

**BOARD OF TRUSTEES  
UNIVERSITY AFFAIRS COMMITTEE  
Scott R. Schulick, Chair  
Delores E. Crawford, Vice Chair  
All Trustees are Members  
Cynthia E. Anderson, *Ex-Officio***

**Thursday, February 21, 2013  
2:30 p.m. or immediately following  
previous meeting**

**Tod Hall  
Board Meeting Room**

**AGENDA**

- A. Disposition of Minutes for Meeting Held November 29, 2012**
- B. Old Business**
- C. Committee Items**
  - 1. Human Resources**
    - a. Human Resources Action Items**
      - 1) Resolution to Approve Emergency Sick Leave Bank – Excluded Professional/Administrative and Classified Employees Policy** **Tab 1**  
Kevin Reynolds, Chief Human Resources Officer, will report.
      - 2) Resolution to Modify Civic Leave with Pay, Excluded Professional/Administrative and Excluded Classified Staff Policy** **Tab 2**  
Kevin Reynolds, Chief Human Resources Officer, will report.
      - 3) Resolution to Modify Employment of Students Policy** **Tab 3**  
Jack Fahey, Vice President of Student Affairs and Ombudsperson, will report.
      - 4) Resolution to Modify Employment of Students – Federal Work-Study Program Policy** **Tab 4**  
Jack Fahey, Vice President of Student Affairs and Ombudsperson, will report.

**5) Resolution to Ratify Faculty/Staff Appointments**

Summary of appointments, promotions, and other personnel actions for faculty, professional/administrative and classified civil service staff for October 1, 2012, through December 31, 2012. Board of Trustees approval is required for faculty and professional/administrative staff appointments. Gene Grilli, Vice President for Finance and Administration, will report.

**b. Human Resources Discussion Items**

**1) Health Care Update**

Kevin Reynolds, Chief Human Resources Officer, will report.

**2) Report of Intercollegiate Athletics Subcommittee**

A verbal report of the Intercollegiate Athletics Subcommittee will be presented. Delores E. Crawford will report.

**2. General Counsel Update**

**a. General Counsel Update Discussion Item**

**1) Litigation Report**

The University's General Counsel, Holly Jacobs, will provide a summary of litigation, personnel, and collective bargaining concerning YSU.

**D. New Business**

**E. Adjournment**



**Explanation of New *Guidebook Policy*:**

**7002.12 Emergency Sick Leave Bank – Excluded Professional/Administrative and Classified Employees**

This policy is a new policy. It was created to provide the same benefit as provided to employees who are in the APAS bargaining unit or who are excluded classified employees, supervised by Professional/Administrative employees. This policy should have been submitted to the Board for approval by one of the previous Chief Human Resources Officers. This will correct that oversight.

**Board of Trustees Meeting  
March 13, 2013  
YR 2013-**

**RESOLUTION TO APPROVE  
EMERGENCY SICK LEAVE BANK – EXCLUDED  
PROFESSIONAL/ADMINISTRATIVE AND  
CLASSIFIED EMPLOYEES POLICY**

**WHEREAS**, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

**WHEREAS**, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS**, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Emergency Sick Leave Bank – Excluded Professional/Administrative and Classified Employees, policy number 7002.12 of the *University Guidebook*, shown as Exhibit \_\_ attached hereto.

**NEW POLICY**  
**UNIVERSITY GUIDEBOOK**

**Title of Policy:**           **Emergency Sick Leave Bank – Excluded  
Professional/Administrative and Classified Employees**

Responsible Division/Office:   Human Resources

Approving Officer:               Vice President for Finance and Administration

*Revision History:*

Resolution Number(s):         YR 2013-

Board Committee:                University Affairs

**EFFECTIVE DATE:**

Next Review:                     2018

**Policy:** The University is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional and mental well-being; professional growth and development; and civic responsibility.

