



**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

**Anita A. Hackstedde, Chair
Charles T. George, Vice Chair
All Trustees are Members**

**Wednesday, December 11, 2024
1:31 p.m. or immediately following
previous meeting**

**Board Room
Tod Hall**

AGENDA

- A. Disposition of Minutes for Meeting**
- B. Old Business**
- C. Committee Items**

1. Action Items

- C.1.a. = Tab 1 a. Resolution to Approve Selection, Appointment, and Evaluation of Executive Officers, Administrative Officers, and Professional/Administrative Staff, including Intercollegiate Athletic Coaches Policy, 3356-7-56**
Jennifer Lewis-Aey, Executive Director and Chief Human Resources Officer, will report.
- C.1.b. = Tab 2 b. Resolution to Rescind Hiring and Selection Process, Evaluation and Compensation for Intercollegiate Athletic Coaches Policy, 3356-7-36**
Jennifer Lewis-Aey, Executive Director and Chief Human Resources Officer, will report.
- C.1.c. = Tab 3 c. Resolution to Rescind Selection, Appointment, and Evaluation of Professional/Administrative Staff Policy, 3356-7-42**
Jennifer Lewis-Aey, Executive Director and Chief Human Resources Officer, will report.
- C.1.d. = Tab 4 d. Resolution to Rescind Selection, Appointment and Evaluation of Executive Officers Policy, 3356-9-01**
Jennifer Lewis-Aey, Executive Director and Chief Human Resources Officer, will report.
- C.1.e. = Tab 5 e. Resolution to Rescind Selection, Appointment, and Annual Evaluation of Administrative Officers Policy, 3356-9-02**
Jennifer Lewis-Aey, Executive Director and Chief Human Resources Officer, will report.
- C.1.f. = Tab 6 f. Resolution to Modify and Retitle Search Waivers for Hiring of Faculty and Professional/Administrative Staff Policy, 3356-7-55**
Jennifer Lewis-Aey, Executive Director and Chief Human Resources Officer, will report.

2. Executive Session

a. Litigation, Personnel and Collective Bargaining Update

Holly Jacobs, Vice President for Legal Affairs and Human Resources, will provide a summary of current litigation and personnel matters, as well as a collective bargaining update.

C.2.b. = Tab 7

b. Resolution to Approve the Appointment of the Vice President for Strategic Communications & Chief of Staff

Bill Johnson, President, will report.

C.2.c. = Tab 8

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, including intercollegiate athletics coaching positions for July 16, 2024, through October 15, 2024. Personnel actions for faculty and professional/administrative staff are contingent upon approval of the Board of Trustees.

Jennifer Lewis-Aey, Executive Director and Chief Human Resources Officer, will report.

D. New Business

E. Adjournment



Explanation of New Policy:

3356-7-56 Selection, appointment, and evaluation of executive officers, administrative officers, and professional/administrative staff, including intercollegiate athletic coaches.

This new policy is a merger of the following rescinded policies:

1. 3356-7-36 Hiring and selection process, evaluation and compensation for intercollegiate athletic coaches.
2. 3356-7-42 Selection, appointment, and evaluation of professional/administrative staff.
3. 3356-9-01 Selection, appointment, and evaluation of executive officers.
4. 3356-9-02 Selection, appointment, and annual evaluation of administrative officers.



**RESOLUTION TO APPROVE
SELECTION, APPOINTMENT, AND EVALUATION OF EXECUTIVE OFFICERS,
ADMINISTRATIVE OFFICERS, AND PROFESSIONAL/ADMINISTRATIVE STAFF,
INCLUDING INTERCOLLEGIATE ATHLETIC COACHES POLICY, 3356-7-56**

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 approve the creation of the University Policy stated above and attached hereto.

**Board of Trustees Meeting
December 12, 2024
YR 2025-**

NEW**3356-7-56 Selection, appointment, and evaluation of executive officers, administrative officers, and professional/administrative staff, including intercollegiate athletic coaches.**

Responsible Division Office: Human Resources
 Responsible Officer: VP for Legal Affairs and Human Resources
 Revision History: December 2024
 Board Committee: University Affairs
Effective Date: December 12, 2024
 Next Review: 2029

- (A) **Policy statement.** The board of trustees is committed to establishing and developing processes designed to select, appoint, and evaluate effective, innovative, and strategic executive officers, administrative officers, and professional/administrative staff. In the selection, appointment, and evaluation of said staff, the board of trustees is committed to the principle of collegiality, where, as appropriate, members of the university community (students, faculty, and staff) have an opportunity to participate in the decision-making processes of the university. The board of trustees acknowledges the need for the establishment of processes for the selection, appointment and evaluation of said staff.
- (B) **Purpose.** To provide guidelines and processes necessary to meet the need for selection, appointment, and evaluation of executive officers, administrative officers, and professional/administrative staff.
- (C) The procedures that follow provide an overall structure for the selection, appointment, and evaluation of executive officers, administrative officers, and professional/administrative staff. It is recognized that these procedures may need to be adjusted in consultation with the chief human resources officer to accommodate a particular situation. The following is a general description of the selection, appointment, and evaluation process.

(D) Definitions.

- (1) "Executive officers" – maintain overall leadership for a particular division or unit. As university officials, each has the responsibility to represent the university and provide leadership in the specified areas of responsibility. The executive officers serve as primary advisors and the members of the president's cabinet. In addition, the president may designate others to serve as members of the cabinet. Executive officers of the university include:
- (a) The provost and vice president for academic affairs is the chief academic officer of the university. As the president's first delegate, the provost and vice president for academic affairs has primary responsibility for the overall administration of the academic programs of the university.
- (b) The vice president for institutional effectiveness and board professional is responsible for the university's institutional effectiveness agenda, provides leadership for institutional research and strategic planning implementation and assessment, supports the president internally and externally, and supports the successful functioning of the board of trustees as a board professional.
- (c) The vice president for student affairs is the chief student personnel officer for the university and provides leadership for the division of student affairs and its major units.
- (d) The vice president for finance and business operations is the chief fiscal officer for the university, provides leadership for the division of finance and business operations, recommends fiscal policy to the president for consideration by the board of trustees, and is responsible for implementation of these policies.
- (e) The vice president of legal affairs and human resources and university general counsel is the chief legal officer of the university and provides leadership for the division of legal affairs and human resources.

- (f) The vice president for government affairs is the chief government affairs officer and provides strategic leadership in building effective relationships with federal, state, and local officials as key community stakeholders to advance the university.
 - (g) The vice president for strategic communications provides a comprehensive leadership vision for development and implementation of a communications, marketing, branding, and public relations strategy. Serves as the university's chief spokesperson and representative to the news media.
 - (h) Other positions designated by the president with the approval of the board of trustees.
- (2) "Administrative officers" - maintain management responsibilities for a specific segment of the campus. They also serve as an integral part of the university's leadership team that is responsible for the overall direction of the institution. Each serve as a primary advisor on the various divisional advisory committees and as members of the executive and administrative staff council. Each dean, associate dean, and chair has certain responsibility for one of the colleges and reports directly or through the chain of command to the provost and vice president for academic affairs. Associate vice presidents, associate provosts, assistant provosts, and executive directors are responsible for a major administrative unit.
- Administrative officers of the university include:
- (a) College deans, associate deans, and chairs
 - (b) Associate vice presidents.
 - (c) Executive directors.
 - (d) Associate provosts.
 - (e) Assistant provosts.
 - (f) Executive director of equal opportunity, policy development, and Title IX.

- (g) Chief human resources officer
 - (h) Other positions designated by the president
- (3) "Professional/administrative staff" (including intercollegiate athletic coaches) – perform nonteaching duties of a professional, administrative, or research nature and are not in the classified civil service or in a bargaining unit
- (E) Selection
- (1) Executive officers
 - (a) Posting requirements:
 - (i) Vacant or new positions shall be posted on the university website and on other appropriate platforms, as determined by the office of human resources.
 - (ii) Postings shall identify the minimum qualifications to fill the position and may identify preferred qualifications.
 - (b) Search committee:
 - (i) The president will appoint a search committee to fill a vacant or new executive level position and shall identify one member of the committee to serve as chair.
 - (ii) The search committee shall include representatives of the affected university division, member(s) of the board of trustees, as designated by the board chair, and may include other members of the university community and other external members, as appropriate.

- (iii) Prior to serving on a search committee, all search committee members shall attend and complete search committee training.
- (iv) All timely applications received shall be reviewed by the search committee chair or a representative of human resources to identify those candidates who meet the minimum qualifications.
- (v) The candidates who meet the minimum qualifications shall be forwarded to the search committee for further review. The search committee shall rate each candidate.
- (vi) The search committee chair shall complete a review of references provided by the qualified candidates and shall determine and review additional references germane to the candidates' prior employment history. Based upon the ratings and the reference check review, the search committee chair will identify candidates to interview. Alternatively, the president may authorize the use of a search firm.
- (vii) An on-campus interview shall be conducted by the search committee and may include a broad representation of each division of the university, other members of the university community, including the board of trustees and others identified by the appropriate executive level officer or designee appointed by the president.
- (viii) The president will host a meeting with each of the final candidates and members of the board of trustees.
- (ix) The president, in consultation with the board of trustees, will identify the candidate to be extended the offer.

(c) Exceptions to the selection process:

- (i) Search waiver. A waiver of the search process may be requested in accordance with rule 3356-7-55 of the Administrative Code, "Search waivers for hiring of faculty, executive officers, administrative officers, and professional/administrative staff."
- (ii) Interim appointment. Positions may be filled on an interim basis without initiating the search process (see rule 3356-9-10 of the Administrative Code, "Acting/interim appointments of university executive and administrative employees").

(2) Administrative officers.

(a) Posting requirements:

- (i) Vacant or new positions shall be posted on the university website and on other platforms, as determined by the office of human resources.
- (ii) Postings shall identify the minimum qualifications to fill the position and may identify preferred qualifications.

(b) Search committee:

- (i) The appropriate executive level officer or the president's designee shall appoint a search committee to fill a vacant or new administrative officer level position and shall identify one member of the committee to serve as the chair.
- (ii) The search committee shall include representatives of the affected university division and may include other members of the university community and other external members, as appropriate.

- (iii) Prior to serving on a search committee, all search committee members shall attend and complete search committee training
- (iv) All timely applications received shall be reviewed by the search committee chair or a representative of human resources to identify those candidates who meet the minimum qualifications
- (v) The candidates who meet the minimum qualifications shall be forwarded to the search committee for further review. The search committee shall rate each candidate.
- (vi) The search committee chair shall complete a review of references provided by the qualified candidates and shall determine and review additional references germane to the candidates' prior employment history. Based upon the ratings and reference check review, the search committee chair will identify candidates to interview. Alternatively, the president may authorize the use of a search firm
- (vii) An on-campus interview shall be conducted by the search committee and may include a broad representation of each division of the university, other members of the university community, including the board of trustees and others identified by the appropriate executive level officer or designee appointed by the president.
- (viii) Upon conclusion of the interview process, the search committee shall submit a list of candidates that are well-qualified to fill the position to the appropriate executive level officer or designee appointed by the president
- (ix) The appropriate executive level officer or designee appointed by the president, in consultation with the president, shall review the list of well-qualified

candidates and identify the person to be extended an offer of employment

(c) Exceptions to the selection process:

- (i) Search waiver: A waiver of the search process may be requested in accordance with rule 3356-7-55 of the Administrative Code, "Search waivers for hiring of faculty, executive officers, administrative officers, and professional/administrative staff."
- (ii) Interim appointment: Positions may be filled on an interim basis without initiating the search process (see rule 3356-9-10 of the Administrative Code, "Acting/interim appointments of university executive and administrative employees")

(3) Professional/administrative staff

(a) Posting requirements:

- (i) Vacant or new positions shall be posted on the university website and on other platforms, as determined by the office of human resources.
- (ii) Postings shall identify the minimum qualifications to fill the position and may identify preferred qualifications.

(b) Search committee:

- (i) The hiring manager will follow the prescribed electronic process to seek approval to post a professional/ administrative position
- (ii) The hiring manager shall appoint a search committee to fill a new or vacant professional/ administrative position and shall identify one member of the search committee to serve as chair.

- (iii) Prior to serving on a search committee, all search committee members shall attend and complete search committee training.
 - (iv) All timely applications received shall be reviewed by the search committee chair or a representative of human resources to identify those candidates who meet the minimum qualifications.
 - (v) The candidates who meet the qualifications shall be forwarded to the search committee for further review. The search committee shall rate each candidate. Based upon the ratings, the search committee chair will identify candidates to interview.
 - (vi) Upon conclusion of the interview process, the search committee shall submit to the hiring manager a list of the candidates that are well-qualified for the position.
 - (vii) The hiring manager shall interview the well-qualified candidates and complete a review of references provided by the candidates and shall determine and review additional references germane to the candidates' prior employment history. Based upon the qualifications, interview and reference check, the hiring manager shall identify the person to be extended an offer of employment.
- (c) Exceptions to the selection process:
- (i) Search waiver: A waiver of the search process may be requested in accordance with rule 3356-7-55 of the Administrative Code, "Search waivers for hiring of faculty, executive officers, administrative officers, and professional/administrative staff"
 - (ii) Interim appointment: Positions may be filled on an interim basis without initiating the search process (see rule 3356-9-10 of the Administrative Code.

"Acting/interim appointments of university executive and administrative employees").

(F) Appointments.

(1) Executive officers.

- (a) For an executive level position, the president, in consultation with the board of trustees, will identify the candidate to be extended the offer. The office of human resources will extend an offer of employment that is contingent upon the approval of the board of trustees. The offer will be in the form of either an appointment or employment contract.
 - (i) Appointments will include a ninety-day notice of termination clause.
 - (ii) When it is in the best interest of the university, the president may issue an employment contract for multiple years.
 - (iii) Both appointments and employment contracts of an executive officer must be approved by the board of trustees prior to the employment start date.
- (b) Employment is contingent on acceptable background checks. The requirement for a background check cannot be waived.
- (c) The chief human resources officer will prepare and submit a summary of all personnel actions for executive level officers to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions shall be contingent upon approval by the board.

(2) Administrative officers.

- (a) For an administrative officer level position, the office of human resources will extend an offer of employment that is

contingent upon approval of the board of trustees. The offer will be in the form of either an appointment or an employment contract.

- (i) Appointments will include a ninety-day notice of termination clause. Appointments are contingent upon board approval; however, employees may begin employment prior to board approval. Administrative officers with tenure may be returned to faculty without providing the ninety-day notice period. See rule 3356-9-05 of the Administrative Code, "Faculty rank and tenure for designated administrators."
 - (ii) When it is in the best interest of the university, the president may issue an employment contract for multiple years. Employment contracts must be approved by the board of trustees in advance of the employment start date.
 - (iii) Employment is contingent on acceptable background checks. The requirement for a background check cannot be waived.
 - (iv) The chief human resources officer will prepare and submit a summary of all personnel actions for administrative level officers to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions shall be contingent upon approval by the board.
- (3) Professional/administrative staff.
- (a) The offer of employment may only be extended by the office of human resources in collaboration with the hiring manager.
 - (b) The offer will be in the form of either an appointment or an employment contract.

