

**BOARD OF TRUSTEES  
UNIVERSITY AFFAIRS COMMITTEE  
Delores E. Crawford, Chair  
David C. Deibel, Vice Chair  
All Trustees are Members**

**Wednesday, June 7, 2017  
1:30 p.m. or immediately following  
previous meeting**

**Tod Hall  
Board Meeting Room**

**AGENDA**

- A. Disposition of Minutes for Meetings Held November 30, 2016; February 7, 2017; March 15, 2017; and March 16, 2017**
- B. Old Business**
- C. Committee Items**

**1. Intercollegiate Athletics Action Item**

**Tab C.1.a.**

**a. Resolution to Ratify Personnel Actions**

University policies require that the Chief Human Resources Officer provide a summary of appointments, promotions, and other personnel actions for intercollegiate athletics staff and coaching positions, for January 16, 2017, through April 15, 2017. Personnel actions for intercollegiate athletics staff and coaching are contingent upon approval of the Board of Trustees.

Kevin Reynolds, Chief Human Resources Officer, and Elaine Jacobs, Associate Director of Athletics, will report.

**2. Intercollegiate Athletics Discussion Item**

**Tab C.2.a.**

**a. NCAA Rules Compliance Education**

Elaine Jacobs, Associate Director of Athletics, will report.

**3. University Affairs Discussion Item**

**a. Litigation, Personnel and Collective Bargaining Update**

Holly Jacobs, Vice President and General Counsel, will provide a summary of current litigation and personnel matters, as well as a collective bargaining update.

#### **4. Consent Agenda Items\***

- Tab C.4.a.**      **\*a. Resolution to Modify and Retitle Resignation/Exit Interviews Policy, 3356-7-38**  
Kevin Reynolds, Chief Human Resources Officer, will report.
- Tab C.4.b.**      **\*b. Resolution to Modify Employment of Students Policy, 3356-9-03**  
Jennifer Lewis, Director of Talent Acquisition and Employee Records, will report.
- Tab C.4.c.**      **\*c. Resolution to Authorize Conferral of Emeritus Status**  
This resolution nominates six (6) recently-retired administrators for Administrator Emeritus Status in accordance with the University policy for Emeritus Status, Policy Number 3356-7-17.  
Kevin Reynolds, Chief Human Resources Officer, will report.

#### **5. University Affairs Action Items**

- Tab C.5.a.**      **a. Resolution to Approve the Selection of an Associate Provost for Student Success**  
Dr. Martin Abraham, Provost and Vice President for Academic Affairs, will report.
- Tab C.5.b.**      **b. Resolution to Approve Multiple-Year Contracts**  
Kevin Reynolds, Chief Human Resources Officer, will report.
- Tab C.5.c.**      **c. Resolution to Ratify Personnel Actions**  
University policies require that the Chief Human Resources Officer provide a summary of appointments, promotions, and other personnel actions for faculty and professional/administrative staff, for January 16, 2017, through April 15, 2017. Personnel actions for faculty and professional/administrative staff are contingent upon approval of the Board of Trustees.  
Kevin Reynolds, Chief Human Resources Officer, will report.

**D. New Business**

**E. Adjournment**

\*Items listed under the Consent Agenda require Board approval; however they may be presented without discussion as these items include only non-substantive changes.

**RESOLUTION TO RATIFY  
PERSONNEL ACTIONS**

**WHEREAS**, the *Policies of the Board of Trustees* authorize the President to manage the University, including appointing such employees as are necessary to effectively carry out the operation of the University and any other necessary personnel actions; and

**WHEREAS**, new appointments and other personnel actions have been made subsequent to the March 16, 2017, meeting of the Board of Trustees; and

**WHEREAS**, such personnel actions are in accordance with the 2016-2017 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-7-36, Hiring and Selection Process, Contracts and Compensation for Intercollegiate Athletic Coaches; 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University; and 3356-7-42, Selection of Professional/Administrative Staff;

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

**SUMMARY OF PERSONNEL ACTIONS**  
**Professional Administrative - Athletics**  
**1/16/17 through 4/15/17**

**Appointments – 2**

**New Positions – 0**

**Replacement Positions – 2**

- Professional Administrative Excluded – 2

**Separations – 2**

- Professional Administrative Excluded – 2

**Reclassifications – 0**

**Promotions – 0**

**Transfers – 0**

**Salary Adjustments – 0**

**Displacements – 0**

**Layoffs – 0**

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE - ATHLETICS  
 PERSONNEL ACTIONS 1/16/17 THROUGH 4/15/17  
APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE</b>		<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT</b>		
	<b>TYPE</b>	<b>POSITION TITLE</b>		<b>DATES</b>	<b>FTE</b>	<b>SALARY</b>
Jerrold Calhoun	Excluded	Head Coach, Men's Basketball	Basketball - Men's	3/28/17	1.00	\$ 200,000.00
Rebecca O'Shurak	Excluded	Assistant Coach Soccer	Soccer - Women's	3/16/17	1.00	\$ 33,916.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE - ATHLETICS  
PERSONNEL ACTIONS 1/16/17 THROUGH 4/15/17  
SEPARATIONS**

<b>EMPLOYEE</b>					<b>DATE OF</b>	
<b>EMPLOYEE NAME</b>	<b>TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>SEPARATON</b>	<b>FTE</b>	<b>SALARY</b>
John Doneyko	Excluded	Head Athletic Trainer	Training Room	3/31/2017	1.00	\$ 65,011.74
Emanuel Stephens	Excluded	Assistant Coach Soccer	Soccer - Women's	1/31/2017	1.00	\$ 33,916.00

## **Winning with Integrity!**

It is the responsibility of each institution to control its intercollegiate athletics program in compliance with the rules and regulations of the NCAA. This includes responsibility for the actions of its staff members, athletes, and for any other individual or organization engaged in activities promoting the athletic interests of YSU.