**Parameters:**

- For the purpose of this policy, the year is defined as the calendar year (January through December). Each full-time excluded employee who wishes to participate may donate the minimum amount of his/her accumulated sick leave required for participation to the Excluded Emergency Sick Leave Bank (EESLB) during the enrollment period. Enrollment periods will be from January 1 through January 31 of each year. New full-time excluded employees hired after the year has started will have four (4) weeks in which to enroll. Participation is strictly voluntary. Donated leave time is not returnable. The donation amount can be greater than the established minimum amount.
- The EESLB is operated on a voluntary basis consistent with state law. A committee has been formed to administer the EESLB and to provide the information whereby the Chief Human Resources Officer, or designee, is able to maintain the records. The committee is empowered to adopt rules and regulations consistent with this policy and to make

decisions required to administer the EESLB. The committee is titled the "YSU Excluded Emergency Sick Leave Bank Committee" (hereafter the EESLB Committee) and is composed of three (3) bank members appointed annually as follows:

- (i) One excluded Professional/Administrative member appointed by the Provost.
  - (ii) One excluded Classified Civil Service member appointed by the Vice President of Finance and Administration.
  - (iii) The Chief Human Resources Officer or his/her designee.
- During its annual meeting, the EESLB Committee chooses a chairperson from among its three members.
  - If a vacancy occurs on the EESLB Committee, a replacement for the vacant position is chosen by the authority responsible for making the appointment.
  - The EESLB Committee is responsible for developing any forms necessary to operate the EESLB.
  - The EESLB Committee annually reviews and amends (when necessary) the bank's rules and regulations. All members and potential members are notified of any changes before the beginning of the new enrollment period.

**Procedures:**

- Use of days from the EESLB is limited to those individuals who have donated (and, when necessary as determined by the EESLB Committee, continue to donate) to the bank. The EESLB Committee meets each year during the month of November to establish the amount of donation for the forthcoming year. This amount may be zero if the EESLB Committee determines there is sufficient balance in the bank for that year. During the year, the EESLB Committee may declare an emergency and ask bank members to donate additional non-returnable sick leave to keep the bank solvent. Such additional amounts will not count toward the following year's donation. Unused time from one year is advanced to the next.

- Use of days from the EESLB is limited to medical conditions of a non-routine nature. Use of days will not be considered in lieu of Child Care Leave, for instance, but could be granted in cases of the inability of the employee to return to work after completion of Child Care Leave due to medical complications after the birth of a child. Days from the EESLB may be requested for the use of the bank member and/or due to illness/injury of the member's spouse or dependent children, or any other person in the bank member's immediate family. Immediate family shall be defined as father, mother, sister, brother, spouse, children, step-children, step-parent, parents-in-law, sons-in-law, daughters-in-law, brothers-in-law, sisters-in-law, grandparents, grandchildren, foster parents, foster children, legal guardian, any person who stands in place of a parent (loco parentis) or a domestic partner. A domestic partner is defined as a person of the same sex who, according to the employee's affidavit, has shared a committed, on-going domestic relationship with the employee for not less than the continuous preceding twelve (12) months. A physician's statement must accompany the application in order to be considered. The application form and physician's statement are to be forwarded to the Chief Human Resources Officer. Upon receipt of all information, the EESLB Committee will normally make a decision within ten (10) working days.
- Use of days from the EESLB will be considered only after the bank member has exhausted all of his/her paid leave days.
- The maximum number of days that a member may normally borrow is 30 days (240 hours). However, the EESLB committee may consider requests to borrow beyond this amount under extenuating circumstances as determined by unanimous vote of the committee.
- The decisions of the EESLB Committee shall be final and binding. In the event the EESLB is disbanded, any unused time will be divided and equally distributed among the active current participating members.



**Explanation of Modifications to *Guidebook Policy*:**

**7002.07 Civic Leave with Pay, Excluded Professional/Administrative and Excluded Classified Staff**

This policy has been revised to eliminate the requirement for Professional/Administrative employee to return to the University any amount in excess of \$15.00 per day that was received from service on a jury.

**Board of Trustees Meeting  
March 13, 2013  
YR 2013-**



**RESOLUTION TO MODIFY  
CIVIC LEAVE WITH PAY, EXCLUDED  
PROFESSIONAL/ADMINISTRATIVE AND  
EXCLUDED CLASSIFIED STAFF POLICY**

**WHEREAS**, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

**WHEREAS**, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS**, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Civic Leave, policy number 7002.07 of the *University Guidebook*, to be retitled as Civic Leave with Pay, Excluded Professional/Administrative and Excluded Classified Staff, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

## UNIVERSITY GUIDEBOOK

**Title of Policy:**            **Civic Leave with Pay, Excluded Professional/  
Administrative and Excluded Classified Staff**

**Responsible Division/Office:**    Finance and Administration/Human Resources

**Approving Officer:**            Vice President for Finance and Administration

**Revision History:**              October 1998; March 1999;

**Resolution Number(s):**        YR 1998-16/1999-57; FY 2013-

**Board Committee:**              University Affairs

**EFFECTIVE DATE:**

**Next Review:**                    2018

**Policy:** The University is committed to employment practices that promote the health and welfare of its employees. Through its Leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.

