

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

**BACKGROUND MATERIALS
Wednesday, June 7, 2017**

- 1. Human Resources Update** **Tab 1**
This report will provide an update on current accomplishments and priorities for moving forward with Human Resources Department operations.
- 2. Human Resources Update on Position Searches** **Tab 2**
This report will provide a list of all searches in progress.
- 3. ULP's/Grievances** **Tab 3**
This report will provide the status of all Unfair Labor Practices and Grievances.
- 4. Classified Civil Service Personnel Actions** **Tab 4**
This is a summary of all personnel actions approved by the Chief Human Resources Officer serving as the appointing authority for classified staff.
- 5. Summary of Staffing Levels by Race and Gender** **Tab 5**
This report provide a comparison of the workforce demographics in terms of Race and Gender for the periods of January 1- March 31, 2016 and January 1- March 31, 2017.
- 6. Report on Search Waivers for Strategic Hiring** **Tab 6**
This report will show strategic hiring activity pursuant to policy 3356-2-04.
- 7. Report on Staff Development Leave** **Tab 7**
This report will provide a list of employees who were granted Staff Development Leave for academic year 2017-2018.
- 8. Report on Multiple -Year Contracts** **Tab 8**
This report will provide a list of Multiple-Year Contracts for Executive Level Officers, Administrative Officers, and Other Designated Professional/Administrative Staff.

Office of Human Resources Update

May, 2017

Talent Acquisition, Processing and Employee Records:

Jennifer Lewis, Director, Talent Acquisition, Processing and Employee Records and her staff members have collaborated with HRIS to facilitate the electronic hiring process noted below.

HRIS:

Alisha Yanniello, Manager, HRIS has completed preliminary work to facilitate electronic hiring for Part-Time and Full Time Faculty Electronic and provided support to Payroll in assisting with 1095C. She is also working to convert the onboarding process from paper to electronic utilizing PeopleAdmin.

Benefits:

Marcie Patton, Manager, Compensation and Benefits has at the request of the Health Care Advisory Committee has conducted a survey to determine the amount of interest in offering health care plan options. The survey results will be reviewed at the May HCAC meeting.

Classification and Compensation - Jennifer Gavalier, Classification and Equal Opportunity Officer has been working on the development of a YSU classified class plan.

Wellness – Carrie Clyde, Wellness Coordinator is conducting a Wellness Interest Survey to determine interest in wellness topics and programs. The survey results will be shared with her advisory committee at an upcoming meeting.

Training & Development:

Rosalyn Donaldson, Manager, Training & Development has been engaged in training for a variety of matters.

The search for a Training Coordinator has been finalized and Suhanya Aravamudhan has been hired for the position. She will provide valuable assistance to Rosalyn's training efforts.

Labor Relations:

Al Boggs, Director of Labor Relations has continued to meet with ACE leadership to discuss numerous positions for appropriate inclusion or exclusion for bargaining unit placement. An agreement has been reached on voluntary inclusion or exclusion of certain positions with the union. An uncertain number of positions placed or not placed in the unit will be appealed by either side to SERB for final determination. Al is currently serving as the university lead negotiator in the OEA/YSU contract negotiations.

State Personnel Board of Review:

The job abolishment and layoff appeals on the 2016 bookstore layoffs have all been rejected by SPBR. The union has filed objections to the SPBR recommendations.

State Employment Relations Board:

At the moment there are not matters before SERB.

Current Postings – 1/16/17 to 4/15/17

Faculty

College of Education

- Part-time Instructor – Student Teaching Supervisor – Teacher Education
- Part-time Instructor – Student Teaching Supervisor – Counseling, Special Education and School Psychology
- Part-time Faculty – Counseling, Special Education and School Psychology
- Part-time Instructor – Early Childhood-PreK
- Part-time Instructor – Reading & Study Skills
- Part-time Instructor – Approaches to Professional Assessment Praxis Core
- Part-time Instructor – Early Childhood Education/Early Childhood Intervention Specialist
- Part-time Instructor – Literacy Education Instructor
- Part-time Instructor – Middle Childhood Education
- Part-time Instructor – First Year Experience Education Course
- Part-time Instructor – Health & Physical Education Methods Instructor
- Part-time Faculty – Health and Physical Education Instructor
- Part-time Instructor – Adolescent/Young Adult Education
- Assistant Professor or Instructor of Special Education /Early Childhood Education -Term