- (i) Appointments, including multi-year appointments, will include a sixty-day notice of termination clause. Appointments are contingent upon board approval; however, employees may begin employment prior to board approval.
 - (ii) In the event that a multi-year appointment for an intercollegiate athletic coach reaches the conclusion of the appointed term and an additional multi-year appointment is not considered, the appointment shall be determined to be a continuing appointment with no interruption in employment status and will be subject to a sixty-day termination clause.
 - (iii) When it is in the best interest of the university, the president may issue an employment contract for multiple years. Employment contracts must be approved by the board of trustees in advance of the employment start date.
 - (iv) The president will keep the board of trustees informed of negotiations involving employment contracts for multiple years.
- (c) Employment is contingent on acceptable background checks. The requirement for a background check cannot be waived.
 - (d) The chief human resources officer will prepare and submit a summary of all personnel actions for professional/administrative staff, to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions shall be contingent upon approval by the board.
- (G) Evaluation of executive officers, administrative officers, and professional/administrative staff
- (1) The procedures that follow provide an overall structure for evaluation. The university will maintain an electronic process for

evaluations. However, it is recognized that these procedures may need to be adjusted to accommodate a particular situation.

- (2) The evaluation process is conducted on an annual basis; for intercollegiate athletic coaches, the evaluation process will be conducted at the end of each season.
- (3) For executive and administrative officers, the board of trustees considers it important to have the evaluation of executive and administrative officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation may be input from a sample of constituents and subordinates.
- (4) The president will consult with the board of trustees during the evaluation process as to the performance of executive level officers and will inform the board of trustees about the results of their evaluation of each executive level officer.

(H) Salary adjustments

(1) Executive and administrative officers

- (a) At year's end, during a one-on-one session between the executive officer and the president, or administrative officer and executive officer, preliminary salary adjustment considerations may be discussed.
- (b) When considering salary adjustments for executive officers and/or administrative officers, the president will submit proposed adjustments to the university affairs committee for its review and approval prior to implementing said adjustment(s).

(2) Professional/administrative staff, not including intercollegiate athletic coaches.

The president may consider merit pay with the approval of the board of trustees.

(3) Intercollegiate athletic coaches.

- (a) Determinations regarding merit increases, if any, will be based on achievements, change in duties or responsibilities, and competitive or equity adjustments.
- (b) Salary adjustments may not exceed the resources allocated by the university to the athletic department budget.
- (c) For sports that utilize assistant coaches, the head coach, in consultation with the executive director of athletics, has the authority to allocate funds budgeted for their assistant coaches at their discretion and within budgetary limitations at any point during the fiscal year.
- (d) Unsuccessful competitive performance may affect salary adjustments.
- (e) The executive director will recommend merit increases to the president for approval.

(4) Personnel Actions

The chief human resources officer will prepare and submit a summary of all personnel actions for executive officers, administrative officers, and professional/administrative staff, to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions shall be contingent upon approval by the board.



Explanation to Rescind Policy:

3356-7-36 Hiring and selection process, evaluation and compensation for intercollegiate athletic coaches.

This policy is being rescinded and merged with the below listed policies, and replaced by a new policy 3356-7-56 Selection, appointment, and evaluation of executive officers, administrative officers, and professional administrative staff, including intercollegiate athletic coaches.

1. 3356-7-42 Selection, appointment, and evaluation of professional/administrative staff.
2. 3356-9-01 Selection, appointment, and evaluation of executive officers.
3. 3356-9-02 Selection, appointment, and annual evaluation of administrative officers.



**RESOLUTION TO RESCIND
HIRING AND SELECTION PROCESS, EVALUATION AND COMPENSATION FOR
INTERCOLLEGIATE ATHLETIC COACHES POLICY, 3356-7-36**

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 stated above and attached hereto.

**Board of Trustees Meeting
December 12, 2024
YR 2025-**

3356-7-36 Hiring and selection process, evaluation and compensation for intercollegiate athletic coaches.

Responsible Division/Office: Intercollegiate Athletics
 Responsible Officer: President
 Revision History: September 1999; September 2003;
 November 2010; December 2012; April 2013;
 June 2019; July 2023; September 2023;
 December 2024
 Board Committee: University Affairs
 Effective Date: **December 12, 2024**
 Next Review:

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- (A) Policy statement Youngstown state university (university) seeks to attract and retain highly qualified and diverse intercollegiate athletic coaching staff. In achieving this goal, the university is committed to the principles of gender equity, equal opportunity, diversity, and merit in hiring and retaining coaches. To determine whether coaching salaries are competitive, the athletic department will utilize data from peer athletic institutions provided by the respective league/conference.
- (B) Purpose To provide guidelines and processes necessary to meet the hiring, selection, evaluation, and compensation practices unique to intercollegiate coaches, including the necessity for expediency in the selection and hiring process.
- (C) Parameters
- (1) Intercollegiate athletics coaches in all sports are in the university's professional/administrative staff category.
 - (2) Coaches may be issued an appointment with a sixty-day notice of termination clause, an appointment for multiple years with a sixty-day notice of termination clause, or when it is in the best interest of the university, the president, in consultation with the executive director of athletics, may issue an employment contract for multiple years.

- (3) Appointments and employment contracts for multiple years are contingent upon board of trustee approval; however, employees may begin employment prior to board approval.
 - (4) In the event that a multi-year appointment reaches the conclusion of the appointed term and an additional multi-year appointment is not considered, the appointment shall be determined to be a continuing appointment with no interruption in employment status and be subject to a sixty-day termination clause.
 - (5) The president will keep the board of trustees informed of negotiations involving employment contracts for multiple years.
- (D) Hiring and selection. The procedures that follow provide an overall structure for coaching positions selections. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.
- (1) Advertising to fill athletic coaching positions of the university will be done in a manner that will provide an opportunity for a diverse pool of candidates.
 - (2) Openings for coaching positions will appear on the university's website and allow for the receipt of electronic applications for a minimum of seven calendar days.
 - (3) The athletic department may use search waivers for filling coaching positions when approved by the office of equal opportunity, policy development and title IX in accordance with rule 3356-2-04 of the Administrative Code (see university policy 3356-2-04 "Search waivers for hiring of faculty and professional - administrative staff"). However, when time and circumstances allow the university's search processes will be followed.
 - (4) Employment is contingent on acceptable background checks. The requirement for a background checks cannot be waived, however, background checks can be expedited at the request of the athletics department.
 - (5) The chief human resources officer will submit a summary of all filled coaching positions at the next regularly scheduled meeting.

(E) Evaluations.

- (1) The executive director of athletics, or designee, will annually evaluate all head coaches at the end of each season.
- (2) All head coaches will evaluate their assistant coaches at the end of each season and review these evaluations with the executive director of intercollegiate athletics, or designee.

(F) Salary adjustments.

- (1) Salary adjustments, including increases based on merit, may not exceed the resources allocated by the university to the athletic department budget.
- (2) Determinations regarding merit increases, if any, will be based on achievements, change in duties or responsibilities, and competitive or equity adjustments.
- (3) For sports that utilize assistant coaches, the head coach, in consultation with the executive director of athletics, has the authority to allocate funds budgeted for their assistant coaches at their discretion and within budgetary limitations at any point during the fiscal year.
- (4) Unsuccessful competitive performance may affect salary adjustments.
- (5) The executive director will recommend merit increase to the president for approval.

Explanation to Rescind Policy:

3356-7-42 Selection, appointment, and evaluation of professional/administrative staff.

This policy is being rescinded and merged with the below listed policies, and replaced by a new policy 3356-7-56 Selection, appointment, and evaluation of executive officers, administrative officers, and professional administrative staff, including intercollegiate athletic coaches.

1. 3356-7-36 Hiring and selection process, evaluation and compensation for intercollegiate athletic coaches.
2. 3356-9-01 Selection, appointment, and evaluation of executive officers.
3. 3356-9-02 Selection, appointment, and annual evaluation of administrative officers.



**RESOLUTION TO RESCIND
SELECTION, APPOINTMENT, AND EVALUATION OF PROFESSIONAL/
ADMINISTRATIVE STAFF POLICY, 3356-7-42**

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 stated above and attached hereto.

**Board of Trustees Meeting
December 12, 2024
YR 2025-**

3356-7-42 Selection, appointment, and evaluation of professional/ administrative staff.

Responsible Division Office: Human Resources
 Responsible Officer: VP for Legal Affairs and Human Resources
 Revision History: March 1999; December 2009; April 2013;
 May 2015, March 2019, December 2024
 Board Committee: University Affairs
Effective Date: December 12, 2024
 Next Review:

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- (A) **Policy statement** While the president has overall responsibility for the management of the university, the responsibility for decisions about the employment of personnel is delegated to the appropriate division officer who is responsible for making personnel decisions within the described university procedures. The university employs staff members with experience, degrees, and other credentials appropriate to their responsibilities. Hiring managers are charged with the responsibility of assuring that qualified individuals are appointed as professional/ administrative staff members. Personnel actions will become effective upon approval by the board of trustees.
- (B) **Purpose** These procedures are designed to assure that qualified individuals with experience, degrees, and other credentials appropriate to their responsibilities are appointed as professional/administrative staff members.
- (C) **Scope** This policy applies to professional/administrative staff (including part-time and externally funded) that perform nonteaching duties of a professional, administrative, or research nature and are not in the classified civil service or in a bargaining unit.
- (D) **Procedures for the selection of professional/administrative staff.** The procedures that follow provide an overall structure for the selection of professional/administrative staff. When a professional/administrative vacancy occurs, the hiring manager will follow the prescribed electronic process to seek approval to post the position and follow the standard

search procedures, as established by the office of human resources. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

- (1) When a vacancy occurs, the appropriate supervisor will review the need for the position and forward a recommendation to the dean or executive director. After review, the dean or executive director will submit a recommendation to fill, modify, or eliminate the position to the appropriate divisional executive officer.
- (2) The appropriate divisional executive officer will review the recommendation and determine whether further consideration is appropriate. If appropriate, the recommendation is forwarded to the president for his/her approval.
- (3) Filling of authorized positions must utilize recruitment activities that conform to the equal opportunity and affirmative action procedures (see rule 3356-2-02 of the Administrative Code, "Equal opportunity and affirmative action recruitment and employment") unless a search waiver is granted.
- (4) Professional/administrative staff members are employed in full-time or part-time status. Part-time professional/administrative staff are employed on a full-time equivalent ("FTE") basis, assuming a forty-hour workweek. Eligibility for university benefits is determined by the individual's FTE status.
- (5) The appropriate division officer will review the proposed offer of employment with the office of human resources prior to the offer to the successful candidate.
- (6) The offer of employment may only be extended by the office of human resources in collaboration with the appropriate divisional executive officer upon the recommendation of the dean or executive director and the person responsible for the employing unit.

- (7) The office of human resources will extend an offer of employment. The offer will be in the form of either an appointment or an employment contract.
- (a) Appointments will include a sixty-day notice of termination clause. Appointments are contingent upon board approval; however, employees may begin employment prior to board approval.
- (b) When it is in the best interest of the university, the president may issue an employment contract for multiple years. Employment contracts must be approved by the board of trustees in advance of the employment start date.
- (8) The chief human resources officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions shall be contingent upon approval by the board.
- (9) Terms and conditions of employment for professional/administrative staff are determined by the board of trustees as set forth in the university policy.
- (E) Search waiver. A waiver of the search process may be requested in accordance with rule 3356-2-04 of the Administrative Code, "Search waivers for hiring of faculty and professional/administrative staff."
- (F) Procedures for evaluation.
- (1) The evaluation process is conducted on an annual basis.
- (2) Throughout the course of the year, one-on-one sessions will be initiated by either party to discuss performance thus far.

- (3) Managers will utilize the prescribed electronic process to evaluate their direct reports.

Explanation to Rescind Policy:**3356-9-01 Selection, appointment, and evaluation of executive officers.**

This policy is being rescinded and merged with the below listed policies, and replaced by a new policy 3356-7-56 Selection, appointment, and evaluation of executive officers, administrative officers, and professional administrative staff, including intercollegiate athletic coaches.

1. 3356-7-36 Hiring and selection process, evaluation and compensation for intercollegiate athletic coaches.
2. 3356-7-42 Selection, appointment, and evaluation of professional/administrative staff.
3. 3356-9-02 Selection, appointment, and annual evaluation of administrative officers.



**YOUNGSTOWN
STATE UNIVERSITY**

**RESOLUTION TO RESCIND
SELECTION, APPOINTMENT AND EVALUATION OF EXECUTIVE OFFICERS
POLICY, 3356-9-01**

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 stated above and attached hereto.

**Board of Trustees Meeting
December 12, 2024
YR 2025-**

3356-9-01 Selection, appointment, and evaluation of executive officers.

Responsible Office: Office of the President
 Responsible Officer: President
 Revision History: June 2001; September 2003; February 2009,
 March 2013; April 2013; June 2013; May 2015,
 March 2019, December 2024
 Board Committee: University Affairs
Effective Date: December 12, 2024
 Next Review:

- (A) Policy statement The divisional executive officers of the university are the provost/vice president for academic affairs, vice president for institutional effectiveness and board professional, vice president for finance and business operations and the vice president for legal affairs and human resources. The president is considered to be the divisional executive officer for those work units that have a direct reporting relationship and for the staff assigned to work in the office of the president. The board of trustees is committed to establishing and developing processes designed to hire and retain effective, innovative, and strategic executive officers. In the selection and evaluation of executive officers of the university, the board of trustees is committed to the principle of collegiality, where, as appropriate, members of the university community (students, faculty, and staff) have an opportunity to participate in the decision-making processes of the university. The board of trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of divisional executive officers of the university. The board also affirms the principles of collegiality and merit-based rewards in these processes that are directly associated with positive evaluation of these officers.
- (B) Parameters.
- (1) A position announcement, including the minimum and preferred qualifications, will be developed and brought to the board of trustees for review and approval prior to initiating the search.
 - (2) Advertising to fill executive officer positions will be done in a manner that will create a diverse pool of candidates of racial,

ethnic and social backgrounds, reflecting a wide diversity of values, ideas, and beliefs.