**Parameters:**

- As provided in Ohio Administrative Code Section 123:1-34-03 and Ohio Revised Code Section 124.135, employees shall be granted civic leave with full pay and benefits when: a) subpoenaed to appear before any court or other legally constituted body authorized to compel the attendance of witnesses, where the employee is not a party to the action; b) summoned for jury duty by any court of competent jurisdiction; or c) the University appoints or approves an appointment to serve in an unpaid position on an advisory board or commission, or to solicit for charities for which University payroll deductions are made. This policy does not apply to situations where employees are being compensated by a third party, i.e., expert witness testimony.
- Employees required to appear or serve for only part of a day for court or jury duty may be obligated to return to a scheduled work assignment following dismissal by the court.

- Employees who are appellants in any action before the State Personnel Board of Review (SPBR) and are in active pay status at the time of a scheduled hearing before SPBR may be granted civic leave with full pay and benefits for purposes of attending the hearing.

**Procedures:**

1. Employees shall provide written notification of civic leave to the supervisor as far in advance of the leave as possible. Documentation regarding the leave, e.g., a copy of the summons or subpoena, shall be attached to the notification.
2. Employees may retain any money received as compensation or expense reimbursement for jury duty or court attendance compelled by subpoena.
3. Employees covered by collective bargaining should refer to their respective agreement.

REDLINE VERSION  
*UNIVERSITY GUIDEBOOK*

**Title of Policy:** **Civic Leave with Pay, Excluded Professional/  
Administrative and Excluded Classified Staff**

Responsible Division/Office: Finance and Administration/Human Resources

Approving Officer: Vice President for Finance and Administration

*Revision History:* October 1998; March 1999; January 2013

Resolution Number(s): YR 1998-16/1999-57; FY 2013-

Board Committee: University Affairs

**EFFECTIVE DATE:**

Next review: 2018

**Policy:** The University is committed to employment practices that promote the health and welfare of its employees. Through its Leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.

**Parameters:**

- As provided in Ohio Administrative Code Section 123:1-34-03 and Ohio Revised Code Section 124.135, employees shall be granted civic leave with full pay and benefits when: a) subpoenaed to appear before any court or other legally constituted body authorized to compel the attendance of witnesses, where the employee is not a party to the action; b) summoned for jury duty by any court of competent jurisdiction; or c) ~~appointed~~ **the University appoints or approves an appointment** to serve in an unpaid position on an advisory board or commission, or to solicit for charities for which University payroll deductions are made. **This policy does not apply to situations where employees are being compensated by a third party, i.e., expert witness testimony.**
- Employees required to appear or serve for only part of a day for court or jury duty may be obligated to return to a scheduled work assignment following dismissal by the court.

- Employees who are appellants in any action before the State Personnel Board of Review (SPBR) and are in active pay status at the time of a scheduled hearing before SPBR may be granted civic leave with full pay and benefits for purposes of attending the hearing.

**Procedures:**

1. Employees shall provide written notification of civic leave to the supervisor as far in advance of the leave as possible. Documentation regarding the leave, e.g., a copy of the summons or subpoena, shall be attached to the notification.
- ~~2. Upon completion of the leave, all compensation or reimbursement received for jury duty or court attendance compelled by subpoena in excess of fifteen dollars per day, when such duty or attendance is performed during an employee's normal working hours, shall be deposited with the Office of the Bursar. Reimbursement is not required of employees on vacation status. Employees may retain any money received as compensation or expense reimbursement for jury duty or court attendance compelled by subpoena.~~
- ~~3. The deposit slip (receipt for the compensation received) from the Office of the Bursar and a copy of the documentation of the employee's service will be forwarded to the Office of Human Resources in a timely manner.~~
4. Employees covered by collective bargaining should refer to their respective agreement.

**Explanation of Modifications to *Guidebook Policy*:**

**9003.02 Employment of Students**

This policy was revised to include general updating for clarity and updates to the policy so that it is consistent with our employment practices, which have been streamlined for efficiency. In addition, language is added to ensure that our practices designed to ensure compliance with OPERS policies is included in our policy.

