

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE
David C. Deibel, Chair
Molly S. Seals, Vice Chair
All Trustees are Members**

**BACKGROUND MATERIALS
Wednesday, September 6, 2017**

- 1. Human Resources Update** **Tab 1**
This report will provide an update on current accomplishments and priorities for moving forward with Human Resources Department operations.
- 2. Human Resources Update on Position Searches** **Tab 2**
This report will provide a list of all searches in progress.
- 3. ULP's/Grievances** **Tab 3**
This report will provide the status of all Unfair Labor Practices and Grievances.
- 4. Classified Civil Service Personnel Actions** **Tab 4**
This is a summary of all personnel actions approved by the Chief Human Resources Officer serving as the appointing authority for classified staff.
- 5. Summary of Staffing Levels by Race and Gender** **Tab 5**
This report provide a comparison of the workforce demographics in terms of Race and Gender for the periods of April 1- June 30, 2016 and April 1- June 30, 2017.
- 6. Report on Search Waivers** **Tab 6**

Office of Human Resources Update
September, 2017

Talent Acquisition, Processing and Employee Records:

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

HRIS:

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

Benefits:

Marcie Patton Manager, Compensation and Benefits has resigned from her position. We are currently exploring how to better organize the Benefits office and revise the position description. In the interim other HR Managers will be performing additional duties.

Classification and Compensation – Jennifer Gavalier, Classification and Equal Opportunity Officer has been working on the development of the YSU classified class plan and also conducting a market analysis of the classified jobs to provide assistance to the Administration’s management team.

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

Training & Development:

Rosalyn Donaldson, Manager, Training & Development began offering Customer Service training to the campus community in July. The program is adapted from the customer service training pilot conducted with the Offices of Human Resources, Controller, Bursar and College of Graduate Studies.

We are collaborating with various departments to offer training in a centralized calendar. Currently, the Office of Research and Grants and Distance Education are offering programs through the Training & Development calendar.

Labor Relations:

Al Boggs, Director of Labor Relations is serving as lead negotiator in the negotiations with the faculty negotiations. The parties are engaged in the fact finding process. Kevin Reynolds is serving as lead negotiator with the ACE negotiations.

State Personnel Board of Review:

The job abolishment and layoff appeals on the 2016 bookstore layoffs have all been rejected by SPBR. The union has filed objections to the SPBR recommendations. A hearing is scheduled for August 16, 2017 to present oral arguments.

State Employment Relations Board:

The University filed an Unfair Labor Practice charge against the YSU-OEA bargaining team for bad faith bargaining. SERB will be investigating the matter to determine if the charge has merit.

Current Postings – 4/16/17 to 7/15/17

Faculty

College of Education

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

College of Health and Human Services

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

College of Health and Human Services – Continued

- Instructor - Term - Hospitality Management
- Part-time Instructor for Fitness Swimming
- Part-time Instructor for Yoga
- Assistant Professor - Kinesiology and Sport Medicine - Tenure Track
- Part-time Instructor Criminal Justice and Forensic Sciences
- Instructor - Term - Kinesiology and Sport Science
- Part-time Instructor for Exercise Testing and Prescription 2
- Part-time Instructor for Functional Gross Anatomy

College of Liberal Arts and Social Sciences

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

College of Creative Arts & Communication

- Part-time Faculty – Photography
- Part-time Faculty – Communication Studies, Telecommunication Studies, and Journalism
- Part-time Faculty – Theater and Dance
- Part-time Instructor – Viola
- Part-time Instructor – Music Theory
- Part-time Instructor – Director of Dana Gospel Choir
- Part-time Instructor – Graphic Design
- Part-time Instructor – Art History
- Part-time Instructor – Visual Arts Foundations
- Part-time Vocal Instructor
- Part-time Vocal Instructor – Classical Voice
- Part-time Instructor – Jazz Studies
- Part-time Instructor – Visual Arts

College of Science, Technology, Engineering and Mathematics

- Part-time Instructor – Mathematics
- Part-time Faculty – Physics
- Part-time Instructor – Mechanical Engineering Technology
- Part-time Instructor – Mechanical Engineering
- Part-time Faculty – Chemistry
- Part-time Instructor – Electrical and Computer Engineering
- Part-time Faculty – Computer Science and Information Systems
- Part-time Faculty – Civil/Environmental and Chemical Engineering
- Part-time Instructor – Engineering Technology
- Part-time Instructor - Biology in the Modern World Laboratory
- Part-time Instructor – Microbiology Laboratory
- Part-time Instructor – Civil and Construction Engineering Technology
- Part-time Instructor – Anatomy and Physiology 1 Lab
- Part-time Instructor – Human Physiology and Anatomy
- Part-time Instructor – Chemistry Lab Instructor
- Part-time Instructor – Draft and Design Technology
- Part-time Instructor – Frist Year Engineering Orientation
- Part-time Instructor – STEM Careers
- Part-time Instructor – Electrical Engineering Technology
- Assistant Professor – Manufacturing Engineering – Tenure Track
- Assistant Professor – Mechanical Engineering – Thermal Fluids – Tenure Track
- Assistant Professor – Chemical Engineering – Tenure Track
- Assistant/Associate Professor of Industrial and Systems Engineering – Tenure Track
- Part-time Instructor – Mathematics & Statistics
- Part-time Instructor for Functional Gross Anatomy Lab
- Part-time Instructor - Microbiology for Health Care Professions Laboratory
- Part-time Geomorphology Geology Instructor
- Part-time Instructor - Anatomy and Physiology 2
- Part-time Instructor - Anatomy and Physiology 2 Lab
- Part-time Instructor – Mammalogy
- Part-time Environmental Science Instructor