- (3) An individual selected to serve as an executive officer will be identified from an applicant pool obtained as a result of a national search process. With the approval of or when deemed necessary by the president, a search firm may be utilized. Filling these positions on an interim basis may be done without initiating a formal process (see rule 3356-9-10 of the Administrative Code, "Acting/interim appointments of university administrators").
 - (4) In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing potential executive officers.
 - (5) Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
 - (6) The evaluation may involve merit salary considerations as part of the year-end sessions.
- (C) Role of executive officers
- (1) Executive officers of the university maintain overall leadership for a particular division or unit. As university officials, each has the responsibility to represent the university and provide leadership in the specified areas of responsibility. The executive officers serve as primary advisors and the members of the president's cabinet. In addition, the president may designate other administrative officers to serve as members of the cabinet. Executive officers of the university include:
 - (a) The provost and vice president for academic affairs is the chief academic officer of the university. As the president's first delegate, the provost and vice president for academic affairs has primary responsibility for the overall administration of the academic programs of the university

- (b) The vice president for institutional effectiveness and board professional is the chief administrative officer responsible for the university's institutional effectiveness agenda, provides leadership for institutional research and strategic planning implementation and assessment, supports the president internally and externally, and supports the successful functioning of the board of trustees as a board professional.
 - (c) The vice president for student affairs is the chief student personnel officer for the university and provides leadership for the division of student affairs and its major units.
 - (d) The vice president for finance and business operations is the chief fiscal and administrative officer for the university; provides leadership for the division of finance and business operations, recommends fiscal policy to the president for consideration by the board of trustees, and is responsible for implementation of these policies.
 - (e) The vice president of legal affairs and human resources and university general counsel is the chief legal officer of the university and administrative officer for the division of legal affairs and human resources. This position provides leadership to the division of legal affairs and human resources.
- (2) Other positions designated by the president with the approval of the board of trustees
- (D) The procedures for selection and appointment. The procedures that follow provide an overall structure for executive level officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation in consultation with the chief human resources officer.
- (1) When there is a need to fill a vacant or new executive level position, the president will appoint a search advisory committee.
 - (2) This committee will include representatives of the affected university division, a member of the board of trustees, as

- designated by the chair, and may include other members of the university community and other external members, as appropriate.
- (3) This committee will review all applications timely received, identify those that meet the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed
 - (4) This committee will be involved in the process of interviewing all of the candidates visiting the campus.
 - (5) The on-campus interview process may include a broad representation of each of the divisions of the university, students, appropriate community representatives, and others identified by the president.
 - (6) The president will also host a meeting with each of the final candidates and members of the board of trustees.
 - (7) The president, in consultation with the board of trustees, will identify the candidate to be extended the offer. The office of human resources will extend an offer of employment that is contingent upon the approval of the board of trustees. The offer will be in the form of either an appointment or employment contract
 - (a) Appointments will include a ninety-day notice of termination clause
 - (b) When it is in the best interest of the university, the president may issue an employment contract for multiple years
- Both appointments and employment contracts of an executive officer must be approved by the board of trustees prior to the employment start date.
- (8) The chief human resources officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the university affairs committee for

recommendation for approval by the board of trustees. The personnel actions shall be contingent upon approval by the board

- (E) Exceptions to the selection procedures. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the university. A request for such an exception must be submitted in writing to the office of human resources and the office of equal opportunity, policy development and title IX for review and recommendation. The request initiated by the president, together with the recommendations of human resources and equal opportunity, policy development and title IX, will be submitted to the university affairs committee of the board of trustees, which will recommend the final action to be taken on the request by the board of trustees.
- (F) Procedures for the evaluation of an executive level officer. The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.
- (1) The evaluation process is conducted on an annual basis.
 - (2) The process will be initiated with one-on-one session(s) between the executive officer and the president
 - (3) The initial phase of the process will be devoted to dialog whereby mutually accepted annual objectives are identified and finalized in writing.
 - (4) Through the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
 - (5) At year's end, during a one-on-one session between the executive level officer and the president, the degree to which these objectives have been met will be determined and preliminary salary adjustment considerations may be discussed. The board of trustees considers it important to have the evaluation of executive level officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall

evaluation will be input from a sample of constituents and subordinates. The president will consult with the board of trustees during the evaluation process as to the performance of executive level officers and will inform the board of trustees about the results of their evaluation of each executive level officer.

- (6) When considering salary adjustments for executive level officers, the president will submit proposed adjustments to the university affairs committee for its review and approval prior to implementing said adjustment(s).

Explanation to Rescind Policy:**3356-9-02 Selection, appointment, and annual evaluation of administrative officers.**

This policy is being rescinded and merged with the below listed policies, and replaced by a new policy 3356-7-56 Selection, appointment, and evaluation of executive officers, administrative officers, and professional administrative staff, including intercollegiate athletic coaches.

1. 3356-7-36 Hiring and selection process, evaluation and compensation for intercollegiate athletic coaches.
2. 3356-7-42 Selection, appointment, and evaluation of professional/administrative staff.
3. 3356-9-01 Selection, appointment, and evaluation of executive officers.



**YOUNGSTOWN
STATE UNIVERSITY**

**RESOLUTION TO RESCIND
SELECTION, APPOINTMENT, AND ANNUAL EVALUATION OF ADMINISTRATIVE
OFFICERS POLICY, 3356-9-02**

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 stated above and attached hereto.

**Board of Trustees Meeting
December 12, 2024
YR 2025-**

3356-9-02 Selection, appointment, and annual evaluation of administrative officers.

Responsible Office: Office of the President
 Responsible Officer: President
 Revision History: February 1998; February 2009; March 2013; April 2013; June 2013; May 2015; March 2019; June 2020; December 2024
 Board Committee: University Affairs
 Effective Date: December 12, 2024
 Next Review:

- (A) Policy statement. In the selection and annual evaluation of administrative officers of the university, the board of trustees is committed to the principle of collegiality where, as appropriate, members of the university community (students, faculty, and staff) have an opportunity to participate in the decision-making processes of the university. The board of trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of administrative officers. The board also affirms the principles of collegiality and merit-based rewards in these processes that are directly associated with positive evaluation of these officers.
- (B) Parameters.
- (1) A position announcement, including the required and preferred qualifications, will be developed and brought to the president for review and approval prior to initiating the search.
 - (2) Advertising to fill administrative officer positions will be done in a manner that will create a diverse pool of candidates of racial, ethnic and social backgrounds reflecting a wide diversity of values, ideas, and beliefs.
 - (3) An individual selected to serve as an administrative officer will be identified from an applicant pool obtained as a result of a national search process. With the approval of or when deemed necessary by the president, a search firm may be utilized. Filling these positions on an interim basis may be done without initiating a

formal process (see rule 3356-9-10 of the Administrative Code, "Acting/interim appointments of university administrators")

- (4) In recognition of the principles of collegiality, advisory committees may be utilized during the process of searching, screening, and interviewing potential administrative officers.
 - (5) Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
 - (6) The evaluation process may involve merit salary considerations as part of the year-end session.
- (C) Role of the administrative officers. Administrative officers of the university maintain management responsibilities for a specific segment of the campus. They also serve as an integral part of the university's leadership team that is responsible for the overall direction of the institution. Each serves as primary advisor on the various divisional advisory committees and as members of the executive and administrative staff council. Each dean, associate dean and chair has certain responsibility for one of the colleges and reports directly or through the chain of command to the provost and vice president for academic affairs. Associate vice presidents, associate provosts, assistant provosts, and executive directors are responsible for a major administrative unit and each reports directly to an executive level officer or the president. Administrative officers of the university include:
- (1) College deans, associate deans, and chairs.
 - (2) Associate vice presidents.
 - (3) Executive directors.
 - (4) Associate provosts.
 - (5) Assistant provosts.
 - (6) Executive director of equal opportunity, policy development and title IX.

- (7) Chief human resource officer.
 - (8) Other positions designated by the president.
- (D) Procedures for the selection of administrative officers. The procedures that follow provide an overall structure for administrative officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation, i.e., selection of chairs (see the YSU-YSU/OEA collective bargaining agreement). When an administrative officer vacancy occurs, the hiring manager will follow the prescribed electronic process to see approval to post the position and follow standard search procedures as established by the office of human resources. The following is a general description of the search process.
- (1) When there is a need to identify a new administrative officer, the appropriate executive level officer (see rule 3356-9-01 of the Administrative Code) or designee appointed by the president will appoint a search advisory committee.
 - (2) This committee will include representatives of the affected university division and may include other members of the university community and other external members as appropriate.
 - (3) This committee will review all of the applications received, identify those meeting the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
 - (4) This committee will be involved in the process of interviewing all of the candidates visiting the campus.
 - (5) The on-campus interview process may include a broad representation of the affected university division, other members of the university community, including the board of trustees and others identified by the appropriate executive level officer or designee appointed by the president.
 - (6) Upon the conclusion of the interview process, the search advisory committee will submit to the appropriate executive level officer or designee appointed by the president an unranked list of three to

- five candidates, with an assessment of each, that are recommended to fill the vacant position.
- (7) The appropriate executive level officer appointed by the president, in consultation with the president, will review the list of recommended candidates to identify the person to be extended an offer. The office of human resources will extend an offer of employment that is contingent upon the approval of the board of trustees. The offer will be in the form of either an appointment or an employment contract.
 - (a) Appointments will include a ninety-day notice of termination clause. Appointments are contingent upon board approval; however, employees may begin employment prior to board approval. See rule 3356-9-05 of the Administrative Code, university policy 3356-9-05 "Faculty rank and tenure for designated administrators." Administrators with tenure may be returned to faculty without providing the ninety-day notice period.
 - (b) When it is in the best interest of the university, the president may issue an employment contract for multiple years. Employment contracts must be approved by the board of trustees in advance of the employment start date.
 - (8) The chief human resources officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions shall be contingent upon approval by the board.
- (E) Exceptions to the selection procedures. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the university. A request for such an exception must be submitted in writing to the office of human resources and the office of equal opportunity, policy development and title IX for review and recommendation. A request initiated by a hiring department, together with the recommendations of human resources and office of equal opportunity, policy development and title IX, will be submitted to the president, who will take final action on the request and report the

recommendations and action taken to the university affairs committee of the board of trustees at or before its next meeting.

- (F) Procedures for the evaluation of administrative officers. The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.
- (1) The evaluation process is conducted on an annual basis.
 - (2) The process will be initiated with one-on-one session(s) between the administrative officer and the executive officer or the president.
 - (3) This initial phase of the process is devoted to dialog, whereby mutually acceptable annual objectives are identified and finalized in writing at the start of the calendar year.
 - (4) Throughout the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
 - (5) At year's end, during a one-on-one session between the administrative officer and the executive officer, the degree to which these objectives have been met is determined and preliminary salary adjustment considerations may be discussed. The board of trustees considers it important to have the evaluation of administrative officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation will be input from a sample of constituents and subordinates.
 - (6) All administrative officers' merit considerations are reviewed by the executive officers in a group setting to ensure consistent application from an institutional perspective.
 - (7) When considering salary adjustments for administrative officers, the president will submit proposed adjustments to the university affairs committee for its review and comment prior to implementing said adjustment(s).



Explanation to Modify Policy:

3356-7-55 Search waivers for hiring of faculty and professional/administrative staff.

- This policy has been retitled to Search waivers for hiring of faculty, executive officers, administrative officers, and professional/administrative staff.
- This policy was modified to include search waivers for executive and administrative officers.
- This policy was also modified in consideration of recent caselaw concerning affirmative action and diversity, equity and inclusion.



**RESOLUTION TO MODIFY AND RETITLE
SEARCH WAIVERS FOR HIRING OF FACULTY AND PROFESSIONAL/
ADMINISTRATIVE STAFF POLICY, 3356-7-55**

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 approve the modification of the University Policy stated above and attached hereto.

**Board of Trustees Meeting
December 12, 2024
YR 2025-**

**3356-7-55 Search waivers for hiring of faculty, ~~and executive officers,~~
administrative officers, and professional/ administrative staff.**

Responsible Division/Office: Human Resources
 Responsible Officer: VP for Legal Affairs and Human Resources
 Revision History: June 2006; June 2011; March 2013; May 2015;
 March 2017; September 2019; June 2024;
 December 2024
 Board Committee: University Affairs
 Effective Date: ~~June~~December 712, 2024
 Next Review: 2029

- (A) Policy statement. It is the policy of Youngstown state university that institutional employment ~~and diversity~~ goals are best served through a standard search process. However, exceptions to the standard search process may be appropriate in situations where it can be clearly demonstrated that it is in the university's best interest to forgo the standard search process.
- (B) Scope. This policy applies to ~~vacancies for faculty, and executive officers, administrative officers, and professional/administrative staff who are not in the classified civil service or in a bargaining unit-vacancies, including externally funded positions (see rules 3356-7-42 and 3356-7-43 of the Administrative Code).—The selection of executive and administrative officers of the university is not included within the scope of this policy. (See rules 3356-9-01 and 3356-9-02 of the Administrative Code for the selection of administrative and executive officers.)—A search waiver will not be granted when the candidate for employment is a family member of a current university employee.—“Family member” is defined in rule 3356-7-26 of the Administrative Code.—A request for a search waiver does not waive any human resource or financial requirements for a position.~~
- (C) Purpose. To provide a process for requesting a search waiver for fully qualified individuals who can make a unique contribution to the university and its strategic plan.
- (D) Request criteria. The following information shall be provided in writing when submitting a request for a search waiver:

- (1) A description of the position, including whether the position is temporary or has an anticipated end date and minimum ~~(and-if appropriate)~~ and/or preferred qualifications.
 - (2) Curriculum vitae, resume and/or other relevant materials documenting ~~Q~~ qualifications, credentials and/or skills of the individual that qualify ~~him/her~~ them for the position.
 - (3) Likelihood of success in the position (e.g., promotion and tenure, where applicable)
 - (4) Relevance of the hire to the university's strategic priorities
 - (5) Input of the hiring unit for the requested appointment
 - (6) Identification of funds to support the position.
 - (7) Rationale for departing from the standard search process presented
 - (8) Whether the candidate is a retire/rehire of professional/administrative staff.
 - (9) Whether the candidate is a family member of a current university employee (see rule 3356-7-26 of the Administrative Code, “Nepotism and potential conflicts in employment situations”).
- (E) Review criteria. The following factors will be considered when determining whether a waiver is in the university's best interests
- (1) Whether the position and/or funding are temporary or time limited
 - (2) The existence of an urgent situation
 - (3) Whether the proposed hire possesses outstanding and uniquely specialized skills, knowledge, or experience ~~that would and/or otherwise would not be available through the standard search process. Experience, skills, or knowledge gained through an interim appointment or temporary assignment of some or all of the duties of the position does not make an individual uniquely qualified for the position.~~

- (4) Whether a recent search(es) for the position resulted in a failed search(es), has lacked including the lack of a qualified pool of applicants.
- (5) Previous use of search waivers by the office or department.
- (6) Other compelling reasons.

(F) Procedures.

- (1) The submission of a search waiver requires the signature of the appropriate divisional officer and the hiring department director/ manager or chairperson.
- (2) A copy of the potential employee's curriculum vitae, resume and/or other relevant materials must be included with the search waiver request.
- (3) A request for a search waiver, including all supporting information listed in paragraph (D) of this policy, must be submitted in writing to the chief human resources officer ~~and executive director of equal opportunity, policy development and title IX~~ for review and recommendation. Following this review, the request will be forwarded to the office of the president.
- (4) Only the president, or designee, is authorized to grant a waiver from the requirement of a standard search.
- (5) The office of equal opportunity, policy development and title IX will provide information and assistance, as appropriate.
- (6) The office of ~~equal opportunity, policy development and title IX~~ human resources will provide the board of trustees with a quarterly report on hiring activity under this policy.