College of Health and Human Services

- Part-time Instructor – Food & Nutrition
- Part-time Faculty – Physical Therapy
- Part-time Faculty – Dental Hygiene
- Part-time Faculty – Medical Assisting Technology
- Part-time Faculty – Respiratory Care
- Part-time Faculty – Allied Health
- Part-time Faculty – Master of Health and Human Services
- Part-time Nursing – Clinical Faculty
- Part-time Faculty – Emergency Medical Services
- Part-time Faculty – Health Informatics
- Part-time Faculty – Public Health
- Part-time Faculty – Hospitality Management
- Part-time Faculty – Public Health – Environmental Health and Safety
- Part-time Instructor – First Year Experience Course in Health & Human Services
- Part-time Instructor – Pharmacology for Nurse Anesthetist Students
- Part-time Faculty – Medical Laboratory Programs
- Part-time Instructor – Social Work Lakeland and Lorain CC Campuses
- Part-time Instructor – Health & Physical Education Methods Instructor
- Assistant Professor – Criminal Justice and Forensic Sciences – Tenure Track
- Assistant Professor – Obstetrics/Medical-Surgical Nursing – Tenure Track
- Assistant Professor – Medical-Surgical Nursing – Tenure Track
- Assistant Professor – Community Health/Medical-Surgical Nursing – Tenure Track
- Part-time Instructor – Athletic Training 1
- Part-time Instructor – Athletic Training Program

College of Liberal Arts and Social Sciences

- Part-time Faculty Instructor – English
- Part-time Faculty Instructor – Sociology
- Part-time Faculty Instructor – Psychology
- Part-time Faculty – Honors
- Part-time Faculty – Introduction to Sociology
- Part-time Instructor – Gerontology
- Part-time Instructor – English ESOL
- Part-time Instructor – History
- Part-time Instructor – Geography
- Part-time Instructor – Women’s and Gender Studies

College of Creative Arts & Communication

- Part-time Instructor – Spanish
- Part-time Faculty – Photography
- Part-time Faculty – Communication Studies, Telecommunication Studies, and Journalism
- Part-time Faculty – Theater and Dance
- Part-time Instructor – Viola
- Part-time Instructor – Music Theory
- Part-time Instructor – Director of Dana Gospel Choir
- Part-time Instructor – Graphic Design
- Part-time Instructor – Art History
- Part-time Instructor – Visual Arts Foundations
- Part-time Instructor – Hebrew
- Part-time Vocal Instructor
- Part-time Vocal Instructor – Classical Voice
- Part-time Instructor – Jazz Studies
- Part-time Instructor – Visual Arts
- Assistant Professor of Music Education: Vocal and Elementary – Tenure Track
- Part-time Instructor – Italian
- Visiting Assistant Professor of Theater and Dance, Design

College of Science, Technology, Engineering and Mathematics

- Part-time Instructor – Mathematics
- Part-time Faculty – Physics
- Part-time Instructor – Mechanical Engineering Technology
- Part-time Instructor – Mechanical Engineering
- Part-time Faculty – Chemistry
- Part-time Instructor – Electrical and Computer Engineering
- Part-time Faculty – Computer Science and Information Systems
- Part-time Faculty – Civil/Environmental and Chemical Engineering
- Part-time Instructor – Engineering Technology

College of Science, Technology, Engineering and Mathematics (Continued)

- Part-time Instructor – Civil and Construction Engineering Technology
- Professor and Chair – Computer Science Information Systems
- Part-time Instructor – Anatomy and Physiology 1 Lab
- Part-time Instructor – Human Physiology and Anatomy
- Part-time Instructor – Chemistry Lab Instructor
- Part-time Instructor – Draft and Design Technology
- Part-time Instructor – Frist Year Engineering Orientation
- Part-time Instructor – STEM Careers
- Part-time Instructor – Electrical Engineering Technology
- Assistant Professor – First Year Engineering – Tenure Track
- Assistant Professor – Manufacturing Engineering – Tenure Track
- Assistant Professor – Civil & Environmental
- Assistant Professor – Mechanical Engineering – Thermal Fluids – Tenure Track
- Assistant Professor – Electrical Engineering Technology
- Assistant Professor – Chemical Engineering – Tenure Track
- Assistant/Associate Professor of Industrial and Systems Engineering – Tenure Track
- Part-time Instructor – Mathematics & Statistics

College of Business Administration

- Part-time Instructor – Management
- Part-time Instructor – Marketing
- Part-time Instructor – Accounting/Finance
- Part-time Instructor – Management (Undergraduate Courses)
- Part-time Instructor – Legal Environment of Business
- John S. and Doris M. Andrews Endowed Chair in Accounting
- Assistant or Associate Professor – Operations Management – Tenure Track

Professional/Administrative

- Coordinator, Center for Career Management
- Coordinator, Systems Support Services
- Associate Director, Housing & Residence Life
- Studio Art Support Specialist
- Coordinator, STEM Professional Services
- Database Administrator
- Instruction Specialist
- Executive Director – Maag Library
- Associate Vice President, Chief Information Officer
- Associate Director, Business & Projects Office
- Assistant Director, First Year Student Services
- Associate Dean, Engineering
- Assistant Coach, Strength & Conditioning

