

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

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

**BACKGROUND MATERIALS
Thursday, February 21, 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
Second quarter Diversity Spend Report with detail. | Tab 4 |
| 5. Externally Funded Positions | Tab 5 |

Office of Human Resources Update

January, 2013

Employment:

Steve Lucivjansky, Manager, Employment is overseeing the upgrading the automated online recruitment system used for job search, application and the candidate screening process. PeopleAdmin, the vendor which has provided the University's applicant tracking software since 2008, recently introduced its first major redesign, PeopleAdmin 7, and is working with Human Resources to transition the University to this upgraded version during Spring semester 2013.

HRIS/Processing:

Jennifer Lewis, Manager, Processing & Employee Records completed the review of the classified and professional/administrative employee files and is engaged in a project to create an operational manual for the Processing Center. Unfortunately, Susan Shaw, Manager, HRIS left the university early in January for another opportunity closer to her home. We have retained the services of an Interim who has continued is the review of the University's utilization of the HR/Payroll component of Banner as well as assisting HR and Payroll staff with operational concerns. A search for a permanent replacement is currently underway.

Benefits:

Debby LaRocco, Manager, Employee Benefits has been engaged in collaboration with the Health Care Advisory Committee in a search for Benefits Consultant. A recommendation will be forthcoming. Additionally, she has solicited proposals from firms that perform COBRA services for employers. This process has culminated with the engagement of a vendor, Chard Snyder to manage the COBRA process for the University.

Her staff are preparing for an online open enrollment for voluntary supplemental and dependent life insurance. This will include a voluntary long term disability option for employees enrolled in the ARP following five years of service.

During 2012, John Hancock Insurance advised the University that they would no longer offer Long Term Care insurance. Proposals were solicited and another vendor, Genworth, has been identified and an open enrollment will be conducted for this voluntary insurance offering.

Human Resources staff have been collaborating with the Provost's Office to manage part time faculty work hours to meet the requirements under the Affordable Care Act. Additionally, the Human Resources staff has been collaborating with the Procurement staff and the General Counsel to establish a process to contend with new OPERS requirements for Independent Contractors.

Carrie Clyde, Wellness Coordinator was notified by the Ohio Department of Health that YSU has for the second consecutive year been awarded the Bronze Health Worksite Award. A formal presentation will be made to the University later this year.

Training:

Rosalyn Donaldson, Technology and Training Coordinator has conducted a variety of training programs in Banner, MyYSU Portal, Website Development, Web time entry and various offerings in Microsoft Office.

Customized training for specific work units are offered on an as needed case by case basis.

Labor Relations:

- **State Employment Relations Board**

The State Employment Relations Board had conducted three days of hearing in January on several of the bargaining unit status cases that were filed by the University during 2010. An outcome is anticipated within the next several months. George Crisci, External Legal Counsel is representing the University in these cases.

- **ACE**

Marty Bramlett, Director, Labor Relations and Employee Development has engaged in grievance mediation sessions in collaboration with the Federal Mediation and Conciliation Service (FMCS). To date a total of 10 grievances have been withdrawn by the union. It is anticipated that other grievances will be withdrawn or resolved within the next several weeks. Additional sessions are scheduled with the union and FMCS. There are several ACE grievances that are scheduled to be heard by arbitrators during February, 2013.

- **OEA/YSU**

An arbitration hearing was conducted in December on one of the outstanding faculty grievances. An arbitrator's award is anticipated within the next several months.

- **APAS**

There is one APAS grievance that is scheduled to be heard by an arbitrator during March, 2103.

- **FOP/OLC**

There are no current grievances for this unit.

Approved Postings – 1/2/13

Faculty

College of Business Administration

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

College of Education

- Assistant or Associate Professor - School Psychology
- Chair and Associate Professor - Educational Foundations, Research, Technology, and Leadership
- Assistant Professor, Math Educator - Department of Teacher Education
- Assistant Professor, Early Childhood Education Educator - Department of Teacher Education
- Assistant Professor - Counseling

College of Fine and Performing Arts

- Assistant Professor/Instructor - Art (Graphic + Interactive Design)
- Assistant Professor or Instructor - (3-Year Temporary Renewable Contract) Communication
- Assistant Professor of Theater and Dance, Design