College of Business Administration

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

Professional/Administrative

- Coordinator, Center for Career Management
- Coordinator, STEM Professional Services
- Database Administrator
- Instruction Specialist
- Executive Director – Maag Library
- Associate Vice President, Chief Information Officer
- Associate Dean, Engineering
- Operations Manager
- Regional Admissions Officer
- Coordinator, Social Media & Digital Marketing
- Resolution Analyst
- Desktop Engineer
- Project Manager
- Assistant Director, Diversity Programs
- Manager, Accounts Payable & Travel Services
- Web Developer

Classified Civil Service

- Residence Hall Monitor

Unclassified Service

- Intermittent Blueprint & Customer Service Specialist

**BOARD OF TRUSTEES
GRIEVANCE SUMMARY MAY 1, 2017-JULY 31, 2017**

ACE GRIEVANCES

744 Overtime Violation

APAS GRIEVANCES

94 Advance Degree Adjustment

OEA GRIEVANCES

None

FOP GRIEVANCES

#57 Line of Duty Injury

ARBITRATIONS PENDING

APAS Discharge

**ACE Students performing bargaining unit work
Employee right to reclassified position
Supervisors doing bargaining unit work**

**FOP Overtime pay to FOP negotiators
Holiday Pay**

SUMMARY OF PERSONNEL ACTIONS
Classified Employees
4/16/17 through 7/15/17

Appointments – 5

- Classified Civil Service – 5

Separations – 9

- Classified Civil Service – 5
- Externally Funded Non-Bargaining – 2
- FOP Excluded – 1
- Intermittent – 1

Reclassifications – 4

- Classified Civil Service – 3
- Classified Civil Service Excluded – 1

Promotions – 1

- Classified Civil Service – 1

Transfers – 2

- Classified Civil Service – 2

Salary Adjustments – 0

Displacements – 0

Layoffs – 0

Recalls – 0

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/16/17 THROUGH 7/15/17
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE			CONTRACT/ APPOINTMENT		
	TYPE	POSITION TITLE	DEPARTMENT	DATES	FTE	SALARY
David Doak	ACE	Maintenance Repair Worker 2	Facilities Maintenance	5/30/2017	1.00	\$ 30,867.20
Connie Kolarik	ACE	Electrician 1	Facilities Maintenance	5/30/2017	1.00	\$ 35,464.00
Charles Shaffer	ACE	Maintenance Repair Worker 2	Facilities Maintenance	5/30/2017	1.00	\$ 30,867.20
Sharon Texter	ACE	Administrative Assistant 1	Dana School of Music	5/30/2017	1.00	\$ 30,388.80
Dixie Weisgarber	ACE	Financial Aid Associate	Financial Aid and Scholarships	5/1/2017	1.00	\$ 34,548.80

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/16/17 THROUGH 7/15/17
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	CONTRACT/ APPOINTMENT		
	TYPE	POSITION TITLE		DATES	FTE	SALARY
Salem Alemaishat	ACE	Programmer Analyst 4	IT Application Services	6/23/2017	1.00	\$ 87,817.60
Linda Frattaroli	ACE	Secretary	Chief Information Officer	5/5/2017	1.00	\$ 44,116.80
Christine Perunko*	ACE	Printing Coordinator	Printing Services	7/8/2017	1.00	\$ 57,033.60
Laurissa Rusnak	ACE	Student Services Counselor	Registration & Records	5/27/2017	1.00	\$ 47,528.00
Maureen Wilson	ACE	Layout Design Supervisor	Marketing & Communications	7/1/2017	1.00	\$ 61,276.80
Beth Lizska	Non-ACE	Academic Leader	Ctr for Human Services Dev	6/30/2017	0.50	\$ 18,720.00
Krista Phillips	Non-ACE	Activity Leader	Ctr for Human Services Dev	6/30/2017	0.50	\$ 10,660.00
Shawn Varso**	FOP Excluded	Supervisor	YSU Police	4/30/2017	1.00	\$ 75,296.00
Gail Gaglione	Non-ACE	Intermittent Clerk 1	Housing & Residence Life	4/28/2017	0.50	\$ 14,175.20