### **“Ask Before You Act”**

If you have questions regarding any NCAA or institutional rules, please contact:

Elaine Jacobs  
Associate Director of Athletics  
EMAIL: [eajacobs@ysu.edu](mailto:eajacobs@ysu.edu)  
PHONE: 330-941-2282  
FAX: 330-941-3191

## **YSU FIGHT SONG**

The Red and White are waving  
Over the field  
Our teams are fighting  
With a spirit that will not yield  
Rah-Rah-Rah  
Hail to thee O'Youngstown  
We'll fight for you  
Once again the Penguins  
Will win for YSU

## **YSU ALMA MATER**

All hail to thee O Youngstown,  
Our Alma Mater fair;  
In sunlight and starshine  
We see thee in all thy glory.  
The Red and White, thy glorious colors,  
Ever we praise and hold them  
High to the breeze as the symbol of our Most loyal  
allegiance.  
This anthem, O Youngstown,  
Our pledge of trust shall be  
That thy sons and daughters  
Shall keep faith with thee forever

**Youngstown**  
STATE UNIVERSITY

## **A Quick Guide To NCAA Rules for Boosters, Staff, and Friends of PENGUIN ATHLETICS**





This pamphlet is designed to assist supporters of Penguin Athletics with basic NCAA rules education. There are three points of emphasis:

- Definitions
- Role of Boosters
- Extra Benefits

## **DEFINITIONS**

### **Who is a booster?**

You are a YSU booster if you:

- Are a member of the Penguin Club;
- Ever made a financial contribution to the athletics department or Penguin Club;
- Have been a season-ticket holder;
- Provide jobs for student-athletes;
- Promote the YSU athletics program;
- Are a former student-athlete;
- Are a YSU Board of Trustee; or
- Are the parents or guardians of an enrolled student-athlete.

Once an individual has been identified as a booster, he or she retains this identity indefinitely.

### **Who is a prospect?**

Commonly referred to as a "recruit", a prospect is any student who has entered the ninth grade. A prospect remains a prospect until he/she enrolls at a member institution.

### **What is an "extra benefit"?**

An extra benefit is any special arrangement by an employee of YSU or booster to provide a prospect or student-athlete or their relatives a benefit not approved by the NCAA.

## **ROLE OF THE BOOSTER**

### **Recruiting**

A booster is not permitted to have any in-person contact with a prospect or the prospect's parents or legal guardians or relatives on or off campus at any site (unless you are an employee of YSU who would meet with prospects in-person, on-campus as a regular part of his/her job, i.e. faculty).

A booster is not permitted to be directed by a staff member to attend games/events in order to evaluate prospects. A booster may alert a staff member of a potential prospect, but cannot be directed to do so.

A booster is not permitted to telephone a prospect or the prospect's parents or legal guardians. If a prospect telephones a booster, the booster should refer any questions about the athletics program to the athletics department staff.

A booster can employ a prospect who has signed a National Letter of Intent to attend YSU, but employment cannot commence any earlier than the summer prior to full-time enrollment at YSU.

A booster cannot utilize social media to comment on or encourage the enrollment of any prospect.

## **EXTRA BENEFITS**

A student-athlete or prospect cannot receive any extra benefits. Receipt by an athlete of an impermissible benefit will render the athlete ineligible for competition.

Examples of impermissible benefits include, but are not limited to, the following:

- Cash or any type of gift
- Loans or cosigning of loans
- Vehicle or use of vehicle
- Arrangement for transportation
- Special discounts, reduced, or free meals, goods or services
- Employment of relatives
- Providing transportation for a summer job
- Free or reduced cost housing
- Concert or sporting event tickets

The following are permissible activities:

- Providing an occasional meal at the home of a booster or on campus with prior approval
- Employing student-athletes under the following conditions:
  - 1) Compensation is only for work actually performed;
  - 2) Compensation must be at the going rate for the job performed; and
  - 3) Cannot be compensated for value the student-athlete may have because of his/her athletic ability or reputation.





**Explanation of Modifications to *University Policy*:**

**3356-7-38 Resignation/Exit Interviews Policy**

This policy has been revised to standardize the notification period with other employee categories to a two week period. Alternate notification periods may be authorized in specific situations. Further, the revised policy establishes that the university is not obligated to rescind a resignation. Finally, the policy allows for the voluntary completion of the online exit interview form by departing employees.

**Board of Trustees Meeting  
June 14, 2017  
YR 2017-**

**RESOLUTION TO MODIFY AND RETITLE  
RESIGNATION/EXIT INTERVIEWS POLICY, 3356-7-38**

**WHEREAS**, University Policies are being reviewed and re-conceptualized 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;

**WHEREAS**, the Resignation/Exit Interviews Policy, policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing Resignation/Exit Interviews Policy, policy number 3356-7-38, to be retitled as Resignation of Employment, shown as Exhibit \_\_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-7-38      **Resignation of employment/exit interviews.**

~~Previous Policy Number: 7018.01~~

Responsible Division/Office: Human Resources

Responsible Officer: Vice President for ~~Finance and Administration~~ Legal Affairs and Human Resources

Revision History: May 1998; March 2011; June 2017

Board Committee: ~~Internal~~ University Affairs

Effective Date: ~~March 18, 2011~~ June 14, 2017

Next Review: 201622

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- (A) Policy statement. It is the policy of the university to obtain a written resignation from all employees who are voluntarily terminating their employment with the university.
- (B) Scope. This policy applies to all full-time, part-time and term employees. This policy does not apply to student employees
- (~~B~~C) Parameters.
- (1) ~~Employees proposing to resign from the university shall provide a thirty-calendar-day written notice u~~Unless otherwise specified by the applicable collective bargaining agreement, a two week written notice of resignation is standard and will be provided by the resigning employee to their supervisor. Longer notice periods may be appropriate for key positions, and alternative notice arrangements may be arranged with the employee, unit and human resources.
  - (2) Unless otherwise specified by a collective bargaining agreement, vacation benefits will not be paid without at least a ~~thirty-calendar-day-two week~~ written resignation notice (see rule 3356-7-09 of the Administrative Code).
  - (3) The university is not required to accept a rescission of a resignation.