**RESOLUTION TO APPROVE THE APPOINTMENT OF THE
VICE PRESIDENT FOR STRATEGIC COMMUNICATIONS &
CHIEF OF STAFF**

WHEREAS, the Vice President for Strategic Communications & Chief of Staff has been created to serve as an executive officer and provide comprehensive leadership vision for the development and implementation of a communications, marketing (including enrollment marketing), branding, and public relations strategy for Youngstown State University (YSU) as well as act as the chief of staff to work directly with the President, executive leadership team, and community business leaders to provide policy and strategic leadership to enhance the mission of the university for the benefit of the students.

WHEREAS, Tim Harrington was appointed on July 15, 2024, as the Special Assistant to the President for Strategic Communications to provide a comprehensive leadership vision for the development and implementation of a communications, marketing, branding, and public relations strategy for the University; and

WHEREAS, Tim Harrington was appointed on January 18, 2024, as the Executive Assistant to the President to work directly with the President and executive leadership team; and

WHEREAS, University Policy 3356-9-01, Selection, Appointment, and Evaluation of Executive Officers, requires board approval prior to the employment start date; and

WHEREAS, Tim Harrington has all the requisite skills, both hard and soft, to be successful in more proactively telling the world who YSU is, what we are doing, how we are doing it, when we are doing it, and doing so in a way that supports our vision to continue as THE anchor university in Northeast Ohio; and

WHEREAS, the candidate's credentials have been reviewed by the President, who recommends the appointment of the candidate to the Board of Trustees; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the appointment of Tim Harrington as the Vice President for Strategic Communications & Chief of Staff, effective December 16, 2024, attached hereto.



Name: Timothy Harrington

Effective Date:

Salary Range: L12 Excl.

POSN: 998023

FTE: 1.00

Reviewed By: HJ/DL/JLA

FLSA Review: Exempt

Hiring Range: \$170,000

Title: Vice President, Strategic Communications & Chief of Staff

Division: University Relations

Summary of Position: Serves as the university's Strategic Communications Officer. Duties include: Oversees all university communications operations, including messaging, internal and external communications, branding, crisis communications, marketing, advertising, social and digital media, website management, and press relations; develops and implements a strategic communications, marketing, branding, and public relations strategy for Youngstown State University; provides leadership of a division, including supervision of staff, budgetary authority, and implementation and administration of all strategic communications programs and services.

Serves as President's Chief of Staff, including: working directly with the President and executive leadership team to develop and implement the university's comprehensive strategic plan; developing policies and procedures and participating in setting the overall strategy and vision of the university; serving as the President's designee when needed; and working directly with the President and executive leadership and community/business leaders to provide policy and strategic leadership to enhance the mission of the university for the benefit of the students.

Position Information:

Essential Functions and Responsibilities: Coordinates and leads a complex logistical operation responsible for synthesizing YSU's comprehensive communications, messaging, marketing, and branding strategy over the academic, enrollment and administrative operations in order to achieve consistent messaging both internally and externally across all university constituencies by aligning with key functions including but not limited to: enrollment management; colleges; government affairs; alumni and donor relations; student activities; community, business, and media relations; and athletics.

Strategizes with key areas to create a communications, messaging, marketing, and branding vision for YSU that aligns with the President's priorities and goals to enhance and expand the reputation and visibility of the University and strengthen the University's position within key markets.

Participates in the development of the university's strategic plan. Reviews the current structure and organization of YSU's communications and marketing operations for efficiency and develops a strategic business plan for the department to improve brand awareness, enrollment, marketing research and management, communications across campus with employees and students, external communications, as well as strengthening relationships with media, community leaders, policymakers, external business partners, etc. Specifies goals, strategies, tactics, resource requirements and metrics for the department, and works collaboratively with staff to implement it across paid, earned, social and owned media.

Manages press and media relations, and serves as the University's chief spokesperson and representative to the news media.

Reports directly to the President; serves as member of the President's cabinet and may act as chief executive officer in the absence of the President. Builds an integrated, highly collaborative team of strategic marketing and communications leaders who are responsible for working with assigned constituents to build and communicate the YSU brand that will enhance the institution's reputation and inspire prospective students, faculty, and staff to choose YSU.

Works directly with the President, cabinet, key advisors, and deans to create a vision for communications that align with the YSU's priorities and goals. In collaboration with the President, oversees the management of the institution's reputation and visibility through effective communications, media (paid, earned, social, and owned), and public relations practices that create understanding and transparency of the university's programs, initiatives, and campaigns. Develops enduring partnerships with the President's cabinet, academic deans, and administrative leaders to understand unit-level goals and distinct marketing and communications needs and connects unit-level messages and strategies with the overall direction of the institution, developing shared solutions to further support the deans and cabinet leaders.

As a member of the President's cabinet and key advisor to the President and Board of Trustees, advises on institutional issues and serve as a primary media and public relations spokesperson and leader during crises. Anticipates and manages communications for issues and crises that could impact YSU's operations, resources, and reputation. Proactively communicates on behalf of the university during crises, including serving as the primary spokesperson for the university.

Works toward a goal of increasing YSU's local, national, and international visibility of accomplishments, advances in knowledge, and impact achieved by members of the university community (administration, faculty, staff, students, alumni) and programs.

Designs and implements a metrics system and uses this data to inform strategies and evaluate outputs and outcomes. Drives measurable impact through agile, data-informed, and technology-enabled approaches effective for higher education and other industries.

Establishes institutional policies, guidelines and standards pertaining to communications, oversees compliance, and builds a culture of continual improvement. Acts as a liaison between the President's office and other departments, faculty and external stakeholders.

Manages the fiscal and human resources responsible for the communications, marketing, and branding operations of the university, including establishing levels of responsibility and accountability, training and organizational development, compensation recommendation, staff performance evaluations, and employee engagement.

Other Functions and Responsibilities: Assists with training new hires. Performs other duties as assigned and or required that are within the level of responsibility for this classification at the discretion of the supervisor.

Equipment Operated: Computer and all other standard office equipment.

Work Schedule: Typically, Monday through Friday. Available to work evening and weekend hours as needed.

Supervision Exercised: Supervision exercised over staff and student employees.

Reports to: President

Qualifications and Competencies: Tested executive with deep experience in leading complex organizations/institutions and resolving complex situations. Proven interpersonal and people skills with exceptional experience as a relationship developer who builds strong partnerships at all organizational levels. Proven organizational and management skills. Team builder with a proven ability to develop and harness diverse talents, knowledge, and experiences across large organizations/institutions. Experience working and leading teams in a complex, highly matrixed environment, regularly engaging with senior leaders and board members. Disciplined practitioner with a strong background in internal and external strategic communications, press and media relations, brand and marketing strategy development, and digital communications and marketing. Demonstrated success developing highly effective teams who manage critical projects and relationships on behalf of the organization/institution. Experience in strategy development and long-range planning. Exceptional written and oral communication skills with demonstrated experience representing an organization/institution in times of crisis.

Required Certifications, Training, and/or Licensures: None

Knowledge, Skills, and Abilities:

Knowledge of: University policies and procedures*; office practices and procedures; department/division goals and objectives*; department/division policies and procedures*; workplace safety practices and procedures*; English grammar and spelling; records management; office management; project management.

Skill in: Interpersonal, oral, and written communication; use of office equipment; typing, data entry; computer operation; use of computer software and other programs applicable to the assigned department/division*.

Ability to: Operate with the utmost integrity and model respect for others; display executive presence; inspire confidence in trustees and senior leaders; lead a large staff at a complex organization; build a cohesive team that is transparent and works well with the other divisions, offices and departments across campus; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; determine material and equipment needs; calculate fractions, decimals, and percentages; compile and prepare reports; use proper research methods to gather data; prepare accurate documentation; maintain records according to established procedures; travel to and gain access to work site; effectively interact with personnel and public to answer routine questions; train or instruct others; move quickly and effectively from one tasks to another; work independently and in a team environment; develop and maintain effective working relationships. Excellent interpersonal skills and a personal commitment to equity. Strong written and oral communication skills and experience presenting information and summary reports internally and to the public.

(*) Developed after employment.

Minimum Qualifications: At least a bachelor's degree from an accredited college or university; five or more years of experience as a professional communicator. Three or more years of experience as a manager.

Preferred Qualifications: Master's degree in business administration, communications, English, public relations, journalism, or related field. Advanced credentials in public relations or business communications, such as the Accredited in Public Relations (APR) designation, or a master's degree in a closely related discipline. Experience serving a complex organization with multiple constituencies, such as higher education, health care, government, or non-profit organizations. Experience representing clients or employers to the news media. Demonstrated skills in working with journalists, including relationship building, serving as a spokesperson, pitching stories that drive the brand narrative, and handling sensitive and challenging interactions. Experience developing and managing an organization's brand. Experience in developing and implementing strategic communications plans that are research-based, aligned to business objectives, and measurable. Experience in designing, managing, and measuring multi-channel communications initiatives that rely on paid, earned, shared, and owned media. Experience leading communications professionals, such as writers, designers, photographers, web developers and social media practitioners.

Physical Requirements: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

Sedentary: work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally, and all other Sedentary criteria are met.

Timothy J. Harrington

6429 Farmington Circle • Canfield, OH • H/C: 330.518.1293 • tjharrington02@ysu.edu

SENIOR EXECUTIVE / STRATEGIC COMMUNICATIONS / OPERATIONS

Accomplished Senior Executive with over 30 years of experience in a broad spectrum of leadership, operational improvement, change management, KPI's/metrics, synchronized communication, instruction and training in the U.S. Navy, the private sector, and at Youngstown State University. Exceptional track record of leading and instructing teams, US Navy personnel, government employees, students, and organizations to improved performance. Led high performance teams and organizations ranging from 20 to over 600+ people. Exceptional communication and leadership skills to teach, coach, manage, and motivate diverse professionals in challenging environments. Experience includes being the COO of a multi-million-dollar industry leader in water hydraulics, Deputy Chief of Staff for Logistics, Supply and Ordnance for Commander of the U.S. Pacific Fleet, CEO/Commanding Officer of a 425 person, \$300M Naval Sea Systems Command major field activity with 6 detachments, and the Head Logistics Director for 2 aircraft carriers. Experienced in the staff operations, communications, social media, human resources, Aerospace/Maritime industries, and University instruction with a demonstrated focus on strategic leadership, operational improvement, project management, crisis communications and building successful teams to drive strategic results.

PROFILE / CAREER MILESTONES

- Youngstown State University Special Assistant to the President for Strategic Communications.
- Chief Operating Officer/VP of Operations for a Veteran-Owned business that increased operational effectiveness twofold, decreased backlog by 99%, and executed actions that reduced overhead 35%. Completely revamped all operational processes at the company and managed the company to achieve ISO 9001 certification.
- Chief Executive Officer/Commanding Officer of a US Navy activity that was hand selected by the Commander of the Naval Sea Systems Command (VADM Kevin McCoy) to lead the complete restoration of a crippled activity of 425 employees. Implemented a Change Management program and successfully transitioned the activity through an extensive financial overhaul, echelon change and implementation of Enterprise Resource Planning (ERP) in 18 months. (2010-2012) (*Naval Sea Systems Command*)
- Hand Selected as the Deputy Chief of Staff for Logistics, Fleet Supply and Ordnance on the Staff of the Commander, U.S. Pacific Fleet (COMPACFLT).
- Youngstown State University Part -Time Instructor Williamson College of Business Administration, MBA Program.
- Personally selected by the Commander, Naval Sea Systems Command, VADM Kevin McCoy, to testify to Congress to the bipartisan congressional commission to study wartime contracting (COWC) in Afghanistan and Iraq.
- Recognized experience in strategic leadership, organizational change management and acquisition led to selection as a finalist for the Admiral Stan Arthur Award for Naval Logistics Excellence (2011) (*Naval Sea Systems Command*)
- Personally selected by the Commander, Naval Air Forces Pacific to be the Head Logistician to restore logistics services/aviation readiness and lead a 600-person department onboard the aircraft carrier USS GEORGE WASHINGTON after \$75M of damages were incurred following a major casualty at sea.

PROFESSIONAL EXPERIENCE

Youngstown State University, 1 Tressel Way, Youngstown, OH 44555

Aug 2024 - Pres

Special Assistant to the President for Strategic Communications

- Direct report to the President of YSU. Advances the vision and goals of the President; provides strategic advice and support to the President and works with the Cabinet and other leadership (across all echelons) to develop and make progress on the priorities of YSU.
- Strategic Communications (StratComm) - responsible for driving YSU brand messages, specific news/media/information to internal and external audiences, including news media relations, social media management, strategic content creation, support for the president's communications and student recruitment.
 - Aug 2024 – Present --- reorganizing the University Relations (UR) department to a more integrated team by rebalancing skill sets within the top managers and refocusing skill sets on the tactical sides (i.e. – Aug 2024 social media hire being aligned with earning news coverage for the university).
 - Drafting a Board approved campus Communications policy to centralize YSU's external communication and marketing efforts (crisis communication, social media, website editing, news releases, and promotion of the YSU brand)
 - Assessing the graphic design area of UR and conducting an informal, cursory review of other campus areas where duplication of effort appears to be present.
 - Analyzing the WYSU AM radio channel programming and identifying areas to modify to better balance the content.
- YSU's Chief Spokesperson – representative to news media for crisis communication, crisis management messaging and preparing plans and communications for top level issues that affect the strategic vision of YSU.

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Youngstown State University, 1 Tressel Way, Youngstown, OH 44555

Jan 2024 – Aug 2024

Special Assistant to the President

- Directed, administered, and coordinated the internal operational activities and strategic focus of the President of Youngstown State University.
- Managed the strategic scheduling, constituent coordination, and University promotion for the President.
- Personally managed on behalf of the President the executive review of organization policies, strategic goals, and personnel actions that cover all university operations and growth.

BOC Water Hydraulics, LLC, 12024 Salem-Warren Rd, Salem OH 44460

July 2014 – Jan 2024

CHIEF OPERATING OFFICER / VP OF OPERATIONS

- Increased operational effectiveness twofold, decreased backlog by 98%, and executed actions that reduced overhead 30%. Increased profit margins and customer satisfaction. Aggressively directed the development and implementation of standard operating procedures and controls that resulted in sustained synch'd communication / information flow across all departments and a consistent drumbeat of communication externally to customers via social media.
- Implemented Key Performance Indicators (KPI's) / Advanced Metrics that quickly resulted in the identification of opportunities to expand the business overseas, and increased efficiency of production workflow.
- Responsible for developing, managing, and executing all BOC's communication strategy to promote and maintain the company's reputation as the industry leader in descaling and decoking operations. This included all media engagements, strategic social media, publicity for events, products and people.