*Accepted position as Printing Supervisor - Non-ACE Employee Type
**Accepted position as Police Chief - PA Excluded Employee Type

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/16/17 THROUGH 7/15/17
RECLASSIFICATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Daniel Clements	ACE	Help Desk Technician 1	IT Customer Services	5/14/2017	1.00	\$ 45,219.20	\$ 39,478.40
Anna Leko	ACE	Help Desk Technician 1	IT Customer Services	5/14/2017	1.00	\$ 45,219.20	\$ 39,478.40
Sandra Olmi	ACE	Accountant Examiner 3	University Bursar	7/1/2016	1.00	\$ 42,432.00	\$ 40,102.40
Christine Perunko	Non-ACE	Printing Supervisor	Printing Services	7/9/2017	1.00	\$ 60,361.60	\$ 57,033.60

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/16/17 THOROUGH 7/15/17
PROMOTIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
Zachary Steadman	ACE	Maintenance Repair Worker 2	Maintenance Repair Worker 2	5/14/2017	1.00	\$ 31,324.80	\$ 29,536.00

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/16/17 THROUGH 7/15/17
TRANSFERS

EMPLOYEE					CONTRACT/ APPOINTMENT	
EMPLOYEE NAME	TYPE	POSITION TITLE	DEPARTMENT	DATES	FTE	SALARY
Linda Glover	ACE	Secretary	Philosophy & Religious Studies	6/25/2017	0.50	\$ 24,117.60
Linda Glover	ACE	Secretary	Foreign Languages & Literatures	6/25/2017	0.50	\$ 24,117.60
Shannon Pope	ACE	Administrative Assistant	Art	5/28/2017	1.00	\$ 34,548.80

Youngstown State University
 Summary of Staffing Levels By Race and Gender
 From April 1-June 30, 2016/2017

4/1-6/30/2016	Caucasian		African American		Hispanic		Asian		Native American		Multi-Race		
Rank	M	F	M	F	M	F	M	F	M	F	M	F	Total
Faculty*	191	157	13	13	3	2	28	19	0	0	0	0	426
Professional/ Admin.	145	145	12	13	4	3	3	3	0	2	0	2	332
Classified	114	155	10	13	4	6	0	0	0	1	1	0	304
Externally Funded	28	72	1	5	0	1	0	1	0	0	0	1	109
Total	478	529	36	44	11	12	31	23	0	3	1	3	1171

4/1-6/30/2017	Caucasian		African American		Hispanic		Asian		Native American		Multi-Race		
Rank	M	F	M	F	M	F	M	F	M	F	M	F	Total
Faculty*	188	148	12	13	3	2	25	20	1	0	0	0	412
Professional/ Admin.	151	161	13	11	3	4	2	5	0	2	1	2	355
Classified	109	156	9	20	4	6	0	0	0	1	1	0	306
Externally Funded	22	58	1	5	0	0	0	1	0	0	0	1	88
Total	470	523	35	49	10	12	27	26	1	3	2	3	1161

Difference	Caucasian		African American		Hispanic		Asian		Native American		Multi-Race		
Rank	M	F	M	F	M	F	M	F	M	F	M	F	Total
Faculty*	-3	-9	-1	0	0	0	-3	1	1	0	0	0	-14
Professional/ Admin.	6	16	1	-2	-1	1	-1	2	0	0	1	0	23
Classified	-5	1	-1	7	0	0	0	0	0	0	0	0	2
Externally Funded	-6	-14	0	0	0	-1	0	0	0	0	0	0	-21
Total	-8	-6	-1	5	-1	0	-4	3	1	0	1	0	-10

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

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

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

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

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

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

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

**Office of Equal Opportunity and Policy Development
Report on Search Waivers**

Requestor: Matthew Mazuroski, Chair and Associate Professor

Department/Unit: Theater and Dance

Position: Term Faculty Theater and Dance, Design

Rationale: Search for position of Assistant Professor will be postponed until the Department's reaccreditation process has been completed. Individual hired has fifteen years' experience with the department, curriculum and facilities essential to the reaccreditation process.

Hired: Todd Dicken

Requestor: Matthew Mazuroski, Chair and Associate Professor

Department/Unit: Theater and Dance

Position: Term Faculty Musical Theatre

Rationale: Incumbent faculty member resigned four (4) weeks prior to start of the 2017-2018 academic year leaving insufficient time to complete the search process.

Hired: Thomas Conroy

Requestor: Jalal Jalali, Chair and Professor

Department/Unit: Electrical and Computer Engineering

Position: Term Faculty Electrical and Computer Engineering

Rationale: Immediate and temporary need for instruction in the Electrical Engineering Program due to the retirement of two (2) faculty members.

Hired: Edward Burden

Number of Postings*:

Faculty:

Full-time 6

Part-time 19

Professional/Administrative Postings:

Full-time 14

Part-time 0

Total Postings 39

*Postings since last report.