- (34) The chief human resources officer is authorized to develop **additional** procedures necessary for the implementation of this policy.
  - (5) **Employees must return all university property and provide their current university computer system password on or before the last work day, at a time determined by management.**
- (ED) Procedures. **Additional information regarding separation/transfer of employment is available at HR separation information.** Bargaining unit employees should consult their respective labor agreements
- (1) In advance of formally submitting a letter of resignation, it is advised that employees discuss their intent with their immediate supervisor.
  - (2) Employees, except classified civil service staff members, shall send a formal letter of resignation to their supervisor, with copies to the provost or appropriate vice president and the office of human resources.
  - (3) Classified civil service staff members are expected to provide a minimum two-week notice of resignation/~~retirement and are required to sign a record of separation form. These forms are available in the~~ to the office of human resources.
  - (4) **In those instances where the notice of intent to resign is given verbally to the supervisor, the supervisor will confirm the acceptance of the resignation to the employee in writing.**
  - (5) **The supervisor will notify the office of human resources in writing immediately upon receiving notice of an employee's intent to resign.**
  - (6) **A supervisor after consultation with the office of human resources may designate an earlier final date of employment.**
  - (47) Upon receipt of the letter of resignation, the office of human resources will prepare a letter officially accepting the resignation to be sent by the hiring authority or chief human resources officer. This office will also notify the appropriate departments, units, and

offices of the impending resignation. ~~The employee who is resigning will be offered the opportunity to participate in an exit interview with a human resources staff member.~~

- (58) The office of human resources will process all resignations and authorize any payment of vacation benefit applicable.
  - (69) The office of human resources will provide a checklist to the resigning employee's supervisor who will secure all university property available to the employee (e.g., keys, tools, identification card, parking permit, **computer password**) prior to the date of separation.
  - (710) Normally, the final payroll check will be released within thirty days of the date of separation pending audits and the clearance of all applicable offices and the return of all university property.
- (E) **Exit interview.** As part of the resignation process supervisors should ask employees to voluntarily complete an online [Exit Survey](#) before leaving the university. The information on the online form is confidential and not released to the employee's supervisor. The University will use the information provided by the employee in the aggregate to determine employment trends and identify problem areas. In the alternative, an employee may complete a printable version of the [Exit Survey](#) and submit it to human resources or to their supervisor who will forward the form to human resources.

**3356-7-38      Resignation of employment.**

Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: May 1998; March 2011; June 2017  
Board Committee: University Affairs  
**Effective Date: June 14, 2017**  
Next Review: 2022

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- (A) Policy statement. It is the policy of the university to obtain a written resignation from all employees who are voluntarily terminating their employment with the university.
- (B) Scope. This policy applies to all full-time, part-time and term employees. This policy does not apply to student employees
- (C) Parameters.
  - (1) Unless otherwise specified by the applicable collective bargaining agreement, a two week written notice of resignation is standard and will be provided by the resigning employee to their supervisor. Longer notice periods may be appropriate for key positions, and alternative notice arrangements may be arranged with the employee, unit and human resources.
  - (2) Unless otherwise specified by a collective bargaining agreement, vacation benefits will not be paid without at least a two week written resignation notice (see rule 3356-7-09 of the Administrative Code).
  - (3) The university is not required to accept a rescission of a resignation.
  - (4) The chief human resources officer is authorized to develop additional procedures necessary for the implementation of this policy.



- (5) Employees must return all university property and provide their current university computer system password on or before the last work day, at a time determined by management.
- (D) Procedures. Additional information regarding separation/transfer of employment is available at [HR separation information](#). Bargaining unit employees should consult their respective labor agreements.
- (1) In advance of formally submitting a letter of resignation, it is advised that employees discuss their intent with their immediate supervisor.
  - (2) Employees, except classified civil service staff members, shall send a formal letter of resignation to their supervisor, with copies to the provost or appropriate vice president and the office of human resources.
  - (3) Classified civil service staff members are expected to provide a minimum two-week notice of resignation/retirement to the office of human resources.
  - (4) In those instances where the notice of intent to resign is given verbally to the supervisor, the supervisor will confirm the acceptance of the resignation to the employee in writing.
  - (5) The supervisor will notify the office of human resources in writing immediately upon receiving notice of an employee's intent to resign.
  - (6) A supervisor after consultation with the office of human resources may designate an earlier final date of employment.
  - (7) Upon receipt of the letter of resignation, the office of human resources will prepare a letter officially accepting the resignation to be sent by the hiring authority or chief human resources officer. This office will also notify the appropriate departments, units, and offices of the impending resignation.
  - (8) The office of human resources will process all resignations and authorize any payment of vacation benefit applicable.

- (9) The office of human resources will provide a checklist to the resigning employee's supervisor who will secure all university property available to the employee (e.g., keys, tools, identification card, parking permit, computer password) prior to the date of separation.
  - (10) Normally, the final payroll check will be released within thirty days of the date of separation pending audits and the clearance of all applicable offices and the return of all university property.
- (E) Exit interview. As part of the resignation process supervisors should ask employees to voluntarily complete an online [Exit Survey](#) before leaving the university. The information on the online form is confidential and not released to the employee's supervisor. The University will use the information provided by the employee in the aggregate to determine employment trends and identify problem areas. In the alternative, an employee may complete a printable version of the *Exit Survey* and submit it to human resources or to their supervisor who will forward the form to human resources.





**Explanation of Modifications to *University Policy*:**

**3356-9-03 Employment of Students Policy**

This policy was modified to reflect the change of name from Student Life to Division of Student Success, and the title, Vice President for Student Affairs to Associate Provost for Student Success.

This policy was modified to change the eligibility requirement for student employment from one course at 3 credit hours to two courses and a minimum of 6 credit hours. Students must be enrolled for at least 6 credit hours and enrolled for a minimum of 8 weeks during the summer. Student employee enrollment at this level ensures that they meet the criteria for exemption from FICA taxes to be exempt from FICA taxes as stated in section C.3. of the policy.

**Board of Trustees Meeting**

**June 14, 2017**

**YR 2017-**

**RESOLUTION TO MODIFY  
EMPLOYMENT OF STUDENTS POLICY, 3356-9-03**

**WHEREAS**, University Policies are 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; and

**WHEREAS**, the Employment of Students policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Employment of Students, policy number 3356-9-03 shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-9-03      Employment of students.**

~~Previous Policy Number: 9003.02~~  
Responsible Division/Office: ~~Student Life~~ Student Success  
Responsible Officer: ~~VP for Student Affairs~~ Associate Provost, Student Success  
Revision History: June 1999; March 2007; December 2010; March 2013; **June 2017**  
Board Committee: University Affairs  
**Effective Date: ~~March 13, 2013~~ June 14, 2017**  
Next Review: ~~2018~~22

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- (A) Policy statement. Students are eligible to be employed by the university according to federal and state laws and university policy.
- (B) Purpose. ~~This policy~~ ~~ese procedures are~~ is 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.
- (C) Parameters.
- (1) The ~~executive director of student life~~ ~~associate provost for student success~~ 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, **graduate** research assistants, **graduate assistant interns**).
  - (2) Students may be employed through hourly student wages or a task-based stipend. In both categories, students are subject to the same eligibility requirements. **Task based stipends are available on a limited basis and require the special approval of the associate provost for student success.**
  - (3) 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~~**two** -courses and no less than

~~three-six~~ credit ~~hours~~ and be in good academic standing. Student employees enrolled at this level ensure that they meet the criteria for exception from FICA taxes.

