

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

**David C. Deibel, Chair
Molly S. Seals, Vice Chair
All Trustees are Members**

**Wednesday, December 6, 2017
9:30 a.m. or immediately following
previous meeting**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Disposition of Minutes for Meetings Held September 6, 2017; September 20, 2017; and October 20, 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 July 16, 2017, through October 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 Ron Strollo, Director of Athletics, will report.

2. Intercollegiate Athletics Discussion Items

Tab C.2.a.

a. Report on the Educational Outcome of Student-Athletes

Ron Strollo, Executive Director of Athletics, will report.

Tab C.2.b.

b. Report of the Academic Progress Rate (APR) Figures

Ronald Strollo, Executive Director of Athletics, will report.

Tab C.2.c.

c. Report on the Average Cumulative GPA's by Term

Ronald Strollo, Executive Director of Athletics, will report.

Tab C.2.d.

d. Report on the Number of Athletes by Academic Major

Ronald Strollo, Executive Director of Athletics, will report.

3. University Affairs Discussion Items

- Tab C.3.a.** **a. Strategic Plan Cornerstone Dashboard Update**
A report on the Accountability and Sustainability Cornerstone with regards to Human Resources will be given by Holly Jacobs, Vice President and General Counsel.
- b. 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.
- Tab C.3.c.** **c. Presidential Reorganization**
James P. Tressel, President, will report.

4. Consent Agenda Items*

- Tab C.4.a.** ***a. Resolution to Modify Family and Medical Leave Act (FMLA) Policy, 3356-7-05**
- Tab C.4.b.** ***b. Resolution to Modify Leave of Absence Without Pay, Extended Childcare, Excluded Professional/Administrative Staff Policy, 3356-7-06**
- Tab C.4.c.** ***c. Resolution to Modify Leave Without Pay for Extended Serious Health Conditions or Disability, Excluded Professional/Administrative Staff Policy, 3356-7-08**
- Tab C.4.d.** ***d. Resolution to Modify Records Management Policy, 3356-9-09**
- Tab C.4.e.** ***e. Resolution to Rescind Professional Leave Without Pay, Excluded Professional/Administrative Staff Policy, 3356-7-07**

5. University Affairs Action Items

- Tab C.5.a.** **a. Resolution to Approve the Reclassification of Eddie Howard from Associate Vice President, Student Experience to Vice President, Student Affairs**
James P. Tressel, President, will report.
- Tab C.5.b.** **b. Resolution to Approve the Recruitment of a Special Assistant to the President**
James P. Tressel, President, 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 July 16, 2017, through October 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 September 7, 2017, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2017-2018 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
7/16/17 through 10/15/17

Appointments – 7

New Positions – 3

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

Replacement Positions – 4

- Professional Administrative Excluded – 4

Separations – 0

Reclassifications – 0

Promotions – 0

Transfers – 0

Salary Adjustments – 15

- Professional Administrative Excluded – 15

Displacements – 0

Layoffs – 0

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE - ATHLETICS
PERSONNEL ACTIONS 7/16/17 THROUGH 10/15/17
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	CONTRACT/ APPOINTMENT		
	TYPE	POSITION TITLE		DATES	FTE	SALARY
Fink, Rebecca	Excluded	Assistant Director Athletics	Athletic Administration	8/1/2017	1.00	\$ 45,547.00
Griffin, Nicole	Excluded	Director of Operations Women Basketball	Basketball - Women's	7/16/2017	1.00	\$ 30,000.00
Lawrence, Jennifer*	Excluded	Assistant Coach, Director of Personnel	Basketball - Women's	7/16/2017	1.00	\$ 23,660.00
Stanko, Jacqueline	Excluded	Assistant Coach Swim & Diving	Swimming & Diving - Women's	8/1/2017	0.50	\$ 11,830.00
Sumner, Chris	Excluded	Assistant Director Athletic Sales & Events	Ticket Office	7/20/2017	1.00	\$ 50,101.00
Froehlich, Rachel*	Externally Funded	Athletic Academic Advisor	Athletic Administration	8/1/2017	1.00	\$ 32,338.00
Tomsich, John*	Externally Funded	Assistant Director Sales Development	Athletic Administration	7/18/2017	1.00	\$ 45,547.00

***New Positions**

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE - ATHLETICS
PERSONNEL ACTIONS 7/16/17 THROUGH 10/15/17
SALARY ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Bricillo, Carmen	Excluded	Assistant Coach, Football	Football	7/1/2017	1.00	\$ 65,400.00	1.00	\$ 60,000.00
Crist, Brian	Excluded	Assistant Coach, Football	Football	7/1/2017	1.00	\$ 65,400.00	1.00	\$ 60,000.00
D'Alesio, Donald	Excluded	Assistant Coach, Football	Football	7/1/2017	1.00	\$ 31,900.00	1.00	\$ 29,000.00
Ganz, Joseph	Excluded	Assistant Coach, Football	Football	7/1/2017	1.00	\$ 38,500.00	1.00	\$ 35,000.00
Marlowe, Tim	Excluded	Assistant Coach, Football	Football	7/1/2017	1.00	\$ 33,000.00	1.00	\$ 30,000.00
McKissic-Luke, Nicolas	Excluded	Assistant Coach, Football	Football	7/1/2017	1.00	\$ 62,194.00	1.00	\$ 57,000.00
McNutt, Richard	Excluded	Assistant Coach, Football	Football	7/1/2017	1.00	\$ 70,500.00	1.00	\$ 63,000.00
Montgomery, Shane	Excluded	Assistant Coach, Football	Football	7/1/2017	1.00	\$ 105,000.00	1.00	\$ 100,000.00
Murphy, John	Excluded	Director of Football Operations	Football	7/1/2017	1.00	\$ 69,500.00	1.00	\$ 65,000.00
Pelini, Carl	Excluded	Assistant Coach, Football	Football	7/1/2017	1.00	\$ 85,000.00	1.00	\$ 77,000.00
Penniman, Richard	Excluded	Assistant Coach, Track & Field	Track	9/1/2017	0.25	\$ 6,401.00	0.25	\$ 6,275.00
Preto, Mark	Excluded	Assistant Coach, Football Video	Football	7/1/2017	1.00	\$ 34,000.00	1.00	\$ 31,254.00
Smith, Rollen	Excluded	Director Operations	Football	7/1/2017	0.25	\$ 8,000.00	0.25	\$ 7,140.00
Stoops, Ronald	Excluded	Assistant Coach, Football	Football	7/1/2017	1.00	\$ 85,000.00	1.00	\$ 80,000.00
Townsend, David	Excluded	Assistant Coach, Track & Field	Track	9/1/2017	0.50	\$ 14,398.00	0.50	\$ 14,116.00

Merit Evaluation Salary Adjustment in accordance with Policy 3356-7-36

YOUNGSTOWN STATE UNIVERSITY
 INTERCOLLEGIATE ATHLETICS
 FOUR-YEAR COHORT STUDENT ATHLETES VS. GENERAL STUDENT BODY GRADUATION RATE
 TEN YEAR HISTORY

<i>ENTERING FRESHMEN CLASS</i>	<u>2017</u> <i>10-11</i>	<u>2016</u> <i>09-10</i>	<u>2015</u> <i>08-09</i>	<u>2014</u> <i>07-08</i>	<u>2013</u> <i>06-07</i>	<u>2012</u> <i>05-06</i>	<u>2011</u> <i>04-05</i>	<u>2010</u> <i>03-04</i>	<u>2009</u> <i>02-03</i>	<u>2008</u> <i>01-02</i>
YSU STUDENT-ATHLETES	63	61	64	65	62	59	56	58	60	60
YSU GENERAL STUDENTS	32	32	34	34	35	36	36	36	36	37
<i>DIFFERENCE</i>	31	29	30	31	27	23	20	22	24	23

Note: The above figures represent a four-year cohort. Students must graduate within six years. Therefore, the 2017 figures represent the freshman entering classes of 07-08, 08-09, 09-10, 10-11.

YOUNGSTOWN STATE UNIVERSITY
INTERCOLLEGIATE ATHLETICS
FOUR-YEAR COHORT STUDENT-ATHLETES GRADUATION RATES
TEN YEAR HISTORY

<i>ENTERING FRESHMEN CLASS</i>	<u>2017</u> <i>10-11</i>	<u>2016</u> <i>09-10</i>	<u>2015</u> <i>08-09</i>	<u>2014</u> <i>07-08</i>	<u>2013</u> <i>06-07</i>	<u>2012</u> <i>05-06</i>	<u>2011</u> <i>04-05</i>	<u>2010</u> <i>03-04</i>	<u>2009</u> <i>02-03</i>	<u>2008</u> <i>01-02</i>
HORIZON LEAGUE:										
CLEVELAND STATE	65	62	59	57	57	59	60	60	57	49
DETROIT	70	64	64	66	65	69	68	71	67	64
GREEN BAY	65	68	70	71	74	72	74	77	73	72
IUPUI	62									
MILWAUKEE	60	56	60	62	66	69	72	70	71	71
NORTHERN KENTUCKY	58	61								
OAKLAND	62	60	61	60	59					
UIC	73	72	70	68	69	67	64	62	62	63
WRIGHT STATE	68	71	66	69	65	63	70	68	70	65
YOUNGSTOWN STATE	63	61	64	65	62	59	56	58	60	60
HORIZON LEAGUE AVERAGE	65	64	64	65	65	65	66	67	66	63
<i>NCAA DIVISION I</i>	67	66	66	65	65	64	64	64	63	63
<hr/>										
YSU GENERAL STUDENTS	32	32	34	34	35	36	36	36	36	37
HL GENERAL STUDENTS (AVERAGE)	45	46	47	47	47	44	44	44	44	43
<hr/>										
YSU S/A'S ABOVE GENERAL STUDENTS	31	29	30	31	27	23	20	22	24	23
HL S/A'S ABOVE GENERAL STUDENTS	20	18	17	18	18	21	22	23	22	20
<hr/>										
MISSOURI VALLEY FOOTBALL:										
ILLINOIS STATE	71	71	71	70	66	65	67	69	70	70
INDIANA STATE	57	55	58	54	57	58	59	62	61	60
MISSOURI STATE	60	61	62	63	65	64	65	63	59	58
NORTH DAKOTA STATE	66	64	62	64	65	62	61	56	57	59
NORTHERN IOWA	68	66	68	67	70	71	66	64	59	59
SOUTH DAKOTA	67	60	64	60	57	57	56	55	51	53
SOUTH DAKOTA STATE	72	72	73	70	71	68	59	60	57	59
SOUTHERN ILLINOIS	65	66	65	66	64	64	66	64	65	62
WESTERN ILLINOIS	65	63	66	68	65	64	62	61	64	65
YOUNGSTOWN STATE	63	61	64	65	62	59	56	58	60	60
MISSOURI VALLEY AVERAGE	65	64	65	65	64	63	62	61	60	61
<i>NCAA DIVISION I</i>	67	66	66	65	65	64	64	64	63	63
<i>FCS</i>	65	65	64	65	65	64	64	64	54	<i>N/A</i>
<hr/>										
YSU GENERAL STUDENTS	32	32	34	34	35	36	36	36	36	37
MVFC GENERAL STUDENTS (AVERAGE)	53	52	53	53	53	52	52	52	51	51
<hr/>										
YSU S/A'S ABOVE GENERAL STUDENTS	31	29	30	31	27	23	20	22	24	23
MVFC S/A'S ABOVE GENERAL STUDENTS	12	12	12	12	11	11	9	9	9	9

Source: NCAA Graduation Rates Report

Note: All figures represent the institutional rates. Therefore, the Missouri Valley Football Conference figures are not exclusively the football program figures rather they are the institutional figures.

Note: A cohort is four collective years of data, i.e. the 2017 cohort includes those students entering as freshmen receiving athletic aid in the years 07-08, 08-09, 09-10, 10-11 and who subsequently graduate with a four-year degree within six years of initial enrollment.

YOUNGSTOWN STATE UNIVERSITY
 INTERCOLLEGIATE ATHLETICS
 FOUR-YEAR COHORT GENERAL STUDENTS GRADUATION RATES
 TEN YEAR HISTORY

<i>ENTERING FRESHMEN CLASS</i>	<u>2017</u> <i>10-11</i>	<u>2016</u> <i>09-10</i>	<u>2015</u> <i>08-09</i>	<u>2014</u> <i>07-08</i>	<u>2013</u> <i>06-07</i>	<u>2012</u> <i>05-06</i>	<u>2011</u> <i>04-05</i>	<u>2010</u> <i>03-04</i>	<u>2009</u> <i>02-03</i>	<u>2008</u> <i>01-02</i>
HORIZON LEAGUE:										
CLEVELAND STATE	38	36	34	31	30	28	29	29	29	30
DETROIT	60	58	56	56	54	54	52	52	53	52
GREEN BAY	48	49	50	50	52	53	53	53	52	50
IUPUI	46									
MILWAUKEE	46	45	44	43	42	42	43	42	42	41
NORTHERN KENTUCKY	38	31								
OAKLAND	45	44	43	42	41					
UIC	58	58	57	56	55	52	53	51	50	49
WRIGHT STATE	39	40	40	42	43	43	45	44	43	42
YOUNGSTOWN STATE	32	32	34	34	35	36	36	36	36	37
HORIZON LEAGUE AVERAGE	45	44	45	44	44	44	44	44	44	43
<i>NCAA DIVISION I</i>	65	65	64	64	63	63	62	62	62	61
MISSOURI VALLEY FOOTBALL:										
ILLINOIS STATE	72	72	71	71	70	70	68	67	66	64
INDIANA STATE	40	41	41	42	42	42	42	41	41	40
MISSOURI STATE	54	54	55	54	55	54	54	54	52	52
NORTH DAKOTA STATE	55	54	54	53	53	51	50	50	50	51
NORTHERN IOWA	66	66	66	67	66	66	65	66	65	65
SOUTH DAKOTA	53	48	51	51	50	48	54	53	54	54
SOUTH DAKOTA STATE	56	56	58	57	56	55	*	*	*	*
SOUTHERN ILLINOIS	44	45	45	46	48	45	45	44	43	43
WESTERN ILLINOIS	54	54	55	56	54	56	57	57	56	55
YOUNGSTOWN STATE	32	32	34	34	35	36	36	36	36	37
MISSOURI VALLEY AVERAGE	53	52	53	53	53	52	52	52	51	51
<i>NCAA DIVISION I</i>	65	65	64	64	63	63	62	62	62	61
<i>FCS</i>	60	58	59	64	63	63	62	62	62	N/A

Source: NCAA Graduation Rates Report

Note: All figures represent the institutional rates. Therefore, the Missouri Valley Football Conference figures are not exclusively the football program figures rather they are the institutional figures.

Note: A cohort is four collective years of data, i.e. the 2017 cohort includes those students entering as freshmen receiving athletic aid in the years 07-08, 08-09, 09-10, 10-11 and who subsequently graduate with a four-year degree within six years of initial enrollment.

