



**YOUNGSTOWN
STATE
UNIVERSITY**

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

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

**Wednesday, December 1, 2021
3:00 p.m. or immediately following
previous meeting**

**Kilcawley Center
Presidents' Suites**

AGENDA

- A. Disposition of Minutes for Meeting Held September 1, 2021**
- B. Old Business**
- C. Committee Items**

1. Intercollegiate Athletics Action Item

C.1.a. = Tab 1

a. Resolution to Ratify Personnel Actions

University policies require that the Chief Human Resources Officer provide a summary of appointments, promotions, and other personnel actions for intercollegiate athletics staff and coaching positions, for July 16, 2021, through October 15, 2021. Personnel actions for intercollegiate athletics staff and coaching are contingent upon approval of the Board of Trustees. Ron Strollo, Executive Director of Athletics, will report.

2. Intercollegiate Athletics Discussion Item

C.2.a. = Tab 2

a. Student Athlete Wellness and Performance Excellence

Tory Lindley, Deputy Athletics Director, and Nicole Kent-Strollo, Dean of Students and Ombudsperson, will report.

3. University Affairs Consent Items*

C.3.a. = Tab 3

a. Resolution to Modify Americans with Disabilities Act (ADA) Policy, 3356-7-02

C.3.b. = Tab 4

b. Resolution to Modify and Retitle Maternity/Parental Leave – Paid Leave, Excluded Professional/Administrative Staff Policy, 3356-7-14

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

- C.3.c. = Tab 5 c. Resolution to Modify and Retitle Bereavement Leave, Excluded Professional/ Administrative Staff and Department Chairpersons Policy, 3356-7-15**
- C.3.d. = Tab 6 d. Resolution to Modify and Retitle Distinguished Service Awards, Full-time Excluded Professional/Administrative Staff and Full-time Classified Excluded Staff Policy, 3356-7-27**
- C.3.e. = Tab 7 e. Resolution to Modify and Retitle Fringe Benefits, Full-time Professional/ Administrative Employees (Excluded) Policy, 3356-7-30**
- C.3.f. = Tab 8 f. Resolution to Modify and Retitle Fringe Benefits, Excluded Professional/ Administrative Employees Fee Remission Program Policy, 3356-7-31**

4. University Affairs Action Item

- C.4.a. = Tab 9 a. Resolution to Ratify Personnel Actions**
 University policies require that the Chief Human Resources Officer provide a summary of appointments, promotions, and other personnel actions for faculty and professional/administrative staff, for July 16, 2021, through October 15, 2021. Personnel actions for faculty and professional/administrative staff are contingent upon approval of the Board of Trustees.
 Cynthia Kravitz, Associate Vice President and Chief Human Resources Officer, will report.

5. University Affairs Discussion Items

- C.5.a. = Tab 10 a. Financial Analysis of Benchmark Institutions of Information Technology and Development**
 Jim Yukech, Associate Vice President and Chief Technology Officer, will present.
- b. 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.

D. New Business

E. Adjournment

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



YOUNGSTOWN
STATE
UNIVERSITY

**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 2, 2021, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2021-2022 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-7-36, Hiring and Selection Process, Contracts and Compensation for Intercollegiate Athletic Coaches; 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University; and 3356-7-42, Selection of Professional/Administrative Staff;

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

**Board of Trustees Meeting
December 2, 2021
YR 2022-**



SUMMARY OF PERSONNEL ACTIONS
Athletics Employees
7/16/21 through 10/15/21

Appointments – 14

New Positions – 1 *(Notated with an asterisk *)*

- Professional Administrative Excluded – 1

Replacement Positions – 13

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 11

Separations – 6

- Classified – 1
- Professional Administrative Staff – 1
- Professional Administrative Excluded – 4

Reclassification/Position Adjustment – 2

- Professional Administrative Excluded – 2

Salary Adjustments – 2

- Classified – 1
- Professional Administrative Excluded – 1

Transfers – 1

- Professional Administrative Excluded – 1

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21
APPOINTMENTS**

EMPLOYEE				CONTRACT/ APPOINTMENT		
EMPLOYEE NAME	TYPE	POSITION TITLE	DEPARTMENT	DATES	FTE	SALARY
Funte, Jael	APAS	Assistant Athletic Trainer	Training Room	8/16/2021	1.00	\$ 56,000.00
Mulkey, Emily	APAS	Assistant Athletic Trainer	Training Room	10/1/2021	1.00	\$ 50,000.00
Asher, Benjamin	Excluded	Assistant Coach	Basketball - Men's	7/16/2021	1.00	\$ 70,000.00
Bunnell, Eric	Excluded	Assistant Coach	Baseball	9/1/2021	1.00	\$ 24,507.00
Butler, Chelsie	Excluded	Assistant Coach	Basketball - Women's	10/1/2021	1.00	\$ 47,500.00
Calhoun, Nicklas	Excluded	Assistant Coach Strength and Conditioning	Athletic Administration	8/18/2021	1.00	\$ 35,000.00
Collins, Ryan	Excluded	Assistant Coach Swimming	Swimming & Diving - Women's	8/16/2021	1.00	\$ 35,000.00
Funari, Vincent	Excluded	Asst Coach FB Quality Ctrl	Football	9/1/2021	1.00	\$ 40,000.00
Graham, William	Excluded	Assistant Coach, Softball	Softball	7/16/2021	1.00	\$ 30,000.00
Lindley, Tory	Excluded	Deputy Athletic Director Sports Medicine and Performance Excellence	Training Room	8/23/2021	1.00	\$ 92,000.00
Marshall, Taylor*	Excluded	Assistant Coach	Lacrosse - Women's	8/23/2021	1.00	\$ 32,500.00
Morales, Arnaldo	Excluded	Assistant Coach Track and Field	Track - Men's	10/1/2021	1.00	\$ 40,541.00
Ritter, Patricia (Lynn)	Excluded	Assistant Coach Volleyball	Volleyball	8/2/2021	1.00	\$ 30,000.00
Tymkew, Jennifer	Excluded	Associate Athletics Director	Training Room	10/1/2021	1.00	\$ 70,265.00

*New Positions

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21
SEPARATIONS**

EMPLOYEE		POSITION TITLE	DEPARTMENT	DATE OF		SALARY	TYPE OF SEPARATION
EMPLOYEE NAME	TYPE			SEPARATON	FTE		
Kosnosky, Michael	ACE	Athletic Facilities Specialist	Athletic Facilities Rental	9/18/2021	1.00	\$ 26,832.00	RESIGNED
Wills, Jeffrey	APAS	Assistant Athletic Trainer	Training Room	8/24/2021	1.00	\$ 48,284.16	RESIGNED
Crane, Andrew	Excluded	Assistant Coach	Basketball - Women's	8/1/2021	1.00	\$ 50,750.00	RESIGNED
Jennings, Myisha	Excluded	Assistant Director of Athletics	Athletic Administration	9/30/2021	1.00	\$ 47,154.81	RESIGNED
Smith, Eric	Excluded	Assistant Baseball Coach	Baseball	8/13/2021	1.00	\$ 34,511.79	RESIGNED
Solger, Ethan	Excluded	Assistant Athletics Dir Sports Med	Training Room	7/23/2021	1.00	\$ 73,718.54	RESIGNED

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21
RECLASSIFICATIONS/POSITION ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE SALARY	PREVIOUS SALARY
Fink, Rebecca	Excluded	Sr Associate Athletics Director/ Assistant Director Athletics	Athletic Administration	10/1/2021	1.00 \$ 70,000.00	\$ 48,149.18
Stuart, Timothy	Excluded	Sr Associate Athletics Director/ Assistant Director Athletics	Athletics Facilities Rental	10/1/2021	1.00 \$ 70,000.00	\$ 58,785.57

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Innocent, Tracey	ACE	Travel Specialist	Athletic Facilities Rental	9/12/2021	1.00	\$ 42,848.00	1.00	\$ 41,704.00
Davis, Shane	Excluded	Assistant Coach Baseball	Baseball	8/16/2021	1.00	\$ 34,500.00	1.00	\$ 24,495.20

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21
TRANSFERS**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION	NEW DEPARTMENT/OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Mettille, Tyler	Excluded	Assistant Dir of Compliance/ Assistant Coach Track Field	Athletic Administration/ Women's Track	9/16/2021	1.00	\$45,615.84