Youngstown State University, 1 University Plaza, Youngstown, OH 44555

Sep 2016 – Jan 2021

PART-TIME INSTRUCTOR, WILLIAMSON COLLEGE OF BUSINESS ADMINISTRATION (MBA Program)

- Classroom Management – challenged students throughout a semester to “be curious” about business, the world we live in, and how it will affect them and provide them a competitive advantage. \
- Engaged students to manage a project that I coordinate with local businesses that will be used by the business moving forward. Real business world instructing. Routinely provide students class with compelling (and controversial) leadership and business articles/videos and have follow on discussion for a small portion of class. Articles are geared to spur their own curiosity about how they lead...or will lead.
- My educator goal was to use the textbook as a template but to take my experiences, good and bad, and instruct students to be 'business ready'.

Commander, United States Pacific Fleet, Oahu, Pearl Harbor, HI

May 2012 – June 2014

DEPUTY CHIEF OF STAFF FOR LOGISTICS, FLEET SUPPLY AND ORDNANCE (Navy Captain/0-6)

- Led a joint-capable logistics team focused on operational and logistics effectiveness at the theater strategic/operational level. Responsible for synchronizing communications across 4 echelons of commands, which included logistically planning and the execution of numerous contingency operations.
- Continued the strategic, collaborative effort from Naval Sea Logistics Center to execute an inventory readiness sparing modeling and analysis of the Ballistic Missile Defense (BMD) system to the entire US Navy Fleet. Built the execution and communication strategy across 5 agencies, received the buy in from the Commander of the Pacific Fleet, coordinated with the Pentagon staff and delivered the results which equipped over half the Navy's operational forces with the right sparing to achieve 3 fold readiness for our Ballistic Missile Defense with emphasis on forward deployed units, and our Littoral Combat Ships. Initiatives included increased sparing, coordinated contract support across the theaters, forward positioning of stock, and developing and executing theater distribution capabilities.
- Optimized ordnance management, positioning and readiness for PACFLT through sited explosive anchorages, ordnance load plans, explosive safety, inventory management and support infrastructure. Coordinated with PACOM and other constituents to develop ordnance requirements and provides recommendations for investment and procurement strategies to PACFLT, PACOM, and OPNAV staffs. Result was increased ordnance readiness across the theatre. Drill down information on this is classified.

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Naval Sea Logistics Center (NSLC), Mechanicsburg, PA

May 2010 – April 2012

CHIEF EXECUTIVE OFFICER / COMMANDING OFFICER (Navy Captain/0-6)

Commanded one of the largest Naval Sea System Command (NAVSEA) field activities. Sought out and hand selected by the Commander of the Naval Sea Systems Command (VADM Kevin McCoy) to lead the complete restoration of a crippled activity of 700 employees. Led a professional workforce of 700 civilian and contractor personnel located at six primary sites in strategic planning and business transformation. Oversaw and facilitated accomplishment of the organization's mission to serve as NAVSEA's technical agent for developing, maintaining, and assessing life cycle logistics support policies, procedures, products and data systems. Served as the senior fiscal execution officer responsible for the planning and execution of a \$65M yearly budget.

- Efficiently implemented a disciplined project review process that has improved cost/schedule performance by analyzing the 'right' project metrics that resulted in a 75 percent cost and schedule improvement; was the impetus to the execution of the organization's first ever Business Development Plan that has provided an in-depth analysis and stratification of the command's products and services, communication strategy, financial posture, customers, and talent base; unwavering leadership that drove the requirements for the command's flawless implementation of ERP.
- Built the Team - Coordinated with and across the Program Executive Office (Integrated Weapons systems), NAVSUP Weapon Systems Support and NAVSEA, forged a partnership that aggressively addressed AEGIS onboard sparing options, enabled a BMD System of Systems Optimization which resulted in the completion of a comprehensive Readiness Based Sparing (RBS) analysis for the AN/SPY-1D version of AWS and a "system of systems" RBS analysis for BMD capability.
- Provided professional and articulate testimony to the independent, bipartisan legislative Commission on Wartime Contracting (COWC) in Iraq and Afghanistan. As a witness on the COWC panel to examine how the past performance information system and the suspension and debarment process can be used to achieve better contractor performance and accountability in contingencies, testified on NAVSEA's behalf and provided the commission a clear-cut, detailed analysis of NSLC's role as the system and training administrator of the federally utilized Contracting Performance Assessment Reporting System (CPARS).
- Implemented a Change Management program to stimulate employee discussion and afford the workforce a better understanding of organizational changes, their effects, and how employees can be leaders in the process.
- Led the successful realignment of the Naval Sea Logistics Center (NSLC) to Naval Undersea Warfare Center – Keyport (NUWC-K). Coordinated the administrative, organizational, and financial realignment and successfully gained efficiencies while meeting all milestones on or ahead of schedule. Specific actions included: transitioning to a new unit identification code (UIC); coordinating the organizational change request (OCR) transition; notifying bargaining units of the alignment; transitioning NSPS employees to the Interim Performance Management System (IPMS); providing input and coordinating submissions for the development of the DoN WCF budget.

Commander, Fleet Air Forward, Atsugi, Japan

May 2009 – April 2010

LOGISTICS DIRECTOR

Led 120 Senior Government, Military, and Japanese civilians. Served as the Logistics Director and Fleet Type Commander in the operating areas of the U.S. Navy's Fifth and Seventh Fleets (Japan to Guam to the Arabian Gulf). Oversaw all logistics and maintenance requirements, policies and programs for all aviation forward deployed naval units, aviation capable ships, airfields, and air facilities.

- Primary responsibilities were to coordinate/support and communicate the prioritization and management of material, maintenance and training to geographically dispersed aviation customers within the Pacific Naval Aviation Enterprise.
- Developed, implemented and trained supply leadership on KPI's/metrics and business processes which reduced performance variability across customer channels and improved performance measures for all customers.
- Led a 10-constituent aviation enterprise integrated process team that identified operational plan forward operating base requirements and shortfalls required in the Navy's 7th Fleet Area of Operation.
- Identified, developed a plan, garnered the right players, and resolved an IT connectivity flaw in 6 months that had hampered US Navy aviation supply chain management operations between Guam, Japan, and Bahrain for over 10 years. This solution continues to save 1000's of hours of work and increased aviation material readiness for units operating in forward deployed areas of the Pacific Theatre.

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USS GEORGE WASHINGTON (CVN-73), San Diego, CA/Yokosuka, Japan

Aug 2008 – Apr 2009

LOGISTICS DIRECTOR / SUPPLY OFFICER

After a \$75M casualty that drew national and global attention, was personally called upon by the Commander, U.S. Naval Air Forces Pacific, to be the Supply Officer/Logistics Director to restore unity to a 600-person department and repair the logistics processes onboard an aircraft carrier.

- Restored unity – quickly developed a plan, made the difficult decisions, and built a Team that was able to recover from one of the most challenging catastrophes the US Navy had experienced since the USS Cole terrorist attack in Yemen. Exceeded all expectations, increased readiness, and personally managed the logistics plan that resulted in the nuclear aircraft carrier successfully moving 12,000 miles and changing homeports to Japan.
- Responsible for 9 separate budget operating accounts with a combined annual budget of \$200M, and readiness parts and material inventories exceeding 60,000 line items and \$225M in value for both shipboard and aviation support.
- Responsible for the daily inport and at sea aviation logistics readiness and maintenance for the forward deployed Airwing permanently stationed in Atsugi, Japan
- Managed the daily services for a co-ed crew of 5,500+ crewmembers that included (2) multi-million dollar stores, a 1M pound/yr postal service, 20,000+ meals/day
- Routinely interacted with international personnel, from host nation government offices and military, senior government officials, to local citizens in numerous ports of call and intermediate support sites.

USS KITTY HAWK (CV-63), Yokosuka, Japan

Apr 2007 – Aug 2008

LOGISTICS DIRECTOR / SUPPLY OFFICER

Board selected to lead a 500+ department for the forward deployed aircraft carrier

- Responsible for 9 separate budget operating accounts with a combined annual budget of \$200M, and parts and material inventories exceeding 60,000 line items and \$220M in value.
- Responsible for the daily inport and at sea aviation logistics readiness and maintenance for the forward deployed Airwing permanently stationed in Atsugi, Japan
- Awarded the Meritorious Service Medal mid-tour from the Commander, Naval Air Forces Pacific Fleet for increasing, maintaining, and sustaining the highest aviation readiness of all US Navy aircraft carriers
- Managed the hotel services for a co-ed crew of 5,500 crewmembers. While deployed, hosted numerous official visits and social events for host country dignitaries, military personnel, and host country citizens.
- Managed the daily services for a co-ed crew of 5,500+ crewmembers that included (2) multi-million dollar stores, a 1M pound/yr postal service, 20,000+ meals/day, Pay and Personnel Office
- Ambassador - routinely interacted with international dignitaries, from host nation government offices and military, to high ranking officials and staff, to local citizens in numerous ports of call and intermediate support sites

United States Fleet Forces Command, Norfolk, VA

Apr 2005 – Mar 2007

READINESS & SERVICES OFFICER – NAVY OPERATIONS

- Liaison to major system commands within the United States Navy (NAVSEA/NAVSUP/NAVAIR). Streamlined afloat logistics processes for all ships in the US Navy – Logistics Operations, financial reform and standardization, and postal policy changes.
- Chairman of the Chief of Naval Operations (CNO) Afloat Operational Advisory Group that spearheaded and executed major changes to the complex mission of afloat food service across the entire US Navy. The changes identified by this group were implemented Fleet-wide and resulted in \$100M+ in cost savings

Naval Inventory Control Point, Mechanicsburg, PA

Aug 2002 – Mar 2005

DIRECTOR, PLATFORM MANAGEMENT / RETROGRADE PROGRAM MANAGER

Led 35 government and senior civilians that planned, coordinated and managed the provisioning of shipboard allowance levels for all classes of Navy ships

- Personally built the team, managed the Fleet-wide major change to the retrograde management process, and spearheaded the development of a Navy-wide, fleet wide retrograde management program (Electronic Retrograde Management System/eRMS).
- Managed the start to finish development, testing, expansion, and roll out of an entire SAAS IT logistics system for

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the US Navy. Implemented the system onboard 12 aircraft carriers, (10) L-Deck ships and (2) mobile shore based nodes in Kuwait City and Fujairah. During Operation Iraqi Freedom, the system ensured 100% accountability of over \$1B of aviation/shipboard repairable items and wait time for repair was decreased by 60%. The system is still in use today, has been expanded DoD-wide and has saved the DoD over \$300M in lost equipment surveys.

EARLY MILITARY CAREER

Jan 1990 – Nov 2002

USS ABRAHAM LINCOLN: Aviation Readiness Officer

(Jul 2000 – Jul 2002)

US Air Station Keflavik, Iceland: Assistant Logistics Director

(May 1997 – Apr 1999)

Personal Staff to the Chairman, Office of the Chairman Joint Chiefs of Staff (OCJCS)

(Apr 1995 – Apr 1997)

- Personal staff member to General John Shalikashvili
- Routinely interacted with Cabinet Members, Senior Military and Government Officials

USS REID (FFG-30): Department Head of a guided missile frigate

(Mar 1993 – Mar 1995)

- Awarded the Navy Commendation Medal at sea by the Chief of Naval Operations for assuming duties as the Executive Officer (XO) of the ship during a boarding and takeover of a motor vessel in the Arabian Gulf in 1994

USS FORRESTAL (CV-59): Division Officer

(Aug 1990 – Feb 1993)

EDUCATION / CERTIFICATION / AWARDS

- Duke University - Fuqua School of Business Executive Education Advanced Management Program (2012)
- MBA - University of Georgia Terry College of Business with an emphasis in Economics/Organizational Consulting/ Information Technology, Athens, GA (2000)
- Tench Francis School of Business Executive Advanced Management Program (Athens, GA)
- BS/BA (Finance/Economics) – Youngstown State University (Youngstown, OH)
- Personal Awards from the US Navy: (2) Legions of Merit, (1) Defense Meritorious Service Medal, (3) Meritorious Service Medals, (8) Navy Commendation Medals, (1) Navy Achievement Medal
- Runner up Navy wide in 2012 for the Admiral Stan Arthur Logistics Excellence Award
- President, Salem High School Alumni Association (2024 – Present)
- Certified Mentor, Severn Leadership Group, Annapolis Maryland.
- Graduated Fellow of the CS Lewis Institute / Mentor for incoming Fellows
- Distinguished Alumni Award from Salem High School, Salem, OH (2013)

References

- Rear Admiral (ret), US Navy, James McNeal, 619.980.9908
- Rear Admiral (ret), US Navy, Donald (Lee) Singleton, 904.226.1445 / 703.236.0034
- CDR (ret), US Navy, Kent Michaelis, 717.421.6003



**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 19, 2024, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2024-2025 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-9-05, Faculty Rank and Tenure for Designated Administrators; 3356-9-02, Selection, Appointment, and Annual Evaluation of Administrative Officers; 3356-7-42, Selection, Appointment, and Evaluation of Professional/Administrative Staff; 3356-7-43, Externally Funded University Positions; 3356-7-36, Hiring and Selection Process, Evaluation and Compensation for Intercollegiate Athletic Coaches; and 3356-7-46, Supplemental Pay Assignments for Full and Part-time Faculty and Professional/Administrative Staff and Secondary Appointments for Full-time Faculty;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby ratify and confirm the personnel actions, attached hereto.