YOUNGSTOWN STATE UNIVERSITY
 INTERCOLLEGIATE ATHLETICS
 GRADUATION RATES OF THOSE WHO EXHAUSTED THEIR ELIGIBILITY
 TEN YEAR HISTORY

<i>ENTERING FRESHMEN CLASS</i>	<u>2017</u> <i>10-11</i>	<u>2016</u> <i>09-10</i>	<u>2015</u> <i>08-09</i>	<u>2014</u> <i>07-08</i>	<u>2013</u> <i>06-07</i>	<u>2012</u> <i>05-06</i>	<u>2011</u> <i>04-05</i>	<u>2010</u> <i>03-04</i>	<u>2009</u> <i>02-03</i>	<u>2008</u> <i>01-02</i>
HORIZON LEAGUE:										
CLEVELAND STATE	*	*	*	*	*	*	*	*	88	87
DETROIT	*	*	*	*	*	*	*	*	92	92
GREEN BAY	*	*	*	*	*	*	*	*	98	96
MILWAUKEE	*	*	*	*	*	*	*	*	93	93
NORTHERN KENTUCKY	*	*	*	*	*	*	*	*	*	*
UIC	*	*	*	*	*	*	*	*	90	89
VALPARAISO	*	*	*	*	*	*	*	*	89	85
WRIGHT STATE	*	*	*	*	*	*	*	*	94	60
YOUNGSTOWN STATE	96	95	93	93	93	93	93	94	93	93
HORIZON LEAGUE AVERAGE	*	*	*	*	*	*	*	*	92	87
<i>NCAA DIVISION I</i>	*	*	*	*	*	*	*	*	87	86
MISSOURI VALLEY FOOTBALL:										
ILLINOIS STATE	*	*	*	*	*	*	*	*	89	87
INDIANA STATE	*	*	*	*	*	*	*	*	76	81
MISSOURI STATE	*	*	*	*	*	*	*	*	90	90
NORTH DAKOTA STATE	*	*	*	*	*	*	*	*	97	*
NORTHERN IOWA	*	*	*	*	*	*	*	*	94	95
SOUTH DAKOTA	*	*	*	*	*	*	*	*	*	*
SOUTH DAKOTA STATE	*	*	*	*	*	*	*	*	97	*
SOUTHERN ILLINOIS	*	*	*	*	*	*	*	*	92	92
WESTERN ILLINOIS	*	*	*	*	*	*	*	*	93	93
YOUNGSTOWN STATE	96	95	93	93	93	93	93	94	93	93
MISSOURI VALLEY AVERAGE	*	*	*	*	*	*	*	*	91	90
<i>NCAA DIVISION I</i>	*	*	*	*	*	*	*	*	87	86

Source: NCAA Graduation Rates Report

Note: All figures represent the institutional rates. Therefore, the Missouri Valley Football Conference figures are not exclusively the football program figures rather they are the institutional figures.

Note: Student-Athletes who, as entering freshmen received athletically-related aid, spent their entire athletic career at Youngstown State University (exhausting athletic eligibility), and subsequently graduated with a four-year degree.

YOUNGSTOWN STATE UNIVERSITY
 INTERCOLLEGIATE ATHLETICS
 NCAA GRADUATION SUCCESS RATES
 TEN YEAR HISTORY

<i>ENTERING FRESHMEN CLASS</i>	<u>2017</u> <i>10-11</i>	<u>2016</u> <i>09-10</i>	<u>2015</u> <i>08-09</i>	<u>2014</u> <i>07-08</i>	<u>2013</u> <i>06-07</i>	<u>2012</u> <i>05-06</i>	<u>2011</u> <i>04-05</i>	<u>2010</u> <i>03-04</i>	<u>2009</u> <i>02-03</i>	<u>2008</u> <i>01-02</i>
HORIZON LEAGUE:										
CLEVELAND STATE	90	86	82	82	82	84	84	82	84	83
DETROIT	90	82	80	81	80	88	92	91	87	84
GREEN BAY	94	96	92	90	91	91	94	95	94	92
IUPUI	86									
MILWAUKEE	74	71	74	76	77	80	82	80	81	81
NORTHERN KENTUCKY	72	76								
OAKLAND	82	80	80	80	81					
UIC	83	82	82	83	82	84	81	82	84	84
WRIGHT STATE	87	88	79	79	75	74	81	82	83	80
YOUNGSTOWN STATE	79	79	78	76	74	70	69	72	71	70
HORIZON LEAGUE AVERAGE	84	82	81	81	80	82	83	83	83	82
<i>NCAA DIVISION I</i>	<i>86</i>	<i>84</i>	<i>83</i>	<i>82</i>	<i>81</i>	<i>80</i>	<i>80</i>	<i>79</i>	<i>79</i>	<i>78</i>
MISSOURI VALLEY FOOTBALL:										
ILLINOIS STATE	88	88	87	87	84	85	85	85	83	79
INDIANA STATE	81	74	70	60	62	66	72	80	83	89
MISSOURI STATE	82	81	81	82	82	80	78	75	69	69
NORTH DAKOTA STATE	85	84	80	82	82	81	84	83	82	82
NORTHERN IOWA	82	80	80	82	84	83	81	75	76	81
SOUTH DAKOTA	86	79	76	74	73	75	79	78	76	75
SOUTH DAKOTA STATE	83	82	83	81	83	83	80	84	80	79
SOUTHERN ILLINOIS	83	81	78	80	79	80	79	79	79	79
WESTERN ILLINOIS	84	79	78	77	76	78	77	77	76	75
YOUNGSTOWN STATE	79	79	78	76	74	70	69	72	71	70
MISSOURI VALLEY AVERAGE	83	81	79	78	78	78	78	79	78	78
<i>NCAA DIVISION I</i>	<i>86</i>	<i>84</i>	<i>83</i>	<i>82</i>	<i>81</i>	<i>80</i>	<i>80</i>	<i>79</i>	<i>79</i>	<i>78</i>
<i>FCS</i>	<i>74</i>	<i>73</i>	<i>71</i>	<i>72</i>	<i>68</i>	<i>80</i>	<i>80</i>	<i>76</i>	<i>76</i>	<i>62</i>

Source: NCAA Graduation Success Rates Report

*** - FERPA does not allow figures to be disclosed due to five or less students in the group.

Note: All figures represent the institutional rates. Therefore, the Missouri Valley Football Conference figures are not exclusively the football program figures rather they are the institutional figures.

Note: A four-year cohort that includes incoming freshmen AND incoming transfer students-athletes who received athletic aid during their first year of residence and excludes student-athletes who leave your university academically eligible.

Note: Federal Graduation Rate is simply incoming freshmen ONLY.

YOUNGSTOWN STATE UNIVERSITY
INTERCOLLEGIATE ATHLETICS
SPORT BY SPORT
ACADEMIC PROGRESS RATE (APR)

	2016-17				2015-16				2014-15				2013-14			
	POINTS EARNED	TOTAL POSSIBLE	ANNUAL APR	MULTI-YEAR APR	POINTS EARNED	TOTAL POSSIBLE	ANNUAL APR	MULTI-YEAR APR	POINTS EARNED	TOTAL POSSIBLE	ANNUAL APR	MULTI-YEAR APR	POINTS EARNED	TOTAL POSSIBLE	ANNUAL APR	MULTI-YEAR APR
BASEBALL	77	81	951	976	103	103	1000	980	116	115	1009	965	108	115	939	944
MEN'S BASKETBALL	45	48	938	958	46	47	979	975	44	46	957	980	49	51	961	971
MEN'S CROSS COUNTRY	36	40	900	968	40	40	1000	979	44	44	1000	977	29	30	967	932
FOOTBALL	307	317	968	936	306	327	936	936	266	299	890	935	300	316	949	943
MEN'S GOLF	26	30	867	971	40	40	1000	1000	36	36	1000	993	34	34	1000	993
MEN'S TENNIS	25	27	926	939	23	25	920	963	45	46	978	972	30	33	909	960
MEN'S TRACK	116	127	913	950	113	118	958	943	114	115	991	939	90	96	938	916
WOMEN'S BASKETBALL	54	55	982	985	46	46	1000	981	43	43	1000	972	54	56	964	952
BOWLING	20	22	909	909												
WOMEN'S CROSS COUNTRY	32	32	1000	980	38	39	974	974	30	30	1000	978	44	46	957	962
WOMEN'S GOLF	33	33	1000	993	32	32	1000	993	36	36	1000	1000	33	34	971	979
SOCCER	100	108	926	960	108	112	964	976	103	106	972	980	97	99	980	989
SOFTBALL	78	79	987	983	67	68	985	976	74	74	1000	977	69	72	958	977
SWIMMING	93	94	989	990	80	80	1000	997	62	64	969	986	75	75	1000	987
WOMEN'S TENNIS	24	26	923	980	27	27	1000	990	24	24	1000	979	24	24	1000	952
WOMEN'S TRACK	134	140	957	957	138	148	932	947	134	138	971	947	127	131	969	943
VOLLEYBALL	46	48	958	980	51	52	981	985	52	52	1000	990	49	50	980	990

YOUNGSTOWN STATE UNIVERSITY
INTERCOLLEGIATE ATHLETICS
AVERAGE CUMULATIVE GPA'S BY TERM
FIVE YEAR HISTORY

SPORT	ACCEPTABLE GPA EXPECTATIONS		THREE YEAR AVERAGE	2016-17		2015-16		2014-15		2013-14		2012-13	
				SPRING 2017	FALL 2016	SPRING 2016	FALL 2015	SPRING 2015	FALL 2014	SPRING 2014	FALL 2013	SPRING 2013	FALL 2012
BASEBALL	2.80	2.99	3.07	3.08	3.08	3.09	3.07	3.06	3.03	3.03	3.13	3.20	3.20
MEN'S BASKETBALL	2.50	2.59	2.93	3.04	3.10	2.95	2.88	2.80	2.78	3.01	3.07	3.01	2.95
WOMEN'S BASKETBALL	2.80	2.99	3.49	3.55	3.58	3.52	3.51	3.39	3.40	3.42	3.46	3.56	3.52
MEN'S CROSS COUNTRY	2.80	2.99	3.10	3.02	3.02	3.19	3.19	3.12	3.08	3.17	2.97	2.80	2.65
WOMEN'S CROSS COUNTRY	2.80	2.99	3.29	3.25	3.25	3.34	3.30	3.29	3.33	3.51	3.50	3.42	3.43
FOOTBALL	2.50	2.59	2.71	2.68	2.75	2.68	2.69	2.75	2.72	2.74	2.75	2.74	2.73
MEN'S GOLF	2.80	2.99	3.38	3.37	3.39	3.41	3.41	3.37	3.35	3.25	3.15	3.15	3.14
WOMEN'S GOLF	2.80	2.99	3.61	3.62	3.60	3.59	3.57	3.62	3.65	3.44	3.38	3.40	3.32
SOCCER	2.80	2.99	3.39	3.41	3.34	3.38	3.38	3.41	3.42	3.43	3.36	3.37	3.34
SOFTBALL	2.80	2.99	3.30	3.22	3.25	3.33	3.34	3.32	3.32	3.43	3.38	3.38	3.40
SWIMMING	2.80	2.99	3.41	3.47	3.47	3.47	3.47	3.35	3.25	3.20	3.08	3.16	3.14
MEN'S TENNIS	2.80	2.99	3.38	3.24	3.30	3.24	3.25	3.60	3.64	3.38	3.35	3.34	3.32
WOMEN'S TENNIS	2.80	2.99	3.59	3.47	3.44	3.55	3.60	3.70	3.75	3.50	3.41	3.33	3.28
MEN'S TRACK	2.80	2.99	2.98	3.02	2.97	2.98	2.95	2.95	2.99	3.00	2.98	2.89	2.80
WOMEN'S TRACK	2.80	2.99	3.19	3.26	3.25	3.20	3.11	3.15	3.15	3.28	3.20	3.18	3.13
VOLLEYBALL	2.80	2.99	3.36	3.39	3.43	3.41	3.36	3.29	3.27	3.20	3.14	3.05	2.97
BOWLING	2.80	2.99	1.09	3.30	3.22								
ALL STUDENT-ATHLETE'S			3.10	3.12	3.12	3.11	3.08	3.10	3.07	3.17	3.07	3.09	3.06
MEN'S TEAMS AVERAGE			3.08	3.06	3.09	3.08	3.06	3.09	3.08	3.08	3.06	3.02	2.97
WOMEN'S TEAMS AVERAGE			3.40	3.40	3.40	3.42	3.40	3.39	3.39	3.38	3.32	3.32	3.28
TOTAL TEAM AVERAGE			3.33	3.46	3.47	3.27	3.26	3.26	3.26	3.25	3.21	3.19	3.15
NUMBER OF TEAMS ABOVE 3.0	(17 TOTAL PROGRAMS)		13.83	16	15	13	13	13	13	15	13	13	11
NUMBER OF S/A'S WITH: SEMESTER GPA OF 4.00				47	46	36	37	45	51	44	47	34	24
SEMESTER GPA ABOVE 3.00				219	231	223	232	206	208	201	209	195	183
% SEMESTER GPA ABOVE 3.00				58%	58%	62%	62%	63%	61%	61%	59%	59%	54%
CUMULATIVE GPA ABOVE 3.00				224	239	217	225	183	194	186	193	189	193
% CUMULATIVE GPA ABOVE 3.00				60%	60%	60%	61%	56%	57%	56%	55%	57%	57%

YOUNGSTOWN STATE UNIVERSITY
INTERCOLLEGIATE ATHLETICS
FIVE YEAR HISTORY OF ACADEMIC MAJORS

MAJOR	COLLEGE	AS OF FALL SEMESTER				
		2017	2016	2015	2014	2013
Accounting	Business Administration	7	11	4	5	4
Advertising and PR	Business Administration	1	1		1	
Allied Health	Health and Human Services			1	1	1
Art Education	Education	1	3	2	4	3
Art Studio	Creative Arts and Communication	3	6	4	5	4
Biology	STEM	22	20	15	14	16
BS MD	STEM					
Business	Business Administration	22	26	19	27	5
Chemical Engineering	STEM	4	4	3	3	2
Chemistry	STEM	4	3	2	1	2
Civil and Construct Eng	STEM	4	2	2	1	
Civil Engineering	STEM	1	3	2	5	5
Clinical Laboratory Sci	Health and Human Services					
Communication Studies	Creative Arts and Communication	16	17	16	18	16
Computer Information Systems	STEM			1		1
Computer Science	STEM	1	2	2	1	
Coordinated Program Dietetics	Health and Human Services	2	1	4		1
Counseling	Education		1			
Criminal Justice	Health and Human Services	19	30	31	39	40
Dental Hygiene	Health and Human Services	2	1		1	1
Early Childhood Education	Education	4	4	4	8	6
Economics	CLASS	1	5	6	1	4
Electrical Engineering	STEM		1			1
Engineering	STEM	9	7	18	13	19
English	CLASS		2			
Environmental Studies	STEM	7	3	3		
Exercise Science	Health and Human Services	59	46	44	45	42
Family and Consumer Studies	Health and Human Services					1
Finance	Business Administration	10	3	3	1	8
Food and Nutrition	Health and Human Services				2	
Forensic Science	Health and Human Services	4	2	2	1	2
General Administration	Business Administration	8			3	
General Studies	CLASS	48	37	40	37	35
Geography	CLASS	1	4	2	1	1
Geology	CLASS		1	1	2	1
Health and Human Services	Health and Human Services					1
Health Education	Education			1		
History	CLASS	1	1			1
Hospitality Management	Health and Human Services					1
Human Resource Management	Business Administration	2	2	1		
Individual Curriculum Prog	CLASS					
Industrial and Systems Engr	STEM	3	5	3	2	
Info & Supply Chain Management	Business Administration		1			
Information Technology	STEM					1
Information Technology B	STEM	6	2		1	
Integrated Language Arts Educ	Education	3	3	1	4	2
Integrated Math Education	Education				3	4

YOUNGSTOWN STATE UNIVERSITY
INTERCOLLEGIATE ATHLETICS
FIVE YEAR HISTORY OF ACADEMIC MAJORS

MAJOR	COLLEGE	AS OF FALL SEMESTER				
		2017	2016	2015	2014	2013
Integrated Sciences Education	Education	1				1
Integrated Social Studies Educ	Education	3	2	2	1	2
Journalism	CLASS	2	2			
Law	CLASS	1		1	1	
Life Sciences Education	Education					
Long Term Care Administration	CLASS		1	1		
Management	Business Administration	18	26	13	12	14
Marketing	Business Administration	5	1	8	7	8
Marketing Management	Business Administration	9	6	4		5
Mathematics	STEM	1	2	1	2	2
Mechanical Engineering	STEM	6	14	11	10	6
Medical Lab Science	Health and Human Services	1	1			
Merch Fashion and Interior	Health and Human Services	2	1	2	3	3
Middle Childhood Education	Education	4	5	2	6	5
Music Education	Creative Arts and Communication		1			
Natural Science	STEM	5	4	6	3	1
Nursing	Health and Human Services	18	13	15	16	11
Philosophy	CLASS					
Physical Education	Education	3	5	3	2	8
Physical Sciences Education	Education		1			2
Physical Therapy	Health and Human Services		1			
Physics	STEM	1	2	1	1	
Political Science	CLASS	5	3	2	1	2
Prof Writing and Editing	CLASS					1
Psychology	CLASS	9	11	16	10	7
Public Health	Health and Human Services	2	2	3	2	2
Religious Studies	CLASS			1		
Respiratory Care	Health and Human Services				1	1
Science Pre Education	Education				1	
Social Services	Health and Human Services					
Social Work	Health and Human Services	1	1		1	1
Sociology	CLASS	3	3	3	5	5
Spanish	CLASS	1	1			
Special Education	Education	2	3	4	5	3
Technology	STEM		1	4	1	1
Telecommunications	Creative Arts and Communication	5	3	3		
Undetermined	Undetermined	31	26	36	22	29
Total		414	402	379	363	351

YOUNGSTOWN STATE UNIVERSITY
 INTERCOLLEGIATE ATHLETICS
 FIVE YEAR HISTORY OF ACADEMIC MAJORS

<u>MAJOR</u>	<u>COLLEGE</u>	<u>AS OF FALL SEMESTER</u>				
		<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Business Administration		82	77	52	56	44
CLASS		72	71	73	58	57
Creative Arts and Communication		24	27	23	23	20
Education		21	27	19	34	36
Health and Human Services		110	99	102	112	108
STEM		74	75	74	58	57
Undetermined		31	26	36	22	29
Total		414	402	379	363	351

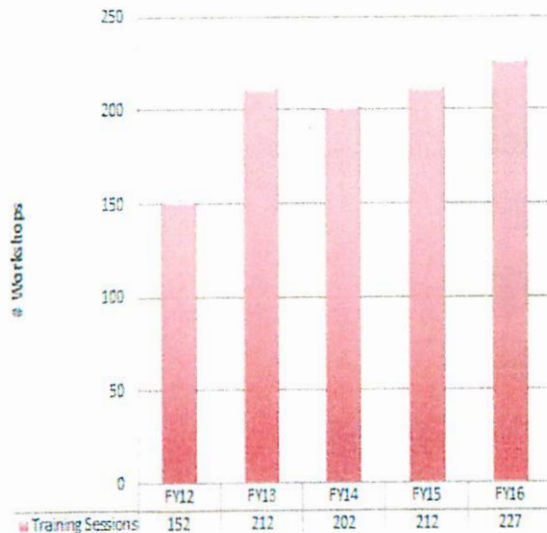
YSU 2020 Strategic Plan Update: Accountability & Sustainability Cornerstone – Human Resources

The Accountability & Sustainability Cornerstone of the YSU 2020 Strategic Plan identifies the Institution/Board metric for Human Resources health as an "Employee Satisfaction Index."