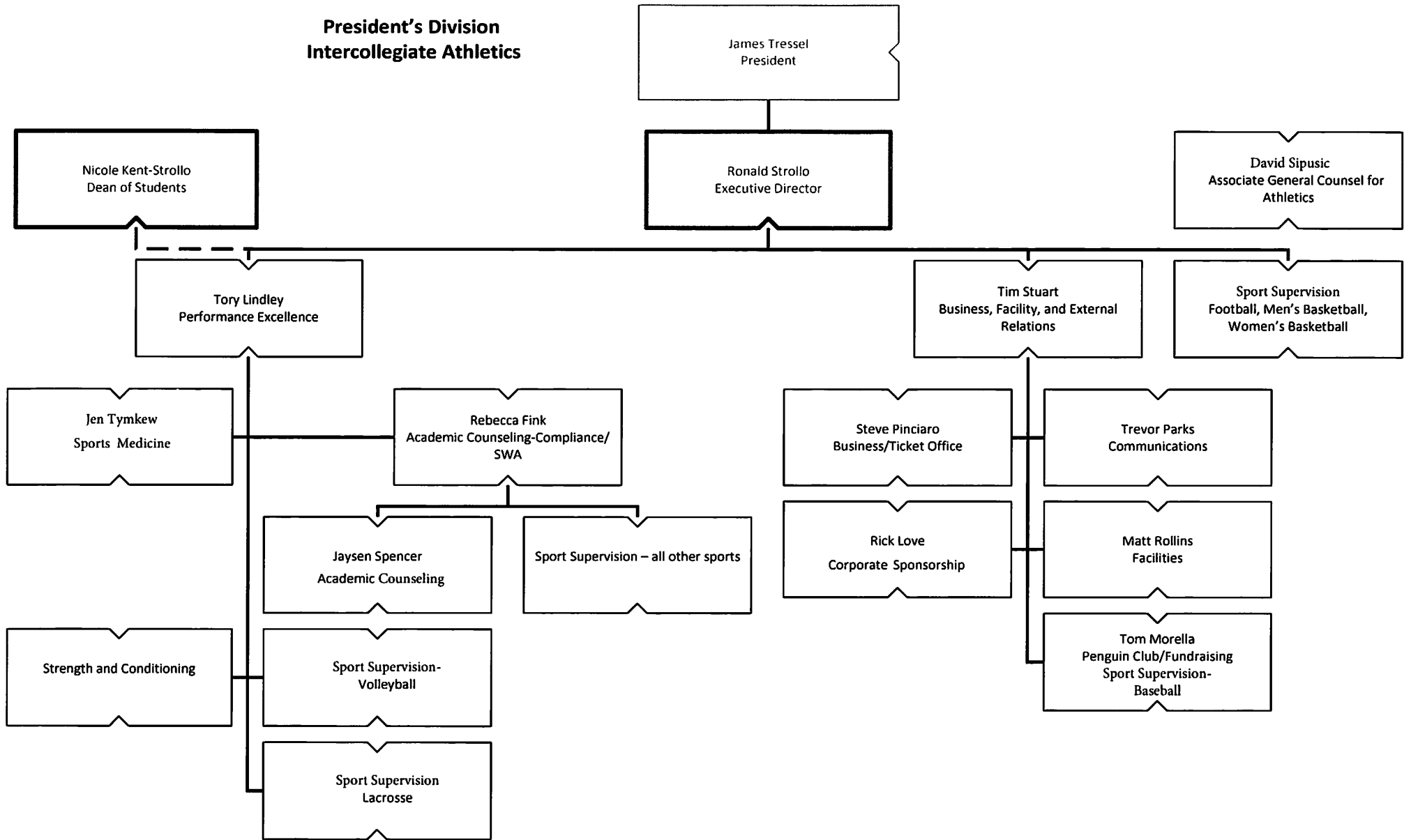
Youngstown State University
Board of Trustees
December 2021 Meeting

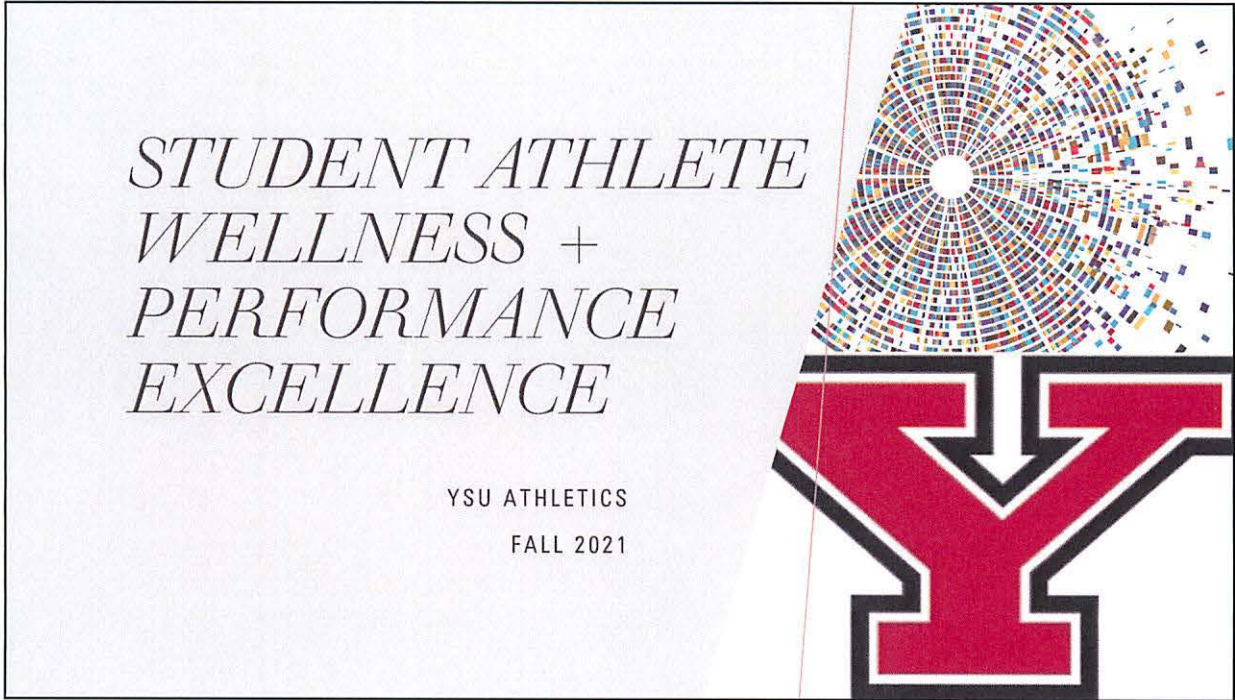
Student Athlete Wellness and Performance Excellence Presentation Agenda

Presenters: Nicole Kent-Strollo, Dean of Students and Tory Lindley, Deputy Athletics Director

1. Organizational Chart
2. Five Pillars of Student Support
 - a. Values and Vision
 - b. Campus Partnerships
 - c. Community Partnerships
3. Future Opportunities
4. Questions

**President's Division
Intercollegiate Athletics**






1

*PERFORMANCE EXCELLENCE
SHARED VALUES*

STUDENT CENTERED		COLLABORATION		DELIVER URGENCY
ACADEMIC SUCCESS	PERFORMANCE PSYCHOLOGY	SPORTS MEDICINE	SPORTS PERFORMANCE	PERFORMANCE NUTRITION
Student-centered	Access	Multidisciplinary	Sport Specificity	Risk Reduction
Holistic Development	Performance Enhancement	Tireless Communication	Echo Team Culture	Unified Messaging
Advocacy	Stigma Reduction	Evidence Informed	Winning Attitude	Food First
Career Readiness	Personal Growth	Injury Risk Reduction	Load Management	360 deg Education



2



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY
AMERICANS WITH DISABILITIES ACT (ADA) POLICY, 3356-7-02**

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

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

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

WHEREAS, the Americans with Disabilities Act (ADA) policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Americans with Disabilities Act (ADA), policy number 3356-7-02, attached hereto.

**Board of Trustees Meeting
December 2, 2021
YR 2022-**

3356-7-02 Americans with Disabilities Act (ADA).

Responsible Division/Office: Human Resources, Accessibility Services, Resch
Academic Success Center
Responsible Officers: VP for Legal Affairs and Human Resources
Associate Provost, Student Success
Revision History: December 2010; March 2016; December 2021
Board Committee: University Affairs
Effective Date: December 2, 2021
Next Review: 2026

- (A) Policy statement. Youngstown state university is committed to providing reasonable accommodations for qualified individuals with disabilities in a fair and equitable manner and in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended, and other applicable federal and state laws (hereinafter applicable law[s]). Ensuring an accessible and inclusive educational and work environment is the responsibility of every member of the university community.
- (B) Purpose. To provide common understandings of definitions, relevant information, and uniform guidelines to promote a work and educational environment at Youngstown state university that is free from discrimination and harassment and fosters university compliance with federal and state law pertaining to qualified individuals with disabilities.
- (C) Scope. This policy applies to current and prospective students and employees and to visitors and guests of the university. All personnel who are responsible for the implementation of the university's mission are charged to support this policy.
- (D) Definitions.
- (1) "Disability." A physical or mental impairment that substantially limits one or more major life activities of the individual; a record of such an impairment; or being regarded as having such an impairment.

- (2) **“Major life activities.”** Major life activities include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communication, and working. A major life activity also includes the operation of major bodily functions.
- (3) **“Major bodily functions.”** Major bodily functions include, but are not limited to: functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive systems.
- (4) **“Reasonable accommodation.”** A change or modification to a job, work, or academic environment or university program which does not impose an undue hardship on the university and enables a qualified individual with a disability to enjoy the same opportunities and benefits as others without disabilities. Examples of reasonable accommodation can include:
 - (a) Acquiring auxiliary aids and services.
 - (b) Modifying equipment, devices, or schedules.
 - (c) Adjusting or modifying examinations, training materials, or policies.
- (5) **“Qualified individual.”** An individual who, with or without reasonable accommodation(s), meets the eligibility requirements for employment, educational programs or other university-sponsored programs and activities such that they can perform the essential functions of an employment position or meet the essential requirements of an educational program or activity.
- (6) **“Essential function/requirement.”** A fundamental duty of an employment position or a core requirement of a program or activity. A number of considerations impact whether a function/requirement may be considered essential, including but not limited to:
 - (a) A requirement is basic to a position or program or any directly related licensing requirement.

- (b) If the job/position exists to perform that function.
 - (c) There are a limited number of employees available who can perform that function.
 - (d) The function is highly specialized such that the incumbent in the position is hired for their expertise or ability to perform the particular function.
- (7) “Undue hardship.” Action which requires significant difficulty or expense when considered in light of the nature and cost of the accommodation in relation to the size, resources, nature, and structure of the university’s operation, or which would fundamentally alter the nature or structure of a program, operation, or employment unit.
- (8) “Interactive process.” The communicative process to identify the limitations resulting from a disability and potential reasonable accommodations.
- (E) Parameters.
- (1) The university will engage in an interactive process with a student or employee to determine the individual’s disability status and particularized accommodation needs.
 - (2) The office of human resources and the office of accessibility services, Resch Academic Success Center (office of accessibility services) are authorized to develop procedures for the implementation of this policy.
 - (3) The office of facilities maintenance and support services is responsible for promoting compliance with campus physical and architectural access.
 - (4) The office of accessibility services is responsible for organizing the university response to requests for accommodation and provision of academic services that support the needs of students with disabilities.