Professional/Administrative (Continued)

- Assistant Athletics Director, Sports Medicine
- Associate Director, Academic Programming & Outreach Services
- Associate Provost, Student Success
- Assistant Coach, Swimming & Diving
- Manager, Accounts Payable & Travel Services
- Program Coordinator, Residence Life
- Director, English Language Institute
- Head Coach, Women's Swimming/Diving & Aquatics Coordinator
- Associate Director, Kilcawley Center
- Assistant Coach, Diving
- Web Developer
- Costume Shop Specialist

Classified Civil Service

- Student Services Counselor – Registration & Records
- Administrative Assistant 1 – Dean Health & Human Services

Unclassified Service

- N/A

BOARD OF TRUSTEES
GRIEVANCE SUMMARY FEBRUARY 1, 2017-APRIL 30, 2017

ACE GRIEVANCES

None

APAS GRIEVANCES

None

OEA GRIEVANCES

# 352	Faculty Improvement Leave review
# 353	Department Governance Document violation

FOP GRIEVANCES

# 56	Holiday/Overtime Pay
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SUMMARY OF PERSONNEL ACTIONS
Classified Employees
1/16/17 through 4/15/17

Appointments – 3

- Classified Civil Service – 2
- Externally Funded Non-Bargaining – 1

Separations – 13

- Classified Civil Service – 10
- Externally Funded Non-Bargaining – 2
- FOP Excluded – 1

Reclassifications – 0

Promotions – 0

Transfers – 1

- Classified Civil Service – 1

Salary Adjustments – 0

Displacements – 0

Layoffs – 0

Recalls – 0

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 1/16/17 THROUGH 4/15/17
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Tiffany Moore	ACE	Administrative Assistant 2	Dean - Business Administration	4/3/2017	1.00	\$ 35,318.40
Jonathan Zelezniak	ACE Externally Funded	Theater Production Assistant	Theater & Dance Center for Human Service	4/3/2017	0.45	\$ 16,866.72
Nereida McDowell	Non-ACE	Intermittent Academic Leader	Development	2/20/2017	0.40	\$ 14,976.00

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 1/16/17 THROUGH 4/15/17
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	CONTRACT/ APPOINTMENT		
	TYPE	POSITION TITLE		DATES	FTE	SALARY
Cheryl Beil	ACE	Administrative Assistant 2	Dean - Business Administration	1/31/2017	1.00	\$ 58,364.80
Lorraine Childers	ACE	Library Media Technical Assistant 2	Maag Library	3/31/2017	1.00	\$ 36,899.20
Diane Crowe	ACE	Administrative Assistant 1	Education Foundations Research & Leadership	3/4/2017	0.50	\$ 20,051.20
Mark Dubiel	ACE	Electrician 1	Facilities Maintenance	3/3/2017	1.00	\$ 35,364.00
Michael Hancharenko*	ACE	Network Services Technician 2	IT Security Services	2/28/2017	1.00	\$ 62,504.00
Nina Quaintance	ACE	Administrative Assistant 1	Art	3/18/2017	1.00	\$ 40,102.40
Pam Schmalzried	ACE	Secretary	Dean - Health & Human Services/Health Professions	2/28/2017	1.00	\$ 44,761.60
Miri Thoens	ACE	Administrative Assistant 1	Electrical & Computer Engineering	4/14/2017	0.50	\$ 15,194.40
Laura Thomas	ACE	Administrative Assistant 1	Financial Aid & Scholarships	2/1/2017	0.50	\$ 25,823.20
Sue Urmson	ACE	Secretary	Dana School of Music	2/28/2017	1.00	\$ 46,820.80
Tonia Kay Holtom	Non-ACE Externally Funded	Intermittent Activity Leader	Center for Human Services Development	4/14/2017	0.50	\$ 10,660.00
Robert Rudder	Non-ACE	Academic Encourager	Student Success	3/15/2017	0.50	\$ 15,600.00
Thomas Williams	FOP	Police Officer 2	YSU Police	2/21/2017	1.00	\$ 46,030.40

*Accepted a Position in the APAS union.