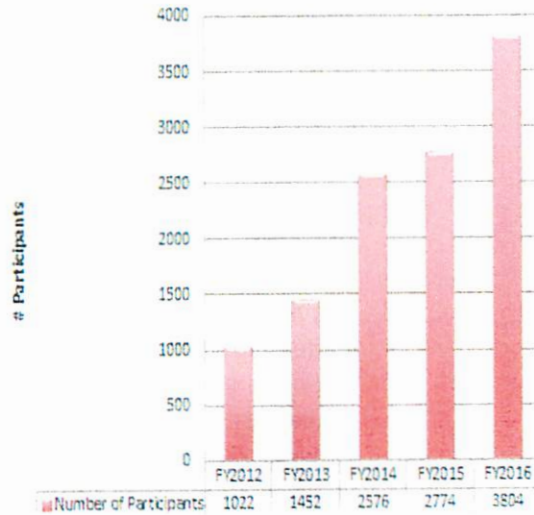
The specific metrics determined by the Strategic Plan to measure employee satisfaction include:

- Number of Professional Development Opportunities
- Number of Participants
- Student vs. Full-time Faculty
- Diverse Environment
- Customer Service Training Opportunity

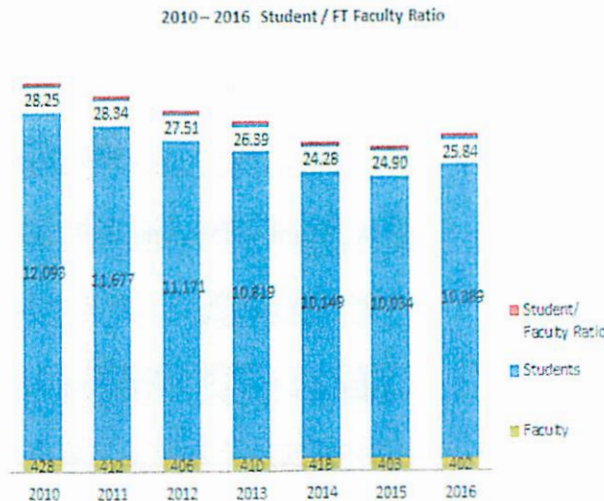
Number of Workshops



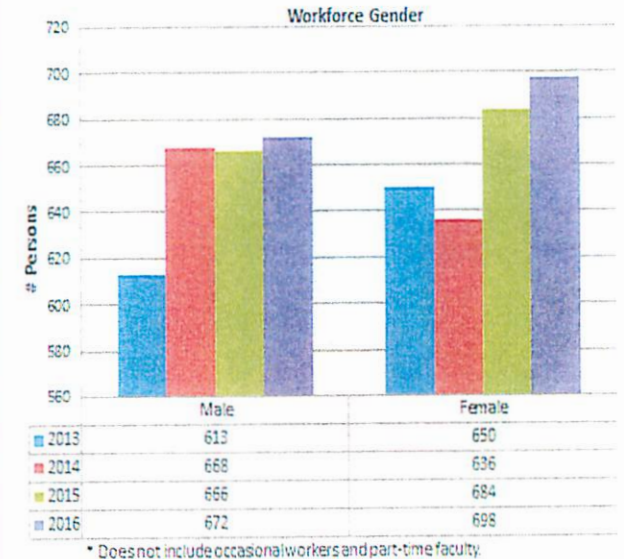
Number of Participants



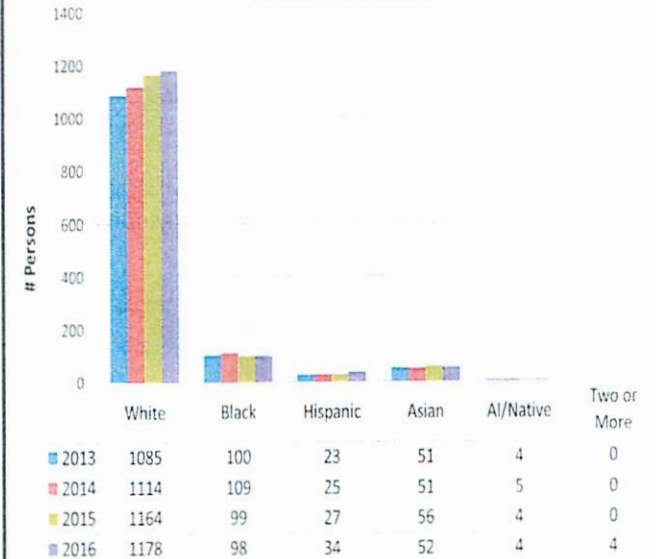
Student vs. Full-time Faculty



Diverse Environment

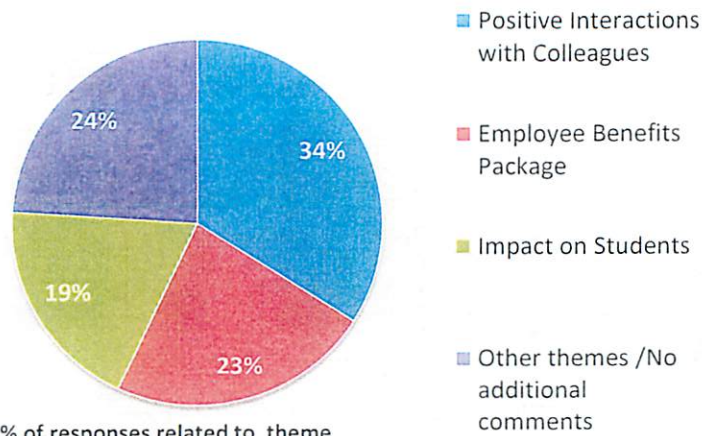


Workforce Ethnicity



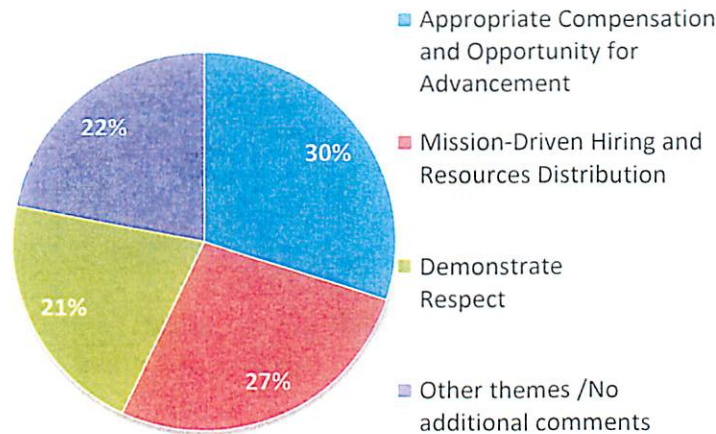
Employee Satisfaction Survey Results

What do you appreciate most about working at YSU?*



* % of responses related to theme

What would make YSU a better place to work?*



* % of responses related to theme.

Improved Labor/Management Relations

The Youngstown State University Labor Management Council's mission is to lead in the creation of a dynamic and effective working climate on campus by:

- Fostering communication based on honesty, trust, and mutual respect;
- Providing a safe forum for administration faculty and staff to identify their needs, concerns, and specific challenges that they face;
- Convening focused and collaborative leadership dialogues on critical challenges and inventive solutions commensurate with those challenges;
- Making recommendations that will sustain healthy communication, increase employee satisfaction, and lead to positive growth for the university as a whole.

Labor-Management Council Meetings Held 2011 - Present

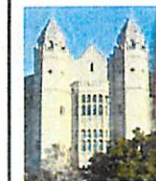
	2011	2012	2013	2014	2015	2016	2017*
JAN		X		X	X	X	X
FEB							
MAR	X	X	X	X	X	X	
APR		X					
MAY	X			X	X	X	X
JUN		X	X				
JUL	X			X		X	X
AUG			X				
SEP			X	X		X	X
OCT							
NOV		X	X	X	X	X	
DEC							

Customer Service Training Opportunity

David Rust, Coaching Solutions of Chardon, OH, developed a customized workshop for YSU, *Customer Service the Penguin Way*. It was piloted by the Offices of Human Resources, Graduate Studies, University Bursar and the Controller. He taught that service is enhanced by:

- Improved relationships with YSU staff and students;
- Living the YSU culture and brand;
- Fulfilling the expectations of the department and our customers;
- Determining a metric to observe and improve the level of service.

Customer Service the Penguin Way has reached 74 employees in various departments since its inception in 2017. It is offered throughout the year on the training calendar as well as on-demand by department's request.



THEME 2: HUMAN RESOURCES HEALTH

Institution/Board Metric: Employee Satisfaction Index

Priorities/Rationale

1. Systematic and effective professional development

In a professional climate increasingly known for the serial careers of employees, complex organizations are challenged to recruit, develop, and retain excellent employees for the long term. Youngstown State University recognizes the critical role that effectively trained and cooperatively functioning staff and faculty play in the achievement of the University's mission. Thus, YSU will assure the professional health of its human resources by pursuing and/or maintaining the following priorities:

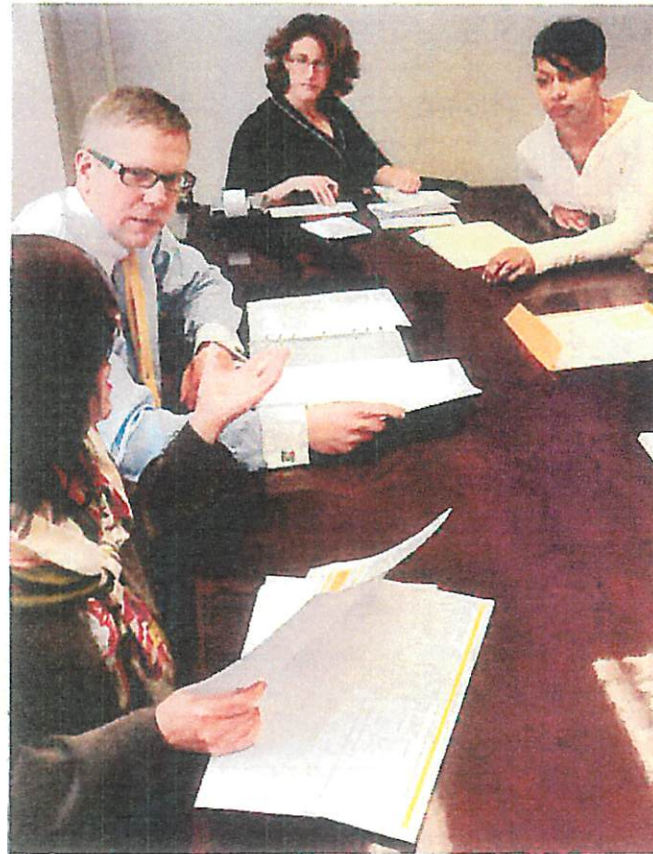
To achieve cross-training for efficient daily operations, development of employees qualified for advancement, an institution-wide spirit of teamwork and service-mindedness, a diverse workforce at all levels of the organizational chart, and enhanced employee satisfaction, YSU will provide access to broad-based programs of professional development. Employee development will be provided *internally* through organized mentoring systems and training offered by Human Resources, as well as throughout the academic and non-academic divisions. It will be facilitated *externally* through opportunities to travel for training.

2. Improved labor/management relations

Contract negotiation based on discovery of mutual interests has proven effective at YSU. Simultaneously with implementing principles of shared governance, YSU will seek the partnership of its four collective bargaining units to explore effective models of negotiation and achieve contracts that strengthen labor/management relations, institutional integrity, and employee satisfaction.

3. Exemplary customer service

"Customer service" is a phrase frequently encountered at the mall. However, to some extent all employees and all students, as well as external clients such as vendors, parents, and visitors, are "customers," and as such they will be treated with respect and courtesy at all levels. Seminars or workshops will be developed to enhance customer-service experiences throughout the University.