- (5) The office of human resources is responsible for coordinating the university response to requests for accommodation in employment.
- (F) Procedures.
- (1) Students.
 - (a) A student who wishes to request a reasonable accommodation must be registered with the university's office of accessibility services. To be registered with the office of accessibility services, a student must first be accepted by the university through the office of undergraduate recruitment and admissions.
 - (b) To ensure the provision of reasonable and appropriate accommodations, the office of accessibility services requires current, within one year, and comprehensive documentation of the disability from a current physician or specialist. Accessibility services information and forms are available from the office of accessibility services or on the website. Where applicable, the documentation should include information that describes how the disorder was diagnosed, the symptoms of the disorder, severity of the condition, treatment and medication prescribed, and recommendations for accommodations.
 - (c) The information provided to the office of accessibility services is confidential and does not become a part of a student's academic record.
 - (2) Employees.
 - (a) An employee who wishes to request a reasonable accommodation (or another person wishing to request a reasonable accommodation on behalf of an employee) can choose to make a request in either of the following ways:
 - (i) Complete a request for reasonable accommodation form.

- (ii) Contact the immediate supervisor or the office of human resources, employee benefits manager, (benefits manager). When a request is made verbally, employees seeking a reasonable accommodation should follow up the verbal request by emailing the benefits manager. Upon receipt, the benefits manager will provide appropriate forms.
- (b) Determination of disability. Following the initial request for accommodation, the benefits manager will determine whether the employee has a disability as defined by applicable federal and state laws. The benefits manager may consult with appropriate university representatives to determine if the condition meets the definition of disability as defined by applicable federal and state laws.
- (c) An employee may be required to submit documentation to substantiate their request, including but not limited to, a request for documentation of physical/mental health condition.
- (d) Submitted documentation will be confidentially maintained in a file separate from an employee's personnel file.
- (e) Interactive process. The interactive process takes place after the employee's condition is determined to be a disability as defined by applicable laws and will vary depending on the nature and type of disability and requested accommodation. While the individual with a disability is not required to specify a precise accommodation, the employee needs to describe the problems which need accommodation. Additionally, suggestions from the employee with a disability may assist the university in determining the type of reasonable accommodation to provide. Where the employee and/or the university are unfamiliar with possible accommodations, the university may consult with public and/or private resources to help identify reasonable accommodations once the specific limitations and workplace barriers have been ascertained.

- (f) If the employee's condition is determined not to be a disability, as defined by applicable laws, the employee will be notified that their request is denied.
- (G) Genetic Information Nondiscrimination Act of 2008 ("GINA"). GINA prohibits employers and other entities covered by Title II of GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. Therefore, employees and health care providers should not provide any genetic information when responding to a request for medical information. As defined by GINA, genetic information includes an individual's family medical history, the results of an individual or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.
- (H) Discrimination. Individuals who believe that they have been discriminated against on the basis of disability in an educational program or activity or employment situation at Youngstown state university, may contact the office of equal opportunity, Title IX and policy development to seek information or to file a complaint.

3356-7-02 Americans with Disabilities Act (ADA).

~~Previous Policy Number: 7001.02~~

Responsible Division/Office: Human Resources, [Accessibility Services](#), [Resch Academic Success Center](#)

Responsible Officers: VP for Legal Affairs and Human Resources
[Associate Provost, Student Success](#)

Revision History: December 2010; March 2016; [December 2021](#)

Board Committee: University Affairs

Effective Date: ~~March 16, 2016~~ [December 2, 2021](#)

Next Review: ~~2024~~ [2026](#)

- (A) Policy statement. Youngstown state university is committed to providing reasonable accommodations for qualified individuals with disabilities in a fair and equitable manner and in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended, and other applicable federal and state laws (hereinafter applicable law[s]). Ensuring an accessible and inclusive educational and work environment is the responsibility of every member of the university community.
- (B) Purpose. To provide common understandings of definitions, relevant information, and uniform guidelines to promote a work and educational environment at Youngstown state university that is free from discrimination and harassment and fosters university compliance with federal and state law pertaining to qualified individuals with disabilities.
- (C) Scope. This policy applies to current and prospective students and employees and to visitors and guests of the university. All personnel who are responsible for the implementation of the university's mission are charged to support this policy.
- (D) Definitions.
- (1) "Disability." A physical or mental impairment that substantially limits one or more major life activities of the individual; a record of such an impairment; or being regarded ~~has~~ [as](#) having such an impairment.

- (2) “Major life activities.” Major life activities include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communication, and working. A major life activity also includes the operation of major bodily functions.
- (3) “Major bodily functions.” Major bodily functions include, but are not limited ~~go to~~: functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive systems.
- (4) “Reasonable accommodation.” A change or modification to a job, work, or academic environment or university program which does not impose an undue hardship on the university and enables a qualified individual with a disability to enjoy the same opportunities and benefits as others without disabilities. Examples of reasonable accommodation can include:
 - (a) Acquiring auxiliary aids and services.
 - (b) Modifying equipment, devices, or schedules.
 - (c) Adjusting or modifying examinations, training materials, or policies.
- (5) “Qualified individual.” An individual who, with or without reasonable accommodation(s), meets the eligibility requirements for employment, educational programs or other university-sponsored programs and activities such that ~~he/she~~they can perform the essential functions of an employment position or ~~met~~meet the essential requirements of an educational program or activity.
- (6) “Essential function/requirement.” A fundamental duty of an employment position or a core requirement of a program or activity. A number of considerations impact whether a function/requirement may be considered essential, including but not limited to:

- (a) ~~Whether a~~ A requirement is basic to a position or program or any directly related licensing requirement.
 - (b) If the job/position exists to perform that function.
 - (c) There are a limited number of employees available who can perform that function.
 - (d) The function is highly specialized such that the incumbent in the position is hired for ~~his/her~~their expertise or ability to perform the particular function.
- (7) “Undue hardship.” Action which requires significant difficulty or expense when considered in light of the nature and cost of the accommodation in relation to the size, resources, nature, and structure of the university’s operation, or which would fundamentally alter the nature or structure of a program, operation, or employment unit.
- (8) “Interactive process.” The ~~informal~~, communicative process to identify the limitations resulting from a disability and potential reasonable accommodations.
- (E) Parameters.
- (1) The university will engage in an interactive process with a student or employee to determine the individual’s disability status and particularized accommodation needs.
 - (2) The ~~chief human resources officer~~office of human resources and in collaboration with the director of equal opportunity and policy development and the assistant director for the center for student progress disability servicesthe office of accessibility services, Resch Academic Success Center (office of accessibility services) are authorized to develop procedures for the implementation of this policy.
 - (3) The office of facilities maintenance and support services is responsible for promoting compliance with campus physical and architectural access.

- (4) The office of ~~disability~~accessibility -services- is responsible for organizing the university response to requests for accommodation and provision of academic services that support the needs of students with disabilities.
 - (5) The office of human resources is responsible for coordinating the university response to requests for accommodation in employment.
- (F) Procedures.
- (1) Students.
 - (a) A student who wishes to request a reasonable accommodation must be registered with the university's ~~center for student progress ("CSP") disability~~office of accessibility -services. To be registered with ~~CSP disability~~the office of accessibility services, a student must first be accepted by the university through the office of undergraduate recruitment and admissions.
 - (b) To ensure the provision of reasonable and appropriate accommodations, ~~CSP disability~~the office of services accessibility services requires current, within one year, and comprehensive documentation of the disability from a current physician or specialist. ~~CSP disability~~Accessibility services information and forms are available from the ~~CSP disability~~office of accessibility services ~~office~~ or on the ~~CSP~~website. (<http://www.yasu.edu/csp/disabilityservices/dspdf/newDocumentationForm.pdf>). Where applicable, the documentation should include information that describes how the disorder was diagnosed, the symptoms of the disorder, severity of the condition, treatment and medication prescribed, and recommendations for accommodations.
 - (c) The information provided to the ~~CSP~~office of disability accessibility services- is confidential and does not become a part of a student's academic record.
 - (2) Employees.

- (a) An employee who wishes to request a reasonable accommodation (or another person wishing to request a reasonable accommodation on behalf of an employee) can choose to make a request in either of the following ways:
- (i) Complete a request for reasonable accommodation form.
 - (ii) -Contact the immediate supervisor or the office of human resources, employee benefits manager, ~~of compensation and employee benefits (“HR manager”)~~ (benefits manager). When a request is made verbally, employees seeking a reasonable accommodation should follow up the verbal request ~~either by completing the request for reasonable accommodation form or otherwise confirming their request in writing (email is acceptable) to the HR manager. Information and forms are available from the office of human resources or on the human resources website~~ (<http://www.yzu.edu/administrative-offices/human-resources/human-resources>) by emailing the benefits manager. Upon receipt, the benefits manager will provide appropriate forms.
- (b) Determination of disability. Following the initial request for accommodation, ~~the HR manager will~~ the benefits manager will determine whether the employee has a disability as defined by applicable federal and state laws. The ~~HR~~ benefits manager may consult with appropriate university representatives to determine if the condition meets the definition of disability as defined by applicable federal and state laws.
- (c) An employee may be required to submit documentation to substantiate their request, including but not limited to, a request for documentation of physical/mental health condition.