- (4) 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. While students may continue employment without enrolling for classes during the summer sessions, only those students enrolled for at least 6 credit hours and enrolled for a minimum of 8 weeks during the summer will meet the criteria for exception from FICA taxes.
  - (5) 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.
  - (6) Regulations regarding compliance with the internal revenue service and OPERS are made available to students by ~~the~~ the office of payroll ~~office division of student life success~~.
  - (7) Appointments to all student employment positions and the effective appointment dates are made by the office of student ~~life success~~.
  - (8) Students may not work as both a university employee (full or part-time) and a student employee at the same time.
- (D) Procedures.
- (1) All positions for student employment, including federal and institutional work- study, are described in written position descriptions maintained and posted ~~in~~ on the university website for the office of student ~~life success~~.
  - (2) Students interested in a posted position ~~apply directly to the posting for the employing department or unit~~ must submit an application for employment. ~~That~~e department or unit makes the offer of employment and submits the required documents for appointment to the position to the office of student ~~life success~~.

- (3) Actual employment may begin only after the required documents have been processed and approved by the office of student **life success**. The student is required to complete one 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 of departments does not impact one's student employment status. Therefore, once a student employee makes their OPERS election, i.e., exempt or nonexempt, the student's OPERS status is maintained until terminated by the university as defined in this rule 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 success**.

**3356-9-03      Employment of students.**

Responsible Division/Office: Student Success  
Responsible Officer: Associate Provost, Student Success  
Revision History: June 1999; March 2007; December 2010;  
March 2013; June 2017  
Board Committee: University Affairs  
**Effective Date: June 14, 2017**  
Next Review: 2022

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- (A) Policy statement. Students are eligible to be employed by the university according to federal and state laws and university policy.
- (B) Purpose. This policy is 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.
- (C) Parameters.
- (1) The associate provost for student success 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, graduate research assistants, graduate assistant interns).
  - (2) Students may be employed through hourly student wages or a task-based stipend. In both categories, students are subject to the same eligibility requirements. Task based stipends are available on a limited basis and require the special approval of the associate provost for student success.
  - (3) To be eligible for employment under hourly student wages or task-based stipend during the fall or spring semesters, a student must be enrolled for a minimum of two courses and no less than six credit hours and be in good academic standing. Student employees

enrolled at this level ensure that they meet the criteria for exception from FICA taxes.

- (4) 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. While students may continue employment without enrolling for classes during the summer sessions, only those students enrolled for at least 6 credit hours and enrolled for a minimum of 8 weeks during the summer will meet the criteria for exception from FICA taxes.
  - (5) 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.
  - (6) Regulations regarding compliance with the internal revenue service and OPERS are made available to students by the office of payroll.
  - (7) Appointments to all student employment positions and the effective appointment dates are made by the office of student success.
  - (8) Students may not work as both a university employee (full or part-time) and a student employee at the same time.
- (D) Procedures.
- (1) All positions for student employment, including federal and institutional work-study, are described in written position descriptions maintained and posted on the university website for the office of student success.
  - (2) Students interested in a posted position must submit an application for employment. The department or unit makes the offer of employment and submits the required documents for appointment to the position to the office of student success.

- (3) Actual employment may begin only after the required documents have been processed and approved by the office of student success. The student is required to complete one 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 of departments does not impact one's student employment status. Therefore, once a student employee makes their OPERS election, i.e., exempt or nonexempt, the student's OPERS status is maintained until terminated by the university as defined in this rule 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 success.





**RESOLUTION TO AUTHORIZE  
CONFERRAL OF EMERITUS STATUS**

**WHEREAS**, the Policies of the Board of Trustees provide for the conferral of emeritus status upon professional/administrative staff who retire from the University following at least ten years of meritorious service and are recommended by the President of the University:

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby authorize that those professional/administrative staff members listed in Exhibit \_\_\_\_ attached hereto are hereby granted the emeritus title designated thereon.

**Board of Trustees Meeting  
June 14, 2017  
YR 2017-**

# ADMINISTRATIVE STAFF RECEIVING EMERITUS STATUS

(Board of Trustees Meeting, June 14, 2017)

NAME	TITLE	YEARS of SERVICE	STATUS
Ronald Chordas	Associate Provost for University Outreach & Executive Director of PSI Center for Urban & Regional Studies	26	Administrator Emeritus
John Doneyko	Head Athletic Trainer Training Room	30	Administrator Emeritus
Eva Gucwa	Coordinator Bookstore	27	Administrator Emeritus
Lynn Haug	Retail Operations Manager Kilcawley Center	36	Administrator Emeritus
Jerry Slocum	Head Coach Men's Basketball Men's Basketball	12	Administrator Emeritus
Jacqueline Taylor	Research Economist Center for Urban & Regional Studies	26	Administrator Emeritus

**3356-7-17 Emeritus status for faculty and professional/administrative staff (exempt and APAS).**

Previous Policy Number: 7003.01  
Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: November 1997; October 2010; September 2015  
Board Committee: University Affairs  
**Effective Date: September 24, 2015**  
Next Review: 2020

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- (A) Policy statement. The university may confer the title “emeritus” upon retired faculty and professional/administrative staff members who have given long and meritorious service.
- (B) Definition. The designation “faculty emeritus” or “administrator emeritus” is an honorary title conferred upon the retirement or death of faculty or staff members in recognition of extended meritorious service.
- (C) Procedures.
- (1) Emeritus status and president emeritus status is conferred upon retirement or death. Emeritus status provides an honorary title of either administrator emeritus or faculty emeritus, as well as the benefits set forth in this policy.
  - (2) Names of individuals and the information set forth in paragraph (3) of this policy recommended for the conferral of emeritus status are forwarded on the “Emeritus Status Recommendation” form from the retiring department or unit to the dean and provost or executive director and president. In the event of retirement or death of the university president, his/her name is forwarded to the board of trustees for approval. Emeritus status would be conferred and presented at the spring meeting of the board of trustees.
  - (3) Nomination of an individual to be considered for the conferral of emeritus status should be based upon the following factors: length of service (typically totaling more than ten years); the overall quality of that service; the contribution to the university; and the

service to society beyond the university community.