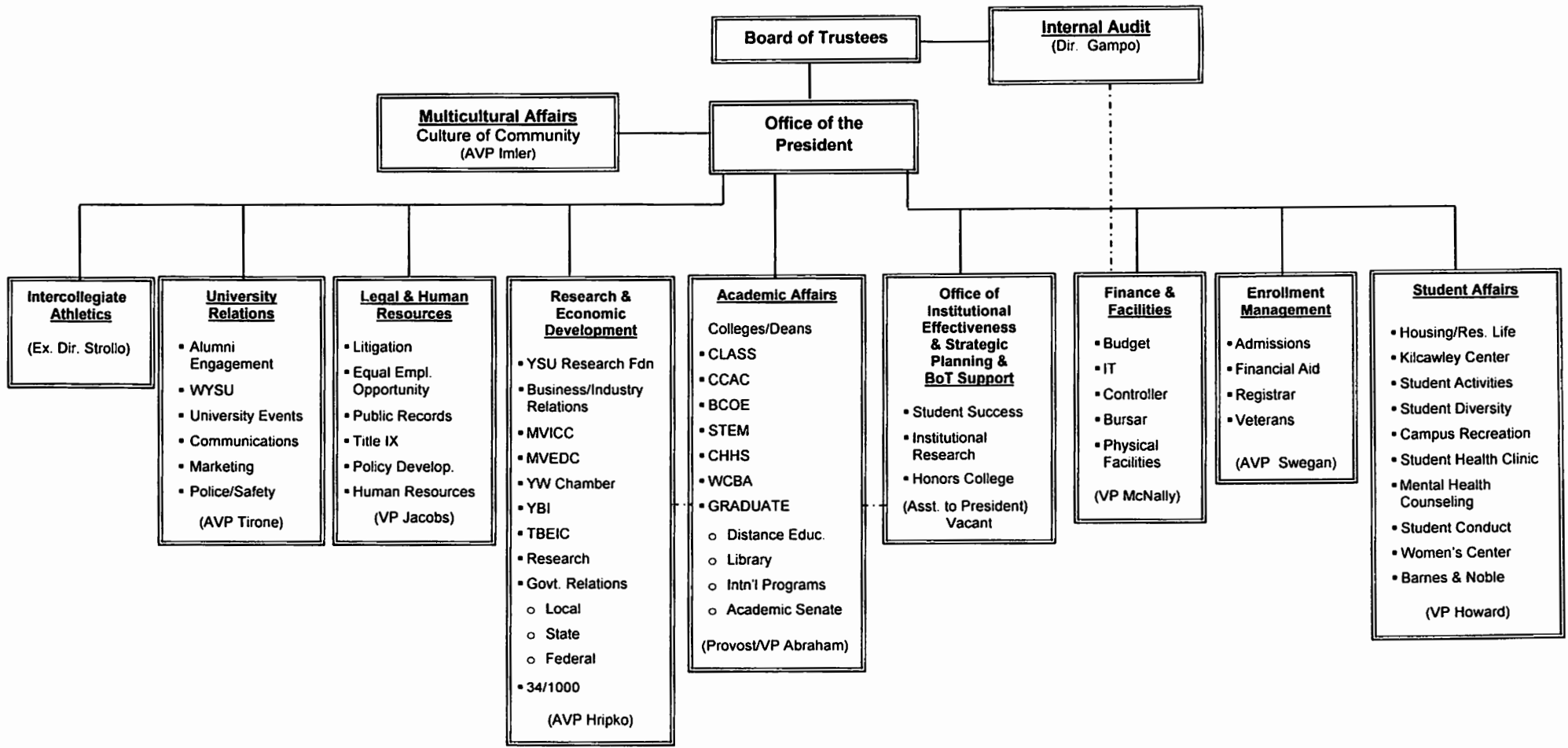
2020 METRICS

1. Number of employee development/ training opportunities per year
2. Number/% of participants in employee development/training opportunities
3. Diverse learning environment survey
4. Employee Satisfaction Survey results
5. Student FTE/FT faculty FTE

2

INITIATIVES

- Develop effective mentoring systems for all employees, including those in leadership roles.
- Establish formal training opportunities for all employees, including those in leadership roles.
- Develop effective ways to improve campus community satisfaction.
- Negotiate labor contracts that strengthen labor-management objectives.
- Explore alternative negotiations models.
- Establish a culture of customer service.





Explanation of Modifications to *University Policy*:

3356-7-05 Family and Medical Leave Act (FMLA) Policy

This policy has been revised to more appropriately organize the information in the policy for better understanding. The information provided is the same as the existing policy only in more appropriate sections.

**Board of Trustees Meeting
December 7, 2017
YR 2018-**

**RESOLUTION TO MODIFY
FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY, 3356-7-05**

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 Family and Medical Leave Act (FMLA) 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 Family and Medical Leave Act (FMLA), policy number 3356-7-05, shown as Exhibit ___ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-7-05 Family and Medical Leave Act (FMLA).

~~Previous Policy Number: 7002.01~~

Responsible Division/Office: Human Resources

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

Revision History: October 1997; August 2010; April 2012; December 2017

Board Committee: University Affairs

Effective Date: ~~June 13, 2012~~ December 7, 2017

Next Review: 2017

- (A) Policy statement. ~~The Youngstown state university (university) is committed to complying with the providing-Family and Medical Leave Act ("FMLA").~~ ~~leave in accordance with federal law.~~
- (B) Purpose. ~~To provide employees with a basic understanding of their rights and obligations under the FMLA. Under the provisions of the Family and Medical Leave Act of 1993, eligible employees may take up to twelve weeks of paid or unpaid leave per year for the employee's own serious illness, the birth of a child, the placement of a child for adoption or foster care, or the care of a child, spouse, or parent with a serious health condition. During the leave, health benefits are continued under the same terms and conditions as for active employees. Upon the employee's return from leave, restoration of employment to the same job or an equivalent job will occur.~~
- (C) Scope. This policy applies to all employees eligible for leave under the FMLA (hereinafter referred to as leave or family and medical leave). In order for an employee to be eligible for leave pursuant to this policy, the employee is required to:
- (1) Have been employed by the university for at least twelve months
 - (2) Completed at least one thousand two hundred fifty hours (1250) worked during the twelve-month period immediately preceding the commencement of the leave.

(ED) Parameters.

~~(1) An employee who has been employed by the university for at least twelve months and who has completed at least one thousand two hundred fifty hours worked during the twelve-month period immediately preceding the commencement of the leave shall be eligible for family and medical leave as provided in this policy.~~

(21) An eligible employee shall be permitted a total of twelve work weeks of unpaid leave during the twelve-month period measured forward from the first date the employee uses family and medical leave.

(2) Leave may be taken as paid or unpaid leave. Paid leave is in the form of accrued personal, sick or vacation leave or documented compensatory time.

(3) Family and medical leave may be used for the following reasons:

- (a) To care for the employee's child after the birth of the child~~;~~.
- (b) To care for a child after the child is placed with the employee for adoption or foster care~~;~~.
- (c) To care for the employee's spouse, child, or parent who has a serious health condition~~;~~.
- (d) Because of a serious health condition that makes the employee unable to perform the functions of the employee's position, including a workers' compensation qualifying injury~~;~~~~or~~.
- (e) Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. Qualifying exigencies are one or more of the following: short-notice deployment, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest

and recuperation, and post-deployment activities.

- (34) An eligible employee may be permitted a total of twenty-six work weeks of leave during the twelve-month period measured forward from the first date the employee uses family and medical leave in order to care for a covered service member with a serious injury or health condition if the employee is the spouse, son, daughter, parent or next of kin of the service member. However, when family and medical leave is used for this reason and one or more of the reasons listed in paragraph (ED)(23) of this rule, the eligible employee will be entitled to a maximum combined total of twenty-six work weeks of leave.
- ~~(4) An eligible employee will be required to provide the employer with thirty days advance notice of the employee's intention to take family and medical leave. The only exception will be when unforeseen circumstances prevent the employee from providing the required notice.~~
- ~~(5) The university will require the employee to provide medical certification from the employee's health care provider or the family member's health care provider in order to support a leave request to care for a spouse, child, or parent who has a serious health condition, or for leave due to serious health condition that makes the employee unable to perform the essential functions of the employee's position. The university, at the university's expense, may require a second opinion on the validity of the certification. Should a conflict arise between the opinions of the two health care providers, a third opinion will be sought. The third opinion will be provided by a health care provider mutually agreeable to the employee and the university. The expense of a third opinion will be paid by the university. U.S. department of labor forms WH-380 shall be utilized by health care providers in supporting the leave request.~~
- (65) An eligible employee will be required to use any appropriate accrued paid leaves concurrent with unpaid family and medical leave.
- (76) In the event of the continuation, reoccurrence, or onset of a serious health condition of the employee, after such employee has

exhausted the twelve work weeks of leave as provided in this policy, the employee may continue to utilize any available accrued leaves or request an unpaid disability leave of absence in accordance with rule 3356-7-08 of the Administrative Code (see [University Policy 3356-7-08 Leave without pay for extended serious health condition or disability, excluded professional/administrative staff](#)) or the applicable collective bargaining agreement.

- ~~(8) The university will also require the employee to provide appropriate certification in order to support a leave request because of a qualifying exigency or to care for a covered service member with a serious injury or health condition.~~
- (97) In any case in which both a husband and wife, both are employed by the university, and both request leave due to the birth or placement with the employees of a child, the total number of work weeks of family and medical leave to which both employees are collectively entitled will be limited to twelve work weeks during the twelve-month period.
- ~~(10) Leave due to the serious health condition of the employee or the employee's spouse, child, or parent, or to care for a covered service member with a serious health condition or injury, may be taken intermittently or on a reduced leave schedule when medically necessary. The employer may require an employee who takes leave in this manner for planned medical treatments to transfer temporarily to an alternative position which has equivalent pay and benefits and better accommodates the recurring periods of leave. Leave due to a qualifying exigency may also be taken on an intermittent or reduced leave schedule basis.~~
- ~~The taking of leave intermittently or on a reduced leave schedule will not result in a reduction in the total amount of leave to which the employee is entitled in accordance with this policy. Leave due to the birth or placement of a child may not be taken on an intermittent or reduced leave schedule.~~
- (118) It will not be considered a break in service when an employee takes leave in accordance with this policy, provided the employee returns to work at the expiration of the leave period. During any

uncompensated portion of a leave period, employees shall not accumulate sick, vacation, personal, or any other accrued leave except as may be provided under the terms of a collective bargaining agreement.

- (129) An eligible employee who takes leave in accordance with this policy shall, upon return from such leave, be restored to the position held by the employee when the leave commenced or a similar position of equivalent pay and benefits. ~~The employer will require the employee's physician to certify that the employee is able to resume work as a condition of return to employment.~~
- (130) During any period that an eligible employee takes leave in accordance with this policy, the university shall maintain the employee's group health care coverage under the conditions coverage would have been provided if the employee had continued in employment for the duration of the leave. The employee will be responsible for paying the employee's share of the health insurance costs during the leave. If the employee does not return from the leave, the university may recover the premiums it paid for maintaining the health care coverage during the period of unpaid family and medical leave.
- ~~(14) Upon requesting family and medical leave, an eligible employee will receive a written notice from the university outlining the employee's rights and obligations.~~

(E) Intermittent leave/reduced leave schedule.

- (1) Leave due to the serious health condition of the employee or the employee's spouse, child, or parent, or to care for a covered service member with a serious health condition or injury, may be taken intermittently or on a reduced leave schedule when medically necessary.
- (2) An employee who takes intermittent leave or reduced leave schedule for planned medical treatments may be required to transfer temporarily to an alternative position which has equivalent pay and benefits and better accommodates the recurring periods of leave.
- (3) Leave due to a qualifying exigency may also be taken on an

intermittent or reduced leave schedule basis.

- (4) The taking of leave intermittently or on a reduced leave schedule will not result in a reduction in the total amount of leave to which the employee is entitled in accordance with this policy.
- (5) Leave due to the birth or placement of a child may not be taken on an intermittent or reduced leave schedule.

(DF) Procedures.

- ~~(1) FMLA may be taken as paid or unpaid leave. Paid leave is in the form of accrued personal, sick or vacation leave or documented compensatory time.~~
- (21) An employee desiring to take leave under FMLA should contact the human resources office at (330) 941-2137 to obtain information regarding eligibility for FMLA family and medical leave.
- (2) Upon requesting family and medical leave, an eligible employee will receive a written notice from the university outlining the employee's rights and obligations.
- (3) U.S. department of labor forms WH-380 shall be utilized by health care providers in supporting the leave request.
- (4) An eligible employee will be required to provide the university with thirty days advance notice of the employee's intention to take family and medical leave. The only exception will be when unforeseen circumstances prevent the employee from providing the required notice.
- (5) The university will require an employee to provide medical certification from the employee's health care provider or the family member's health care provider in order to support a leave request to care for a spouse, child, or parent who has a serious health condition, or for leave due to serious health condition that makes the employee unable to perform the essential functions of the employee's position.

The university, at the university's expense, may require a second opinion on the validity of the certification. Should a conflict arise

between the opinions of the two health care providers, a third opinion will be sought. The third opinion will be provided by a health care provider mutually agreeable to the employee and the university. The expense of a third opinion will be paid by the university.

- (6) An employee is required to provide appropriate certification in order to support a leave request because of a qualifying exigency or to care for a covered service member with a serious injury or health condition.
 - (7) As a condition of return to employment, an employee who has taken leave due to a serious health condition that made the employee unable to perform the essential functions of the employee's position, must submit certification from the employee's physician that the employee is able to resume work.
 - (38) All FMLA leaves, paid or unpaid, within a consecutive twelve-month period will be counted toward the twelve-week allocation under FMLA.
 - (9) U.S. department of labor forms WH-380 shall be utilized by health care providers in supporting the leave request.
 - (410) Employees covered by collective bargaining should refer to their respective labor agreements.
- (G) Prohibited conduct. The following conduct is prohibited and will result in employee discipline, up to and including termination, and possible loss of benefits:
- (1) Failure to submit required and/or complete documentation.
 - (2) Engaging in fraud, misrepresentation or providing false information to the university or health care provider.
 - (3) Having other employment during leave without the prior written approval of the chief human resources officer.
 - (4) Failure to timely return from leave.

3356-7-05 Family and Medical Leave Act (FMLA).

Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Human Resources
Revision History: October 1997; August 2010; April 2012; December 2017
Board Committee: University Affairs
Effective Date: December 7, 2017
Next Review: 2017

- (A) Policy statement. Youngstown state university (university) is committed to complying with the Family and Medical Leave Act (“FMLA”).
- (B) Purpose. To provide employees with a basic understanding of their rights and obligations under the FMLA.
- (C) Scope. This policy applies to all employees eligible for leave under the FMLA (hereinafter referred to as leave or family and medical leave). In order for an employee to be eligible for leave pursuant to this policy, the employee is required to:
 - (1) Have been employed by the university for at least twelve months.
 - (2) Completed at least one thousand two hundred fifty hours (1250) worked during the twelve-month period immediately preceding the commencement of the leave.
- (D) Parameters.
 - (1) An eligible employee shall be permitted a total of twelve work weeks of unpaid leave during the twelve-month period measured forward from the first date the employee uses family and medical leave.
 - (2) Leave may be taken as paid or unpaid leave. Paid leave is in the form of accrued personal, sick or vacation leave or documented compensatory time.

- (3) Family and medical leave may be used for the following reasons:
 - (a) To care for the employee's child after the birth of the child.
 - (b) To care for a child after the child is placed with the employee for adoption or foster care.
 - (c) To care for the employee's spouse, child, or parent who has a serious health condition.
 - (d) Because of a serious health condition that makes the employee unable to perform the functions of the employee's position, including a workers' compensation qualifying injury.
 - (e) Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. Qualifying exigencies are one or more of the following: short-notice deployment, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, and post-deployment activities.
- (4) An eligible employee may be permitted a total of twenty-six work weeks of leave during the twelve-month period measured forward from the first date the employee uses family and medical leave in order to care for a covered service member with a serious injury or health condition if the employee is the spouse, son, daughter, parent or next of kin of the service member. However, when family and medical leave is used for this reason and one or more of the reasons listed in paragraph (D)(3) of this rule, the eligible employee will be entitled to a maximum combined total of twenty-six work weeks of leave.
- (5) An eligible employee will be required to use any appropriate accrued paid leaves concurrent with unpaid family and medical leave.
- (6) In the event of the continuation, reoccurrence, or onset of a serious health condition of the employee, after such employee has

exhausted the twelve work weeks of leave as provided in this policy, the employee may continue to utilize any available accrued leaves or request an unpaid disability leave of absence in accordance with rule 3356-7-08 of the Administrative Code (see University Policy 3356-7-08 Leave without pay for extended serious health condition or disability, excluded professional/administrative staff) or the applicable collective bargaining agreement.

- (7) In any case in which both a husband and wife are employed by the university and both request leave due to the birth or placement with the employees of a child, the total number of work weeks of family and medical leave to which both employees are collectively entitled will be limited to twelve work weeks during the twelve-month period.
 - (8) It will not be considered a break in service when an employee takes leave in accordance with this policy, provided the employee returns to work at the expiration of the leave period. During any uncompensated portion of a leave period, employees shall not accumulate sick, vacation, personal, or any other accrued leave except as may be provided under the terms of a collective bargaining agreement.
 - (9) An eligible employee who takes leave in accordance with this policy shall, upon return from such leave, be restored to the position held by the employee when the leave commenced or a similar position of equivalent pay and benefits.
 - (10) During any period that an eligible employee takes leave in accordance with this policy, the university shall maintain the employee's group health care coverage under the conditions coverage would have been provided if the employee had continued in employment for the duration of the leave. The employee will be responsible for paying the employee's share of the health insurance costs during the leave. If the employee does not return from the leave, the university may recover the premiums it paid for maintaining the health care coverage during the period of unpaid family and medical leave.
- (E) Intermittent leave/reduced leave schedule.