College of Health and Human Services

- Assistant Professor, Human Performance & Exercise Science (Health Education P-12 Licensure)
- Assistant Professor, Human Performance & Exercise Science (Exercise Physiologist)
- Assistant Professor, Human Performance & Exercise Science (Biomechanics)
- Instructor/Assistant Professor, Social Work
- Clinical Instructor of Dental Hygiene
- Assistant Professor, Social Work 2013
- Assistant Professor, Health Professions
- Assistant Professor or Clinical Instructor - Nursing (Mental Health)
- Assistant Professor - Nursing (PhD or DNP)
- Assistant Professor or Clinical Instructor - Nursing (Medical Surgical)
- Assistant or Associate Professor - Family & Consumer Sciences Ed
- Assistant Professor - Early Childhood Development

College of Liberal Arts and Social Sciences

- Assistant Professor, Sociology, Anthropology, Gerontology
- Assistant Professor, Philosophy and Religious Studies
- Assistant Professor, English (Education)
- Assistant Professor, English (Journalism) 2013
- Assistant Professor, English (Journalism) Spring 2013
- Assistant Professor, Bachelor of General Studies Program (Term Position)
- Assistant Professor, English (Rhetoric/Composition)
- Assistant Professor, Film Studies and Screenwriting - English

College of Science, Technology, Engineering and Mathematics

- Assistant Professor, Physics and Astronomy, (Experimental Physics)
- Assistant Professor, Physics and Astronomy, (Theoretical Physics)
- Assistant Professor, Geological & Environmental Sciences, (Stratigrapher - Sedimentologist)
- Assistant Professor, Chemical Engineering
- Assistant Professor, Civil Engineering
- Assistant Professor, Electrical and Computer Engineering
- Assistant Professor, Mechanical and Industrial Engineering
- Assistant Professor, Mechanical Engineering Technology

Professional/Administrative

- Systems Librarian, Maag Library Revised
- Operations Manager, Kilcawley Center
- Director, Counseling Center, Student Life
- Associate Vice President for Budget and Treasurer, Treasurer's Office
- University Archivist and Head of Special Collections, Maag Library
- Technical Support/Instructional Designer, Office of the Provost, VP Academic Affairs
- Coordinator, Pre and Post Award Activities, (part-time) Office of Grants and Sponsored Programs
- Staff Architect, Facilities Maintenance
- Director, Equal Opportunity and Policy Compliance
- Director, Diversity and Multicultural Affairs
- Assistant Director, Marketing and Creative Services
- Coordinator of Veterans Affairs
- Assistant Volleyball Coach, Athletics
- Manager HRIS, Human Resources
- Coordinator, Upward Bound
- Associate Controller, Accounting and Payroll Operations
- Associate Controller, Accounting and Plant and Restricted Accounting

Externally Funded Positions

- Instruction Specialist 1, Full-time - The Rich Center for Autism
- Funding Officer, WYSU - FM

Classified Civil Service

- Parking Facilities Attendant 1, Intermittent, Parking Services
- Parking Facilities Supervisor, Intermittent, Parking Services
- Maintenance Repair Worker 2, Facilities Maintenance (3 positions)
- Police Sergeant, YSU Police
- Police Officer 1, YSU Police
- Programmer Analyst 3, Provost, VP Academic Affairs
- Painter 2, Facilities Maintenance
- Network Administrator 2, Media Services
- Administrative Assistant 1, Financial Aid

Summary of Union Grievances filed January 1, 2013 – January 30, 2013

<i>ACE</i>	Filed:	1	Issue includes position posting
	Closed:	0	
	Outstanding:	1	
<i>APAS</i>	Filed:	0	
<i>OEA</i>	Filed:	0	

Known Arbitrations (grievances filed 2006-2012) *

<i>ACE</i>	134	Issues include bargaining unit work, hazard pay, overtime payment on bonuses, job audits, recruitment and selection, conversion of pay scales, educational increment pay, vacation accrual, monitoring of healthcare budget and expenses, miscalculated negotiated pay, overtime violation, job postings, evaluation process, ERIP violation, working out of classification, reclassification back pay, and employee discipline/suspension Outside attorneys have been assigned for 42; 7 arbitrators have been Selected. <ul style="list-style-type: none">• Ongoing: #350 – Vacancy, AA4, procedure not followed in HR• Scheduled for February 12-14, 2013: #355 – Payment of bargaining unit member in accordance with negotiated language• Scheduled for February 18-22, 2013: #602 – Termination and failure to follow progressive discipline
<i>APAS</i>	2	Issue includes suspension Outside attorney has been assigned and arbitrator has been selected. <ul style="list-style-type: none">• Arbitration scheduled for January 31, 2013 has been postponed; #36 – Individual bargaining with bargaining unit member
<i>OEA</i>	3	Issues include chairperson selection process Outside attorney has been assigned; no arbitrator has been selected (both grievances will be heard together). <ul style="list-style-type: none">• Arbitration hearing was held December 12, 2012: #319 – Salary dispute