**RESOLUTION TO MODIFY  
EMPLOYMENT OF STUDENTS POLICY**

**WHEREAS**, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

**WHEREAS**, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS**, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Employment of Undergraduate Students (Other than Work Study), policy number 9003.02 of the *University Guidebook*, to be retitled as Employment of Students, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

## **UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Employment of Students</b>
Responsible Division/Office:	Student Life
Approving Officer:	Vice President for Student Affairs
<i>Revision History:</i>	June 1999; March 2007; December 2010;
Resolution Number(s):	YR 1999-117; YR 2007-27; YR 2011-64; YR 2013-
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	
Next Review:	2018

**Policy:** Students are eligible to be employed by the University according to federal and state laws and University policy.

**Purpose:** These procedures are designed to create a fair and equitable process for employment of students on campus. All procedures are in compliance with Federal and State of Ohio law including Ohio Public Employment Retirement System (OPERS) guidelines and University policy.

**Parameters:**

- The Executive Director of Student Life is responsible for the approval and coordination of the process of employing all student employees except for those employees participating in the employment programs administered by the Graduate School (Graduate Assistants, Teaching Assistants, Research Assistants, etc.).
- Students may be employed through hourly student wages or a task-based stipend. In both categories, students are subject to the same eligibility requirements.
- To be eligible for employment under hourly student wages or task-based stipend during the fall or spring semesters, the student must be enrolled for a minimum of one course and no less than three credits and be in good academic standing.
- To be employed during the summer semester, without summer enrollment, the student must have been enrolled during the previous spring, be currently registered for the upcoming fall semester and be in good academic standing.
- Student employees may elect whether to participate in OPERS or not. Students who are employed during the summer, but not enrolled for a course (minimum one credit), are required to participate in OPERS.



- Regulations regarding compliance with the Internal Revenue Service and OPERS are made available to students by the Office of Student Life.
- Appointments to all student employment positions and the effective appointment dates are made by the Office of Student Life.

**Procedures:**

1. All positions for student employment, including Federal work-study, are described in written position descriptions maintained and posted in the Office of Student Life.
2. Students interested in a posted position apply directly to the employing department or unit. That department or unit makes the offer of employment and submits the required documents for appointment to the position to the Office of Student Life.
3. Actual employment may begin only after the required documents have been processed and approved by the Office of Student Life. The student is required to complete one (1) OPERS election form during the term of their employment.
4. Status as a student employee is continuous from the date of initial appointment until the student is terminated by the University. For purposes of this policy, a student who has not been enrolled for two consecutive semesters will be considered terminated. Changing positions of employment or departments does not impact one's student employment status. Therefore, once a student employee makes their OPERS election, i.e., exempt or non-exempt, the student's OPERS status is maintained until terminated by the University as defined above or changes by operation of law.
5. Concerns of student employees or those of their supervisor that cannot be resolved at the department or unit level may be referred to the Office of Student Life.

REDLINE VERSION  
**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Employment of <del>Undergraduate</del> Students (<del>Other than Work Study</del>)</b>
Responsible Division/Office:	Student Life
Approving Officer:	Vice President for Student Affairs
<i>Revision History:</i>	June 1999; March 2007; December 2010;
Resolution Number(s):	YR 1999-117; YR 2007-27; YR 2011-64; YR 2013-
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	
Next review:	2018

**Policy:** ~~While the President has overall responsibility for the management of the University, the responsibility for decisions about the employment of personnel is delegated to the Provost and Vice Presidents. Each divisional executive officer is responsible for making personnel decisions within the described University procedures. Students are eligible to be employed by the University according to federal and state laws and University policy.~~

**Purpose:** These procedures are designed to create a fair and equitable process for employment of ~~undergraduate~~ students on campus. All procedures are in compliance with Federal and State of Ohio law ~~as well as including~~ Ohio Public Employment Retirement System (~~OPERS~~) guidelines ~~and University policy~~.

