W. 96th Street, Indianapolis, Indiana 46268	Promotional Items	416
Subtotal - Woman Owned			\$137,650
Total Diversity Spend			\$1,940,731

Youngstown State University
EDGE Spend Detail Report
April 1, 2014 - June 30, 2014

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

Name	Address	Project	Purchases
T.C. Redi-Mix Inc.	2400 Poland Avenue, Youngstown, Ohio 44502	Campus Wide Concrete	\$38,498
	Total EDGE Spend		\$38,498

Youngstown State University

Office of Equal Opportunity & Policy Compliance

Summary of Staffing Levels By Race and Gender June 30, 2013 to June 30, 2014

June 30,2013	Caucasian		African American		Hispanic		Asian		Native American		Unknown		
Rank	M	F	M	F	M	F	M	F	M	F	M	F	Total
Faculty*	203	137	13	16	4	3	19	13	0	0	3	2	413
Professional/ Administrative	132	139	12	15	4	3	2	3	0	2	12	8	332
Classified	109	156	10	19	3	6	0	0	1	1	14	27	346
Externally Funded	17	34	0	7	0	0	0	2	0	0	1	3	64
Total	461	466	35	57	11	12	21	18	1	3	30	40	1155

June 30,2014	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/ Administrative	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

Difference	Caucasian		African American		Hispanic		Asian		Native American		Unknown		
Rank	M	F	M	F	M	F	M	F	M	F	M	F	Total
Faculty*	4	16	3	-2	0	12	8	2	0	0	-1	0	42
Professional/ Administrative	6	4	-1	0	0	0	2	0	0	0	1	1	13
Classified	4	7	0	0	1	0	0	0	-1	0	0	0	11
Externally Funded	-1	10	0	-2	0	0	0	0	0	0	0	2	9
Total	13	37	2	-4	1	12	10	2	-1	0	0	3	75

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

Diversity and Multicultural Affairs Fall 2014 Update

This updated report consists of activities since the Spring 2014 Report and is provided in a metric format. The goals herein will be presented to President James P. Tressel for approval. These goals are purposefully 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).

2014-2015 GOALS ARE AS FOLLOWS:

GOAL ONE – Continue the vision and purpose of the University Diversity Council (UDC)	Timeline 2014-2015	Accountable Units
Once President Tressel and I meet, we will determine the direction of the University Diversity Council and how the UDC can better serve YSU's diversity and inclusion initiatives.	TBD	DMA/Regional Engagement Cornerstone

GOAL TWO – Educate YSU and community in diversity	Timeline	Accountable Units
A. Compiled workshops/seminar, programs and events through the Community Diversity Program Series (Over 100 events, programs and activities included in Series for 2014-2015).	August 1, 2014 – July 2015	DMA/Regional Engagement Cornerstone
B. Continue to meet with various campus and community groups to discuss and provide feedback on programming, workshops, seminars, etc.	Current/Ongoing	DMA
C. Provide DMA presentation during new hires' orientation throughout the academic year.	Fall 2014 and Ongoing	DMA/ Rosalyn Donaldson, Technology & Training Coordinator
D. Panelist for Nonviolence Week (Event sponsored by Office of Student Diversity Programs, Minority Educators Association (MEA), Women and Gender Studies Program)	October 6, 2014	DMA

GOAL THREE – Community Outreach (Continue and increase community partnerships)	Timeline	Accountable Units
A. Continue to facilitate meaningful diversity programming via Community Diversity Program Series 2014-2015 (100+ events) <ul style="list-style-type: none"> • This year's events, programs and activities listed in the <i>Community Diversity Program Series 2014-2015</i> are more community-based, inclusive and reflective of the region's diverse cultures and multicultural programs. This year's <i>Series</i> includes a variety of events, programs and activities that are diverse in nature, while some are diverse in content. There are events for children, adults, and the entire family. Information has been included on the history of commemorative days, weeks and months throughout the <i>Series</i> to enhance our knowledge and to enrich our appreciation for diversity. • This year, DMA contacted community/regional entities about their various events and programs and invited them to include their programs in the <i>Series</i>. The response was very positive as shown in the number and quality of events and programs from August 1, 2014 through July 2015. 	Completed 7/01/14	DMA/ Community Diversity Committee/ Regional Engagement Cornerstone/ Student Success Cornerstone
B. Identify and pursue funding for diversity initiatives to defray costs (e.g., Diversity Leadership Recognition Celebration, and other initiatives as developed.)	Current/Ongoing	DMA/UDC/ Grants/Regional Engagement Cornerstone/ Student Success Cornerstone

C. YSU Representative at the Nonviolence Parade/Rally. Represent the Office of the President.	October 5, 2014	DMA/Office of the President/Regional Engagement Cornerstone
D. Develop strong relationships with regional economic-development agencies (YSU 2020, p. 34)	Current/Ongoing	DMA/Walmart/ Career Services/ Regional Engagement Cornerstone/ Student Success Cornerstone/
1. Established partnership with regional Walmart Stores/Representatives	9/11/14	
a. Walmart Career Fair Cookout to promote an atmosphere of diversity and inclusion at YSU and community.	Current/Ongoing	
b. Capitalize on the \$500 - \$2,000 grants available annually via Walmart.	Current/Ongoing	
c. Consider developing a scholarship award to enhance YSU's retention efforts.	Current/Ongoing	
d. Develop a job fair exclusively for Walmart in collaboration with Career Services	Current/Ongoing	
<i>Note:</i> Walmart is the Platinum Sponsor (\$15,000) of DMA's first Diversity Leadership Scholarship Benefit Concert scheduled for March 27, 2015 at Stambaugh Auditorium, with special guest, Landau Eugene Murphy, Jr., 2011 winner of America's Got Talent.	March 27, 2015	

GOAL FOUR – Collaborate with University colleges/departments	Timeline	Accountable Units
A. Continue to meet with the Task Force for Diversity Programming	Current/Ongoing	DMA/Deans/ College Designees/ Student Affairs VP and Designees
<ol style="list-style-type: none"> 1. <i>Enriching Quality of Life Through Artistic and Cultural Engagement</i> 2. <i>Collect demographic information to establish a baseline for target determination.</i> 3. <i>Offer diverse arts and cultural programming to broaden audience demographics (YSU 2020, p. 35).</i> <p><i>Note:</i> The Task Force is comprised of college deans and/or a representative from each college <i>who has been identified by the dean</i> to find ways that each college can support the <i>Strategic Plan's</i> commitment to diversity and inclusiveness. Areas of focus are: <i>Themes and Board Metrics, 2020 Metrics, Priorities, Initiatives, Resources, Who and Timelines.</i></p> <p>The Task Force was convened to encourage the practice of intentional planning for respective diversity programming relative to the Strategic Plan, more specifically, the Regional Engagement Cornerstone.</p> <p>President Tressel and I will meet to discuss if and how the Task Force for Diversity Programming can better serve YSU's diversity and inclusion goals.</p>	Ongoing	DMA/Deans/ Representatives/ Student Affairs/ Regional Engagement Cornerstone



CHAIRPERSON APPOINTMENTS

2014-2015

Mary Lou DiPillo, Acting Chairperson, Department of Educational
Foundations, Research, Technology and Leadership

Effective 07/15/14