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

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

ACE	Filed:	349	
			188
			161
	Closed:	221	
	Outstanding:	128	
APAS	Filed:	39	
	Re-opened:	1	
	Closed:	35	
	Outstanding:	4	
OEA	Filed:	22	
	Closed:	18	
	Outstanding:	4	

Issues include professional pay achievement, hazard pay, job audits, job postings, educational increment pay, bargaining unit work to non-bargaining unit members, discipline, suspension, termination, back pay, personal leave conversion, vacation accrual, healthcare budget and expenses, miscalculated pays, job descriptions, intermittent and part-time employee compensation, evaluation process, overtime opportunities, postings without Classification Review Committee input, conversion of back pay, ERIP violation, grievance disposition, OPERS information, working out of classification, and layoff during winter break

Timeliness issue

Issues include job audits, scope of bargaining unit, bargaining unit work to non-bargaining unit member, layoff notice, and suspension

Issue includes individual bargaining with bargaining unit member

Issues include salary dispute, chairperson selection process, and search schedule for faculty member

Youngstown State University
FY2013 Second Quarter Diversity Spend Report
October 1, 2012 - December 31, 2012

	<u>Second 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	\$73,494	\$91,005	1.26%	\$188,860	3.08%
MBE – Other Certified	234,085	432,440	5.98%	337,408	5.50%
Disability Challenged	284,875	423,528	5.86%	427,885	6.97%
Recycled Materials	13,100	25,607	0.35%	25,934	0.42%
Veteran Owned	748	2,354	0.03%	15,159	0.25%
Women Owned	42,881	93,166	1.29%	112,538	1.83%
Total Diversity Spend	\$649,183	\$1,068,100	14.77%	\$1,107,784	18.05%
Total Addressable Spend - Goods and Services	\$4,527,649	\$7,232,898	100.00%	\$6,135,161	100.00%
	<u>Second 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	\$60,631	\$129,661	1.24%	\$160,427	1.40%
Total EDGE Spend	\$60,631	\$129,661	1.24%	\$160,427	1.40%
Total Addressable Spend - Goods, Services, and Construction	\$6,081,597	\$10,491,039	100.00%	\$11,441,739	100.00%

Youngstown State University
Diversity Spend Detail Report- Goods and Services (excludes EDGE and construction)
October 1, 2012 - December 31, 2012

Minority Business Enterprise (MBE) - Ohio Certified

Name	Address	Type of Contract	Purchases
American Maintenance Services Inc.	241 Federal Plaza West, Suite 303, Youngstown, Ohio 44503	Janitorial Services	\$2,799
B R Johnson Cleaning Services	P.O. Box 282, Akron, Ohio 44309	Janitorial Services	49,635
Brown Enterprise Solutions	5935 Wilcox Place, Suite E, Dublin, Ohio 43016	Computer Supplies	21,060
Subtotal - MBE - Ohio Certified			\$73,494

Minority Business Enterprise (MBE) - Other Certified

Name	Address	Type of Contract	Purchases
Data Ticket Inc.	4600 Campus Drive, Suite 200, Newport Beach, California 92660	Motor Vehicle Information	\$1
EMA Design Automation	P.O. Box 23325, Rochester, New York 14692	Design Services	2,000
M Conley Company	P.O. Box 21270, Canton, Ohio 44701	Maintenance Supplies	2,057
SBM Management Services	5241 Arnold Avenue, McClellan, California 95652	Janitorial Maintenance	203,721
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	251
Statewide Ford Lincoln Mercury Inc.	1108 W Main Street, Van Wert, Ohio 45891	Vehicle Purchase	26,055
Subtotal - MBE - Other Certified			\$234,085