**Parameters:**

- The Executive Director of Student Life is responsible for the ~~administration approval and coordination~~ of the process of employing all student employees except for those employees participating in the ~~federally funded work study program and the~~ employment programs administered by the Graduate School (Graduate Assistants, Teaching Assistants, Research Assistants, etc.).
- Students ~~not may be~~ employed ~~under work study may be employed~~ through hourly student wages or a task-based stipend. In both categories, students are subject to the same eligibility requirements.
- To be eligible for employment under hourly student wages or task-based stipend ~~during the fall or spring semesters, the~~ students must be ~~currently~~ enrolled for a minimum of one course and no less than three credits and be in good academic standing.

- To be employed during the summer semester, without summer enrollment, the student must have been enrolled during the previous spring, be currently registered for the upcoming fall semester and be in good academic standing.
- Student employees may elect whether to participate in OPERS or not. Students who are employed during the summer, but not enrolled for a course (minimum one credit), are required to participate in OPERS.
- Regulations regarding compliance with the Internal Revenue Service, and OPERS, ~~and starting and ending dates of employment periods~~ are made available to students ~~maintained in~~ by the Office of Student Life ~~and reviewed annually~~.
- Appointments to all student employment positions and the effective appointment dates are made by the Office of Student Life.

**Procedures:**

1. All positions for student employment, including Federal work-study, are described in written position descriptions maintained ~~and posted~~ in the Office of Student Life.
- ~~2. All available positions for student employment, including Federal work-study, are posted through the Office of Student Life.~~
3. Students interested in a posted position apply directly to the employing department or unit. That department or unit makes the offer of employment and submits the required documents for appointment to the position to the Office of Student Life.
4. ~~Appointment to a student employment position requires processing the necessary forms with the Office of Student Life.~~ Actual employment may begin only after these ~~forms~~ required documents have been processed and approved by the Office of Student Life. The student is required to complete one (1) OPERS election form during the term of their employment.
5. ~~Appointment to student employment is continuous through the academic year. Reappointment is necessary in accordance with regulations established by the Office of Student Life.~~ Status as a student employee is continuous from the date of initial appointment until the student is terminated by the University. For purposes of this policy, a student who has not been enrolled for two consecutive semesters will be considered terminated. Changing positions of employment or departments does not impact one's student employment status. Therefore, once a student employee makes their OPERS election, i.e., exempt or non-exempt, the student's OPERS status is maintained until terminated by the University as defined above or changes by operation of law.

**NUMBER**

**9003.02**

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6. Concerns of student employees or those of their supervisor that cannot be resolved at the department or unit level may be referred to the Office of Student Life.



**Explanation of Modifications to *Guidebook Policy*:**

**9003.04 Employment of Students – Federal Work-Study Program**

Minimal revisions are recommended to Policy 9003.04.

**Board of Trustees Meeting  
March 13, 2013  
YR 2013-**



**RESOLUTION TO MODIFY  
EMPLOYMENT OF STUDENTS – FEDERAL  
WORK-STUDY PROGRAM POLICY**

**WHEREAS**, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

**WHEREAS**, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS**, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Employment of Students – Federal Work-Study Program, policy number 9003.04 of the *University Guidebook*, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting  
March 13, 2013  
YR 2013-**

## UNIVERSITY GUIDEBOOK

<b>Title of Policy:</b>	<b>Employment of Students - Federal Work-Study Program</b>
<b>Responsible Division/Office:</b>	Financial Aid and Scholarships
<b>Approving Officer:</b>	Vice President for Student Affairs
<b>Revision History:</b>	June 1999; March 2007; March 2011
<b>Resolution Number(s):</b>	YR 1999-118; YR 2007-27; YR 2011-65; YR 2013-
<b>Board Committee:</b>	Academic & Student Affairs
<b>EFFECTIVE DATE:</b>	
<b>Next Review:</b>	2018

**Policy:** While the President has overall responsibility for the management of the University, the responsibility for decisions about the employment of personnel is delegated to the Provost and Vice Presidents. Each divisional executive officer is responsible for making personnel decisions within the described University procedures.

**Purpose:** The U.S. Department of Education provides a federal work-study allocation to Youngstown State University each fiscal year intended to encourage the part-time employment of undergraduate and graduate students with financial need. In addition to on-campus employment, community service opportunities, e.g., America Reads tutors, escort services, etc., are permitted and encouraged.

**Parameters:**

- The Office of Financial Aid and Scholarships administers federal work-study fund usage, compliance with federal regulations, determination of student eligibility, and fund awarding.
- The federal work-study match funds are budgeted in accordance with federal regulations.
- Fringe benefits are not paid from federal work-study funds.
- Federal work-study payments are administered by the Office of Payroll.