**Board of Trustees Meeting
December 12, 2024
YR 2025-**



YOUNGSTOWN
STATE
UNIVERSITY

SUMMARY OF PERSONNEL ACTIONS

Faculty & Department Chairs

07/16/2024 through 10/15/2024

Separations – 14

- Faculty Tenured – 11
- Faculty Term – 2
- Department Chair – 1

Appointments – 22

New Positions – 7

- Faculty Term – 7

Replacement Positions – 15

- Faculty Tenure Track – 6
- Faculty Term – 9

Position Adjustments – 5

- Faculty Tenure Track – 2
- Faculty Term – 2
- Department Chair – 1

Tenure with Promotion – 2

- Faculty Tenured – 2

Promotion Only – 8

- Faculty Tenured – 6
- Faculty Term – 2

YOUNGSTOWN STATE UNIVERSITY
FACULTY DEPARTMENT CHAIRS
PERSONNEL ACTIONS 7/16/2024 THROUGH 10/15/2024
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT/PROGRAM	DATE OF SEPARATION	FTE	SALARY	SEPARATION TYPE
Term Appointments							
Deger, Gwendolyn	Faculty	Lecturer	Teacher Education	8/15/2024	1.00	\$ 47,000.00	Resignation
Herman McMillan, Emily	Faculty	Lecturer	Counseling, School Psychology & Educational Leadership	8/15/2024	1.00	\$ 50,702.85	Resignation
Tenured Appointments							
Behney, Jennifer	Faculty	Associate Professor	World Languages and Cultures	8/15/2024	1.00	\$ 96,529.61	Resignation
Boczkowska, Ewelina	Faculty	Professor	Dana School of Music	8/17/2024	1.00	\$ 88,199.99	VSRP
Bruns, Kristin	Faculty	Associate Professor	Counseling, School Psychology & Educational Leadership	8/15/2024	1.00	\$ 75,703.06	Resignation
Cortes, Pedro	Faculty	Professor	Civil Environmental & Chemical Engineering	8/15/2024	1.00	\$ 89,774.45	Resignation
Griswold, David	Faculty	Associate Professor	Physical Therapy	8/15/2024	1.00	\$ 94,465.42	Resignation
Hunter, Allen	Faculty	Professor	Chemistry	8/31/2024	1.00	\$ 106,241.10	Retirement
Kirova, Alena	Faculty	Associate Professor	English	9/20/2024	1.00	\$ 70,406.52	Resignation
Leightner, Amanda	Faculty	Associate Professor	Health Professions	8/15/2024	1.00	\$ 73,250.94	Resignation
Onwudiwe, Christian	Faculty	Assistant Professor	Criminal Justice	8/15/2024	1.00	\$ 70,357.03	Death
Turel, Tacibaht	Faculty	Professor	Hospitality Mgt & Merchandising	8/17/2024	1.00	\$ 85,776.38	VSRP
Yun, Misook	Faculty	Professor	Dana School of Music	8/17/2024	1.00	\$ 90,430.91	VSRP
Sturru, William	Chairpersons	Chair and Professor	Physics & Astronomy	9/30/2024	0.00	\$ 122,396.40	Retirement

**YOUNGSTOWN STATE UNIVERSITY
FACULTY DEPARTMENT CHAIRS
PERSONNEL ACTIONS 7/16/2024 THROUGH 10/15/2024
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT/PROGRAM	APPOINTMENT DATE	FTE	SALARY
Term Appointments						
Butler, Michael	Faculty	Lecturer	Dana School of Music & University Theatre	8/19/2024	1.00	\$ 60,000.00
Compton, Kathleen	Faculty	Lecturer	Health Professions	8/16/2024	1.00	\$ 45,000.00
DeCarlo, Carl*	Faculty	Lecturer	Chemical & Biological Sciences	9/1/2024	1.00	\$ 55,384.20
DiCarlo, Melanie*	Faculty	Lecturer	School of Computer Science, Information, and Engineering Technology	8/16/2024	1.00	\$ 60,000.00
Fieldhouse, Jackie	Faculty	Lecturer	Nursing	8/19/2024	1.00	\$ 53,000.00
Galich, Lisa*	Faculty	Lecturer	Health Professions	8/16/2024	1.00	\$ 50,000.00
Gramann, Rachel	Faculty	Lecturer	School of Computer Science, Information, and Engineering Technology	8/19/2024	1.00	\$ 60,000.00
Hudson, Monica*	Faculty	Lecturer	Nursing	8/16/2024	1.00	\$ 53,000.00
Jerome, John	Faculty	Lecturer	Nursing	8/16/2024	1.00	\$ 53,000.00
Kearns, Angela*	Faculty	Lecturer	Social Work	8/16/2024	1.00	\$ 51,000.00
Laverick-Miller, Tracy*	Faculty	Lecturer	Health Professions	8/16/2024	1.00	\$ 50,000.00
Ricciulli-Ciolti, Angela	Faculty	Lecturer	Chemical & Biological Sciences	8/19/2024	1.00	\$ 52,000.00
Snyder, Andrea	Faculty	Lecturer	Psychological Sciences and Counseling	8/16/2024	1.00	\$ 47,000.00
Surdoval-Fetkovich, Meri	Faculty	Lecturer	Health Professions	8/19/2024	1.00	\$ 44,443.00
Wakefield, Daniel	Faculty	Lecturer	Teacher Education & Leadership Studies	8/19/2024	1.00	\$ 45,000.00
Yensel, Jennifer*	Faculty	Principal Lecturer	Psychological Sciences and Counseling	8/16/2024	1.00	\$ 57,000.00
Tenure Track Appointments						
Abbaspourtamijani, Ali	Faculty	Assistant Professor	Chemical & Biological Sciences	8/19/2024	1.00	\$ 63,000.00
Chung, Miri	Faculty	Assistant Professor	Management and Marketing	8/19/2024	1.00	\$ 115,000.00
Citrak, Susan	Faculty	Assistant Professor	Chemical & Biological Sciences	8/19/2024	1.00	\$ 64,173.00
Copland, Amy	Faculty	Assistant Professor	Art	8/19/2024	1.00	\$ 75,000.00
Lyu, Zefeng	Faculty	Assistant Professor	Rayen School of Engineering	8/19/2024	1.00	\$ 78,000.00
Stevens, Madeleine	Faculty	Assistant Professor	Psychological Sciences and Counseling	8/19/2024	1.00	\$ 75,000.00
*New Positions						

**YOUNGSTOWN STATE UNIVERSITY
 FACULTY DEPARTMENT CHAIRS
 PERSONNEL ACTIONS 7/16/2024 THROUGH 10/15/2024
POSITION/SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	APPOINTMENT DATE	FTE	NEW SALARY	OLD SALARY
McKay, Eiryn	Faculty	Lecturer	Centofanti School of Nursing	8/19/2024	1.00	\$ 53,000.00	\$ 48,898.80
Gilliland, Robert	Faculty	Assistant Professor/ Senior Lecturer	School of Computer Science, Information, and Engineering Technology	8/19/2024	1.00	\$ 78,000.00	\$ 58,733.56
Wright, Melody	Faculty	Lecturer	Centofanti School of Nursing	8/19/2024	1.00	\$ 58,000.00	\$ 53,000.00
Yelamanchi, Bharat	Faculty	Assistant Professor/Lecturer	Rayen School of Engineering	8/16/2024	1.00	\$ 78,000.00	\$ 62,000.00
Balaz, Snjezana	Chair/Faculty	Acting Chair & Assoc. Professor/Assoc. Professor	Physics Astronomy Geology & Environmental Science	10/11/2024	1.00	\$ 98,378.43	\$ 80,696.43

YOUNGSTOWN STATE UNIVERSITY
FACULTY DEPARTMENT CHAIRS
PERSONNEL ACTIONS 7/16/2024 THROUGH 10/15/2024
PROMOTIONS

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION	DEPARTMENT	APPOINTMENT DATE	FTE	NEW SALARY	OLD SALARY
Term Appointments							
Flinn, Barbara	Faculty	Senior Lecturer/ Lecturer	English & World Languages	8/16/2024	1.00	\$ 50,882.00	\$ 45,349.66
Russell, Janelle	Faculty	Senior Lecturer/ Lecturer	Chemical & Biological Sciences	8/16/2024	1.00	\$ 51,109.45	\$ 47,754.36
Tenured Appointments							
Alschuler, Mari	Faculty	Professor/ Associate Professor	Social Work	8/16/2024	1.00	\$ 81,611.49	\$ 74,717.15
Bagley, Morgan	Faculty	Associate Professor/ Assistant Professor	Graduate Studies in Health and Rehabilitation Sciences	8/16/2024	1.00	\$ 71,215.34	\$ 69,995.43
Beadling, Laura	Faculty	Professor/ Associate Professor	English & World Languages	8/16/2024	1.00	\$ 81,611.49	\$ 74,717.15
Dangol, Ramesh	Faculty	Professor/ Associate Professor	Management & Marketing	8/16/2024	1.00	\$ 147,903.27	\$ 139,709.09
Renne, Ian	Faculty	Professor/ Associate Professor	Chemical & Biological Sciences	8/16/2024	1.00	\$ 82,137.33	\$ 75,232.68
Stourman, Nina	Faculty	Professor/ Associate Professor	Chemical & Biological Sciences	8/16/2024	1.00	\$ 83,489.90	\$ 76,558.73
Venkataraman, Meenakshi	Faculty	Associate Professor/ Assistant Professor	Social Work	8/16/2024	1.00	\$ 69,026.00	\$ 59,066.83
Weaver, Amy	Faculty	Professor/ Associate Professor	Centofanti School of Nursing	8/16/2024	1.00	\$ 82,937.31	\$ 76,016.97



SUMMARY OF PERSONNEL ACTIONS

Professional Administrative - (Excludes Athletics)

7/16/2024 through 10/15/2024

Separations – 16

- Professional Administrative Staff – 10
- Professional Administrative Excluded – 3
- Professional Administrative Externally Funded – 3

Appointments – 22

Replacement Positions – 16

- Professional Administrative Staff – 8
- Professional Administrative Excluded – 4
- Professional Administrative Externally Funded – 4

New Positions – 6

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

Reclassifications/Position Adjustments – 6

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 4

Promotions – 11

- Professional Administrative Staff – 6
- Professional Administrative Excluded – 5

Salary Adjustments – 7

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 6

Transfers – 2

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 1

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 7/16/2024 THROUGH 10/15/2024
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	SEPARATION TYPE
Brewer, Jonathon	APAS	Coordinator Audio Video Engineer	Dean -CCAC	8/21/2024	1.00	\$ 47,003.25	Resignation
Conley, Morgan	APAS	Counselor Financial Aid	Financial Aid & Scholarships	9/5/2024	1.00	\$ 37,214.25	Resignation
Gallo, Nicholas	APAS	Coordinator Center Career Management	Dean - WCBA	7/26/2024	1.00	\$ 41,500.00	Resignation
McClendon, Migdalia	APAS	Assistant Director	Undergraduate Admissions	10/15/2024	1.00	\$ 61,228.36	Retirement
Mims, Donquail	APAS	Coordinator Transition and Mentoring Programs	Belonging Empowerment & Engagement	9/27/2024	1.00	\$ 41,814.00	Resignation
Missik, Lauren	APAS	Coordinator Community Standards Student Conduct	Dean of Students	10/11/2024	1.00	\$ 47,003.25	Resignation
Noday, Linda	APAS	Coordinator	Accessibility Services	9/30/2024	1.00	\$ 39,426.33	Resignation
Phillips, Desja	APAS	Senior Academic Advisor 1	Dean - WCBA	8/15/2024	1.00	\$ 46,087.50	Resignation
Trifonoff, Jaccob	APAS	Coordinator Theatrical Production Facilities Support	Theater and Dance	8/30/2024	1.00	\$ 48,927.34	Resignation
Ware, Johnny	APAS	Assistant Director	Honors College	8/16/2024	1.00	\$ 44,956.04	Resignation
Miller, Megan	Excluded	Assistant Registrar	Registration & Records	8/9/2024	1.00	\$ 62,424.00	Resignation
Ruse, Elaine	Excluded	Associate Vice President	Student Enrollment & Business Services	8/31/2024	1.00	\$ 139,331.65	Retirement
Tressel, James	Excluded	Special Assistant to the Board of Trustees for Philanthropy and Engagement	VP - Finance & Business Operations	8/31/2024	1.00	\$ 113,722.86	Resignation
Chapman, Gabrielle	Externally Funded	Instruction Specialist	Rich Center for Autism	8/7/2024	0.60	\$ 13,302.43	Resignation
LaRiccia, Dawn	Externally Funded	Instruction Specialist	Rich Center for Autism	7/31/2024	1.00	\$ 28,560.00	Resignation
Lawson, Benjamin	Externally Funded	Coordinator Skill Acquisition and Strategy Laboratory	Psychology	8/9/2024	0.50	\$ 18,727.20	Resignation

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 7/16/2024 THROUGH 10/15/2024
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	APPOINTMENT DATE	FTE	SALARY
Blaze, Billy	APAS	Coordinator Membership & Marketing	Andrews Student Recreation & Wellness Center	8/16/2024	1.00	\$ 43,888.00
Horst, Josiah	APAS	Coordinator Competitive Sports and Recreational Youth Programs	Club Sports	8/16/2024	1.00	\$ 43,888.00
Martin, Paige	APAS	Coordinator	Undergraduate Admissions	9/16/2024	1.00	\$ 40,000.00
Primus, Sheena	APAS	Business Systems Administrator	IT Data Analytics	9/3/2024	1.00	\$ 68,500.00
Richardson, Stephanie	APAS	Coordinator Continuous Improvement	Institute Teaching & Learning	9/16/2024	1.00	\$ 44,000.00
Sah, Garrett	APAS	Coordinator Social Media & Communications	Marketing & Communications	9/3/2024	1.00	\$ 45,000.00
Sheely, Savannah*	APAS	Coordinator Social Media & Communications	Marketing & Communications	9/16/2024	1.00	\$ 45,000.00
Worley, Kelly	APAS	Coordinator	Undergraduate Admissions	9/3/2024	1.00	\$ 40,000.00
Yargo, David	APAS	Technology Trainer	IT Training Services	9/3/2024	1.00	\$ 46,500.00
Beckett, Brian*	Excluded	Program Director YSU Driving School	Dean - STEM	9/3/2024	1.00	\$ 85,000.00
Burkett, Heather	Excluded	Assoc. Director Systems Support Services	Undergraduate Admissions	7/16/2024	1.00	\$ 70,000.00
Frammartino, John	Excluded	Associate Bursar	University Bursar	8/16/2024	1.00	\$ 65,000.00
Habuda, Christine	Excluded	Executive Assistant to the Provost	Provost VP - Academic Affairs	9/23/2024	1.00	\$ 57,000.00
McKenney, Melissa	Excluded	Director	Financial Aid and Scholarships	7/16/2024	1.00	\$ 98,000.00
Campana, Dalton*	Externally Funded	Coordinator Community Health Fitness and Wellness	Master of Public Health	9/3/2024	1.00	\$ 45,000.00
Cashbaugh, George	Externally Funded	Instruction Specialist	Rich Center for Autism	9/16/2024	1.00	\$ 28,000.00
Cashbaugh, Marissa	Externally Funded	Instruction Specialist	Rich Center for Autism	9/16/2024	1.00	\$ 28,000.00
Frazier, Kelley*	Externally Funded	Manager CDC REACH	Master of Public Health	10/1/2024	1.00	\$ 65,313.00
Ibrahim-Ojoawo, Atinuke*	Externally Funded	Coordinator Community Health Fitness and Wellness	Master of Public Health	9/3/2024	1.00	\$ 45,000.00
Oder, Molly*	Externally Funded	Registered Dietitian	Master of Public Health	8/1/2024	1.00	\$ 62,000.00
Reese, Emily	Externally Funded	Co-Coordinator English Festival	English	8/16/2024	0.25	\$ 6,922.50
Sheikh, Saarib	Externally Funded	Instructor Networking Telecommunication	Workforce Education Innovation	8/16/2024	1.00	\$ 68,500.00
<i>*New Positions</i>						

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 7/16/2024 THROUGH 10/15/2024
RECLASSIFICATIONS/POSITION ADJUSTMENTS**