- (4) The vice president or provost forwards names of individuals nominated to the president who may recommend emeritus status be conferred and presented at the spring meeting of the board of trustees.
- (5) Those retirees achieving emeritus status are granted the following privileges: full library privileges; email services; university identification card; opportunity to secure parking consistent with current university procedures; and the same educational benefits that are available to currently employed faculty or staff at the time of application. (See university policy 3356-7-17, "Fringe benefits, excluded professional/administrative employees fee remission program.")
- (6) Those retirees achieving emeritus status also have the opportunity to: purchase reserved seats to intercollegiate athletic contests and performing arts events; utilize designated recreational facilities and wellness programs; attend certain alumni and university events, e.g., homecoming events, holiday breakfast, commencement, and honors convocation, and join the Youngstown state university retirees association.
- (7) Retirees that attain emeritus status also have the opportunity to select one of two parking options. They may purchase a permit for designated lots or may choose to receive a free parking permit at the discretion of the university based upon availability.
- (8) Those bargaining unit member retirees achieving emeritus status are granted the benefits in accordance with their collective bargaining agreement as well as any additional benefits provided herein.

**RESOLUTION TO APPROVE THE SELECTION OF THE POSITION  
FOR ASSOCIATE PROVOST FOR STUDENT SUCCESS**

**WHEREAS**, a vacancy occurred in the Division of Student Success upon the resignation of Michael D. Reagle; and

**WHEREAS**, the Board of Trustees approved the authorization of a search in accordance with University Policy Number 3356-9-02; and

**WHEREAS**, a candidate was identified from an applicant pool obtained as a result of a national search process and recommended by the search committee; and

**WHEREAS**, a search was completed and a strong consensus emerged to select a particular candidate;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby appoint Claire M. Berardini to the position of Associate Provost for Student Success.

PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION

Page 1 of 2



Issue Date:

Salary Range: G11 Excluded

Reviewed By: MAA/ JG

FLSA Status: Exempt

Hiring Range: \$97,338 - \$131,853

**TITLE:** Associate Provost, Student Success

**DEPARTMENT:** Student Success

**JOB SUMMARY:**

To provide leadership, vision, and direction in the administration of a comprehensive array of services, policies, and initiatives related to student retention, completion, and success. To plan, manage, and evaluate operational, financial, and personnel activities of the Student Success Division.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

Provides vision, leadership, and strategic direction to the Division for Student Success in supporting student retention and graduation.

Provides leadership for persistence, completion, and post-graduation success initiatives.

Designs and implements a comprehensive program of services and activities to drive student success. In conjunction with the Student Success Cornerstone Committee, formulates student success goals and objectives and oversees achievement of those goals.

Analyzes data to determine barriers to student progress, persistence, and completion; and works with appropriate leadership groups to provide solutions to overcoming these barriers.

Develops and evaluates student persistence and completion metrics; aligns metrics with state goals and mandates; reports data to the administration, Board of Trustees, State agencies, and other pertinent stakeholders.

Provides effective and efficient management of the Division for Student Success and its human and financial resources; ensures that resources are allocated effectively to achieve objectives of the division; reviews expenses, prepares periodic reports, and develops annual budget recommendations; ensures that programs produce measurable results that are communicated to the campus community.

Supervises, develops, and evaluates administrative and support staff within the student success division; assigns and reviews work; establishes timeframes for the completion of assigned tasks; trains and orients

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 2 of 2

new employees; approves/disapproves requests for paid leaves; interviews candidates for employment and recommends hiring; evaluates employee work performance; receives and responds to grievances; provides assistance with the development of unit work procedures and policies.

Provides supervisory support for the following departments: Academic Achievers, Career and Academic Advising, the Center for Student Progress, Comprehensive Testing, First Year Student Services, the Student Counseling Center, Upward Bound/SCOPE, and Student Outreach Support; works with the Director of the First-Year Experience course to ensure integration of student success activities with course content.

Coordinates planning with academic advisors, college deans, faculty, and staff to provide a comprehensive approach to student success.

Represents University with visible presence at events with students, parents, and community; represents University through service on community boards and committees.

Participates on a variety of University-level decision making groups such as the President's Leaders, Deans Council, University Administrative Council, etc.

Serves as primary administrator for University on-campus student employment; responsible for development, coordination, and dissemination of University policies related to on-campus student employment; administers development of student position descriptions, recruitment system, and appointment processes.

**OTHER FUNCTIONS AND RESPONSIBILITIES:** Performs other related duties as assigned.

**SUPERVISION EXERCISED:**

Supervision is exercised over professional/administrative and classified staff.

**REPORTS TO:** Provost

**REQUIRED CERTIFICATIONS AND/OR LICENSURES:** None

**PHYSICAL REQUIREMENTS:** None

**MINIMUM QUALIFICATIONS:**

Master's degree in Higher Education Administration, Student Personnel or a related field; minimum of eight (8) years of experience in college/university administration including three (3) years supervisory experience.

**DESIRED QUALIFICATIONS:**

Doctoral degree in an appropriate field; teaching experience at college/ university level.

Claire M. Berardini, Ph.D.  
1411 Rose Virginia Rd  
Reading, Pa 19811  
610-376-0590  
claire.berardini@gmail.com

## **EDUCATION**

Ph.D., English, Rutgers University, 1993  
M.A., English, Rutgers University, 1988  
B.A., English, Douglass College, Rutgers University, 1984

## **Administrative and Professional Experience**

**Independent Consultant, Albright College, Reading, PA (July 15, 2016 – present)**  
Currently serving as content development coordinator and lead writer for the institution's Title III grant proposal. Related activities include assessment of the current state of retention and student success practices, including advising, learning support services, and career development strategies.

**Independent Consultant, Albright College, Reading, PA (June 2015 – August 2015)**  
Assessed all aspect of the institution's compliance with Title IX, including Title IX reporting procedures, documents, reports, and staffing, and made recommendations on how to align practices with OCR requirements.