- (1) Leave due to the serious health condition of the employee or the employee's spouse, child, or parent, or to care for a covered service member with a serious health condition or injury, may be taken intermittently or on a reduced leave schedule when medically necessary.
 - (2) An employee who takes intermittent leave or reduced leave schedule for planned medical treatments may be required to transfer temporarily to an alternative position which has equivalent pay and benefits and better accommodates the recurring periods of leave.
 - (3) Leave due to a qualifying exigency may also be taken on an intermittent or reduced leave schedule basis.
 - (4) The taking of leave intermittently or on a reduced leave schedule will not result in a reduction in the total amount of leave to which the employee is entitled in accordance with this policy.
 - (5) Leave due to the birth or placement of a child may not be taken on an intermittent or reduced leave schedule.
- (F) Procedures.
- (1) An employee desiring to take leave under FMLA should contact the human resources office at (330) 941-2137 to obtain information regarding eligibility for family and medical leave.
 - (2) Upon requesting family and medical leave, an eligible employee will receive a written notice from the university outlining the employee's rights and obligations.
 - (3) U.S. department of labor forms WH-380 shall be utilized by health care providers in supporting the leave request.
 - (4) An eligible employee will be required to provide the university with thirty days advance notice of the employee's intention to take family and medical leave. The only exception will be when unforeseen circumstances prevent the employee from providing the required notice.

- (5) The university will require an employee to provide medical certification from the employee's health care provider or the family member's health care provider in order to support a leave request to care for a spouse, child, or parent who has a serious health condition, or for leave due to serious health condition that makes the employee unable to perform the essential functions of the employee's position.

The university, at the university's expense, may require a second opinion on the validity of the certification. Should a conflict arise between the opinions of the two health care providers, a third opinion will be sought. The third opinion will be provided by a health care provider mutually agreeable to the employee and the university. The expense of a third opinion will be paid by the university.

- (6) An employee is required to provide appropriate certification in order to support a leave request because of a qualifying exigency or to care for a covered service member with a serious injury or health condition.
 - (7) As a condition of return to employment, an employee who has taken leave due to a serious health condition that made the employee unable to perform the essential functions of the employee's position, must submit certification from the employee's physician that the employee is able to resume work.
 - (8) All FMLA leaves, paid or unpaid, within a consecutive twelve-month period will be counted toward the twelve-week allocation under FMLA.
 - (9) U.S. department of labor forms WH-380 shall be utilized by health care providers in supporting the leave request.
 - (10) Employees covered by collective bargaining should refer to their respective labor agreements.
- (G) Prohibited conduct. The following conduct is prohibited and will result in employee discipline, up to and including termination, and possible loss of benefits:
- (1) Failure to submit required and/or complete documentation.

- (2) Engaging in fraud, misrepresentation or providing false information to the university or health care provider.
- (3) Having other employment during leave without the prior written approval of the chief human resources officer.
- (4) Failure to timely return from leave.



Explanation of Modifications to *University Policy*:

3356-7-06 Leave of Absence Without Pay, Extended Childcare, Excluded Professional/Administrative Staff Policy

This policy has been revised to clarify that when possible the employee needs to provide a thirty (30) day notification of the need for the leave. Additionally, the policy clarifies the need to provide a certification from a physician in advance of returning to work.

**Board of Trustees Meeting
December 7, 2017
YR 2018-**

**RESOLUTION TO MODIFY
LEAVE OF ABSENCE WITHOUT PAY, EXTENDED CHILDCARE,
EXCLUDED PROFESSIONAL/ADMINISTRATIVE STAFF POLICY, 3356-7-06**

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 Leave of Absence Without Pay, Extended Childcare, Excluded Professional/Administrative Staff 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 Leave of Absence Without Pay, Extended Childcare, Excluded Professional/Administrative Staff, policy number 3356-7-06, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-7-06 Leave of absence without pay, extended childcare, excluded professional/administrative staff.

~~Previous Policy Number: 7002.02~~

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

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

Revision History: March 1998; April 2012; **December 2017**

Board Committee: University Affairs

Effective Date: ~~June 13, 2012~~**December 7, 2017**

Next Review: ~~2017~~**22**

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventative health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Purpose. These procedures are designed to enable an excluded professional/administrative staff member to provide unpaid childcare leave in addition to the paid leave as delineated in rule 3356-7-14 of the Administrative Code ([see university policy 3356-7-14 Maternity/parental leave – paid leave, excluded professional/ administrative staff](#)).
- (C) Parameters.
- (1) “Childcare” is defined as pregnancy-related absences leading to, or care following, the birth of a child or adoption.
 - (2) An employee may request a leave of absence without pay for a period not to exceed six months for the purpose of childcare. The leave of absence without pay, extended childcare, shall run concurrently with all other paid and unpaid leave.
- (D) Procedures.
- (1) An employee requesting leave of absence without pay, extended childcare, must complete and forward to the office of human resources the “Request for Leave Form,” specifying the anticipated

duration of the leave and appropriate medical documentation as needed. **Whenever possible, the staff member should provide notification thirty (30) days in advance of the need for leave.**

- (2) ~~Upon returning~~**In order to return** to work, an employee shall provide a physician's statement certifying that the employee is released to return to work.
- (3) The university will maintain all group insurance benefits for a full-time employee who has been employed by the university for at least one year prior to the employee commencing an extended childcare leave without pay. The employee will be responsible for paying the employee's share of the health insurance cost during this leave. Failure of the employee to make payments in a timely manner may result in the loss of health insurance benefits.
- (4) If for some reason the employee is unable to return from his or her leave of absence without pay when said leave has been exhausted, the employee will be considered to be absent without authorized leave.
- (5) Employees covered by collective bargaining should refer to their respective labor agreements.

3356-7-06 Leave of absence without pay, extended childcare, excluded professional/administrative staff.

Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Human Resources
Revision History: March 1998; April 2012; December 2017
Board Committee: University Affairs
Effective Date: December 7, 2017
Next Review: 2022

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventative health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Purpose. These procedures are designed to enable an excluded professional/administrative staff member to provide unpaid childcare leave in addition to the paid leave as delineated in rule 3356-7-14 of the Administrative Code (see university policy 3356-7-14 Maternity/parental leave – paid leave, excluded professional/ administrative staff).
- (C) Parameters.
- (1) “Childcare” is defined as pregnancy-related absences leading to, or care following, the birth of a child or adoption.
 - (2) An employee may request a leave of absence without pay for a period not to exceed six months for the purpose of childcare. The leave of absence without pay, extended childcare, shall run concurrently with all other paid and unpaid leave.
- (D) Procedures.
- (1) An employee requesting leave of absence without pay, extended childcare, must complete and forward to the office of human resources the “Request for Leave Form,” specifying the anticipated duration of the leave and appropriate medical documentation as

needed. Whenever possible, the staff member should provide notification thirty (30) days in advance of the need for leave.

- (2) In order to return to work, an employee shall provide a physician's statement certifying that the employee is released to return to work.
- (3) The university will maintain all group insurance benefits for a full-time employee who has been employed by the university for at least one year prior to the employee commencing an extended childcare leave without pay. The employee will be responsible for paying the employee's share of the health insurance cost during this leave. Failure of the employee to make payments in a timely manner may result in the loss of health insurance benefits.
- (4) If for some reason the employee is unable to return from his or her leave of absence without pay when said leave has been exhausted, the employee will be considered to be absent without authorized leave.
- (5) Employees covered by collective bargaining should refer to their respective labor agreements.



Explanation of Modifications to *University Policy*:

**3356-7-08 Leave Without Pay for Extended Serious Health Condition or Disability,
Excluded Professional/Administrative Staff Policy**

This policy has been revised to clarify the procedure for requesting the leave.

**Board of Trustees Meeting
December 7, 2017
YR 2018-**

**RESOLUTION TO MODIFY
LEAVE WITHOUT PAY FOR EXTENDED
SERIOUS HEALTH CONDITION OR DISABILITY, EXCLUDED
PROFESSIONAL/ADMINISTRATIVE STAFF POLICY, 3356-7-08**

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 Leave Without Pay for Extended Serious Health Condition or
Disability, Excluded Professional/Administrative Staff 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 Leave
Without Pay for Extended Serious Health Condition or Disability, Excluded
Professional/Administrative Staff, policy number 3356-7-08, shown as Exhibit ___
attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-7-08 Leave without pay for extended serious health condition or disability, excluded professional/administrative staff.

~~Previous Policy Number: 7002.04~~

Responsible Division/Office: Human Resources

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

Revision History: March 1998; April 2012; December 2017

Board Committee: University Affairs

Effective Date: ~~June 13, 2012~~ December 7, 2017

Next Review: 201722

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being professional growth and development; and civic responsibility.
- (B) Parameters.
- (1) Duration. An employee may request a leave without pay for his or her own extended serious health condition or disability. This leave may be granted for a period of up to six months for an extended serious health condition or disability following the exhaustion of all accrued paid sick and/or vacation leave and unpaid **leave pursuant to the** Family Medical Leave Act (“FMLA”).
 - (2) Extension. An employee may request up to an additional six-month period of leave without pay for his or her own extended serious health condition or disability. This extension of leave without pay may be approved for up to an additional six-month period. The employee must provide medical evidence from a physician (or duly qualified medical practitioner) indicating that the employee will be able to substantially and materially perform his or her job responsibilities by a specified date that is no later than one year from the beginning of the original leave without pay.
 - (3) Employees requesting a leave without pay for an extended serious health condition or disability may be required to undergo an

examination at the university's expense to confirm the state of the employee's health.

- (4) The university will maintain all group insurance benefits for a full-time employee who has been employed by the university for at least one year prior to the employee commencing a leave without pay for an extended serious health condition or disability. The employee will be responsible for paying the employee's share of the health insurance cost during this leave. Failure of the employee to make payments in a timely manner may result in the loss of health insurance benefits.
- (56) Employees covered by collective bargaining should refer to their respective labor agreement.

(C) Procedures.

- (1) Excluded professional/administrative staff requesting extended leave without pay for an extended serious health condition or disability should ~~notify the chief human resources officer as soon as possible.~~ complete and forward to the office of human resources the "Request for Leave Form" specifying the reason for the leave and the anticipated duration of the leave and appropriate medical documentation as needed. Whenever possible, the staff member should provide notification thirty (30) days in advance of the need for leave.
- ~~(2) — A physician's (or duly qualified medical practitioner's) certification for leave without pay for an extended serious health condition or disability shall be submitted in writing to the chief human resources officer. This written request should specify the reason for the leave and the anticipated duration of the leave.~~
- (32) If the leave without pay for an extended serious health condition or disability request is granted, human resources will notify the appropriate supervisor, administrator and/or division director.
- (43) An employee who does not return at the conclusion of the approved leave may be eligible to apply for disability retirement under one of the Ohio pension plans or for any long-term disability

benefits provided by the university, or may otherwise be terminated by the university.

3356-7-08 Leave without pay for extended serious health condition or disability, excluded professional/administrative staff.

Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Human Resources
Revision History: March 1998; April 2012; December 2017
Board Committee: University Affairs
Effective Date: December 7, 2017
Next Review: 2022

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being professional growth and development; and civic responsibility.
- (B) Parameters.
- (1) Duration. An employee may request a leave without pay for his or her own extended serious health condition or disability. This leave may be granted for a period of up to six months for an extended serious health condition or disability following the exhaustion of all accrued paid sick and/or vacation leave and unpaid leave pursuant to the Family Medical Leave Act (“FMLA”).
 - (2) Extension. An employee may request up to an additional six-month period of leave without pay for his or her own extended serious health condition or disability. This extension of leave without pay may be approved for up to an additional six-month period. The employee must provide medical evidence from a physician (or duly qualified medical practitioner) indicating that the employee will be able to substantially and materially perform his or her job responsibilities by a specified date that is no later than one year from the beginning of the original leave without pay.
 - (3) Employees requesting a leave without pay for an extended serious health condition or disability may be required to undergo an

examination at the university's expense to confirm the state of the employee's health.

- (4) The university will maintain all group insurance benefits for a full-time employee who has been employed by the university for at least one year prior to the employee commencing a leave without pay for an extended serious health condition or disability. The employee will be responsible for paying the employee's share of the health insurance cost during this leave. Failure of the employee to make payments in a timely manner may result in the loss of health insurance benefits.
 - (5) Employees covered by collective bargaining should refer to their respective labor agreement.
- (C) Procedures.
- (1) Excluded professional/administrative staff requesting extended leave without pay for an extended serious health condition or disability should complete and forward to the office of human resources the "Request for Leave Form" specifying the reason for the leave and the anticipated duration of the leave and appropriate medical documentation as needed. Whenever possible, the staff member should provide notification thirty (30) days in advance of the need for leave.
 - (2) If the leave without pay for an extended serious health condition or disability request is granted, human resources will notify the appropriate supervisor, administrator and/or division director.
 - (3) An employee who does not return at the conclusion of the approved leave may be eligible to apply for disability retirement under one of the Ohio pension plans or for any long-term disability benefits provided by the university, or may otherwise be terminated by the university.



Explanation of Modifications to *University Policy*:

3356-9-09 Records Management Policy

This policy has been updated to include a wider range of what types of documents are considered university records; added vocabulary; updated procedures for proper retention and destruction of records in accordance with the university's retention schedule; and policy violation.

**Board of Trustees Meeting
December 7, 2017
YR 2018-**

**RESOLUTION TO MODIFY
RECORDS MANAGEMENT POLICY, 3356-9-09**

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 Records Management 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 Records Management, policy number 3356-9-09, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-9-09 Records management.

~~Previous Policy Number: 9009.01 (new)~~

Responsible Division/Office: Finance and ~~Administration~~Business Operations

Responsible Officer: Vice President for Finance and
~~Administration~~Business Operations

Revision History: March 2012; December 2017

Board Committee: University Affairs

Effective Date: ~~March 14, 2012~~December 7, 2017

Next Review: 201722

- (A) Policy statement. In accordance with Ohio Revised Code Section 149.33, ~~the board of trustees has full responsibility for establishing and administering a records retention program for Youngstown state university (university). The board of trustees~~ directs the university to comply with all state and federal laws regarding the creation and disposition of university records.
- (B) Purpose. ~~In~~To ensure compliance ~~of~~ with section 149.33 of the Revised Code ~~for the establishment and administration of ,the board of trustees establishes a records management program to apply~~ efficient and economical management methods ~~applied~~ to the creation, utilization, maintenance, retention, preservation, and disposition of ~~its~~the university's records.
- (C) Scope. This policy applies to all records of the University, both public and exempt, that are maintained and disposed in accordance with the university's records retention schedule.

~~The program shall be directed by the vice president for finance and administration and administered by the archives and special collections unit of Maag library, which shall have authority to develop administrative procedures and guidelines to implement this rule.~~

~~Youngstown state university hereby adopts the "Records Retention for Public Colleges and Universities in Ohio: A Manual" (hereafter, the "IUC manual") as developed by the inter-university council of Ohio, as it may be amended by the university's administration as its guidelines for the retention of its records.~~

(D) Definitions (for purposes of this policy).

- (1) “Records” are defined as ~~includes~~ any document, device, or item, regardless of physical form or characteristic, ~~including a record that is~~ created, ~~generated, sent, communicated,~~ ~~or~~ received ~~by~~ or stored by electronic means, that is created or received by or comes under the jurisdiction of the university and which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the university. Records and their retention and associated retention schedules are numerated in the IUC manual. University records may include but are not limited to:
 - (a) Financial records such as requisitions, purchase orders, invoices, bank data, and ledgers or journals.
 - (b) Administrative records such as correspondence, e-mails, reports, policy statements and related items both sent and received.
 - (c) Minutes of all university boards and committee meetings.
 - (d) Publications and other items issued by the university.