EMPLOYEE NAME	NEW EMPLOYEE TYPE / PREVIOUS EMPLOYEE TYPE	NEW POSITION TITLE / PREVIOUS POSITION TITLE	NEW DEPARTMENT / PREVIOUS DEPARTMENT	APPOINTMENT DATES	NEW FTE / OLD FTE	NEW SALARY	PREVIOUS SALARY
Hake, Anthony	APAS	Website Manager and Portal Administrator/Project Coordinator & Website Content Creator	Marketing & Communications	4/1/2024	1.00	\$ 49,293.58	\$ 44,408.63
Meyerl, Aaron	APAS	Senior Research Analyst/ Research Analyst	Institutional Research & Analytics	5/16/2024	1.00	\$ 70,253.26	\$ 63,866.60
Orlando, Terri	Excluded	Academic Budget Officer	Provost VP - Academic Affairs	10/1/2024	0.8/ 1.00	\$ 61,125.58	\$ 76,406.98
Chizmar, Melissa	Excluded	Program Coordinator	Community Engagement	9/1/2024	0.8/ 1.00	\$ 40,750.38	\$ 50,937.98
Smith, Levi	Excluded	Budget Administrator	Tressel Institute Leadership & Teamwork	7/16/2024	0.75/ 1.00	\$ 44,808.35	\$ 59,744.46
Veisz, Patricia	Excluded	Temporary Director	Dean - WCBA	7/16/2024	0.8/ 1.00	\$ 67,917.31	\$ 84,896.64

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 7/16/2024 THROUGH 10/15/2024
PROMOTIONS**

EMPLOYEE NAME	EMPLOYEE TYPE / PREVIOUS EMPLOYEE TYPE	NEW POSITION TITLE / PREVIOUS POSITION TITLE	NEW DEPARTMENT / PREVIOUS DEPARTMENT	APPOINTMENT DATE	FTE	NEW SALARY	PREVIOUS SALARY
Dittrich, James	APAS /ACE	Website Engineer/Web Programmer	Marketing & Communications	9/8/2024	1.00	\$ 70,100.00	\$ 61,859.20
Ferradino, Darla	APAS /ACE	Coordinator Registration/ Data Administration Specialist 1	Registration & Records	9/22/2024	1.00	\$ 50,000.00	\$ 38,168.00
Henline, Emily	APAS	Senior Academic Advisor 1/ Academic Advisor 2	Dean - WCBA	8/16/2024	1.00	\$ 48,000.00	\$ 42,255.09
Latronica, Brandon	APAS /ACE	Systems Engineer/ Systems Technician 2	IT Infrastructure Services	9/22/2024	1.00	\$ 76,788.00	\$ 51,854.40
Schneider, Jeremy	APAS /ACE	Technology Support Engineer/ Technology Support Technician 2	IT Customer Services	8/25/2024	1.00	\$ 69,500.00	\$ 57,636.80
Soltis, Eugene	APAS /ACE	Network Engineer/ Technology Support Technician 2	IT Infrastructure Services/ IT Customer Services	10/6/2024	1.00	\$ 72,488.00	\$ 52,332.80
Hans, Tiffany	Excluded	Manager Delivery Services/ Interim Manager Delivery Services	Delivery Services	7/16/2024	1.00	\$ 56,565.00	\$ 53,060.40
Holdridge, Shannon	Excluded/APAS	Director of Advising/Senior Academic Advisor 2	Dean - CCAC	7/16/2024	1.00	\$ 70,000.00	\$ 59,466.44
Korda, Dalton	Excluded/APAS	Associate Director/ Assistant Director	Andrews Student Rec. & Wellness Ctr./Kilcawley Ctr.	8/1/2024	1.00	\$ 54,000.00	\$ 44,696.80
Moorer, Susan	Excluded/APAS	Associate Director/Assistant Director	Belonging, Empowerment & Engagement	9/16/2024	1.00	\$ 73,692.99	\$ 70,183.80
Morrone, Ross	Excluded	Academic Marketing & Enrollment Strategy Officer/Chief Marketing Officer	Provost VP - Academic Affairs/Marketing & Communications	7/16/2024	1.00	\$ 108,000.00	\$ 99,095.60

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 7/16/2024 THROUGH 10/15/2024
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Kale, Veronica	APAS	Coordinator	Housing	8/16/2024	1.00	\$ 45,456.04	1.00	\$ 44,956.04
Bowyer, Brittany	Excluded	Executive Assistant	VP - Finance & Business Operations	9/1/2024	1.00	\$ 57,258.55	1.00	\$ 45,258.55
Hubert, Christine	Excluded	Director	Undergraduate Admissions	7/16/2024	1.00	\$ 104,703.00	1.00	\$ 98,776.41
Lantz, Dana	Excluded	Executive Director Equal Opportunity & Human Resources	Equal Opportunity Policy Development & Human Resources	9/1/2024	1.00	\$ 137,083.10	1.00	\$ 126,928.80
Lewis-Aey, Jennifer	Excluded	Executive Director Human Resources and CHRO	Human Resources	9/1/2024	1.00	\$ 137,083.10	1.00	\$ 126,928.80
Miltner, Ross	Excluded	Associate General Counsel	General Counsel	9/1/2024	1.00	\$ 120,341.00	1.00	\$ 111,426.84
Spencer, William	Excluded	Associate Director Planning and Construction	Facilities Maintenance	7/16/2024	1.00	\$ 95,000.00	1.00	\$ 90,202.68

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 7/16/2024 THROUGH 10/15/2024
TRANSFERS**

EMPLOYEE NAME	NEW EMPLOYEE TYPE/ PREVIOUS EMPLOYEE TYPE	NEW POSITION TITLE/ PREVIOUS POSITION TITLE	NEW DEPARTMENT/ PREVIOUS DEPARTMENT	CONTRACT APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
DuBos, Nicholas	APAS	International Student & Scholar Advisor/Coordinator International Student Services	International Programs Office	8/16/2024	1.00	\$ 52,171.74	\$ 52,171.74
Bell, Cynthia	Excluded	Executive Assistant	President/ Provost VP - Academic Affairs	9/23/2024	1.00	\$ 71,385.25	\$ 71,385.25



SUMMARY OF PERSONNEL ACTIONS
Athletic Employees
7/16/2024 through 10/15/2024

Separations – 5

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

Appointments – 4

Replacement Positions – 4

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

Reclassification/Position Adjustments – 1

- Professional Administrative Excluded – 1

Promotions – 2

- Professional Administrative Excluded – 2

Salary Adjustments – 2

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 1

Transfers – 1

- Professional Administrative Staff – 1

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 7/16/2024 THROUGH 10/15/2024
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	TYPE OF SEPARATION
Bertolini, Daniel	Excluded	Head Coach	Baseball	7/27/2024	1.00	\$ 68,465.74	Non-renewal
Davis, Shane	Excluded	Assistant Coach	Baseball	7/27/2024	1.00	\$ 36,611.68	Non-renewal
Reagan, Kelsey	Excluded	Assistant Coach	Swimming & Diving - Women's	8/25/2024	1.00	\$ 51,000.00	Resignation
Rodenberg, James	Excluded	Assistant Coach Sports Performance	Training Room	9/9/2024	1.00	\$ 67,773.90	Non-renewal
Spencer, Jaysen	Externally Funded	Director	Athletic Administration	7/31/2024	1.00	\$ 52,020.00	Resignation

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 7/16/2024 THROUGH 10/15/2024
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Johnson, Evan	Excluded	Assistant Coach	Baseball	9/3/2024	1.00	\$ 25,000.00
Maddox, William	Excluded	Assistant Coach	Baseball	8/1/2024	1.00	\$ 35,000.00
Moser, Dylan	Excluded	Assistant Coach	Baseball	8/1/2024	1.00	\$ 35,000.00
Daum, Sarah	Externally Funded	Assistant Director Athletics Sales and Development	Athletic Administration	8/1/2024	1.00	\$ 52,000.00

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 7/16/2024 THROUGH 10/15/2024
POSITION ADJUSTMENTS**

EMPLOYEE NAME	NEW EMPLOYEE TYPE/ OLD EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE/ OLD FTE	NEW SALARY	PREVIOUS SALARY
Penniman, Richard	Excluded	Assistant Coach	Track - Women's	7/1/2024	0.5/ 0.25	\$ 15,300.00	\$ 7,278.27

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 7/16/2024 THROUGH 10/15/2024
PROMOTIONS

EMPLOYEE NAME	NEW EMPLOYEE TYPE/ OLD EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
King, Rebecca	Excluded/ APAS	Associate Director Athletic Academic Services/Senior Athletic Academic Coordinator	Academic Counseling	9/16/2024	1.00	\$ 52,000.00	\$ 47,251.59
Welch, Brian	Excluded/ Externally Funded	Assistant Athletic Director Athletic Academic Services/ Athletic Academic Coordinator	Academic Counseling	9/16/2024	1.00	\$ 60,000.00	\$ 44,825.57

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 7/16/2024 THROUGH 10/15/2024
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
King, Rebecca	APAS	Senior Athletic Academic Coordinator	Academic Counseling	3/1/2024	1.00	\$ 46,144.07	\$ 43,946.74
Garrison, Mason	Excluded	Assistant Coach for Sports Performance	Training Room	8/1/2024	1.00	\$ 67,774.00	\$ 43,064.40

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 7/16/2024 THROUGH 10/15/2024
TRANSFERS**

EMPLOYEE NAME	NEW EMPLOYEE TYPE/ OLD EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Chapman, Madison	APAS	Coordinator Social Media Creative Content	Athletic Facilities Rental/ Marketing & Communication	7/16/2024	1.00	\$ 39,000.00	\$ 39,000.00





YOUNGSTOWN
STATE
UNIVERSITY

SUMMARY OF PERSONNEL ACTIONS
Supplemental and Secondary Pay Assignments
7/16/2024 through 10/15/2024

Supplemental Pay Assignments – 125

General/Restricted Funded Assignments – 115

- Professional Administrative Staff – 13
- Professional Administrative Excluded – 8
- Professional Administrative Externally Funded – 1
- Full-time Faculty – 61
- Part-time Faculty – 31
- Department Chair – 1

Grant Funded Assignments – 10

- Professional Administrative Externally Funded – 1
- Full-time Faculty – 5
- Part-time Faculty – 4