**Executive Consultant, Noel-Levitz (June 2013 – March 2015)**  
Reporting to the Vice President of Consulting Services, managed long and short-term partnerships with two- and four-year private and public colleges and universities nation-wide. Partnerships ranged from one visit to multi-year engagements. Worked with institutions to collect, analyze, and systematically use data to increase student success and retention. Following an initial assessment of the current state of retention and student success practices, strategy development and implementation typically included some or all of the following: advising, academic support, early intervention, academic recovery, predictive modeling, collection and analysis of persistence and progression data, and outcomes assessment. Prepared reports and presented to campus groups, including faculty, executive leadership, and trustees. Presented on retention best practices at the annual Noel-Levitz National Conference on Student Recruitment, Marketing, and Retention and at regional workshops. Clients included: The University of Southern Indiana, The University of Texas – Pan American, Frostburg State University, The University of Minnesota – Morris, Southeastern Louisiana University, Marymount Manhattan College, The University of Northwestern Ohio, Norwich University, Bluefield College, Valley Forge Christian College, and Neumann University.

**Dean of Student Success and the First Year Experience, Alvernia University, Reading, PA (October 2007- November 2012)**  
Reporting to the Vice President for University Life (Student Affairs), primary responsibilities included: operations, budget, and planning and assessment of First Year Programs, the Learning Center, Career Development, Study Abroad, Disability Services, and Freshman Foundations (program for under-prepared, provisionally-admitted students); the supervision of a professional staff of eight, including unit directors, coordinators, and administrative support staff; curriculum design, assessment, and faculty development related to the First Year Seminar; the design, oversight, and assessment of faculty-based academic advising for all first-year students; placement testing; the program design and all organizational aspects of and summer advising and registration events for incoming freshmen; design and coordination of registration events for new transfer students; membership on various committees including the Franciscan Learning Community; Extended Cabinet; Honors Program Advisory Board; Academic Standards (ex-officio); Retention Council; General Education Revision Committee; and the General Education Assessment Committee.



**Selected Accomplishments:**

- Designed and implemented a comprehensive advising program; following its implementation in 2006, first-to-second year retention increased from 68% to 75% by 2011 and satisfaction with advising (according to the 2012 National Survey of Student Engagement) reached 94%.
- Developed and implemented an online early alert process for identifying students in academic difficulty and disseminated results to all advisors
- Oversaw the development and approval of an exploring majors course that provided sustained and guided focus on the major selection process.
- Developed and used of analytics to aid first-year advisors in identifying and supporting at-risk advisees
- Oversaw the successful transition of Disability Services from the Office of the Registrar to the Learning Center, including hiring staff and improving practices and operations.
- Redesigned and implemented student-centered advising and registration processes for incoming freshmen and transfer students
- Designed and oversaw the transition to online placement testing beginning with 2012 freshman cohort
- Implemented a required mission-related summer reading for incoming freshmen
- Chosen for the 2012-2013 Senior Leadership Academy, a selective academic professional development opportunity co-sponsored by the Council of Independent Colleges and the American Academic Leadership Institute
- Project liaison and member of the Steering Committee, Foundations of Excellence Self-Study of the First Year Experience (2010-2011); co-authored final report.
- Invited by the Pennsylvania Department of Education to serve on the site evaluation team to review Mercyhurst College's application for university status (2011)

**Director, The Center for Academic Excellence, Pace University, New York, NY (2004-2007)**

Reporting to the Associate Provost for Student Success (Academic Affairs), primary responsibilities included: oversight of operations, budget, planning and assessment of four support units: the Office of First Year Programs, the Tutoring Center, the Challenge to Achievement at Pace program (a program for under-prepared, provisionally-admitted students), and Academic Resources for undecided students; supervision of a full-time professional staff of ten, including unit associate directors, academic advisors, coordinators, and administrative support staff; oversight of placement testing and registration for first-year and transfer students.

**Selected Accomplishments**

- Led change from paper to online academic alert forms
- Led change from paper to online course selection for summer Orientation and transfer registration events
- Oversaw the design and implementation of Pace's first course for students exploring majors
- Recipient of *Presidents' Extra Mile Award*, 2006

**Associate Director, The Tutoring Center, The Center for Academic Excellence, Pace University, New York, NY (2000-2005)**

Reporting to the Director of the Center for Academic Excellence, primary responsibilities included: oversight of all aspects of undergraduate peer tutoring service, including recruitment and training of 70 tutors and peer leaders, supervision of full-time lab coordinators and support staff; management of the annual budget; collaboration with deans, department chairs, program directors, and faculty to identify and meet students' academic support needs; member of Academic Standards Committee (Lubin School of Business) and First Alert Committee; served as assessment coordinator for the Center for Academic Excellence.

**Selected Accomplishments:**

- Increased the number of tutors from approximately 40 to 60 and increased availability of tutoring without additional funding
- Conducted successful outreach to students, resulting in 100% increase in number of students using the Tutoring Center
- Co-authored a successful grant application for a \$5,000 National Science Foundation Workshop Project Grant to support a peer-led team learning program for introductory biology course for science majors

- Won a \$3,500 Learning Assessment Grant from the Pace President's office to assess the impact of peer-led team learning on student success in general biology, introductory chemistry, and statistics
- As Assessment Coordinator for the Center for Academic Excellence, wrote the assessment plan used by Pace as the academic support assessment model  
Received the *Outstanding Contribution Award* in 2003
- Promoted to Director of the Center for Academic Excellence in 2004

**Assistant to the Director, Honors Program** Sam Houston State University, Humbleville, TX (1999-2000)  
Reporting to the Director of the Honors Program, primary responsibilities included: providing support to program director, including advising and registering Honors students, scheduling classes, managing the program budget, and assisting with degree audits.

**Assistant Director, Writing Program, Rutgers University (1994-1995)**  
Reporting to the Associate Director of the Writing Program on the Douglass College Campus, primary responsibilities included: directing the Douglass College Writing Center, including hiring, training, and supervision of approximately 20 graduate tutors, and oversight of appointment-based tutoring for approximately 200 composition students per semester; with the Associate Director, overseeing campus writing program operations for approximately 60 sections of composition in the fall semester and 30 in the spring; determining student placement; assisting with student registration; conducting grade appeals; collaborating with the College's academic dean and Education Opportunity Fund office to resolve individual student problems.