- (2) “Non-record materials” are documents, devices, or items in the university’s custody that do not meet the above definition because they are not needed to document the organization, functions, policies, decisions, procedures, operations, or other activities of the university. Examples of non-records include:
 - (a) ~~R~~ough notes and drafts which do not contain any information that needs to be preserved or which merely duplicate information that is being preserved in other documents that are records.
 - (b) ~~e~~Extra copies of documents kept only for reference.
 - (c) ~~s~~Stocks of publications and processed documents, ~~and~~
 - (d) ~~L~~ibrary or museum materials intended solely for reference

or exhibition. ~~Personal records of employees that are clearly marked as such and not intermingled with university records and third party records, which are temporarily in the custody of the university but do not serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the university, are also excluded from the definition of records. This rule does not apply to non-record materials, which may be retained or discarded at the discretion of the employees who create or receive them.~~

- (3) “Active record” means any records that relate to current business matters and are required to carry out the daily activities of the department.
- (4) “Disposal” means the removal of records from a department or office. It does not necessarily refer to record destruction, but rather the various processes of records retention, whether offsite storage, conversion, or destruction.
- (5) “Electronic record” means any record that is created, generated, communicated, received, maintained, or stored on any electronic medium owned by the university or controlled by the university or a university employee. Examples include, but are not limited to: e-mail, word processing documents and spreadsheets, and databases.
- (6) “Permanent record” means a record that has continued historical or other value to warrant retention beyond the time they are needed for administrative, legal, or fiscal purposes.
- (7) “Records custodian” means the employee responsible for records retention in their assigned area of university operations.
- (8) “Records retention schedule” is a listing of various types of routine, administrative records maintained by university offices and departments.
- (9) “Transitory records” are records which are needed for a limited time to complete a routine action, used in the preparation of final records, or are kept as information or convenience copies by offices or individuals who do not have primary responsibility for them. Examples are drafts of documents, telephone messages, and

emails relating to the scheduling of meetings.

- (10) “Unit leader” is a department chair, office director, or other administrator that directs the regular function of a unit of the university.

(DE) Procedures.

- (1) The program shall be directed by the vice president for finance and business operations and administered by the archives and special collections unit of Maag library, which shall have authority to develop administrative procedures and guidelines to implement this rule.
- (2) The university hereby adopts the “Records Retention for Public Colleges and Universities in Ohio: A Manual” (hereafter, the “IUC manual”) as developed by the inter-university council of Ohio, as it may be amended by the university’s administration as its guidelines for the retention of its records. Records and their retention and associated retention schedules are numerated in the IUC manual.
- (43) University employees shall make such records as are necessary for the adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the university and for the protection of the legal and financial rights of the state and persons directly affected by the university’s activities.
- (24) The creation of unnecessary and duplicative records should be avoided. Duplicative records are not official and should not be used to represent official records. Duplicative records should not be retained and should be destroyed as soon as their immediate need has passed.
- (35) University records shall be retained for such period as is required by retention schedules established by the IUC manual and administered by university archives and may be disposed of only in accordance with disposition instructions issued by the university archives. ~~Removal, destruction, mutilation, alteration, transfer, or other disposition of university records, except as authorized by this~~

~~rule, is prohibited and may result in disciplinary action.~~

- ~~(4) — Each vice president or other officer having custody of university records shall designate one or more positions to administer the records in his or her division/department in accordance with the requirements of this rule. Each position so designated and referenced in relevant job descriptions shall cooperate with the university archives preparing an inventory of such records and shall be responsible for working with the university/archivist to ensure divisional compliance with the administrative procedures and guidelines that are established to implement this policy.~~
- (6) Each unit leader is responsible for ensuring that unit records (including electronic records) are maintained in such a way that they can be identified and retrieved on demand.
- (7) Each unit leader shall identify a records custodian to ensure (in conjunction with university archives) that records are maintained in accordance with the university's records retention schedule. Employees other than the records custodian may maintain records so long as the records custodian is aware of the records and is able to retrieve them.
- (8) Each unit shall develop a records inventory that describes the categories of records created and maintained by that unit.
- (9) Records may be maintained in paper or electronic format, so long as they may be identified and retrieved by the custodian. Maintenance and disposal of electronic records shall be determined by the content, not the medium. Digitized paper records (e.g., scanned documents) may be kept in lieu of paper records at the discretion of the unit leader and university archives.
- (10) University records shall not be removed or destroyed except in accordance with the university's records retention schedule.
- ~~(11)~~ Detailed administration guidelines for Youngstown state university records retention are found at <http://www.ysu.edu/recordsmgt/>.
- (F) Policy violation. Removal, destruction, mutilation, alteration, transfer, or other disposition of university records, except as authorized by this policy,

is prohibited and may result in disciplinary action.

3356-9-09 Records management.

Responsible Division/Office: Finance and Business Operations
Responsible Officer: Vice President for Finance and Business
Operations
Revision History: March 2012; December 2017
Board Committee: University Affairs
Effective Date: December 7, 2017
Next Review: 2022

- (A) Policy statement. In accordance with Ohio Revised Code Section 149.33, the board of trustees has full responsibility for establishing and administering a records retention program for Youngstown state university (university). The board of trustees directs the university to comply with all state and federal laws regarding the creation and disposition of university records.
- (B) Purpose. To ensure compliance with section 149.33 of the Revised Code for the establishment and administration of efficient and economical management methods applied to the creation, utilization, maintenance, retention, preservation, and disposition of the university's records.
- (C) Scope. This policy applies to all records of the University, both public and exempt, that are maintained and disposed in accordance with the university's records retention schedule.
- (D) Definitions (for purposes of this policy).
 - (1) "Records" are defined as any document, device, or item, regardless of physical form or characteristic, including a record created, generated, sent, communicated, received or stored by electronic means, that is created or received by or comes under the jurisdiction of the university and which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the university. Records and their retention and associated retention schedules are enumerated in the IUC manual. University records may include but are not limited to:

- (a) Financial records such as requisitions, purchase orders, invoices, bank data, and ledgers or journals.
 - (b) Administrative records such as correspondence, e-mails, reports, policy statements and related items both sent and received.
 - (c) Minutes of all university boards and committee meetings.
 - (d) Publications and other items issued by the university.
- (2) “Non-record materials” are documents, devices, or items in the university’s custody that do not meet the above definition because they are not needed to document the organization, functions, policies, decisions, procedures, operations, or other activities of the university. Examples of non-records include:
- (a) Rough notes and drafts which do not contain any information that needs to be preserved or which merely duplicate information that is being preserved in other documents that are records.
 - (b) Extra copies of documents kept only for reference.
 - (c) Stocks of publications and processed documents.
 - (d) Library or museum materials intended solely for reference or exhibition.
- (3) “Active record” means any records that relate to current business matters and are required to carry out the daily activities of the department.
- (4) “Disposal” means the removal of records from a department or office. It does not necessarily refer to record destruction, but rather the various processes of records retention, whether offsite storage, conversion, or destruction.
- (5) “Electronic record” means any record that is created, generated, communicated, received, maintained, or stored on any electronic medium owned by the university or controlled by the university or

a university employee. Examples include, but are not limited to: e-mail, word processing documents and spreadsheets, and databases.

- (6) “Permanent record” means a record that has continued historical or other value to warrant retention beyond the time they are needed for administrative, legal, or fiscal purposes.
 - (7) “Records custodian” means the employee responsible for records retention in their assigned area of university operations.
 - (8) “Records retention schedule” is a listing of various types of routine, administrative records maintained by university offices and departments.
 - (9) “Transitory records” are records which are needed for a limited time to complete a routine action, used in the preparation of final records, or are kept as information or convenience copies by offices or individuals who do not have primary responsibility for them. Examples are drafts of documents, telephone messages, and emails relating to the scheduling of meetings.
 - (10) “Unit leader” is a department chair, office director, or other administrator that directs the regular function of a unit of the university.
- (E) Procedures.
- (1) The program shall be directed by the vice president for finance and business operations and administered by the archives and special collections unit of Maag library, which shall have authority to develop administrative procedures and guidelines to implement this rule.
 - (2) The university hereby adopts the “Records Retention for Public Colleges and Universities in Ohio: A Manual” (hereafter, the “IUC manual”) as developed by the inter-university council of Ohio, as it may be amended by the university’s administration as its guidelines for the retention of its records. Records and their retention and associated retention schedules are numerated in the IUC manual.

- (3) University employees shall make such records as are necessary for the adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the university and for the protection of the legal and financial rights of the state and persons directly affected by the university's activities.
- (4) The creation of unnecessary and duplicative records should be avoided. Duplicative records are not official and should not be used to represent official records. Duplicative records should not be retained and should be destroyed as soon as their immediate need has passed.
- (5) University records shall be retained for such period as is required by retention schedules established by the IUC manual and administered by university archives and may be disposed of only in accordance with disposition instructions issued by the university archives.
- (6) Each unit leader is responsible for ensuring that unit records (including electronic records) are maintained in such a way that they can be identified and retrieved on demand.
- (7) Each unit leader shall identify a records custodian to ensure (in conjunction with university archives) that records are maintained in accordance with the university's records retention schedule. Employees other than the records custodian may maintain records so long as the records custodian is aware of the records and is able to retrieve them.
- (8) Each unit shall develop a records inventory that describes the categories of records created and maintained by that unit.
- (9) Records may be maintained in paper or electronic format, so long as they may be identified and retrieved by the custodian. Maintenance and disposal of electronic records shall be determined by the content, not the medium. Digitized paper records (e.g., scanned documents) may be kept in lieu of paper records at the discretion of the unit leader and university archives.
- (10) University records shall not be removed or destroyed except in

accordance with the university's records retention schedule.

- (11) Detailed administration guidelines for Youngstown state university records retention are found at <http://www.yzu.edu/recordsmgmt/>.
- (F) Policy violation. Removal, destruction, mutilation, alteration, transfer, or other disposition of university records, except as authorized by this policy, is prohibited and may result in disciplinary action.



Explanation to Rescind *University Policy*:

3356-7-07 Professional Leave Without Pay, Excluded Professional/Administrative Staff Policy

This policy is being rescinded due to the fact that it has not been utilized in years and there is no anticipation that it will be utilized in the future.

**Board of Trustees Meeting
December 7, 2017
YR 2018-**



**RESOLUTION TO RESCIND
PROFESSIONAL LEAVE WITHOUT PAY, EXCLUDED
PROFESSIONAL/ADMINISTRATIVE STAFF POLICY, 3356-7-07**

WHEREAS, University Policies are being reviewed and reconceptualized on an ongoing basis; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind the University Policy governing Professional Leave Without Pay, Excluded Professional/Administrative Staff, policy number 3356-7-07, shown as Exhibit __, attached hereto.

**Board of Trustees Meeting
December 7, 2017
YR 2018-**

To Be Rescinded

3356-7-07 Professional leave without pay, excluded professional/ administrative staff.

Previous Policy Number: 7002.03
Responsible Division/Office: Human Resources
Responsible Officer: VP for Finance and Administration
Revision History: March 1998; August 2009; April 2012
Board Committee: University Affairs
Effective Date: June 13, 2012
Next Review: 2017

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Parameters.
- (1) Individuals may request professional leave without pay for periods ranging from one week to one year to secure additional formal education or training, or other appropriate professional experience, when such training or other appropriate professional experience will serve to enhance the individual's contribution to the university. Arrangements acceptable to the division head must be made to cover the employee's duties during the period of absence.
 - (2) Employees on professional leave without pay shall have the option of maintaining the university's group insurance benefits by paying the entire cost for the coverage in effect during the period of the leave.
- (C) Procedures.
- (1) Excluded professional/administrative staff considering a professional leave without pay should first discuss their interests with their immediate superior. This preliminary discussion should

include reasons for the leave, length of the leave, anticipated workload during the course of the leave, and potential methods of redistributing the workload.

- (2) If there is agreement that the leave might be pursued, the supervisor will alert the appropriate administrative and/or division officer to that possibility.
- (3) A formal request for professional leave without pay shall be submitted in writing to the individual's supervisor as far in advance as possible. This written request should specify the reason for the leave, the anticipated duration of the leave, and a suggested method of redistributing the workload.
- (4) If the supervisor supports the request for a leave, an endorsed copy of the request is forwarded. This process continues until the request, with appropriate endorsements, is forwarded to the division officer of the division in which the individual is employed.
- (5) Final approval for granting requests of professional leave without pay is the responsibility of the division officer of the division in which the individual is employed.
- (6) Once a professional leave without pay request has been approved, it is forwarded to the human resources officer for implementation.
- (7) Employees covered by collective bargaining should refer to their respective labor agreements.

**RESOLUTION TO APPROVE THE RECLASSIFICATION OF
EDDIE HOWARD FROM ASSOCIATE VICE PRESIDENT, STUDENT
EXPERIENCE TO VICE PRESIDENT, STUDENT AFFAIRS**

WHEREAS, the duties of the Office of Student Experience have been realigned and redesigned to provide a comprehensive array of services and programs designed to ensure quality student experiences at YSU; and

WHEREAS, the position of Vice President, Student Affairs is an Executive Officer position pursuant to Board policy selection and annual evaluation of Executive Officers of the University, Policy Number 3356-9-01; and

WHEREAS, the duties and responsibilities of the Associate Vice President, Student Experience have been expanded and a recommendation has been made to reclassify his position to Vice President, Student Affairs; and

WHEREAS, a revised job description identifying the duties and responsibilities of the Vice President, Student Affairs has been attached to this document; and

WHEREAS, University Policy Number 3356-9-01 sets forth the selection procedures for selecting an Executive Officer and allows for modification; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the reclassification effective December 16, 2017 to Vice President, Student Affairs.

BE IT FURTHER RESOLVED, that the Board of Trustees hereby approves the appointment of Mr. Eddie Howard to the position of Vice President, Student Affairs through the reclassification process.

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

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YOUNGSTOWN STATE UNIVERSITY

Issued:

Salary Grade: G12, Excluded

Reviewed By: EH/JG

FLSA Review: Exempt

Hiring Range: \$111,938 – \$151,630

TITLE: Vice President, Student Affairs

DEPARTMENT: Student Experience

JOB SUMMARY:

As a member of the President's Executive Team, provides leadership and direction in the administration of a comprehensive array of services, policies, and initiatives designed to ensure that the student's experience at YSU is optimized. To manage, direct, and supervise activities in the Student Experience Division: Campus Recreation; Student Activities/Greek Life; Student Government; Student Media (Jambar, Rookery Radio & Yo Magazine); Kilcawley Center; Women and Gender Resource Center; Student Conduct; Student Health Clinic; Housing & Residence Life; Student Counseling Center; and Student Outreach and Support. Supervise and oversee selected contracted services including, but not limited to; Chartwell's Dining; Barnes and Noble Bookstore; University Courtyard management; AVI Vending Management; Pepsi Pouring Rights Management; cleaning; CATV; laundry; Mercy Health physician services; Wee Care Day Care; Residential Partners like Flats at Wick, University Edge, and Enclave; and student health insurance.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Supervises, develops, and evaluates administrative and support staff within the Student Experience division; assigns and reviews work; establishes timeframes for the completion of assigned tasks; trains and orients 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 strong, creative, energetic strategic leadership in order to design and implement a comprehensive program of services and activities for students in support of a holistic approach to higher education. Formulates goals and objectives for division and oversees achievement of those goals.

Ensures planning and development of programs and policies that encourage widespread involvement of students in many aspects of campus life, such as Homecoming and Welcome Week.

Provides effective and efficient management of the Division for Student Experience and its human and financial

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 2 of 3

resources. Ensures that resources are allocated effectively to achieve objectives of division. Reviews expenses, prepares periodic reports, and develops annual budget recommendations. Ensures that programs produce measurable results that are communicated to campus community.

Demonstrates a strategic, proactive approach to handling student issues and addressing the challenges associated with a diverse student body. Serves as advocate and spokesperson for students to campus community. Communicates, interprets, and advises President regarding student issues, and assists with development of strategies for resolution. Counsels students and parents, and responds to their needs and concerns, as well as those of external community.

Responsible for implementation and administration of comprehensive and ongoing Title IX training, prevention, and response programming for all students. This entails coordinating through the University's Student Experience Divisions with other departments and divisions across campus to ensure compliance with Title IX of the Educational Amendments of 1972. This is done in conjunction with and in coordination with the University Title IX Coordinator.

Selects and evaluates staff, determines goals, and sets standards of performance for Campus Recreation, Student Activities/Greek Life, Kilcawley Center, Student Health Clinic, Women and Gender Resource Center, Housing & Residence Life, Student Counseling Center and Student Outreach and Support.

Supervises procedures for use of space and monitors compliance with University policy on use of Kilcawley Center, Andrews Student Recreation & Wellness Center, and University housing facilities, including administration of University alcohol license.