- (d) Submitted documentation will be confidentially maintained in a file separate from an employee's personnel file.
 - (e) Interactive process. The interactive process takes place after the employee's condition is determined to be a disability as defined by applicable laws and will vary depending on the nature and type of disability and requested accommodation. While the individual with a disability is not required to specify a precise accommodation, the employee needs to describe the problems which need accommodation. Additionally, suggestions from the employee with a disability may assist the university in determining the type of reasonable accommodation to provide. Where the employee and/or the university are unfamiliar with possible accommodations, the university may consult with public and/or private resources to help identify reasonable accommodations once the specific limitations and workplace barriers have been ascertained.
 - (f) If the employee's condition is determined not to be a disability, as defined by applicable laws, the employee will be notified that their request is denied.
- (G) Genetic Information Nondiscrimination Act of 2008 ("GINA"). GINA prohibits employers and other entities covered by Title II of ~~FINA~~[GINA](#) from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. Therefore, employees and health care providers should not provide any genetic information when responding to a request for medical information. As defined by GINA, genetic information includes an individual's family medical history, the results of an individual or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.
- (H) Discrimination. Individuals who believe that they have been discriminated against on the basis of disability in an educational program or activity or employment situation at Youngstown state university, may

contact the office of equal opportunity, [Title IX](#) and policy development to seek information or to file a complaint.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY AND RETITLE
MATERNITY/PARENTAL LEAVE – PAID LEAVE, EXCLUDED
PROFESSIONAL/ADMINISTRATIVE STAFF POLICY, 3356-7-14**

WHEREAS, University Policies are being reviewed and re-conceptualized on an ongoing basis; and

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

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

WHEREAS, the Maternity/Parental Leave – Paid Leave, Excluded Professional/Administrative Staff policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing Maternity/Parental Leave – Paid Leave, Excluded Professional/Administrative Staff, policy number 3356-7-14, to be retitled as Maternity/Parental Leave, Excluded Professional Administrative Employees, attached hereto.

**Board of Trustees Meeting
December 2, 2021
YR 2022-**

3356-7-14 Maternity/parental leave, excluded professional administrative employees.

Responsible Division/Office: Human Resources
Responsible Officer: VP for Legal Affairs and Human Resources
Revision History: 2008; April 2012; December 2016; December 2021
Board Committee: University Affairs
Effective Date: December 2, 2026
Next Review: 2026

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. The university understands that supporting employees as they balance career, childbirth and family life benefits both the employee and the university. The policy allows for a specified period of paid leave following the birth or adoption of a child.
- (B) Purpose. To provide guidance for the use of maternity and parental leave.
- (C) Scope. Unless otherwise specified, this policy applies to both full-time and part-time excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees, covered by this policy.
- (D) Parameters.
 - (1) Under the provisions of this policy, the university will provide paid leave, at the employee's current salary for up to six workweeks or two hundred forty hours, for pregnancy-related medical reasons, upon hospitalization for delivery and/or childbirth, and/or to care for and bond with a newborn or newly adopted child.
 - (2) Maternity/parental leave runs concurrently with the unpaid leave benefits provided in accordance with the Family and Medical Leave Act (FMLA), (rule 3356-7-05 of the Administrative Code), and with the unpaid leave benefits provided in leave of absence

without pay, extended childcare (rule 3356-7-06 of the Administrative Code).

(E) Definitions.

- (1) “Paid maternity leave” means a period of paid leave for up to six workweeks or two hundred forty hours for birth and adoptive mothers or same sex parent following the birth or adoption of a child. This paid leave is also available to birth mothers for pregnancy-related medical issues.
- (2) “Paid parental leave” means three workweeks or one hundred twenty hours of paid leave for a biological/adoptive same sex parent not covered by paid maternity leave to care for and bond with a newborn/adopted child. This leave must be used within six months following the birth or adoption of a child. This leave may be scheduled on an intermittent basis with the approval of the supervisor and the chief human resources officer (CHRO) or the CHRO designee.
- (3) “Adoption expense payment” means the payment of two thousand dollars for adoption expenses. Such payment may be requested upon approval of the adoption. An employee who adopts a child may elect to receive the adoption expense payment in lieu of receiving the paid maternity and parental leave.
- (4) Paid parental leave also means three workweeks or one hundred twenty hours of paid leave following the maternity leave for mothers or same sex parent to care for and bond with the child. This leave must be used consecutively with maternity leave.

(F) Procedures.

- (1) Paid maternity and parental leave shall be used prior to using sick leave, which may be used to extend the period of paid leave, but which also runs concurrently with unpaid leave in accordance with family medical leave (rule 3356-7-05 of the Administrative Code) or childcare leave (rule 3356-7-06 of the Administrative Code).
- (2) Only one paid maternity and/or parental leave benefit is available per employee, per birth or adoption event. The number of children

born, i.e., multiple births, or adopted during the same event does not increase the length of the paid leave.

- (3) This paid leave benefit is based upon one hundred per cent full time equivalent ("FTE") and is prorated in accordance with the employee's percentage of FTE status.
- (4) This policy applies only to employees who have completed at least one year of service prior to the date that paid maternity or parental leave is to commence. Employees who attain one year of service while on leave for the purpose of a birth or adoption of a child will be eligible for a pro-rated portion of the paid maternity and/or parental leave.
- (5) When the use of paid maternity or parental leave is anticipated, the employee shall provide notice to his or her supervisor and to the CHRO or CHRO designee as far in advance as possible. The employee shall also submit an application for leave form at that time with anticipated dates of leave.
- (6) The university will maintain all group insurance benefits for a full-time employee who is on approved maternity or parental leave. The employee will continue to pay their portion of the insurance benefit contribution.
- (7) Employees on paid maternity or parental leave continue to accrue sick and vacation leave.
- (8) Employees on paid maternity or parental leave are ineligible to receive holiday pay. A holiday occurring during the leave period shall be counted as one day of maternity or parental leave and paid as such.

3356-7-14 **Maternity/parental leave—~~paid leave~~, excluded professional/
administrative ~~staff~~.employees.**

~~Previous Policy Number: 7002.10~~

Responsible Division/Office: Human Resources

Responsible Officer: VP for Legal Affairs and Human Resources

Revision History: 2008; April 2012; December 2016; December
2021

Board Committee: University Affairs

Effective Date: ~~December 1, 2016~~, 2026

Next Review: ~~2021~~2026

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. The university understands that supporting employees as they balance career, childbirth and family life benefits both the employee and the university. The policy allows for a specified period of paid leave following the birth or adoption of a child.
- (B) Purpose. To provide guidance for the use of maternity and parental leave. ~~Under the provisions of this policy, the university will provide paid leave, at the employee's current salary for up to six workweeks or two hundred forty hours, for pregnancy-related medical reasons, childbirth, and/or to care for and bond with a newborn or newly adopted child.~~
- (C) Scope. Unless otherwise specified, this policy applies to both full-time and part-time excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees covered by this policy.
- (D) Parameters.
- (1) Under the provisions of this policy, the university will provide paid leave, at the employee's current salary for up to six workweeks or two hundred forty hours, for pregnancy-related medical reasons, ~~upon hospitalization for delivery and/or childbirth,~~ and/or to care for and bond with a newborn or newly adopted child.

(2) Maternity/parental leave runs concurrently with the unpaid leave benefits provided in accordance with the ~~Leave of Absence~~, Family and Medical Leave Act (“FMLA”), (rule 3356-7-05 of the Administrative Code), and with the unpaid leave benefits provided in the ~~“Leaveleave~~ of absence without pay, extended childcare, ~~excluded professional/ administrative staff”~~ (rule 3356-7-06 of the Administrative Code).

~~(D)~~(E) Definitions.

- (1) “Paid maternity leave” means a period of paid leave for up to six workweeks or two hundred forty hours for birth and adoptive mothers or same sex parent following the birth or adoption of a child. This paid leave is also available to birth mothers for pregnancy-related medical issues.
- (2) “Paid parental leave” means three workweeks or one hundred twenty hours of paid leave for a biological/adoptive same sex parent not covered by paid maternity leave to care for and bond with a newborn/adopted child. This leave must be used within six months following the birth or adoption of a child. This leave may be scheduled on an intermittent basis with the approval of the supervisor and the chief human resources officer (CHRO) or the CHRO designee.
- (3) “Adoption expense payment” means the payment of two thousand dollars for adoption expenses. Such payment may be requested upon approval of the adoption. An employee who adopts a child may elect to receive the adoption expense payment in lieu of receiving the paid maternity and parental leave.
- (4) Paid parental leave also means three workweeks or one hundred twenty hours of paid leave following the maternity leave for mothers or same sex parent to care for and bond with the child. This leave must be used consecutively with maternity leave.

~~(E)~~(F) Procedures.

- (1) Paid maternity and parental leave shall be used prior to using sick leave, which may be used to extend the period of paid leave, but

which also runs concurrently with unpaid leave in accordance with family medical leave (rule 3356-7-05 of the Administrative Code) or childcare leave (rule 3356-7-06 of the Administrative Code).

- (2) Only one paid maternity and/or parental leave benefit is available per employee, per birth or adoption event. The number of children born, i.e., multiple births, or adopted during the same event does not increase the length of the paid leave.
- (3) This paid leave benefit is based upon one hundred per cent full time equivalent (“FTE”) and is prorated in accordance with the employee’s percentage of FTE status.
- (4) This policy applies only to employees who have completed at least one year of service prior to the date that paid maternity or parental leave is to commence. Employees who attain one year of service while on leave for the purpose of a birth or adoption of a child will be eligible for a pro-rated portion of the paid maternity and/or parental leave.
- (5) When the use of paid maternity or parental leave is anticipated, the employee shall provide notice to his or her supervisor and to the ~~chief human resources officer~~ CHRO or CHRO designee as far in advance as possible. The employee shall also submit an application for leave form at that time with anticipated dates of leave.
- (6) The university will maintain all group insurance benefits for a full-time employee who is on approved maternity or parental leave. The employee will continue to pay ~~his or her~~ their portion of the insurance benefit contribution.
- (7) Employees on paid maternity or parental leave continue to accrue sick and vacation leave.
- (8) Employees on paid maternity or parental leave are ineligible to receive holiday pay. A holiday occurring during the leave period shall be counted as one day of maternity or parental leave and paid as such.