Disability Challenged

Name	Address	Type of Contract	Purchases
Compass Family Services	535 Marmion Avenue, Youngstown, Ohio 44502	Janitorial Services	\$284,875
Subtotal - Disability Challenged			\$284,875

Recycled Materials

Name	Address	Type of Contract	Purchases
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	\$13,100
Subtotal - Recycled Materials			\$13,100

Veteran Owned

Name	Address	Type of Contract	Purchases
Marlin P Jones & Associates Inc.	P.O. Box 530400, Lake Park, Florida 33403	Laboratory Equipment	\$748
Subtotal - Veteran Owned			\$748

Woman Owned

Name	Address	Type of Contract	Purchases
Advanced Marking System	6000 Mahoning Avenue, Suite 50, Youngstown, Ohio 44515	Promotional Items	\$25
Crogan Plumbing and Heating Supplies	5821 Poland Struthers Road, Youngstown, Ohio 44514	Maintenance Supplies	560
Design Interactive Inc.	1221 E. Broadway, Oviedo, Florida 32765	Laboratory Equipment	10,010
Digital Arts	P.O. Box 5206, Bloomington, Indiana 47407	Maintenance Supplies	4,995
Innersource	755 Wick Avenue, Youngstown, Ohio 44505	Self-Help Programs	204
Protect-N-Shred	P.O. Box 85, Cortland, Ohio 44410	Document Shredding	1,453
Roar Postal Supplies & Solutions	10600 W. 108th Terrace, Overland Park, Kansas 66210	Postal Supplies	201
RSI Sports	7253 Glenwood Avenue, Youngstown, Ohio 44512	Sporting Goods	3,776
The Workshop Arch & Design LLC	Ohio One Building, 25 E. Boardman Street, Youngstown, Ohio 44503	Interior Design Services	722
Walter's Office Products	374 Butterfly Lane, Hermitage, Pennsylvania 16148	Office Supplies	12,848
Warren Fire Equipment	6880 Tod Avenue SW, Warren, Ohio 44481	Fire Systems	7,501
Your Image Works	4353 W. 96th Street, Indianapolis, Indiana 46268	Promotional Items	586
Subtotal - Woman Owned			\$42,881
Total Diversity Spend			\$649,183

Youngstown State University
EDGE Spend Detail Report
October 1, 2012 - December 31, 2012

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

Name	Address	Project	Purchases
Edison Equipment	2225 McKinley Avenue, Columbus, Ohio 43204	Auditoriums	\$2,839
T.C. Redi-Mix Inc.	2400 Poland Avenue, Youngstown, Ohio 44502	Renovations	966
Western Reserve Mechanical	3041 South Main Street, Niles, Ohio 44446	Auditoriums	<u>56,826</u>
	Subtotal - EDGE - Ohio Certified		<u>\$60,631</u>
	Total EDGE Spend		<u><u>\$60,631</u></u>

SUMMARY OF PERSONNEL ACTIONS
Externally Funded Positions
October 1, 2012 – December 31, 2012

Appointments – 4

New Positions – 4

- Special Projects Coordinator, Associate Degree and Tech Prep
- Technology Manager, News Outlet
- Electronic News Director, News Outlet
- News Outlet Coordinator, News Outlet

Separations – 1

Resignation – 1

- Professional/Administrative – 1

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

FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY	COMMENTS
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October 2012

None.

November 2012

None.

December 2012

None.

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY	COMMENTS
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October 2012

Ms. Sophia Gray

F/B

New

Special Projects Coordinator

Associate Degree and
Tech Prep

10/1/2012

\$14,750

\$14,750 increase

November 2012

None.

December 2012

Mr. Andrew Bush

M/C

New

Technology Manager

The News Outlet

12/17/2012

\$40,000

\$40,000 increase

Ms. Christine Davidson

F/C

New

Electronic News Director

The News Outlet

12/17/2012

\$40,000

\$40,000 increase

Ms. Mary Sweetwood

F/C

New

News Outlet Coordinator

The News Outlet

12/17/2012

\$40,000

\$40,000 increase

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

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

October 2012

None.

November 2012

None.

December 2012

None.

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

RETIREMENTS:

None.

SEPARATIONS:							
Ms. Patricia Matthews	F/C	P/A	Bridges Coordinator	Center for Urban and Regional Studies	12/31/2012	\$39,995	

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.