- Federal work-study awards are cancelled or reduced when students default on federal loans, become over-awarded due to changes in aid eligibility, or no longer maintain federal student aid satisfactory academic progress.

**Procedures:**

1. The U.S. Department of Education provides a federal work-study allocation to YSU each fiscal year.
2. Students must annually complete the Free Application for Federal Student Aid (FAFSA) after January 1 for the following aid year. They are encouraged to answer yes to the FAFSA question that asks if they are interested in the federal work-study program.
3. The Office of Financial Aid and Scholarships establishes packaging/awarding criteria for each fiscal year based upon the funding level received, federal regulations, and the number of students who demonstrate financial need and qualify and maintain good academic standing.
4. Students are awarded federal work-study by the Office of Financial Aid and Scholarships during financial aid packaging or through the student employment review process.
5. Students accept or decline federal work-study funding through the online Banner self-service functionality.
6. Students obtain employment on campus by applying for vacant positions posted on the Office of Student Life website.
7. The employing department completes the on-campus student appointment forms, attaches all other required documents, and sends them to the Office of Financial Aid and Scholarships. All appointment forms are reviewed by the Office of Financial Aid and Scholarships to verify federal work-study eligibility before approval by the Office of Student Life.
8. The Office of Financial Aid and Scholarships Director reviews the individual student's federal work-study eligibility and signs the on-campus appointment forms after federal work-study eligibility has been confirmed.
9. The appointment forms, with all necessary paperwork, are sent to the Office of Student Life for final approval.



10. The on-campus appointment forms for students with federal work-study eligibility are returned to the Office of Financial Aid and Scholarships for record keeping purposes once approved and signed by the Executive Director of Student Life.
11. The student begins working on his/her approved start date.
12. The Office of Payroll issues federal work-study payments bi-weekly in the form of a pay check or direct deposit.
13. Bi-weekly federal work-study earnings from the Banner Payroll system are loaded to the Banner Financial Aid system through a Banner delivered process used to track payments received.
14. Year-to-date earnings are monitored by the Office of Financial Aid and Scholarships with an ad hoc report that compares YTD earnings to the federal work-study allocation in order to prevent student over awards and to notify the employing department, the Office of Student Life and the Human Resources Processing Center when work-study funding has been exhausted.
15. Community Service is tracked throughout the year by the community service position identifications in Banner documented through the hiring process to monitor compliance with the percentage mandated by the U.S. Department of Education.
16. All Federal work-study earnings are reconciled between the Office of Financial Aid and Scholarships and the Office of General Accounting.
17. The Office of Financial Aid and Scholarships compiles and reports federal work-study information, including community services data, on the annual Fiscal Operations Report and Application to Participate (FISAP) due October 1 each year.

**REDLINE VERSION**  
**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Employment of Students - Federal Work-Study Program</b>
Responsible Division/Office:	Financial Aid and Scholarships
Approving Officer:	Vice President for Student Affairs
<i>Revision History:</i>	June 1999; March 2007; March 2011
Resolution Number(s):	YR 1999-118; YR 2007-27; YR 2011-65
Board Committee:	Academic & Student Affairs
<b>EFFECTIVE DATE:</b>	March 18, 2011
Next Review:	2013 (Changed to 2016 Per Guidebook Policy 0001.00)

**Policy:** While the President has overall responsibility for the management of the University, the responsibility for decisions about the employment of personnel is delegated to the Provost and Vice Presidents. Each divisional executive officer is responsible for making personnel decisions within the described University procedures.

**Purpose:** The U.S. Department of Education provides a federal work-study allocation to Youngstown State University each fiscal year intended to encourage the part-time employment of undergraduate and graduate students with financial need. In addition to on-campus employment, community service opportunities, e.g., America Reads tutors, escort services, etc., are permitted and encouraged.

**Parameters:**

- The Office of Financial Aid and Scholarships administers federal work-study fund usage, compliance with federal regulations, determination of student eligibility, and fund awarding.
- The federal work-study match funds are budgeted in accordance with federal regulations.
- Fringe benefits are not paid from federal work-study funds.
- Federal work-study payments are administered by the Office of Payroll.

- Federal work-study awards are cancelled or reduced when students default on federal loans, become over-awarded due to changes in aid eligibility, or no longer maintain federal student aid satisfactory academic progress.