**YOUNGSTOWN
STATE
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**RESOLUTION TO MODIFY AND RETITLE
BEREAVEMENT LEAVE, EXCLUDED
PROFESSIONAL/ADMINISTRATIVE STAFF AND
DEPARTMENT CHAIRPERSONS POLICY, 3356-7-15**

WHEREAS, University Policies are being reviewed and re-conceptualized on an ongoing basis; and

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

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

WHEREAS, the Bereavement Leave, Excluded Professional/Administrative Staff and Department Chairpersons policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing Bereavement Leave, Excluded Professional/Administrative Staff and Department Chairpersons, policy number 3356-7-15, to be retitled as Bereavement Leave, Excluded Professional Administrative Employees, attached hereto.

**Board of Trustees Meeting
December 2, 2021
YR 2022-**

3356-7-15 Bereavement leave, excluded professional administrative employees.

Responsible Division/Office: Human Resources
Responsible Officer: VP for Legal Affairs and Human Resources
Revision History: March 2010; March 2015; December 2016;
December 2021
Board Committee: University Affairs
Effective Date: December 2, 2021
Next Review: 2026

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Purpose. To provide direction on the availability and appropriate use of bereavement leave.
- (C) Scope. This policy applies to excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees, covered by this policy.
- (D) Definition. As used in this policy, immediate family is defined as the employee's spouse, children (including stillborn condition), daughters-in-law, sons-in-law, grandchildren, parents, parents-in-law, grandparents, spouse's grandparents, brothers, sisters, brothers-in-law, sisters-in-law, or legal guardian.
- (E) Parameters.
 - (1) Up to four consecutive days of paid bereavement leave will be granted to excluded professional administrative employees upon the death of a member of their immediate family. Bereavement leave shall be taken to attend to any immediate post-death matter and/or to prepare for or attend a funeral or interment.

- (2) Excluded professional administrative employees may use one day of bereavement leave upon the death of the employee's aunt or uncle.
 - (3) Employees covered by collective bargaining should refer to their respective labor agreements.
- (F) Procedures.
 - (1) Employees utilizing bereavement leave should notify their immediate supervisor as soon as possible.
 - (2) Employees will report the utilization of the leave on their electronic leave report upon return to work.
 - (3) Supervisors may require reasonable proof to verify the request for bereavement leave.

3356-7-15 Bereavement leave, excluded professional/_administrative staff and department chairpersons:employees.

~~Previous Policy Number: 7002.11~~

Responsible Division/Office: Human Resources

Responsible Officer: VP for Legal Affairs and Human Resources

Revision History: March 2010; March 2015; December 2016;
December 2021

Board Committee: University Affairs

Effective Date: ~~December 1, 2016~~ 2, 2021

Next Review: ~~2021~~2026

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Purpose. To provide direction on the availability and appropriate use of bereavement leave ~~by professional administrative staff and academic department chairpersons.~~
- (C) Scope. This policy applies to excluded professional/_administrative staff ~~and employees. , which include academic~~ Academic department chairpersons ~~are excluded professional administrative employees, covered by this policy.~~
- (D) Definition. As used in this policy, immediate family is defined as the employee's spouse, children (including stillborn condition), daughters-in-law, sons-in-law, grandchildren, parents, parents-in-law, grandparents, spouse's grandparents, brothers, sisters, brothers-in-law, sisters-in-law, or legal guardian.
- (E) Parameters.
- (1) Up to four consecutive days of paid bereavement leave will be granted to ~~members of the~~ excluded professional/_administrative ~~staff and academic department chairpersons~~ employees upon the death of a member of ~~his/her~~ their immediate family. Bereavement

leave shall be taken to attend to any immediate post-death matter and/or to prepare for or attend a funeral or interment.

- (2) ~~Members of excluded~~ Excluded -professional/ administrative ~~staff and academic department chairpersons~~ employees may use one day of bereavement leave upon the death of the employee's aunt or uncle.
 - (3) Employees covered by collective bargaining should refer to their respective labor agreements.
- (F) Procedures.
- (1) Employees utilizing bereavement leave should notify their immediate supervisor as soon as possible.
 - (2) Employees will report the utilization of the leave on their electronic leave report upon return to work.
 - (3) Supervisors may require reasonable proof to verify the request for bereavement leave.



**YOUNGSTOWN
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**RESOLUTION TO MODIFY AND RETITLE
DISTINGUISHED SERVICE AWARDS, FULL-TIME EXCLUDED
PROFESSIONAL/ADMINISTRATIVE STAFF AND FULL-TIME
CLASSIFIED EXCLUDED STAFF POLICY, 3356-7-27**

WHEREAS, University Policies are being reviewed and re-conceptualized on an ongoing basis; and

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

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

WHEREAS, the Distinguished Service Awards, Full-time Excluded Professional/Administrative Staff and Full-time Classified Excluded Staff policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing Distinguished Service Awards, Full-time Excluded Professional/Administrative Staff and Full-time Classified Excluded Staff, policy number 3356-7-27, to be retitled as Distinguished Service Awards, Full-time Excluded Professional Administrative Employees and Full-time Excluded Classified Employees, attached hereto.

**Board of Trustees Meeting
December 2, 2021
YR 2022-**

3356-7-27 Distinguished service awards, full-time excluded professional administrative employees and full-time excluded classified employees.

Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Human Resources
Revision History: October 1998; October 2010; June 2016; December 2021
Board Committee: University Affairs
Effective Date: December 2, 2021
Next Review: 2026

- (A) Policy statement. Youngstown state university (“university”) recognizes employees for outstanding performance of duties that contributes to the good of the university and grants awards for such achievement.
- (B) Scope. This policy applies to full-time excluded professional administrative employees and to full-time excluded classified employees. This policy does not apply to academic department chairpersons; see university policy 3356-7-53 Excellence awards for department chairpersons for awards to academic chairs.
- (C) Parameters.
 - (1) Up to four awards may be granted annually to full-time excluded professional administrative employees whose performance at the university has been identified as outstanding.
 - (2) Full-time excluded professional administrative employee award recipients shall receive two thousand dollars divided as follows:
 - (a) a cash award of one thousand dollars, and
 - (b) one thousand dollars added to the individual’s base salary in the following contract year.
 - (3) One award may be granted annually to a full-time excluded

classified employee whose performance at the university has been identified as outstanding.

- (4) A full-time excluded classified award recipient shall receive a cash award of one thousand four hundred dollars.
- (5) The president, provost, vice presidents, deans, and executive directors are not eligible for consideration for distinguished service awards.

(D) Procedures.

- (1) To be eligible to receive a distinguished service award, an individual must be nominated during the "Call for Nominations" process, which is annually initiated in December.
- (2) Staff members, faculty, students, or alumni may make nominations.
- (3) The provost and each vice president will appoint a person from each division to serve as a committee to review nominations and recommend award recipients.
- (4) The committee will seek written input of the supervisors of all persons nominated for an award.
- (5) The names of the award recipients recommended by the committee will be forwarded to the office of human resources.
- (6) Announcement and presentation of the awards occurs at the annual staff awards dinner.
- (7) Annually a list of all recipients of the distinguished service award will be presented to the university affairs committee of the board of trustees.

3356-7-27 Distinguished service awards, full-time excluded professional/
administrative ~~staff~~employees and full-time excluded classified
~~excluded-staff~~employees.

~~Previous Policy Number: 7014.01~~

Responsible Division/Office: Human Resources

Responsible Officer: Vice President for Legal Affairs and Human
Resources

Revision History: October 1998; October 2010; June 2016;
December 2021

Board Committee: University Affairs

Effective Date: ~~June 15, 2016~~ December 2, 2021

~~Revision: September 2016~~

Next Review: ~~2021-2026~~

(A) Policy statement. Youngstown state university (“university”) recognizes employees for outstanding performance of duties that contributes to the good of the university and grants awards for such achievement.

(B) Scope. This policy applies to full-time excluded professional administrative employees and to full-time excluded classified employees. This policy does not apply to academic department chairpersons: see university policy 3356-7-53 Excellence awards for department chairpersons for awards to academic chairs.

~~(B)~~(C) Parameters.

(1) Up to four awards may be granted annually to full-time excluded professional/~~administrative~~ ~~staff~~employees whose performance at the university has been identified as outstanding.

(2) Full-time excluded professional/~~administrative~~ ~~staff~~employee award recipients shall receive two thousand dollars divided as follows:

~~(a)-~~ a stipend/cash award -of one thousand dollars, and

(b) one thousand dollars added to the individual’s base salary in the following contract year.

- (3) One award may be granted annually to a full-time excluded classified employee whose performance at the university has been identified as outstanding.
- (4) A full-time excluded classified ~~excluded~~ award recipient shall receive a cash award of one thousand four hundred dollars.
- (5) The president, provost, vice presidents, deans, and executive directors are not eligible for consideration for distinguished service awards.

~~(C)~~(D) Procedures.

- (1) To be eligible to receive a distinguished service award, an individual must be nominated during the "Call for Nominations" process, which is annually initiated in ~~January~~.December.
- (2) Staff members, faculty, students, or alumni may make nominations.
- (3) The provost and each vice president will appoint a person from each division to serve as a committee to review nominations and recommend award recipients.
- (4) The committee will seek written input of the supervisors of all persons nominated for an award.
- (5) The names of the award recipients recommended by the committee will be forwarded to the office of human resources.
- (6) Announcement and presentation of the awards occurs at the annual staff awards dinner.
- (7) Annually a list of all recipients of the distinguished service award will be presented to the university affairs committee of the board of trustees.



**RESOLUTION TO MODIFY AND RETITLE
FRINGE BENEFITS, FULL-TIME PROFESSIONAL/ADMINISTRATIVE
EMPLOYEES (EXCLUDED) POLICY, 3356-7-30**

WHEREAS, University Policies are being reviewed and re-conceptualized on an ongoing basis; and

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

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

WHEREAS, the Fringe Benefits, Full-time Professional/Administrative Employees (Excluded) policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing Fringe Benefits, Full-time Professional/Administrative Employees (Excluded), policy number 3356-7-30, to be retitled as Fringe Benefits, Excluded Professional Administrative Employees, attached hereto.