Develops applicable contract specifications, monitors vendor compliance, and serves as liaison with contracted services including, but not limited to; Chartwells dining; University Courtyard management; AVI Vending Management; Pepsi Pouring Rights Management; cleaning; CATV; laundry; Mercy Health physician services; Wee Care Daycare; Residential Partners like Flats at Wick, University Edge, and Enclave; and student health insurance.

Oversees Student Experience marketing and development of new services and serves as advisor to Student Government Association and Student Media (Jambar, Rookery Radio & Yo Magazine).

Oversees student conduct. Revises Code of Conduct as needed. Ensures Division's support for VAWA Act, and Clery Act compliance.

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

Represents the Division for Student Experience to the University community, and promotes active involvement and participation of faculty in Student Affairs programs and co-curricular life of students.

Promotes active, safe, and healthy environment for all students and enhances opportunities for academic success of students.

OTHER FUNCTIONS & RESPONSIBILITIES: Performs other related duties as assigned.

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 3 of 3

REQUIRED CERTIFICATIONS AND/OR LICENSURES: None

SUPERVISION EXERCISED: Supervision and signature and signature authority is exercised over staff in Housing & Residence Life, Kilcawley Center, Student Health Clinic, Campus Recreation, Student Activities/Greek Life, Women and Gender Resource Center, Student Counseling Center and Student Outreach and Support.

REPORTS TO: President

MINIMUM QUALIFICATIONS:

Master's degree in Student Personnel, Higher Education, Business Administration, or a related field with 8 years of related administrative and managerial experience; excellent interpersonal and communication skills; proficient in Windows-based software applications; ability to work effectively in a diverse environment. Ability to meet flexible work schedule, including some evenings and weekends.

PREFERRED QUALIFICATIONS:

Demonstrated knowledge of student judicial processes and policies; skilled in mediating disputes.



**RESOLUTION TO APPROVE THE RECRUITMENT
OF A SPECIAL ASSISTANT TO THE PRESIDENT**

WHEREAS, the Special Assistant to the President is a critical position that provides leadership, vision and direction in the administration of a comprehensive set of initiatives, services and polices related to institutional research, strategic planning implementation and assessment and an integrated approach to institutional effectiveness; and

WHEREAS, a revised job description identifying the duties and responsibilities of the Special Assistant to the President has been attached; and

WHEREAS, this position is an Administrative Officer pursuant to University Policy Number 3356-9-02 which sets forth the selection procedures for recruiting a qualified individual in this position.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the recruitment of a Special Assistant to the President.

**Board of Trustees Meeting
December 7, 2017
YR 2018-**

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 1 of 3



YOUNGSTOWN STATE UNIVERSITY

Issued:

Salary Range: L10, Excluded

Reviewed By: JT/HJ/JG

RFLSA Review: Exempt

Hiring Range: \$100,323 - \$120,000

TITLE: Special Assistant to the President

DEPARTMENT: Office of the President

JOB SUMMARY:

To serve as a member of the President's Cabinet; provides leadership, vision and direction in the administration of a comprehensive array of initiatives, services, and policies related to institutional research, strategic planning implementation and assessment, and an integrated approach to institutional effectiveness. Works with institutional leadership to develop, implement and enhance systems and processes to achieve the mission and realize the vision by supporting evaluation of process and changes in key performance indicators. Supports the Office of the President internally and externally. Acts as liaison to the Board of Trustees. Plans, manages, and evaluates operational, financial, and personnel activities of the Division of Institutional Effectiveness that includes Institutional Research and the Division of Student Success.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

In support of Institutional Research, helps assure that competent and insightful capabilities are available to:

- Conduct data analytics for descriptive , predictive, and prescriptive purposes
- Assess progress on strategic initiatives and key performance indicators
- Support accurate submission by all levels of the University the necessary reports for agencies at the local, state, and federal levels and for accreditations
- Support a collaborative and shared-responsibility framework for data governance that will optimize the use of analytics for informed decision-making
- Partner with information technology services to assure enterprise systems support an integrated planning, implementation and assessment environment
- Educate and convene internal and external constituencies about institutional data analysis and analytics capabilities
- Communicate and collaborate internally and externally on matters related to Institutional Research

In support of Institutional Effectiveness, assists YSU to achieve its mission and realize its vision by:

- Supporting the success of all aspects of strategic planning, implementation, assessment, reporting and adjusting the plan that includes

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 2 of 3

- Consulting with academic, student support and administrative areas from an integrated planning perspective including the perspective that YSU is a learning organization
- Helping to create an environment of integrated planning that aligns resources (human, operational, capital, etc.) with strategies and tactics to achieve goals and objectives
- Helping to assure predictive and prescriptive analytics are utilized to improve all aspects of policies and operations
- Helping create an environment of data-informed and consultative decision-making
- Helping to strengthen a foundation of shared-responsibility for achieving goals

Supports the **Division of Student Success** in achieving the goals and objectives included in YSU's Student Success Plan (report submitted through the BOT to the chancellor of the Ohio Department of Higher Education on Student Completion and Retention.) Aligned with this responsibility include the following:

- Supports a consultative environment of faculty and staff involvement in all aspects of student access and success
- Ability to facilitate use of data and knowledge of student behaviors to enhance student matriculation, satisfaction, and persistence

Supports the **Office of the President** by leading an integrated planning approach to achieve the goals and objectives of the strategic plan including convening individuals and/or groups as appropriate, representing the institution internally and externally to advance and to enhance its position in higher education, and other duties as designated to facilitate the success of the responsibilities of the Office of the President and of the position. Aligned with this responsibility include the following:

- Ability to communicate effectively in written form as well as in public settings
- Experience and maturity to maintain composure and be diplomatic as well as maintain confidentiality

Supports the Board of Trustees by serving as the liaison to the Board. Aligned with this responsibility include the following:

- Understanding of the role and responsibilities of a Board to support training and development that helps optimize board discussions and deliberations and involvement in mission-critical and vision-achieving decisions
- Current knowledge of local, state and federal higher education issues, policies, regulations and trends

OTHER FUNCTIONS & RESPONSIBILITIES: Performs other related duties as assigned.

SUPERVISION EXERCISED: Supervision is exercised over professional/administrative and classified staff including their professional development and advancement, performance assessment, and adherence to regulations, policies, and procedures.

REPORTS TO: President

REQUIRED CERTIFICATIONS AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: None

MINIMUM QUALIFICATIONS:

Master's degree; minimum of fifteen (15) years of experience in college/university administration at the Dean's level or higher; seven (7) years of higher education supervisory experience; experience planning and managing budgets in excess of \$20 million; strong analytical skills, research knowledge and experience.

PREFERRED QUALIFICATIONS:

Doctoral degree in an academic discipline; significant experience as a faculty member at the level of professor; experience as a senior higher education administrator at the vice president level or higher; demonstrated experience and competency in a shared governance and collective bargaining environment; demonstrated experience proactively implementing analytics that have positively impacted academic excellence, student success and engagement with the community; significant experience associated with strategic planning, implementation, and assessment of progress in achieving the goals and objectives of the strategic plan of a higher education institution; demonstrated experience of positive outcomes of supporting the office of the President of a higher education institution; experience and successful outcomes of interactions with a Board of Trustees of a higher education institution.

I hereby acknowledge that I have reviewed this position description and fully understand my job duties and responsibilities in their entirety. I understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions. I further understand that Youngstown State University may make modifications, additions, or deletions to this position description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

If I have any questions about my job duties and responsibilities, I will contact my immediate supervisor or a member of Human Resources.

Signature: _____

Date: _____

Print Name: _____

**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 September 7, 2017, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2017-2018 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
7/16/17 through 10/15/17

Appointments – 49

New Positions – 12 *(Notated with an asterisk *)*

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 1
- Professional Administrative Externally Funded – 2
- Faculty – 6

Replacement Positions – 37

- Professional Administrative Staff – 6
- Professional Administrative Excluded – 5
- Professional Administrative Externally Funded – 5
- Faculty – 21

Separations – 32

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 6
- Professional Administrative Externally Funded – 10
- Faculty – 13

Reclassifications – 1

- Professional Administrative Staff – 1

Promotions – 15

- Faculty – 15

Transfers – 0

Salary Adjustments/Position Audits – 18

- Professional Administrative Staff – 1
- Professional Administrative Externally Funded – 7
- Faculty – 10

Salary Adjustments per CBA & BOT Policy – 36

- Faculty – 35
- Professional Administrative Excluded/Faculty – 1

Displacements – 0

Layoffs – 0

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/17 THROUGH 10/15/17
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	CONTRACT/ APPOINTMENT		
	TYPE	POSITION TITLE		DATES	FTE	SALARY
Akers, Wendy	APAS	Costume Shop Specialist	Theater and Dance	8/16/2017	1.00	\$ 38,000.00
Benson, James	APAS	Temporary Systems Librarian Coordinator, Center for Career Management	Maag Library	8/1/2017	0.25	\$ 14,950.00
Conrad, Abby	APAS	Management	Dean - Business Administration	8/16/2017	1.00	\$ 38,000.00
Kettering, Charles	APAS	Theater Production Manager	Theater and Dance	8/28/2017	1.00	\$ 39,215.00
Kirkpatrick, Jennifer*	APAS	Studio Art Support Specialist	Art	8/16/2017	1.00	\$ 46,051.00
Nickells, Adam*	APAS	Web Developer Assistant Director, First Year Student Services	Marketing & Communications	9/16/2017	1.00	\$ 35,780.00
Ulbricht, Alexandra	APAS	Services	First Year Student Services	8/7/2017	1.00	\$ 48,000.00
Wormley, Jeffrey*	APAS	Project Manager	IT Customer Services	10/1/2017	1.00	\$ 65,000.00
Zhybak, Nataliya	APAS	Temporary Program Coordinator	English Language Institute	8/16/2017	0.60	\$ 14,400.00
Berardini, Claire	Excluded	Associate Provost Student Success Manager, Accounts Payable & Travel Services	Student Success	7/16/2017	1.00	\$ 115,000.00
Moats, Jennifer	Excluded	Services	Procurement Services	8/17/2017	1.00	\$ 56,000.00
Moring, Greg*	Excluded	Associate Dean CCAC	Art	7/16/2017	1.00	\$ 103,000.00
Pallante, Martha	Excluded	Associate Dean and Professor	Dean - CLASS	7/16/2017	1.00	\$ 103,156.00
Pintar, Jennifer	Excluded	Associate Provost Academic Affairs	Provost VP - Academic Affairs	8/1/2017	1.00	\$ 135,000.00
Yukech, James	Excluded	AVP and CIO	Chief Information Officer	9/16/2017	1.00	\$ 170,000.00
Dillon, Danielle	Externally Funded	Associate Director, CHSD	Ctr for Human Services Dev	9/1/2017	1.00	\$ 52,000.00
Johnson, Julianna	Externally Funded	Instruction Specialist	Rich Center for Autism	10/2/2017	1.00	\$ 21,175.00
Lyons, Stephen	Externally Funded	Instruction Specialist	Rich Center for Autism	10/2/2017	1.00	\$ 21,175.00
McIntyre, Beth*	Externally Funded	Site Coordinator	Ctr for Human Services Dev	10/9/2017	0.74	\$ 31,450.00
Mitchell, Stephen	Externally Funded	Instruction Specialist	Rich Center for Autism	10/2/2017	1.00	\$ 21,175.00

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/17 THROUGH 10/15/17
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	CONTRACT/ APPOINTMENT		
	TYPE	POSITION TITLE		DATES	FTE	SALARY
Pinonnault, Christa	Externally Funded	Instruction Specialist	Rich Center for Autism	10/2/2017	1.00	\$ 21,175.00
Rodik, Craig*	Externally Funded	Site Coordinator	Ctr for Human Services Dev	10/9/2017	0.74	\$ 31,450.00
Arntsen, Christopher*	Faculty	Assistant Professor	Chemistry	8/16/2017	1.00	\$ 58,000.00
Bayrak, Coskun	Faculty	Chair and Professor	Computer Science & Info Systems	8/1/2017	1.00	\$ 150,682.00
Bileci, Meghan	Faculty	Instructor	Social Work	8/16/2017	1.00	\$ 41,489.00
Blackann, Joshua	Faculty	Assistant Professor	School of Technology	8/16/2017	1.00	\$ 61,000.00
Cahn-Lipman, Kivie	Faculty	Assistant Professor	Dana School of Music	8/16/2017	1.00	\$ 54,038.00
Cruz, Courtney	Faculty	Instructor	Teacher Education	8/16/2017	1.00	\$ 41,489.00
Denison, Maria	Faculty	Assistant Professor	Dana School of Music/Theater and Dance	8/16/2017	1.00	\$ 55,000.00
Deschenes, Richard	Faculty	Assistant Professor	Civil Environmental & Chemical Engineering	8/16/2017	1.00	\$ 65,000.00
Dicken, Todd	Faculty	Assistant Professor	Theater and Dance	8/16/2017	1.00	\$ 54,038.00
Disotell, Kevin	Faculty	Assistant Professor	Dean - STEM	8/1/2017	1.00	\$ 73,000.00
Doty, Sean-Michael	Faculty	Instructor	Kinesiology and Sport Science	8/16/2017	1.00	\$ 45,000.00
Ekoniak, Michael	Faculty	Instructor	Electrical & Computer Engineering	8/16/2017	1.00	\$ 65,000.00
Farris, Johnathan	Faculty	Assistant Professor	Art	8/16/2017	1.00	\$ 56,000.00
Foltz, Patricia*	Faculty	Instructor	Communication	8/16/2017	1.00	\$ 20,744.50
Genc, Omer	Faculty	Assistant Professor	Marketing	8/16/2017	1.00	\$ 105,000.00
Harrison, Guy*	Faculty	Instructor	Communication	8/16/2017	1.00	\$ 50,000.00
Labendz, Jacob	Faculty	Assistant Professor	History	8/16/2017	1.00	\$ 54,038.00
Lee, Ju Yup	Faculty	Assistant Professor	Human Ecology	8/16/2017	1.00	\$ 55,000.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/17 THROUGH 10/15/17
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	CONTRACT/ APPOINTMENT		
	TYPE	POSITION TITLE		DATES	FTE	SALARY
Lyda, Kelsey*	Faculty	Instructor	Mechanical & Industrial Engineering	8/16/2017	1.00	\$ 50,000.00
Olshanski, Nicole	Faculty	Assistant Professor	Nursing	8/16/2017	1.00	\$ 60,000.00
Peck, Teresa*	Faculty	Instructor	Nursing	8/16/2017	1.00	\$ 50,000.00
Pettitt, Nicole	Faculty	Assistant Professor	English	8/16/2017	1.00	\$ 54,038.00
Powe, Nicolette*	Faculty	Assistant Professor	Health Professions Politics and International Relations	8/16/2017	1.00	\$ 58,000.00
Slipski, Ronald	Faculty	Instructor	Relations	8/16/2017	1.00	\$ 41,489.00
Thomas, Wendy	Faculty	Instructor	Nursing	8/16/2017	1.00	\$ 51,400.00
Walker, Jason	Faculty	Assistant Professor	Mechanical & Industrial Engineering	8/16/2017	1.00	\$ 71,000.00
Woods, Sherri	Faculty	Assistant Professor	Social Work	8/16/2017	1.00	\$ 54,038.00