**Procedures:**

1. The U.S. Department of Education provides a federal work-study allocation to YSU each fiscal year.
2. Students must annually complete the Free Application for Federal Student Aid (FAFSA) after January 1 for the following aid year. They are encouraged to answer yes to the FAFSA question that asks if they are interested in the federal work-study program.
3. The Office of Financial Aid and Scholarships establishes packaging/awarding criteria for each fiscal year based upon the funding level received, federal regulations, and the number of students who demonstrate financial need and qualify and maintain good academic standing.
4. Students are awarded federal work-study by the Office of Financial Aid and Scholarships during financial aid packaging or through the student employment review process.
5. Students accept or decline federal work-study funding through the online Banner self-service functionality.
6. Students obtain employment on campus by applying for vacant positions posted on the Office of Student Life website.
7. The employing department completes the on-campus student appointment forms, **and** attaches all other required documents, ~~i.e., I-9, state withholding, etc.~~, and sends them to the Office of Financial Aid and Scholarships. All appointment forms are reviewed by the Office of Financial Aid and Scholarships to verify federal work-study eligibility before approval by the Office of Student Life.
8. The Office of Financial Aid and Scholarships Director reviews the individual student's federal work-study eligibility and signs the on-campus appointment forms after federal work-study eligibility has been confirmed.
9. The appointment forms, with all necessary paperwork, are sent to the Office of Student Life for final approval.

10. The on-campus appointment forms for students with federal work-study eligibility are returned to the Office of Financial Aid and Scholarships for record keeping purposes once approved and signed by the Executive Director of Student Life.
11. The student begins working on his/her approved start date.
12. The Office of Payroll issues federal work-study payments bi-weekly in the form of a pay check or direct deposit.
13. Bi-weekly federal work-study earnings from the Banner Payroll system are loaded to the Banner Financial Aid system through a Banner delivered process used to track payments received.
14. Year-to-date earnings are monitored by the Office of Financial Aid and Scholarships with an ad hoc report that compares YTD earnings to the federal work-study allocation in order to prevent student over awards and to notify the employing department, the Office of Student Life and the Human Resources Processing Center when work-study funding has been exhausted.
15. Community Service is tracked throughout the year by the community service position identifications in Banner documented through the hiring process to monitor compliance with the percentage mandated by the U.S. Department of Education.
16. All Federal work-study earnings are reconciled between the Office of Financial Aid and Scholarships and the Office of General Accounting.
17. The Office of Financial Aid and Scholarships compiles and reports federal work-study information, including community services data, on the annual Fiscal Operations Report and Application to Participate (FISAP) due October 1 each year.



**RESOLUTION TO RATIFY  
FACULTY/STAFF APPOINTMENTS**

**WHEREAS**, the *Policies of the Board of Trustees* direct the President to appoint such employees as are necessary to effectively carry out the operation of the University; and

**WHEREAS**, new appointments have been made subsequent to the December 12, 2012, meeting of the Board of Trustees; and

**WHEREAS**, such appointments are in accordance with the 2012-2013 Budget and with the University policy on Equal Employment Opportunity;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby ratify and confirm the appointments as listed in Exhibit \_\_\_ attached hereto.

**Board of Trustees Meeting  
March 13, 2013  
YR 2013-**

**SUMMARY OF PERSONNEL ACTIONS**  
**October 1, 2012 – December 31, 2012**

**Appointments – 10**

**New Positions – 7**

- Professional/Administrative – 4
  - Assistant Editor, News and Social Media, Marketing & Communications
  - Counselor, Student One Stop (2 positions)
  - Coordinator of Athletic Business Operations/ Facility Management, Athletics
- Classified Civil Service – 3
  - Police Officer 1 (3 positions)

**Replacement Positions – 3**

- Professional/Administrative – 2
- Classified Civil Service – 1

**Separations – 11**

**Resignations – 2**

- Professional/Administrative – 2

**Retirement – 8**

- Faculty – 2
- Professional/Administrative – 2
- Classified Civil Service – 4

**Termination – 1**

- Classified Civil Service – 1

**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
OCTOBER 1, 2012 - DECEMBER 31, 2012**

<b>FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL</b>							
<b>NAME</b>	<b>GENDER/RACE*</b>	<b>POSITION NEW or REPLACEMENT (Vacated Salary)</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>SALARY</b>	<b>COMMENTS</b>

**October 2012**

None.