**Board of Trustees Meeting
December 2, 2021
YR 2022-**

3356-7-30 Fringe benefits, excluded professional administrative employees.

Responsible Division/Office: Human Resources
Responsible Officer: VP for Legal Affairs and Human Resources
Revision History: December 2010; September 2016; December 2021
Board Committee: University Affairs
Effective Date: December 2, 2021
Next Review: 2026

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees and to ensure the ability to recruit and retain high quality employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (B) Scope. Unless otherwise specified, the policy applies to both full-time and part-time excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees, covered by this policy.
- (C) Parameters. The university may provide these and other fringe benefits for excluded professional administrative employees:
- (1) Discount programs. Employees may receive discounts for the purchase of athletic and theater tickets and for bookstore purchases for the personal use of employees and their immediate family as follows:
 - (a) Athletic and theater tickets – fifty per cent discount;
 - (b) Bookstore purchases – twenty per cent discount for purchases over five dollars.
 - (2) Use of university facilities. Employees may use the resources of the Maag library and campus recreational facilities and areas

during normal hours of operation when the use does not conflict with scheduled activities.

- (3) **Parking program.** All persons who operate or expect to operate a motor vehicle on university property must obtain and display a valid Youngstown state university parking permit. Employees may register to obtain a parking permit online through the university parking services. Further, any person who operates a motor vehicle on university property is expected to abide by the university traffic and parking rules and regulations.
- (4) **Retirement programs.** University employees are required by law to participate in the state teachers retirement system (“STRS”) or the Ohio public employees retirement (“OPERS”). Employees may opt to participate in the alternative retirement plan (“ARP”) as allowable by law.
- (5) **Deferred compensation program.** Eligible employees who are members of OPERS and STRS may participate in the Ohio public employees deferred compensation program. Under this program, eligible employees may defer a portion of their income from current liability for state and federal taxes via available investment options.
- (6) **Tax-deferred annuity program.**
 - (a) Eligible employees may elect to defer a portion of their income to an annuity contract or custodial account within the provisions of the Internal Revenue Code.
 - (b) The university assumes no responsibility regarding the advisability or appropriateness of any annuity contract or custodial account or for any tax consequences resulting from such investments.
- (7) **Additional fringe benefits include (corresponding university policies can be found on the [university policies website](#)):**
 - (a) Sick leave accrual, use and conversion, rule 3356-7-13 of the Administrative Code;

- (b) Vacation leave, rule 3356-7-09 of the Administrative Code;
 - (c) Maternity/parental leave, rule 3356-7-14 of the Administrative Code;
 - (d) Bereavement leave, rule 3356-7-15 of the Administrative Code;
 - (e) Employee health insurance, rule 3356-7-22 of the Administrative Code;
 - (f) Civic leave, rule 3356-7-11 of the Administrative Code;
 - (g) Military leave, rule 3356-7-12 of the Administrative Code;
 - (h) Distinguished service, rule 3356-7-27 of the Administrative Code;
 - (i) Fee remission, rule 3356-7-31 of the Administrative Code;
 - (j) Leave without pay, extended child care, rule 3356-7-06 of the Administrative Code;
 - (k) Leave without pay, extended serious health condition, rule 3356-7-08 of the Administrative Code.
- (D) The chief human resources officer is authorized to develop procedures to implement these benefit programs.

3356-7-30 Fringe benefits, ~~full-time professional/administrative employees (excluded)~~, excluded professional administrative employees.

Responsible Division/Office: Human Resources
Responsible Officer: VP for Legal Affairs and Human Resources
Revision History: December 2010; September 2016; December 2021
Board Committee: University Affairs
Effective Date: ~~September 15, 2016~~ December 2, 2021
~~Minor Revision: June 30, 2020 (hyperlink updated)~~
Next Review: ~~2021~~ 2026

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees and to ensure the ability to recruit and retain high quality employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (B) Scope. Unless otherwise specified, the policy applies to both full-time and part-time excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees, covered by this policy.
- (C) Parameters. The university may provide these and other fringe benefits for ~~full-time~~ excluded professional/ administrative employees:
- (1) Discount programs. Employees may receive discounts for the purchase of athletic and theater tickets and for bookstore purchases for the personal use of employees and their immediate family as follows:
 - (a) Athletic and theater tickets – fifty per cent discount;
 - (b) Bookstore purchases – twenty per cent discount for purchases over five dollars.

- (2) Use of university facilities. Employees may use the resources of the Maag library and campus recreational facilities and areas during normal hours of operation when the use does not conflict with scheduled activities.
- (3) Parking program. All persons who operate or expect to operate a motor vehicle on university property must obtain and display a valid Youngstown state university parking permit. Employees may register to obtain a parking permit online through the university parking services. Further, any person who operates a motor vehicle on university property is expected to abide by the university traffic and parking rules and regulations.
- (4) Retirement programs. University employees are required by law to participate in the state teachers retirement system (“STRS”) or the Ohio public employees retirement (“OPERS”). Employees may opt to participate in the alternative retirement plan (“ARP”) as allowable by law.
- (5) Deferred compensation program. Eligible employees who are members of OPERS and STRS may participate in the Ohio public employees deferred compensation program. Under this program, eligible employees may defer a portion of their income from current liability for state and federal taxes via available investment options.
- (6) Tax-deferred annuity program.
 - (a) Eligible employees may elect to defer a portion of their income to an annuity contract or custodial account within the provisions of the Internal Revenue Code.
 - (b) The university assumes no responsibility regarding the advisability or appropriateness of any annuity contract or custodial account or for any tax consequences resulting from such investments.
- (7) Additional fringe benefits include (corresponding university policies can be found on the [university policies website](#)):

- (a) Sick leave accrual, use and conversion, rule 3356-7-13 of the Administrative Code;
 - (b) Vacation leave, rule 3356-7-09 of the Administrative Code;
 - (c) Maternity/parental leave, rule 3356-7-14 of the Administrative Code;
 - (d) Bereavement leave, rule 3356-7-15 of the Administrative Code;
 - (e) Employee health insurance, rule 3356-7-22 of the Administrative Code;
 - ~~(f)~~ ~~Staff development leave, rule 3356-7-10 of the Administrative Code;~~
 - ~~(g)~~(f) Civic leave, rule 3356-7-11 of the Administrative Code;
 - ~~(h)~~(g) Military leave, rule 3356-7-12 of the Administrative Code;
 - ~~(i)~~(h) Distinguished service, rule 3356-7-27 of the Administrative Code;
 - ~~(j)~~(i) ~~Tuition or fee~~Fee remission, rule 3356-7-31 of the Administrative Code;
 - ~~(k)~~(j) Leave without pay, extended child care, rule 3356-7-06 of the Administrative Code;
 - ~~(l)~~ ~~Professional leave without pay, rule 3356-7-07 of the Administrative Code;~~
 - ~~(m)~~(k) Leave without pay, extended serious health condition, rule 3356-7-08 of the Administrative Code.
- ~~(E)~~(D) The chief human resources officer is authorized to develop procedures to implement these benefit programs.



**YOUNGSTOWN
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**RESOLUTION TO MODIFY AND RETITLE
FRINGE BENEFITS, EXCLUDED PROFESSIONAL/ADMINISTRATIVE
EMPLOYEES FEE REMISSION PROGRAM POLICY, 3356-7-31**

WHEREAS, University Policies are being reviewed and re-conceptualized on an ongoing basis; and

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

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

WHEREAS, the Fringe Benefits, Excluded Professional/Administrative Employees Fee Remission Program policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing Fringe Benefits, Excluded Professional/Administrative Employees Fee Remission Program, policy number 3356-7-31, to be retitled as Fee Remission, Excluded Professional Administrative Employees, attached hereto.

**Board of Trustees Meeting
December 2, 2021
YR 2022-**

3356-7-31 Fee remission, excluded professional administrative employees.

Responsible Division/Office: Human Resources
Responsible Officer: VP for Legal Affairs and Human Resources
Revision History: December 1998; September 2001; December 2010; February 2012; December 2016; December 2018; December 2021
Board Committee: University Affairs
Effective Date: **December 2, 2021**
Next Review: 2026

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (B) Scope. This policy applies to full-time and part-time excluded professional administrative employees, where applicable. For purposes of this policy, "full-time employees" includes .75 full-time equivalent excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees, covered by this policy. This policy does not apply to intermittent employees.
- (C) Parameters.
 - (1) University employees are eligible to be granted remission of instructional and general fees at the university, including out-of-state fees, where applicable. Dependent children and spouses are eligible to be granted remission of instructional fees at the university, including out-of-state instructional fees, where applicable. Children, for purposes of this policy, are the biological children, legally adopted children, stepchildren, or children for which the employee has been granted a legal guardianship. Details of the fee remission program may be found at the benefits section of the office of human resources website.

- (2) The employee will be required to produce sufficient documentation as requested by the university, such as copies of marriage licenses, birth certificates, and certificates of adoption or legal guardianship to assist the university in determining that the child or spouse is eligible for fee remission. Employees must also complete the university's application in order to receive tuition remission.
- (3) Except for online instruction provided by academic partnership or any successor, full-time excluded professional administrative employees receive the following fee remission:
 - (a) Instructional and general fees remission for up to eighteen semester hours per academic year and six semester hours each summer session.
 - (b) Instructional fee remission for spouses.
 - (c) Instructional fee remission for dependent children to the end of the academic year during which the dependent child reaches age twenty-five.
 - (d) Instructional fee remission for former employees who are retired. Instructional fee remission is available for retirees' spouses, and dependent children (to the end of the academic year during which the dependent reaches age twenty-five).
 - (e) Dependent children of a deceased employee are eligible for fee remission of instructional fees until they reach the end of the academic year during which the dependent child reaches age twenty-five.
 - (f) A surviving spouse of a deceased employee is eligible for remission of instructional fees as long as the spouse remains unmarried. A stepchild of a deceased employee is eligible for fee remission until the end of the academic year in which the stepchild reached age twenty-five only as long as the surviving spouse of the deceased employee remains unmarried.