#### **TEACHING EXPERIENCE**

**Adjunct Instructor of English, Albright College, Reading, PA (2017-)**  
Teaching beginning composition

**Adjunct Associate Professor of English, Pace University, New York, NY, (2006-2007)**  
Taught first-year seminar, developmental writing courses, and courses in Women's Studies (service-learning course) and survey of British literature

**Instructor, Department of English, Sam Houston State University (1992-2000)**  
Taught courses in writing and British literature

**Assistant Professor and H.C. Bernard Faculty Fellow, Department of English, Trinity University, San Antonio, TX (1995-1998)**  
Taught beginning and advanced courses in British literature (primarily the 19<sup>th</sup> century), first-year seminar, and composition; served as faculty advisor for Sigma Tau Delta; first-year advisor and English major advisor; served on Graduate School Advising Committee, English Department Honors Committee, and Steering Committee for the Development of Literary Methods Courses

**Full-time Instructor, Writing Program, Rutgers University (1993-1994)**  
Taught courses in writing and British literature, including computer assisted courses, and served on Curriculum Committee for Developmental Composition

**Instructor, Educational Opportunity Fund Program, Rutgers University (1992, 1993)**  
Taught summer courses in computer-assisted Developmental Composition to economically disadvantaged students

**Teaching Assistant, Department of English, Rutgers University (1986-1992)**  
Taught courses in writing, methods of literary study, and Victorian Literature

#### **PRESENTATIONS ON PEDAGOGY AND ACADEMIC SUPPORT**



**RESOLUTION TO APPROVE  
MULTIPLE-YEAR CONTRACTS**

**WHEREAS**, University Policy, 3356-7-35, Multiple-Year Contracts for Executive Level Officers, Administrative Officers and Other Designated Professional/Administrative Staff requires Board of Trustees approval annually when providing initial and renewal multiple year contracts; and

**WHEREAS**, the President is recommending that the attached list of multiple-year contracts be approved by the Board of Trustees for issuance by the Office of Human Resources.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees approves the issuance of multiple-year contracts, shown as Exhibit \_\_\_ attached hereto.

**Board of Trustees Meeting  
June 14, 2017  
YR 2017-**

**Multiple Year Contracts (Excludes President and Coaches)**

Name	Title	FY 2016-2017	Salary FY 2016-2017	FY 2017-2018	Salary FY 2017-2018
<b>Executive Level Officers, per 3356-09-01</b>					
Dr. Martin Abraham	Provost & VP, Academic Affairs	2 of 3	\$ 215,000.00	1 of 3	\$ 225,000.00
Atty. Holly Jacobs	VP, Legal Affairs & Human Resources	2 of 3	\$ 160,000.00	1 of 3	\$ 170,000.00
Mr. Neal McNally	VP, Finance & Business Operations	2 of 3	\$ 160,000.00	1 of 3	\$ 170,000.00
<b>Administrative Level Officers, per 3356-09-02</b>					
<b>Deans, per 3356-09-02 C(1)</b>					
Dr. Charles Howell	College of Education	2 of 2	\$ 144,330.00	1 of 3	\$ 144,330.00
Dr. Betty Jo Licata	College of Business Administration	2 of 3	\$ 174,344.00	1 of 3	\$ 174,344.00
Dr. Joseph Mosca	College of Health & Human Services	2 of 3	\$ 155,000.00	1 of 3	\$ 165,000.00
Dr. Salvatore Sanders	College of Graduate Studies	2 of 3	\$ 135,000.00	1 of 3	\$ 135,000.00
<b>Associate Vice Presidents, per 3356-09-02 C(2)</b>					
Mr. Eddie Howard, Jr.	AVP, Student Experience	2 of 3	\$ 122,000.00	1 of 3	\$ 122,000.00
Mr. Michael Hripko	AVP, Research	2 of 3	\$ 148,000.00	1 of 3	\$ 148,000.00
Dr. Sylvia Imler	AVP, Multicultural Affairs	2 of 3	\$ 110,000.00	1 of 3	\$ 115,000.00
Mr. Gary Swegan	AVP, Enrollment Management	2 of 3	\$ 140,000.00	1 of 3	\$ 140,000.00
Ms. Shannon Tirone	AVP, University Relations	2 of 3	\$ 115,000.00	1 of 3	\$ 120,000.00
<b>Executive Directors, per 3356-09-02 C(3)</b>					
Mr. John Hyden	Facilities Maintenance	2 of 3	\$ 112,504.00	1 of 3	\$ 112,504.00
Mr. Kevin Reynolds	Chief Human Resources Officer	2 of 3	\$ 118,193.00	1 of 3	\$ 118,193.00
Mr. Ronald Strollo	Athletics	2 of 3	\$ 140,401.00	1 of 3	\$ 140,401.00
<b>Directors, per 3356-09-02 C(4)</b>					
Ms. Cynthia Kravitz	Equal Opportunity & Policy Compliance	2 of 3	\$ 110,000.00	1 of 3	\$ 110,000.00
<b>Designated Administrative Officers, per 3356-09-02 C(5)</b>					
Dr. Kevin Ball	Associate Provost, Academic Programs & Planning	2 of 3	\$ 113,220.00	1 of 3	\$ 113,220.00

**RESOLUTION TO RATIFY  
PERSONNEL ACTIONS**

**WHEREAS**, the *Policies of the Board of Trustees* authorize the President to manage the University, including appointing such employees as are necessary to effectively carry out the operation of the University and any other necessary personnel actions; and

**WHEREAS**, new appointments and other personnel actions have been made subsequent to the March 16, 2017, meeting of the Board of Trustees; and

**WHEREAS**, such personnel actions are in accordance with the 2016-2017 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University; 3356-7-42, Selection of Professional/Administrative Staff; and 3356-7-43, Externally Funded Professional/Administrative Staff;

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

**SUMMARY OF PERSONNEL ACTIONS**  
**Professional Administrative and Faculty Employees**  
**1/16/17 through 4/15/17**

**Appointments – 19**

**New Positions – 7** *(Notated with an asterisk \*)*

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 4
- Professional Administrative Externally Funded – 1

**Replacement Positions – 12**

- Professional Administrative Staff – 5
- Professional Administrative Excluded – 4
- Professional Administrative Externally Funded – 3

**Separations – 3**

- Professional Administrative Excluded – 1
- Faculty – 2

**Reclassifications – 6**

- Professional Administrative Staff – 4
- Professional Administrative Externally Funded – 2

**Promotions – 6**

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 3
- Professional Administrative Externally Funded – 1