**November 2012**

None.

**December 2012**

None.

<b>PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&amp;b) (9)</b>							
<b>NAME</b>	<b>GENDER/RACE*</b>	<b>POSITION NEW or REPLACEMENT (Vacated Salary)</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>SALARY</b>	<b>COMMENTS</b>

**October 2012**

Ms. Andrea Armini	F/C	New	Assistant Editor, News and Social Media	Marketing and Communications	10/1/2012	\$37,515	\$37,515 increase
Mr. David Edwards	M/C	Replacement \$79,436	Senior Budget Analyst	Budget	10/1/2012	\$55,000	\$24,436 decrease
Mr. William Haas	M/C	Replacement \$87,777	Associate Director of Engineering	Facilities	10/29/2012	\$80,000	\$7,777 decrease

**November 2012**

Ms. Carrie Demarco	F/C	New	Counselor	Student One Stop	11/1/2012	\$31,196	\$31,196 increase
Ms. Jacqueline Robertson	F/B	New	Counselor	Student One Stop	11/1/2012	\$31,196	\$31,196 increase
Mr. Steven Pinciario	M/C	New	Coord.of Athletic Business Operations/Facility Management	Athletics	11/1/2012	\$32,153	\$32,153 increase

**December 2012**

None.

**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
OCTOBER 1, 2012 - DECEMBER 31, 2012**

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

**October 2012**

Ms. Danica Burrows	F/C	New	Police Officer 1	YSU Police	10/21/2012	\$39,229	\$39,229 increase
Mr. Travis McDade	M/C	New	Police Officer 1	YSU Police	10/21/2012	\$39,229	\$39,229 increase
Mr. Joseph Schialdone	M/C	New	Police Officer 1	YSU Police	10/21/2012	\$39,229	\$39,229 increase

**November 2012**

Ms. Shannon Pope	F/C	Replacement \$39,312	Customer Service Assistant 2	Student Accounts & University Receivables	11/4/2012	\$33,862	\$5,450 decrease
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**December 2012**

None.							
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<b>SEPARATIONS</b>							
<b>NAME</b>	<b>GENDER/RACE*</b>	<b>CATEGORY OF EMPLOYMENT</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>SEPARATION DATE</b>	<b>VACANT POSITION</b>	<b>COMMENTS</b>

**RETIREMENTS:**

Dr. Elsa Parsegian	F/C	Faculty	Professor	Accounting & Finance	10/31/2012	\$128,537	
Mr. Joseph Donatelli	M/C	Classified	Painter 2	Facilities	12/31/2012	\$51,979	
Ms. Jeannette Engle	F/C	P/A	Assistant Director	Marketing and Communications	12/31/2012	\$72,579	
Ms. Rosemary Marsco	F/C	Classified	University Law Enforcement Super	Police	12/31/2012	\$68,578	
Mr. James Olive	M/C	P/A	Coordinator of Veterans Affairs	Student Affairs	12/31/2012	\$55,476	



**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
OCTOBER 1, 2012 - DECEMBER 31, 2012**

<b>SEPARATIONS</b>							
<b>NAME</b>	<b>GENDER/RACE*</b>	<b>CATEGORY OF EMPLOYMENT</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>SEPARATION DATE</b>	<b>VACANT POSITION</b>	<b>COMMENTS</b>
<b>RETIREMENTS:</b>							
Dr. John Russo	M/C	Faculty	Professor	Management	12/31/2012	\$111,901	
Ms. Brenda Scarborough	F/B	Classified	Librarian 2 (non-degree)	Maag Library	12/31/2012	\$50,794	
Ms. Mary Lynn Savage	F/C	Classified	Administrative Assistant 1	Physics and Astronomy	12/31/2012	\$49,878	
<b>SEPARATIONS:</b>							
Ms. Christine Thomas	F/C	Classified	Administrative Assistant 1	Financial Aid	10/1/2012	\$48,402	Terminated
Ms. Yulanda McCarty-Harris	F/B	P/A	Director	Equal Opportunity and Diversity	10/31/2012	\$96,563	Resignation
Mr. Richard Mahan	M/C	P/A	Police Academy Coordinator	Criminal Justice	12/31/2012	\$62,996	Resignation

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.