**New Positions*

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/17 THROUGH 10/15/17
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY
Dicken, Todd*	APAS	Manager	Theater and Dance	8/15/2017	1.00	\$ 48,616.26
Reardon, Maureen	APAS	Coordinator Social Work Internship	Social Work	7/31/2017	1.00	\$ 59,605.12
Zhybak, Nataliya	APAS	Temporary Program Coordinator	English Language Institute	8/21/2017	0.60	\$ 14,400.00
Benson, James	Excluded	Temporary Systems Librarian	Maag Library	7/31/2017	0.25	\$ 14,500.00
Johnson, Phyllis***	Excluded	Temporary Internship Coordinator	Social Work	7/15/2017	0.25	\$ 14,250.00
Kessler, Sarah	Excluded	Associate Director Records	Registration & Records	8/25/2017	1.00	\$ 58,120.00
Patton, Marcie	Excluded	Manager, Compensation Benefits	Human Resources	8/2/2017	1.00	\$ 82,000.00
Smith, Stephanie	Excluded	Director of Faculty Relations	Art	7/15/2017	0.00	\$ 13,253.00
Woods, Sherri*	Excluded	Director	Upward Bound	8/15/2017	1.00	\$ 61,674.30
Alpern, Alexa	Externally Funded	Digital Content Designer	Ward Beecher Planetarium	9/15/2017	1.00	\$ 42,000.00
Castor, Roberta	Externally Funded	Instruction Specialist 1	Rich Center for Autism	9/8/2017	1.00	\$ 23,773.00
McIntyre, Beth	Externally Funded	Site Coordinator	Ctr for Human Services Dev	10/10/2017	0.74	\$ 31,450.00
Mordocco, Danielle	Externally Funded	Assistant Coordinator Project PASS	School Partnership	8/11/2017	0.75	\$ 31,500.00
Mordocco, Danielle	Externally Funded	Coordinator	Ctr for Human Services Dev	8/11/2017	0.25	\$ 10,500.00
Mumaw, Cathy	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/27/2017	1.00	\$ 33,208.00
O'Donnell, Skyler	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	8/31/2017	1.00	\$ 28,825.00
Peck, Teresa*	Externally Funded	School Nurse	Rich Center for Autism	8/15/2017	0.75	\$ 40,875.00
Walker, Jason	Externally Funded	Addit Manuf Research Scientist	Mechanical & Industrial Engineering	8/15/2017	1.00	\$ 72,000.00
Williams, Carmella	Externally Funded	Assistant Director	Assoc Degree and Tech Prep Prgm	9/8/2017	1.00	\$ 45,320.00
Bahl, Mona	Faculty	Assistant Professor	Management	8/15/2017	1.00	\$ 113,322.00
Barnes, Diane	Faculty	Professor	History	8/15/2017	1.00	\$ 79,518.55
Clark, Kelly	Faculty	Clinical Instructor	Nursing	8/15/2017	1.00	\$ 52,025.10
Dombrosky, James	Faculty	Assistant Professor	Human Ecology	8/5/2017	1.00	\$ 56,954.00
Kalina-Hammond, Julie	Faculty	Instructor	Social Work	8/15/2017	1.00	\$ 40,800.00
Lee, Sung Hee	Faculty	Assistant Professor	Dept of Counseling, Sch Psychl & Ed	8/15/2017	1.00	\$ 61,812.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/17 THROUGH 7/15/17
SEPARATIONS**

EMPLOYEE				DATE OF		
EMPLOYEE NAME	TYPE	POSITION TITLE	DEPARTMENT	SEPARATON	FTE	SALARY
Leonard, Scott	Faculty	Professor	English	8/15/2017	1.00	\$ 84,562.41
Munro, Philip	Faculty	Professor	Electrical & Computer Engineering	8/15/2017	1.00	\$ 116,799.00
Peng, Gang	Faculty	Associate Professor	Management	8/15/2017	1.00	\$ 103,316.00
Pintar, Jennifer **	Faculty	Professor and Chair	Provost VP - Academic Affairs	7/31/2017	1.00	\$ 97,200.00
Porter, David	Faculty	Professor	Politics and International Relations	8/15/2017	1.00	\$ 88,792.94
Rhee, Stephanie	Faculty	Assistant Professor	Social Work	8/15/2017	1.00	\$ 52,785.39
Stout, David	Faculty	Professor and Andrews Chair	Accounting & Finance	8/14/2017	1.00	\$ 170,517.00

**Accepted position as Faculty*

***Accepted Professional Administrative Position*

****Still maintains Partnership Program Coordinator Position.*

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/17 THROUGH 10/15/17
RECLASSIFICATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	PREVIOUS SALARY
Villone, Edward	APAS	Police Academy Commander	Peace Officers Training Academy	3/1/2017	1.00	\$ 55,618.00	\$ 43,054.60

Position Audit requested and awarded. (Resulted in change in Classification)

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/17 THROUGH 10/15/17
PROMOTIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT			
				APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
Alschuler, Mari	Faculty	Associate Professor	Social Work	8/16/2017	1.00	\$ 67,015.00	\$ 52,785.39
Beadling, Laura	Faculty	Associate Professor	English	8/16/2017	1.00	\$ 67,015.00	\$ 54,600.60
Dangol, Ramesh	Faculty	Associate Professor	Management	8/16/2017	1.00	\$ 121,500.21	\$ 115,588.44
Hardy, Lucas	Faculty	Associate Professor	English	8/16/2017	1.00	\$ 67,015.00	\$ 53,841.10
LaVine, Mary	Faculty	Associate Professor	Teacher Education	8/16/2017	1.00	\$ 67,015.00	\$ 53,841.35
Leskiw, Brian	Faculty	Professor	Chemistry	8/16/2017	1.00	\$ 78,474.00	\$ 67,830.46
McCormick, Missy	Faculty	Associate Professor	Art	8/16/2017	1.00	\$ 67,015.00	\$ 55,692.62
Mickens, Stacie	Faculty	Associate Professor	Dana School of Music	8/16/2017	1.00	\$ 67,015.00	\$ 53,841.10
Ovaska, Tomi	Faculty	Professor	Economics	8/16/2017	1.00	\$ 80,605.44	\$ 74,024.94
Sumell, Albert	Faculty	Professor	Economics	8/16/2017	1.00	\$ 80,192.95	\$ 73,620.54
Umble, Kathryn	Faculty	Professor	Dana School of Music	8/16/2017	1.00	\$ 78,474.00	\$ 67,477.39
Uppal, Yogesh	Faculty	Professor	Economics	8/16/2017	1.00	\$ 79,382.48	\$ 72,825.96
Wakefield, Thomas	Faculty	Professor	Mathematics & Statistics	8/16/2017	1.00	\$ 78,474.00	\$ 66,154.30
Weaver, Amy	Faculty	Associate Professor	Nursing	8/16/2017	1.00	\$ 67,015.00	\$ 58,721.00
Yudha, Cicilia	Faculty	Associate Professor	Dana School of Music	8/16/2017	1.00	\$ 67,015.00	\$ 53,841.10

Promotions awarded in accordance with Article 15 of the Collective Bargaining Agreement.

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/17 THROUGH 10/15/17
SALARY ADJUSTMENTS/POSITION AUDITS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Eberth, Emilie ⑥	APAS	Coordinator STEM Outreach	Dean - STEM	4/1/2017	1.00	\$ 45,000.00	1.00	\$ 40,274.00
Laird, Julianne ③	Externally Funded	Instruction Specialist	Rich Center for Autism	8/16/2017	0.80	\$ 18,464.80	1.00	\$ 23,081.00
Laird, Julianne ⑤	Externally Funded	Instruction Specialist	Rich Center for Autism	9/16/2017	0.80	\$ 19,573.00	0.80	\$ 18,464.80
Lopes, Ashley ⑤	Externally Funded	Instruction Specialist 1	Rich Center for Autism	10/1/2017	1.00	\$ 25,199.00	1.00	\$ 23,773.00
Paidas, Alexis ③	Externally Funded	Instruction Specialist	Rich Center for Autism	8/15/2017	0.80	\$ 18,468.80	1.00	\$ 23,081.00
Paidas, Alexis ⑤	Externally Funded	Instruction Specialist	Rich Center for Autism	9/16/2017	0.80	\$ 19,573.00	0.80	\$ 18,468.80
Sicafuse, Jo Ann ③	Externally Funded	Instruction Specialist	Rich Center for Autism	9/16/2017	0.80	\$ 18,464.80	1.00	\$ 23,081.00
Sicafuse, Jo Ann ⑤	Externally Funded	Instruction Specialist	Rich Center for Autism	7/16/2017	0.80	\$ 19,573.00	0.80	\$ 18,464.80
Gergits, Julia ①	Faculty	Professor	English	7/31/2017	1.00	\$ 90,450.54	1.00	\$ 110,359.00
Keown, Daniel ④	Faculty	Assistant Professor	Teacher Education	8/16/2017	0.40	\$ 21,600.00	0.40	\$ 21,114.17
Keown, Daniel ④	Faculty	Assistant Professor	Dana School of Music	8/16/2017	0.60	\$ 32,400.00	0.60	\$ 31,671.24
Liscomb, Nora ④	Faculty	Instructor	Nursing	8/16/2017	1.00	\$ 51,000.00	1.00	\$ 50,000.00
McClusky, Paula ④	Faculty	Instructor	Nursing	8/16/2017	1.00	\$ 51,000.00	1.00	\$ 50,000.00
Merrill, Monica ④	Faculty	Assistant Professor	Criminal Justice & Forensic Sciences	8/16/2017	1.00	\$ 54,038.00	1.00	\$ 52,785.39
Schueller, Kriss ①	Faculty	Professor	Computer Science & Info Systems	7/31/2017	1.00	\$ 125,127.48	1.00	\$ 140,352.00
Shortreed, Mary ④	Faculty	Assistant Professor	Nursing	8/16/2017	1.00	\$ 60,000.00	1.00	\$ 54,167.00
Vergon, Charles ①	Faculty	Professor	Dept. of Counseling, Sch Psychl & Ed	7/31/2017	1.00	\$ 117,075.60	1.00	\$ 132,462.00
Wecht, Cary ②	Faculty	Professor Director of Faculty Development	Communication	8/16/2017	1.00	\$ 91,852.53	1.00	\$ 97,364.10

① Former Department Chair returned to Faculty

③ FTE Adjustment

④ Faculty applied accepted a different faculty position

② Former Associate Dean returned to Faculty and Director of Faculty Development

⑤ Degree Adjustment ⑥ Position Audit/Administrative Review

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/17 THROUGH 10/15/17
SALARY ADJUSTMENTS PER CBA AND BOT POLICY

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Pallante, Martha	Excluded/Faculty	Associate Dean and Professor	Dean CLASS	7/1/2017	1.00	\$ 104,819.12	1.00	\$ 103,156.00
Christiansen Erb, Joy	Faculty	Acting Chair and Associate Professor	Art	7/1/2017	1.00	\$ 87,528.54	1.00	\$ 86,159.00
Crawford, Amy	Faculty	Associate Professor and Acting Chair	Communication	7/1/2017	1.00	\$ 86,843.10	1.00	\$ 85,487.00
Goldberg, Randall	Faculty	Director and Associate Professor	Dana School of Music	7/1/2017	1.00	\$ 86,697.00	1.00	\$ 83,897.00
Marie, Hazel	Faculty	Associate Professor and Chair	Mechanical & Industrial Engineering	7/1/2017	1.00	\$ 100,873.20	1.00	\$ 99,242.00
Mazuroski, Matthew	Faculty	Chair and Associate Professor	Theater and Dance	7/1/2017	1.00	\$ 84,697.00	1.00	\$ 81,897.00
Morawski, Dennis	Faculty	Associate Professor and Chair	Social Work	7/1/2017	1.00	\$ 95,454.96	1.00	\$ 93,930.00
O'Mansky, Matthew	Faculty	Associate Professor and Chair	Sociology Anthropology Gerontology	7/1/2017	1.00	\$ 86,508.54	1.00	\$ 85,159.00
Rowlands, Zara	Faculty	Associate Professor and Chair	Human Ecology	7/1/2017	1.00	\$ 88,669.92	1.00	\$ 87,278.00
Tomhave, Alan	Faculty	Chair and Associate Professor	Philosophy & Religious Studies	7/1/2017	1.00	\$ 84,697.00	1.00	\$ 83,181.00
Wagner, Patricia	Faculty	Associate Professor and Chair	Criminal Justice & Forensic Sciences	7/1/2017	1.00	\$ 86,159.08	1.00	\$ 83,836.00
Bonhomme, Brian	Faculty	Chair and Professor	History	7/1/2017	1.00	\$ 97,200.18	1.00	\$ 95,641.00

All adjustments listed above are Department Chair Salary increases to align with Faculty Increases.

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/17 THROUGH 10/15/17
SALARY ADJUSTMENTS PER CBA AND BOT POLICY

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Buchanan, Jeffrey	Faculty	Professor and Chair	English	7/1/2017	0.80	\$ 85,296.85	0.80	\$ 84,049.50
Buchanan, Jeffrey	Faculty	Professor (Chair English)	Teacher Education	7/1/2017	0.20	\$ 15,903.72	0.20	\$ 15,591.88
Coldren, Jeffrey	Faculty	Professor and Chair	Psychology	7/1/2017	1.00	\$ 102,882.60	1.00	\$ 101,212.00
Dick, Jeffrey	Faculty	Professor and Chair	Geological & Environmental Sciences	7/1/2017	1.00	\$ 102,914.22	1.00	\$ 101,243.00
Earnhardt, Adam*	Faculty	Professor and Chair	Communication	7/1/2017	1.00	\$ 96,156.00	1.00	\$ 93,356.00
Eunni, Rangamohan	Faculty	Professor and Chair	Management	7/1/2017	1.00	\$ 144,482.28	1.00	\$ 141,996.00
Islam, AKM	Faculty	Professor and Chair	Civil Environmental & Chemical Engineering	7/1/2017	1.00	\$ 106,008.90	1.00	\$ 104,277.00
Jalali, Jalali	Faculty	Professor and Chair	Electrical & Computer Engineering	7/1/2017	1.00	\$ 131,894.46	1.00	\$ 129,655.00
Keillor, Bruce	Faculty	Professor and Chair	Marketing	7/1/2017	1.00	\$ 134,519.94	1.00	\$ 132,229.00
Lamb, Carol	Faculty	Director and Professor	School of Technology	7/1/2017	1.00	\$ 96,156.00	1.00	\$ 93,356.00
Landgraff, Nancy	Faculty	Professor and Chair	Physical Therapy	7/1/2017	1.00	\$ 125,780.58	1.00	\$ 123,661.00
Matanin, Marica	Faculty	Professor and Acting Chair	Teacher Education	7/1/2017	1.00	\$ 103,209.00	1.00	\$ 101,532.00
Mistovich, Joseph	Faculty	Professor and Chair	Health Professions	7/1/2017	1.00	\$ 106,843.84	1.00	\$ 105,174.00
Porter, Tod	Faculty	Professor and Chair	Economics	7/1/2017	1.00	\$ 118,475.74	1.00	\$ 116,519.00
Protivnak, Jake	Faculty	Professor and Acting Chair	Dept. of Counseling, Sch Psychl & Ed	7/1/2017	1.00	\$ 96,156.00	1.00	\$ 93,356.00
Sarkissian, John	Faculty	Professor and Chair	Foreign Languages & Literatures	7/1/2017	1.00	\$ 104,429.94	1.00	\$ 102,729.00
Shaklee, Ronald	Faculty	Chair and Professor	Geography	7/1/2017	1.00	\$ 108,465.06	1.00	\$ 106,685.00

All adjustments listed above are Department Chair Salary increases to align with Faculty Increases.

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/17 THROUGH 10/15/17
SALARY ADJUSTMENTS PER CBA AND BOT POLICY**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Spalsbury, Angela	Faculty	Professor and Chair	Mathematics & Statistics Politics and International	7/1/2017	1.00	\$ 100,201.20	1.00	\$ 98,642.00
Sracic, Paul	Faculty	Professor and Chair	Relations	7/1/2017	1.00	\$ 103,369.14	1.00	\$ 101,689.00
Sturuss, W. Greg	Faculty	Professor and Chair	Physics & Astronomy	7/1/2017	1.00	\$ 109,760.46	1.00	\$ 107,955.00
Wagner, Timothy	Faculty	Professor and Chair	Chemistry	7/1/2017	1.00	\$ 109,043.40	1.00	\$ 107,252.00
Wagner, Nancy	Faculty	Professor and Chair	Nursing	7/1/2017	1.00	\$ 96,156.00	1.00	\$ 93,356.00
Walker, Gary	Faculty	Professor and Chair	Biological Sciences	7/1/2017	1.00	\$ 102,527.64	1.00	\$ 100,864.00
Woodlock, Peter	Faculty	Professor and Chair	Accounting & Finance	7/1/2017	1.00	\$ 144,317.04	1.00	\$ 141,834.00

*Currently on sabbatical at 90% of salary.

All adjustments listed above are Department Chair Salary increases to align with Faculty Increases.