**Transfers – 0**

**Salary Adjustments/Position Audits – 1**

- Professional Administrative Externally Funded – 1

**Salary Adjustments per CBA & BOT Policy – 0**

**Displacements – 0**

**Layoffs – 0**

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 1/16/17 THROUGH 4/15/17  
APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE</b>		<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT</b>		
	<b>TYPE</b>	<b>POSITION TITLE</b>		<b>DATES</b>	<b>FTE</b>	<b>SALARY</b>
Joseph Alberti*	APAS	Tech Support Instruct Design Coordinator of Training & Development	Distance Learning	3/2/2017	1.000	\$ 55,567.00
Suhanya Aravamudhan	APAS		Human Resources	4/3/2017	1.000	\$ 48,500.00
Lori Marshall	APAS	Senior Coordinator 2	Center for Student Progress Dean - Health & Human Services	1/17/2017	1.000	\$ 44,477.00
Jennifer Myers	APAS	Academic Advisor 1	Metropolitan College	2/16/2017	1.000	\$ 39,000.00
Jennifer Pruzinsky	APAS	Program Coordinator		1/23/2017	1.000	\$ 48,529.00
Rebecca Rose*	APAS	Assistant Director	Marketing & Communications	2/17/2017	1.000	\$ 50,606.00
Theresa VanSuch	APAS	Payroll Coordinator	Payroll	3/20/2017	1.000	\$ 55,000.00
James Benson	Excluded	Temporary Systems Librarian	Maag Library	3/27/2017	0.250	\$ 14,500.00
Michael Crist	Excluded	Interim VP Student Success	Student Success	3/6/2017	0.750	\$ 82,500.00
Steven Donahue*	Excluded	Temporary Academic Advisor 1	Kinesiology and Sport Science	1/9/2017	0.188	\$ 5,540.00
Rosemary Kent	Excluded	Temporary Counselor Director of Student Outreach & Support	Financial Aid and Scholarships	1/19/2017	0.400	\$ 16,640.00
Nicole Kent -Strollo*	Excluded		Student Success	1/16/2017	1.000	\$ 56,000.00
Kimberly Root*	Excluded	Temporary Academic Advisor 1	Kinesiology and Sport Science	1/9/2017	0.188	\$ 5,540.00
Angela Rovnak*	Excluded	Manager, HR Finance Systems	IT Application Services	2/16/2017	1.000	\$ 78,000.00
James Yukech	Excluded	Interim AVP and CIO	Chief Information Officer	2/16/2017	1.000	\$ 170,000.00
Tia Allison	Externally Funded	Instruction Specialist	Rich Center for Autism	4/3/2017	1.000	\$ 21,175.00



**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 1/16/17 THROUGH 4/15/17  
APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE</b>		<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT</b>		
	<b>TYPE</b>	<b>POSITION TITLE</b>		<b>DATES</b>	<b>FTE</b>	<b>SALARY</b>
Julie Attalla	Externally Funded	Instruction Specialist	Rich Center for Autism Center for Human Services	4/3/2017	1.000	\$ 21,175.00
Danielle Mordocco*	Externally Funded	Coordinator	Development	2/16/2017	0.250	\$ 10,500.00
Shantee Trudo	Externally Funded	Instruction Specialist	Rich Center for Autism	4/3/2017	1.000	\$ 21,175.00
<b>* New Positions</b>						

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 1/16/17 THROUGH 4/15/17  
SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE</b>		<b>DEPARTMENT</b>	<b>DATE OF</b>		
	<b>TYPE</b>	<b>POSITION TITLE</b>		<b>SEPARATON</b>	<b>FTE</b>	<b>SALARY</b>
Michael Reagle	Excluded	AVP Student Success	Student Success Education Foundations Research	3/3/2017	1.00	\$ 130,000.00
Susan DeBlois	Faculty	Associate Professor	Technology & Leadership	2/12/2017	1.00	\$ 82,590.00
Jill McCullough	Faculty	Assistant Professor	Accounting & Finance	10/1/2016	1.00	\$ 73,556.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 1/16/17 THROUGH 4/15/17  
RECLASSIFICATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Michael Cardwell	APAS	Assistant Director Retail Operations	Kilcawley Center	1/1/2017	1.00	\$ 48,000.00	\$ 39,715.00
Justin Munz	APAS	Housing Coordinator	Housing & Residence Life	4/1/2017	1.00	\$ 32,000.00	\$ 28,170.00
Molly O'Malley	APAS	Housing Coordinator	Housing & Residence Life	4/1/2017	1.00	\$ 32,000.00	\$ 28,170.00
Lucas Politsky	APAS	Housing Coordinator	Housing & Residence Life	4/1/2017	1.00	\$ 32,000.00	\$ 28,170.00
Elizabeth Cianciola	Externally Funded	Research Evaluation Associate	Center for Human Service Development	1/1/2017	1.00	\$ 45,000.00	\$ 40,800.00
Mousa Kassis	Externally Funded	Network Dir SBDC Export Assist	Dean - Business Administration	10/1/2016	1.00	\$ 60,000.00	\$ 58,663.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 1/16/17 THROUGH 4/15/17  
PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Justin Edwards	APAS	Coordinator Career Management	Career and Academic Advising	1/16/2017	1.00	\$ 42,767.00	\$ 37,189.00
Michael Hancharenko*	APAS	Information Security Engineer	IT Application Services	3/1/2017	1.00	\$ 69,000.00	\$ 62,504.00
Susan Beiling	Excluded	Director	Procurement Services	3/1/2017	1.00	\$ 83,130.00	\$ 78,000.00
Dennis Gajdos	Excluded	Manager CTS	IT Customer Services	1/16/2017	1.00	\$ 75,000.00	\$ 67,725.00
Leslie Page	Excluded	Director	First Year Student Services	1/16/2017	1.00	\$ 56,000.00	\$ 44,000.00
Erika Campolito	Externally Funded	Classroom Supervisor	Rich Center for Autism	8/1/2016	1.00	\$ 35,000.00	\$ 28,825.00

\*Employee moved from ACE Bargaining Unit to APAS Bargaining Unit

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 1/16/17 THROUGH 4/15/17**  
**SALARY ADJUSTMENTS/POSITION AUDITS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Alexandra Lessick	Externally Funded	Instruction Specialist 1	Rich Center for Autism	9/1/2016	1.00	\$ 24,486.00	1.00	\$ 22,464.00