Faculty Secondary Appointments – 12

- Full-time Faculty – 10
- Department Chair – 2

Faculty Banked Workload Payments – 65

- Full-time Faculty – 58
- Department Chair – 7

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
RECEIVED 7/16/2024 - 10/15/2024
GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Welch	Holly	Part-time Faculty	TELS	7/17/2024	07/1/24-08/17/24	\$ 1,125.00
Holdridge	Shannon	Excluded	Cliffe College of Creative Arts	7/22/2024	06/01/24-07/15/24	\$ 1,050.00
Beese	Jane	Full-time Faculty	Distance Education	7/18/2024	7/1/24-8/17/24	\$ 1,500.00
Marino	Robert	Part-time Faculty	Distance Education	7/18/2024	7/1/24-8/17/24	\$ 1,000.00
Jeffords	Charles	Full-time Faculty	Distance Education	7/18/2024	7/1/24-8/17/24	\$ 250.00
Beese	Jane	Full-time Faculty	Distance Education	7/18/2024	7/1/24-8/17/24	\$ 250.00
Schafer	Holly	Part-time Faculty	Distance Education	7/18/2024	7/1/24-8/17/24	\$ 500.00
Wallace	Debra	Full-time Faculty	Distance Education	7/18/2024	7/1/24-8/17/24	\$ 1,000.00
Heasley	Randi	Full-time Faculty	Distance Education	7/18/2024	7/1/24-8/17/24	\$ 1,250.00
Weaver	Amy	Full-time Faculty	Distance Education	7/18/2024	7/1/24-8/17/24	\$ 750.00
Varga	Barbara	Part-time Faculty	Distance Education	7/18/2024	7/1/24-8/17/24	\$ 375.00
Mikula	Vincent	Full-time Faculty	Distance Education	7/18/2024	7/1/24-8/17/24	\$ 375.00
Shields	Cynthia	Full-time Faculty	Distance Education	7/18/2024	7/1/24-8/17/24	\$ 625.00
Mikula	Vincent	Full-time Faculty	Distance Education	7/18/2024	7/1/24-8/17/24	\$ 625.00
Wright	Melody	Full-time Faculty	Distance Education	7/18/2024	7/1/24-8/17/24	\$ 375.00
Hoyson	Patricia	Full-time Faculty	Distance Education	7/18/2024	7/1/24-8/17/24	\$ 375.00
Isaacs	Diana	Part-time Faculty	Distance Education	7/18/2024	7/1/24-8/17/24	\$ 375.00
Jerome	John	Part-time Faculty	Distance Education	7/18/2024	7/1/24-8/17/24	\$ 375.00
Han-Haas	Helen	Full-time Faculty	Distance Education	7/18/2024	7/1/24-8/17/24	\$ 8,950.00
Hoon Choi	Jeong	Full-time Faculty	Distance Education	7/18/2024	7/1/24-8/17/24	\$ 8,950.00
Eunni	Rangamohan	Full-time Faculty	Distance Education	7/18/2024	7/1/24-8/17/24	\$ 4,200.00
Cummins	Lauren	Full-time Faculty	Distance Education	7/18/2024	7/1/24-8/17/24	\$ 750.00
Jones	Jessie	APAS	Mathematics and Statistics	7/19/2024	2/5/24-8/15/24	\$ 1,700.00
Makara	David	Part-time Faculty	Psychological Sciences & Counseling	7/22/2024	07/22/24-08/16/24	\$ 1,500.00
Yu	Feng	Full-time Faculty	CSIET	7/23/2024	08/01/24-08/15/24	\$ 4,995.65
Bowser	Presley	Excluded	Sokolov Honors College	7/25/2024	7/1/24-08/30/24	\$ 700.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
RECEIVED 7/16/2024 - 10/15/2024
GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Bower	Brittany	Excluded	Finance and Business Operations	7/25/2024	07/25/24-8/31/24	\$ 1,250.00
Deger	Gwendolyn	Full-time Faculty	TELS	7/19/2024	07/19/24-08/17/24	\$ 5,000.00
Schoenfeld	Melissa	Excluded	Facilities	8/9/2024	10/01/23-12/31/24	\$ 7,000.00
Hartup	Mollie	Excluded	Sokolov Honors College	8/5/2024	10/01/24-03/31/25	\$ 4,500.00
Keown	David	Full-time Faculty	Office of Research Services	8/6/2024	08/16/24-08/15/25	\$ 1,000.00
Iagulli	Lauren	Full-time Faculty	BCCHS Dean's Office	8/9/2024	08/01/24-08/01/25	\$ 12,000.00
Buehler	My Hoang	APAS	International Programs Office	8/12/2024	08/19/24-10/19/24	\$ 1,762.40
Vitullo	Jina	APAS	International Programs Office	8/12/2024	08/19/24-10/19/24	\$ 1,772.80
Larwin	Karen	Full-time Faculty	Office of Research Services	8/6/2024	08/16/24-08/15/25	\$ 2,000.00
Welch	Holly	Part-time Faculty	TELS	8/7/2024	08/26-12/08/24	\$ 2,150.00
Brkic	Ivica	Part-time Faculty	Student Success	8/9/2024	7/16-7/19/24	\$ 200.00
Dean	Taylor	APAS	Student Success	8/9/2024	7/16-7/19/24	\$ 200.00
Fugett	Sara	Excluded	Student Success	8/9/2024	7/16-7/19/24	\$ 200.00
Horvak	Lillian	APAS	Student Success	8/9/2024	7/16-7/19/24	\$ 200.00
McCabe	Ashley	Part-time Faculty	Student Success	8/9/2024	7/16-7/19/24	\$ 200.00
McCurry	Rebecca	APAS	Student Success	8/9/2024	7/16-7/19/24	\$ 200.00
Santangelo	Christopher	APAS	Student Success	8/9/2024	7/16-7/19/24	\$ 200.00
Shaughnessy	Justin	Part-time Faculty	Student Success	8/9/2024	7/16-7/19/24	\$ 200.00
Woodruff	Evan	APAS	Student Success	8/9/2024	7/16-7/19/24	\$ 200.00
Zvara	Lynn	Part-time Faculty	Student Success	8/9/2024	7/16-7/19/24	\$ 200.00
Robich	Laura	APAS	Nursing	8/23/2024	8/23/24-12/7/24	\$ 5,000.00
Vinkler	Susan	APAS	Nursing	8/26/2024	08/26/24-12/7/24	\$ 5,000.00
Zetts	Mark	Part-time Faculty	Health Professions	8/24/2024	08/26/24-12/07/24	\$ 2,500.00
Spinosa	Amanda	Part-time Faculty	ART	8/17/2025	08/26/24-12/07/24	\$ 3,550.00
Slipski	Ronald	Part-time Faculty	Humanities and Social Science	8/26/2024	08/27/24-01/20/25	\$ 3,000.00
Yelamanchi	Bharat	Full-time Faculty	Rayen School of Engineering	9/3/2024	08/1/24-08/15/24	\$ 762.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
RECEIVED 7/16/2024 - 10/15/2024
GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
McCormick	Daniel	APAS	Athletics	8/27/2024	09/7/24-10/26/24	\$ 1,500.00
Davis	Ron	Full-time Faculty	Distance Education	9/6/2024	9/6/2024	\$ 2,000.00
Massaro	Megan	Excluded	IT Services	9/9/2024	04/01/24-07/31/24	\$ 3,653.60
Mincher	Jenine	Full-time Faculty	Health Professions	9/9/2025	7/1/24-7/31/24	\$ 9,530.00
Lee	Hae-Jong	Part-time Faculty	Dana School of Music	9/12/2024	11/09/24-12/06/24	\$ 1,600.00
Umble	James	Part-time Faculty	Dana School of Music	9/12/2024	8/26/24-12/04/24	\$ 650.00
Stegeman	Rachel	Part-time Faculty	Dana School of Music	9/12/2024	09/30/24-12/6/24	\$ 650.00
Carter-Dennis	Stephanie	Part-time Faculty	Dana School of Music	9/12/2024	09/30/24-12/06/24	\$ 750.00
Treybig	Dana	Part-time Faculty	Dana School of Music	9/12/2024	09/30/24-12/06/24	\$ 650.00
Laird	Susan	Part-time Faculty	Sociology	9/19/2024	09/02/24-12/09/24	\$ 1,031.25
Davis	Ron	Full-time Faculty	Distance Education	9/23/2024	9/19/2024	\$ 2,000.00
McCormick	Dan	APAS	Student Experience	9/23/2024	10/01/24-06/30/25	\$ 2,964.55
Bagley	Morgan	Full-time Faculty	Institute for Teaching and Learning	9/24/2024	07/16/24-09/16/24	\$ 100.00
Italiano	Kristen	Externally Funded	Distance Education	10/11/2024	10/10/2024	\$ 2,000.00
Cody	Kathy	APAS	College of Graduate Studies	10/11/2024	10/1/24-01/31/25	\$ 3,116.10
Fusillo	Ida	Full-time Faculty	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 1,250.00
Smith	Stephanie	Full-time Faculty	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 250.00
Smith	Stephanie	Full-time Faculty	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 250.00
Smith	Stephanie	Full-time Faculty	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 250.00
Jackson	Jaietta	Full-time Faculty	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 3,500.00
Jackson	Jaietta	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 500.00
Tyus	Jeff	Full-time Faculty	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 2,500.00
Jeffords	Charles	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 1,750.00
Mlakar	Melissa	Part-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 1,250.00
Jeffords	Charles	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 750.00
Marino	Robert	Part-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 250.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
RECEIVED 7/16/2024 - 10/15/2024
GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Marino	Robert	Part-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 250.00
Beese	Jane	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 750.00
Larwin	Karen	Full-time Faculty	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 250.00
Larwin	Karen	Full-time Faculty	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 500.00
Larwin	Karen	Full-time Faculty	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 250.00
Larwin	Karen	Full-time Faculty	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 250.00
Ratican	Crystal	Full-time Faculty	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 750.00
Bateman	Patrick	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/19/24	\$ 750.00
Kana	David	Part-time Faculty	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 1,000.00
Onitsuka	Yukitada	Part-time Faculty	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 1,500.00
Krummel	Christopher	Full-time Faculty	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 1,000.00
Harvey	Stephen	Part-time Faculty	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 1,000.00
Calcagni	Laura	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 500.00
Heasley	Randi	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 750.00
Weaver	Amy	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 1,000.00
Shortreed	Mary	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 250.00
Mikula	Vincent	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 1,250.00
Shields	Cynthia	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 500.00
Shields	Cynthia	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 250.00
Mikula	Vincent	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 250.00
Wright	Melody	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 1,250.00
Mikula	Vincent	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 1,250.00
Wright	Melody	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 125.00
Hoyson	Patricia	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 125.00
Isaacs	Diana	Part-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 125.00
Hoyson	Patricia	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 125.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
RECEIVED 7/16/2024 - 10/15/2024
GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Sumell	Albert	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 9,950.00
Petruska	Karin	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 10,350.00
Yang	Xiaolou	Full-time Faculty	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 4,250.00
Tomhave	Alan	Excluded	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 750.00
Vopat	Mark	Full-time Faculty	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 930.00
Fusillo	Ida	Full-time Faculty	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 2,500.00
Sracic	Paul	Full-time Faculty	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 500.00
Cripe	Kathleen	Chair	Distance Education	10/11/2024	8/26/24-10/13/24	\$ 750.00
Dugan	Charles	Part-time Faculty	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 250.00
Walker	Jennifer	Part-time Faculty	Distance Education	10/11/2024	8/26/24-12/14/24	\$ 4,750.00
Robbins	Zachary	Part-time Faculty	Distance Education	10/24/2024	8/26/24-12/14/24	\$ 2,430.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
RECEIVED 7/16/2024 - 10/15/2024
GRANT FUNDED SUPPLEMENTAL PAY ASSIGNMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Park	Byung Wook	Full-time Faculty	Rayen School of Engineering	7/17/2024	8/1/24-08/15/24	\$4,026.00
Frank	David	Full-time Faculty	Psychological Sciences & Counseling	7/17/2024	07/01/24-08/15/24	\$6,950.00
Rogers	Richard	Full-time Faculty	Criminal Justice and Consumer Science	9/25/2024	10/01/23-05/15/24	\$8,302.00
Powe	Nicolette	Full-time Faculty	Graduate School of Health & Rehabilitation Services	9/25/2024	10/01/23-05/15/24	\$7,979.00
Loveland	Scott	Externally Funded	APEX Accelerator/WCBA	10/7/2024	09/01/24-08/31/25	\$5,000.00
Farris	Jaelyn	Part-time Faculty	Psychological Sciences & Counseling	10/7/2024	9/1/24-12/15/24	\$3,078.00
Farris	Jaelyn	Part-time Faculty	Psychological Sciences & Counseling	10/7/2024	9/1/24-12/15/24	\$3,076.98
Farris	Jaelyn	Part-time Faculty	Psychological Sciences & Counseling	10/7/2024	9/1/24-12/15/24	\$3,078.00
Juergensen	James	Full-time Faculty	Psychological Sciences & Counseling	10/7/2024	9/01/24-05/15/25	\$6,155.00
Farris	Jaelyn	Part-time Faculty	Psychological Sciences & Counseling	10/7/2024	9/1/24-12/15/24	\$3,078.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
RECEIVED 7/16/2024 - 10/15/2024
FACULTY SECONDARY APPOINTMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	DEPARTMENT	JOB TITLE	BEGIN DATE	END DATE	PAYMENT AMOUNT
Bateman	Patrick	Faculty	Management and Marketing	Lariccia Family Endowed Professor of Business	7/1/2024	6/30/2025	\$15,000.00
Bateman	Patrick	Faculty	Management and Marketing	Director, MBA Program	8/16/2024	8/15/2025	\$17,000.00
Fluker	Amy	Faculty	Humanities and Social Sciences	Robert W. Reeder I Memorial Endowed Professorship in History	8/26/2024	8/25/2025	\$6,952.50
Fuller	Adam	Faculty	Humanities and Social Sciences	Clayman Professor of Judaic and Holocaust Studies	8/26/2024	8/25/2025	\$9,000.00
Li	Frank	Faculty	Rayen School of Engineering	Friedman Endowed Chair of Engineering	11/1/2024	5/1/2025	\$35,000.00
Pallante	Martha	Faculty	Humanities and Social Sciences	Charles Darling Distinguished Chair in American Social History	8/26/2024	8/25/2025	\$28,338.00
Beese	Jane	Faculty	Teacher Education and Leadership Studies	Program Coordinator of educational leadership and Educational Administration	7/14/2024	8/16/2024	\$4,000.00
Andrews	Corey	Faculty	English & World Languages	Grace Ruth Memorial Endowed Professorship in English	8/26/2024	8/15/2025	\$6,900.00
Carucci	Joe	Chair	Dana School of Music and University Theatre	Director, Dana School of Music and University Theatre	8/30/2024	6/30/2025	\$4,800.00
Yelamanchi	Bharat	Faculty	Rayen School of Engineering	Enynon-Beyer Memorial Chair of Metallurgy	11/1/2024	5/1/2025	\$10,000.00
Durrell	Patrick	Faculty	Physics, Astronomy, Geology, and Environmental Sciences	Dr. Warren M. Young Endowed Chair Position in Physics and Astronomy	8/19/2024	8/15/2025	\$7,018.68
Wakefield	Thomas	Chair	Mathematics and Statistics	Coordinator for COFS & Aviation Curriculum	10/31/2024	6/30/2025	\$10,000.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
7/16/2024 - 10/15/2024
FACULTY BANKED WORKLOAD PAYMENTS

NAME	EMPLOYMENT TYPE	JOB TITLE	PAYMENT DATE	PAYMENT AMOUNT
Armstrong, Felicia P.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 5,625.00
Arslanyilmaz, Abdu	Chair	FT Bank Overload Payout	10/15/2024	\$ 7,500.00
Balaz, Snjezana	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 3,750.00
Balendiran, Ganesaratnam K.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 22,500.00
Beese, Jane	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 625.00
Bellas, Christopher M.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 11,875.00
Borra, Venkata Shesha Vamsi	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 1,875.00
Bruns, Kristin	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 625.00
Butcher, Michael T.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 3,750.00
Caguiat, Jonathan J.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 11,250.00
Choo, Kyosung	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 1,875.00
Coldren, Jeffrey T.	Chair	FT Bank Overload Payout	10/15/2024	\$ 1,875.00
Colwell, Kelly L.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 2,500.00
Cripe, M Kathleen L.	Chair	FT Bank Overload Payout	10/15/2024	\$ 625.00
Curnalia, Rebecca M.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 2,212.50
Diggins, Thomas P.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 2,500.00
Earnhardt, Adam C.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 4,375.00
Ehsani, Sahar	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 5,625.00
Fehlbaum, Amanda	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 625.00
Fluker, Amy L.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 1,875.00
Gordon, Jay L.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 1,875.00
Jackson, Carrie R.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 4,375.00
Jeffords, Charles W.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 625.00
Keown, Daniel	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 1,875.00
Kerns, G. Jay	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 2,712.50
Kress, Victoria E.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 1,462.50

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
7/16/2024 - 10/15/2024
FACULTY BANKED WORKLOAD PAYMENTS

NAME	EMPLOYMENT TYPE	JOB TITLE	PAYMENT DATE	PAYMENT AMOUNT
Learman, Kenneth E.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 4,375.00
Li, Frank X.	Chair	FT Bank Overload Payout	10/15/2024	\$ 22,500.00
Linkous, Clovis A.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 16,250.00
Madsen, Thomas L.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 625.00
Martin, Holly J.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 8,125.00
Merrill, Monica M.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 1,875.00
Miller, Kenneth L.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 7,500.00
Min, Xiangjia	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 1,875.00
Myers, Nathan	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 11,250.00
Nguyen, Nguyet T.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 3,125.00
O'Leary, Patrick M.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 1,250.00
Pallante, Martha I.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 1,875.00
Panaitof, Stefania C.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 1,875.00
Park, Byung-Wook	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 5,625.00
Pesch, Alexander H.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 1,875.00
Pettitt, Nicole	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 625.00
Prieto Langarica, Alicia	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 4,037.50
Priour, Donald J.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 2,500.00
Protivnak, Jake J.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 625.00
Ratican, Crystal L.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 625.00
Renne, Ian J.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 2,500.00
Rogers, Richard L.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 6,875.00
Schwartz, Jeremy T.	Chair	FT Bank Overload Payout	10/15/2024	\$ 1,875.00
Sethi, Swati N.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 625.00
Sharma, Suresh	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 5,087.50
Simeonsson, Josef B.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 15,000.00
Simonelli, David A.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 5,625.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
7/16/2024 - 10/15/2024
FACULTY BANKED WORKLOAD PAYMENTS

NAME	EMPLOYMENT TYPE	JOB TITLE	PAYMENT DATE	PAYMENT AMOUNT
Sisco, Dolores V.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 1,875.00
Solomon, Constantin V.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 10,625.00
Spearman, Patrick T.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 3,750.00
Stourman, Nina V.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 15,000.00
Sullins, John R.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 5,625.00
Van Dussen, Daniel J.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 5,000.00
VanVoorhis, Richard W.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 625.00
Wagner, Patricia B.	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 3,750.00
Wagner, Timothy R.	Chair	FT Bank Overload Payout	10/15/2024	\$ 8,750.00
Wakefield, Thomas P.	Chair	FT Bank Overload Payout	10/15/2024	\$ 1,875.00
Yelamanchi, Bharat	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 1,875.00
Yu, Feng	Full Time Faculty	FT Bank Overload Payout	10/15/2024	\$ 9,375.00