- (g) Starting in the fall semester of 2022, full-time employees, their spouses and their dependent children shall pay for twenty percent (20 %) of the cost of online instruction provided by academic partnership or any successor.
 - (4) Except for online instruction provided by academic partnership or any successor, a part-time excluded professional administrative employee whose appointment equals at least .5 FTE, but is less than .75 FTE, receives remission of one-half of the instructional and general fees for up to six semester hours during the fiscal year of employment. This formula for part-time employees also applies to classes and noncredit continuing education. Spouses and dependents of part-time employees are eligible for instructional fees based on the same formula, pursuant to the parameters set forth in (C)(3) for the spouses and dependents of full-time employees.
 - (5) Fee remission is available to eligible part-time and full-time employees enrolling in classes bearing Youngstown state university credit, including classes audited. Fee remission does not apply to the college credit plus program.
- (D) Procedures.
- (1) Enrollment in classes is restricted to times that do not interfere with the performance of an employee's assigned duties and responsibilities. Supervisors may make exceptions to this restriction provided that there is no adverse impact on the operational needs of the work unit and arrangements have been made for the employee to make up any missed work time. An employee wishing to enroll in a university class that is offered during normal work hours must initiate a discussion and obtain approval of the matter from their appropriate department chairperson or department/unit supervisor well in advance of the class registration period.
 - (2) If the discussion results in a decision that such enrollment will not interfere with the performance of assigned duties and responsibilities, the employee may proceed to register for the class. The employee and supervisor shall come to a written

understanding as to how the employee will attend class and work his/her required number of hours.

- (3) Employees are required to complete an electronic tuition remission application prior to taking advantage of the fee remission benefit for each academic term. The tuition remission application is available on the office of human resources website. For noncredit courses, eligible employees are required to make an application using the enrollment form provided by the college offering the course, in addition to the electronic application process in advance of enrollment.
- (4) The office of human resources will certify eligibility of the applicant and forward the electronic application to the office of financial aid and scholarships for processing.

3356-7-31 ~~Fringe benefits, excluded professional/administrative employees fee remission program.~~ Fee remission, excluded professional administrative employees.

Responsible Division/Office: Human Resources
Responsible Officer: VP for Legal Affairs and Human Resources
Revision History: December 1998; September 2001; December 2010; February 2012; December 2016; December 2018; December 2021
Board Committee: University Affairs
Effective Date: ~~December 6, 2018~~, 2021
Next Review: ~~2023~~2026

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (B) ~~Tuition or fee remission eligibility.~~ Scope. This policy applies to full-time and part-time excluded professional administrative employees, where applicable. For purposes of this policy, "full-time employees" includes .75 full-time equivalent excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees, covered by this policy. This policy does not apply to intermittent employees.
- (C) Parameters.
- (1) -University employees are eligible to be granted remission of instructional and general fees at the university, including out-of-state fees, where applicable. Dependent children and spouses are eligible to be granted remission of instructional fees at the university, including out-of-state instructional fees, where applicable. Children, for purposes of this policy, are the biological children, legally adopted children, stepchildren, or children for which the employee has been granted a legal guardianship. Details

of the fee remission program may be found at the benefits section of the office of human resources website.

~~(C)~~ ~~Parameters:~~

- ~~(1)~~(2) The employee will be required to produce sufficient documentation as requested by the university, such as copies of marriage licenses, birth certificates, and certificates of adoption or legal guardianship to assist the university in determining that the child or spouse is eligible for fee remission. Employees must also complete the university's application in order to receive tuition remission.
- ~~(2)~~(3) Except for online instruction provided by academic partnership or any successor, full-time excluded professional administrative employees receive the following fee remission:
- ~~(a)~~ (a) Instructional and general fees remission for up to eighteen semester hours per academic year and six semester hours each summer session ~~are available to full-time and .75 full-time equivalent ("FTE") employees.~~
- ~~(3)~~(b) Instructional fee remission ~~is available~~ for spouses ~~of full-time and .75 FTE employees.~~
- ~~(4)~~(c) Instructional fee remission ~~is available~~ for ~~full-time and .75 FTE employees'~~ dependent children to the end of the academic year during which the dependent child reaches age twenty-five.
- ~~(5)~~(d) Instructional fee remission ~~is available~~ for former ~~full-time and .75 FTE~~ employees who are retired. Instructional fee remission is available for retirees' spouses, and dependent children (to the end of the academic year during which the dependent reaches age twenty-five).
- ~~(6)~~(e) Dependent children of a deceased employee are eligible for fee remission of instructional fees until they reach the end of the academic year during which the dependent child reaches age twenty-five.

~~(7)~~(f) A surviving spouse of a deceased employee is eligible for remission of instructional fees as long as the spouse remains unmarried. A stepchild of a deceased employee is eligible for fee remission until the end of the academic year in which the stepchild reached age twenty-five only as long as the surviving spouse of the deceased employee remains unmarried.

(g) Starting in the fall semester of 2022, full-time employees, their spouses and their dependent children shall pay for twenty percent (20 %) of the cost of online instruction provided by academic partnership or any successor.

~~(8)~~(4) Except for online instruction provided by academic partnership or any successor. A part-time excluded professional administrative employee whose appointment equals at least .5 FTE, but is less than .75 FTE, receives remission of one-half of the instructional and general fees for up to six semester hours during the fiscal year of employment. This formula for part-time employees also applies to classes and noncredit continuing education. Spouses and dependents of part-time employees are eligible for instructional fees based on the same formula, pursuant to the parameters set forth in (C)(3) for the spouses and dependents of full-time employees.

~~(9)~~(5) Fee remission is available to eligible part-time and full-time employees enrolling in classes bearing Youngstown state university credit, ~~(including classes audited, and noncredit continuing education).~~ Fee remission does not apply to the college credit plus program.

(D) Procedures.

(1) Enrollment in classes is restricted to times that do not interfere with the performance of an employee's assigned duties and responsibilities. Supervisors may make exceptions to this restriction provided that there is no adverse impact on the operational needs of the work unit and arrangements have been made for the employee to make up any missed work time. An employee wishing to enroll in a university class that is offered

during normal work hours must initiate a discussion and obtain approval of the matter from their appropriate department chairperson or department/unit supervisor well in advance of the class registration period.

- (2) If the discussion results in a decision that such enrollment will not interfere with the performance of assigned duties and responsibilities, the employee may proceed to register for the class. The employee and supervisor shall come to a written understanding as to how the employee will attend class and work his/her required number of hours.
- (3) Employees are required to complete an electronic tuition remission application prior to taking advantage of the fee remission benefit for each academic term. The tuition remission application is available on the office of human resources website. For noncredit courses, eligible employees are required to make an application using the enrollment form provided by the college offering the course, in addition to the electronic application process in advance of enrollment.
- (4) The office of human resources will certify eligibility of the applicant and forward the electronic application to the office of financial aid and scholarships for processing.



**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 2, 2021, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2021-2022 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University; 3356-7-42, Selection of Professional/Administrative Staff; and 3356-7-43, Externally Funded Professional/Administrative Staff;

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

**Board of Trustees Meeting
December 2, 2021
YR 2022-**



SUMMARY OF PERSONNEL ACTIONS
Professional Administrative and Faculty Employees
7/16/21 through 10/15/21

Appointments – 53

New Positions – 13 *(Notated with an asterisk *)*

- Professional Administrative Externally Funded – 3
- Faculty – 9
- Professional Administrative Excluded – 1

Replacement Positions – 40

- Professional Administrative Externally Funded - 1
- Faculty – 23
- Professional Administrative Staff – 13
- Professional Administrative Excluded – 3

Separations – 36

- Professional Administrative Externally Funded – 1
- Faculty – 30
- Professional Administrative Staff – 5

Reclassifications/Position Adjustments – 9

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

Promotions – 21

- Professional Administrative Externally Funded – 1
- Faculty – 15
- Professional Administrative Staff – 2
- Professional Administrative Excluded – 3

Salary Adjustments – 39

- Professional Administrative Externally Funded – 30
- Professional Administrative Staff – 4
- Professional Administrative Excluded – 5