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 1/16/17 THROUGH 4/15/17
TRANSFERS**

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	CONTRACT/ APPOINTMENT		FTE	SALARY
	TYPE	POSITION TITLE		DATES			
Shirley Hodge	ACE	Administrative Assistant 1	Procurement Services	3/19/2017		1.00	\$ 49,379.20

Youngstown State University
 Snap Shot of Staffing Levels By Race and Gender
 From January 1-March 31, 2016/2017

2016	Caucasian		African American		Hispanic		Asian		Native American		Multi Race		
Rank	M	F	M	F	M	F	M	F	M	F	M	F	Total
Faculty*	196	160	13	13	3	2	28	19	0	0	0	0	434
Professional/ Admin.	148	146	11	13	4	3	3	3	0	2	1	4	338
Classified	113	157	10	20	4	6	0	0	0	1	1	0	312
Externally Funded	29	72	1	6	0	1	0	1	0	0	0	1	111
Total	486	535	35	52	11	12	31	23	0	3	2	5	1195

2017	Caucasian		African American		Hispanic		Asian		Native American		Multi Race		
Rank	M	F	M	F	M	F	M	F	M	F	M	F	Total
Faculty*	192	154	12	13	3	2	25	20	1	0	0	0	422
Professional/ Admin.	196	159	12	11	3	4	2	4	0	2	1	2	396
Classified	110	156	9	18	4	6	0	0	0	1	1	0	305
Externally Funded	22	55	1	4	0	0	0	1	0	0	0	1	84
Total	520	524	34	46	10	12	27	25	1	3	2	3	1207

Difference	Caucasian		African American		Hispanic		Asian		Native American		Multi Race		
Rank	M	F	M	F	M	F	M	F	M	F	M	F	Total
Faculty*	-4	-6	-1	0	0	0	-3	1	1	0	0	0	-12
Professional/ Admin.	48	13	1	-2	-1	1	-1	1	0	0	0	-2	58
Classified	-3	-1	-1	-2	0	0	0	0	0	0	0	0	-7
Externally Funded	-7	-17	0	-2	0	-1	0	0	0	0	0	0	-27
Total	34	-11	-1	-6	-1	0	-4	2	1	0	0	-2	12

Guidelines provided by U.S. Office of Management & Budget

Caucasian, not of Hispanic origin - Origins in any of the original peoples in Europe, North Africa or the Middle East

African American, not of Hispanic origin - Origins in any black racial group

Hispanic - Origins of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture, regardless of race

Asian or Pacific Islander - Origins in any of the original peoples of the Far East, SE Asia, the Indian Subcontinent, or Pacific Islands

American Indian or Alaskan Native - Origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition

*Faculty includes full-time faculty, department chairs and other faculty exempt from the bargaining unit, does not include part-time faculty

Office of Equal Opportunity and Policy Development
**Hiring Activity under Policy 3356-2-04/Search waivers for hiring of faculty and professional/
administrative staff**

None.

*Number of Faculty Postings:

- Full-time 18
- Part-time 83

*Number of Professional/Administrative Postings: 28

Total Postings: 129

*Postings since last report.

**EMPLOYEES GRANTED
STAFF DEVELOPMENT LEAVE
ACADEMIC YEAR 2017-2018**

NAME

DEPARTMENT

Association of Professional/Administrative Staff:

No applications received.

Professional/Administrative Exempt:

No applications received.

Multiple Year Contracts (Excludes President and Coaches)

Name	Title	FY 2016-2017	Salary FY 2016-2017	FY 2017-2018	Salary FY 2017-2018
Executive Level Officers, per 3356-09-01					
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
Administrative Level Officers, per 3356-09-02					
Deans, per 3356-09-02 C(1)					
Dr. Kristine Blair	College of Liberal Arts & Social Sciences	1 of 3	\$ 158,000.00	2 of 3	\$ 158,000.00
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. Phyllis Paul	College of Creative Arts & Communication	1 of 3	\$ 145,000.00	2 of 3	\$ 145,000.00
Dr. Salvatore Sanders	College of Graduate Studies	2 of 3	\$ 135,000.00	1 of 3	\$ 135,000.00
Dr. Wim Steelant	College of Science, Technology, Engineering & Mathematics	1 of 3	\$ 170,000.00	2 of 3	\$ 170,000.00
Associate Vice Presidents, per 3356-09-02 C(2)					
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
Vacant	AVP & Chief Information Officer				
Executive Directors, per 3356-09-02 C(3)					
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
Vacant	Executive Director, Maag Library				
Directors, per 3356-09-02 C(4)					
Ms. Cynthia Kravitz	Equal Opportunity & Policy Compliance	2 of 3	\$ 110,000.00	1 of 3	\$ 110,000.00
Designated Administrative Officers, per 3356-09-02 C(5)					
Dr. Kevin Ball	Associate Provost, Academic Programs & Planning	2 of 3	\$ 113,220.00	1 of 3	\$ 113,220.00
Dr. Nathan Myers	Associate Provost, International & Global Initiatives	1 of 3	\$ 100,000.00	2 of 3	\$ 100,000.00
Vacant	Associate Provost, Academic Administration				
Vacant	Associate Provost, Student Success				
Designated P/A Staff - Non Administrative Officers, per 3356-07-35 D(3)					
Dr. William Binning	Government Relations Representative (.50 FTE)	1 of 1.5	\$ 39,780.00	1.5 of 1.5*	\$ 39,780.00

*Ends 12/31/2017