Transfers – 1

- Externally Funded – 1

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21
APPOINTMENTS**

EMPLOYEE				CONTRACT/ APPOINTMENT		
EMPLOYEE NAME	TYPE	POSITION TITLE	DEPARTMENT	DATES	FTE	SALARY
Austin, Nikeesha	APAS	Academic Advisor 1	Dean - WCBA	9/16/2021	1.00	\$ 35,568.00
Bowser, Presley	APAS	Coordinator	Honors College	9/16/2021	1.00	\$ 38,000.00
Buehler, My Hoang	APAS	Temp Coordinator Intl Adm	International Programs Office	10/1/2021	0.38	\$ 15,000.00
Burdette, Kathleen	APAS	Coordinator	Marketing & Communications	9/20/2021	1.00	\$ 38,265.00
Fabry, Dina	APAS	Coord Fitness and Wellness	Andrews Student Recr & Wellness Ctr	7/19/2021	1.00	\$ 39,607.00
Giblin, Sean	APAS	Coordinator	Envir Occupational Health & Safety	7/19/2021	1.00	\$ 48,500.00
Kiriazis, Natalie	APAS	Academic Advisor 2	Dean Cliffe College of Creative Arts	8/1/2021	1.00	\$ 44,000.00
Kraus, Erika	APAS	Asst Director Intl Adm and Recruit	International Programs Office	9/13/2021	1.00	\$ 55,000.00
McMaster, Shannon	APAS	Coordinator	Study Abroad	10/1/2021	0.50	\$ 21,000.00
Pendleton, Sandra	APAS	Academic Advisor 2	Dean - WCBA	8/16/2021	1.00	\$ 44,000.00
Rawat, Dil	APAS	Web Developer 1	Marketing & Communications	8/1/2021	1.00	\$ 38,162.00
Richard, LaTieya	APAS	Technology Trainer	IT Training Services	7/16/2021	1.00	\$ 48,000.00
Theiss, Ian	APAS	Temp Coordinator Retail Ops	Kilcawley Center	9/20/2021	1.00	\$ 36,101.00
		Intermittent Prof Entrance Exam Skills				
Becker, Karen*	Excluded	Coach	Honors College	10/11/2021	0.50	\$ 31,200.00
Kralj, Kevin	Excluded	Director Labor Employee Relations	Human Resources	8/2/2021	1.00	\$ 100,444.50
Lantz, Dana	Excluded	Director Equal Opp & Policy Develop	Equal Opportunity Policy Compliance	7/19/2021	1.00	\$ 102,444.00
Pieren, Jennifer	Excluded	Program Administrator	Health Professions	9/16/2021	1.00	\$ 75,000.00
	Externally					
Crawford, Denis*	Funded	Training Coordinator WEP	Center for Workforce Educ & Innov	9/16/2021	1.00	\$ 45,000.00
	Externally					
Leeworthy, Jason*	Funded	Training Coordinator WEP	Center for Workforce Educ & Innov	9/16/2021	1.00	\$ 45,000.00
	Externally					
Rossi, Sherri*	Funded	Intermittent Program Coordinator	Counseling, Sch Psych & Ed Leader	9/13/2021	0.50	\$ 31,200.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	CONTRACT/ APPOINTMENT		
	TYPE	POSITION TITLE		DATES	FTE	SALARY
Wright, Mason	Externally Funded	Instruction Specialist	Rich Center for Autism	9/8/2021	1.00	\$ 21,175.00
Aljarrah, Osama	Faculty	Assistant Professor	Mechanical Engineering	8/23/2021	1.00	\$ 73,000.00
Augustine-Thompson, Mary	Faculty	Lecturer	Lariccia School of Accounting & Finance	8/23/2021	1.00	\$ 60,000.00
Borra, Venkata Shesha Vamsi*	Faculty	Assistant Professor	Electrical Engineering	8/23/2021	1.00	\$ 77,500.00
Butler, Michael	Faculty	Associate Prof/Dir. of Bands	Dana School of Music	8/23/2021	1.00	\$ 69,026.00
Choi, Myunghyun	Faculty	Lecturer	Criminal Justice and Consumer Sciences	8/23/2021	1.00	\$ 42,734.00
Conti Maravillas, Maria	Faculty	Assistant Professor	English & World Languages	8/23/2021	1.00	\$ 60,000.00
Davis, Ron*	Faculty	Assistant Professor	Social Work	8/23/2021	1.00	\$ 63,530.00
Ennis, Brian*	Faculty	Lecturer	School of Technology	8/23/2021	1.00	\$ 65,000.00
Ferguson, Kate	Faculty	Lecturer/Dir. Athletic Bands	Dana School of Music	8/16/2021	1.00	\$ 67,000.00
Freitas, Claudio*	Faculty	Lecturer	Electrical Engineering	8/23/2021	1.00	\$ 50,000.00
Fruehstorfer, David	Faculty	Lecturer	Psychological Sciences and Counseling	8/23/2021	0.00	\$ 45,000.00
Green, Michelle	Faculty	Lecturer	Management & Marketing	8/23/2021	1.00	\$ 42,734.00
Haake, Eric	Faculty	Lecturer	Mechanical Engineering	8/23/2021	1.00	\$ 56,000.00
Herman McMillan, Emily	Faculty	Lecturer	Psychological Sciences and Counseling	8/23/2021	1.00	\$ 48,734.00
Hu, Wei*	Faculty	Lecturer	Civil Environmental & Chemical Engr	8/23/2021	1.00	\$ 64,600.00
Iagulli, Lauren	Faculty	Lecturer	Health Professions	8/23/2021	1.00	\$ 42,734.00
Julius, Hayden*	Faculty	Lecturer	Mathematics & Statistics	8/23/2021	1.00	\$ 48,000.00
Lee, Seok Gi*	Faculty	Assistant Professor	Mechanical Engineering	8/23/2021	1.00	\$ 73,400.00
Marculetiu, Alina	Faculty	Assistant Professor	Management & Marketing	8/23/2021	1.00	\$ 115,000.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21
APPOINTMENTS**

EMPLOYEE				CONTRACT/ APPOINTMENT		
EMPLOYEE NAME	TYPE	POSITION TITLE	DEPARTMENT	DATES	FTE	SALARY
McKay, Eiryn	Faculty	Lecturer	Nursing	8/23/2021	1.00	\$ 47,000.00
Miller, Jennifer*	Faculty	Lecturer, Research Scientist	Chemical and Biological Sciences	8/23/2021	1.00	\$ 60,166.00
Mingrone, Alessia	Faculty	Visiting Lecturer - Ives	World Languages and Cultures	8/23/2021	1.00	\$ 42,734.00
Mithy, Sharmin	Faculty	Lecturer	Mechanical Engineering	8/23/2021	1.00	\$ 56,000.00
O'Dell, Matthew	Faculty	Lecturer	Health Professions	8/23/2021	1.00	\$ 42,734.00
Opalewski, Daniel	Faculty	Assistant Professor	Computer Science, Information, and Engineering Technology	8/23/2021	1.00	\$ 72,000.00
Ren, Xiaomei	Faculty	Lecturer	Electrical Engineering	8/23/2021	1.00	\$ 60,000.00
Small, Jason	Faculty	Lecturer	Management & Marketing	8/23/2021	1.00	\$ 42,734.00
Tapp, Annie*	Faculty	Assistant Professor	Graduate Studies in Health and Rehabilitation Sciences	8/23/2021	1.00	\$ 71,000.00
Tavoni, Stephen	Faculty	Lecturer	Chemical and Biological Sciences	8/23/2021	1.00	\$ 50,000.00
Wallace, Mandy	Faculty	Assistant Prof & Literacy Coor	Teacher Education	8/23/2021	1.00	\$ 55,660.00
Xie, Zhuanzhuan	Faculty	Lecturer	Civil Environmental & Chemical Engr	8/23/2021	1.00	\$ 56,000.00
Yarab, Paul	Faculty	Lecturer	Psychological Sciences and Counseling	8/23/2021	1.00	\$ 45,000.00

* New Positions

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	SEPARATION TYPE
Cardwell, Michael	APAS	Assistant Director Retail Ops	Kilcawley Center	8/13/2021	1.00	\$ 53,210.17	Resignation
Donchess, Ryan	APAS	Coord Media Engineer Tech Coordinator Career Management	Dean Cliffe College of Creative Arts Dean Bitonte Col Health & Human Services	9/24/2021	1.00	\$ 45,645.83	Resignation
Hritz, Diane	APAS		EIT Cont Compliance Training Specialist	9/30/2021	1.00	\$ 66,284.51	Retirement
Jadun, Mohammad	APAS	IT Training Services		8/31/2021	1.00	\$ 49,528.13	Retirement
Riggleman, Ashley	APAS	Assistant Director Research Svcs	Office of Research Services	10/1/2021	1.00	\$ 61,327.55	Resignation
Gygi, Cameron	Externally Funded	Senior Research Scientist	Excellence Training Center	8/11/2021	1.00	\$ 77,647.50	Resignation
Barnhouse, Rebecca	Faculty	Professor	English & World Languages	8/15/2021	1.00	\$ 88,931.13	Retirement
Benton, Terry	Faculty	Assistant Professor	English & World Languages	7/31/2021	1.00	\$ 56,773.67	Retirement
Bobbie, Afrifah	Faculty	Assistant Professor	Rayen School of Engineering	7/31/2021	1.00	\$ 74,825.00	Resignation
Buckler, William	Faculty	Associate Professor	Humanities & Social Sciences	8/15/2021	1.00	\$ 83,201.30	Retirement
Coyne, Daniel	Faculty	Senior Lecturer	School of Technology	7/31/2021	1.00	\$ 67,478.83	Retirement
Farris, Jaelyn	Faculty	Assistant Professor	Psychological Sciences Counseling Criminal Justice Consumer Science	7/31/2021	1.00	\$ 64,298.25	Resignation
Frissora, Gordon	Faculty	Associate Professor		7/31/2021	1.00	\$ 77,510.42	Retirement
Gage, Stephen	Faculty	Professor and Director of Band	Dana School of Music	7/31/2021	1.00	\$ 90,178.82	Retirement
Garr, Jeanette	Faculty	Professor	Rayen School of Engineering Criminal Justice & Consumer Sciences	8/23/2021	1.00	\$ 113,271.37	Retirement
Gitimu, Priscilla	Faculty	Professor		8/23/2021	1.00	\$ 80,829.00	Resignation
Huber, Marsha	Faculty	Professor	Accounting & Finance	7/31/2021	1.00	\$ 136,284.53	Retirement
Karpak, Birsen	Faculty	Professor	Management & Marketing Teacher Education/Visual & Dramatic Arts	7/31/2021	1.00	\$ 125,942.00	Retirement
Lewis, Lillian	Faculty	Assistant Professor		7/31/2021	1.00	\$ 56,773.00	Resignation
Lovelace-Cameron, Sherri	Faculty	Professor	Chemical and Biological Sciences	8/23/2021	1.00	\$ 85,215.06	Retirement

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	SEPARATION TYPE
McCullough, Christine	Faculty	Professor	Visual and Dramatic Arts	7/31/2021	1.00	\$ 83,544.17	Retirement
Mithy, Sharmin	Faculty	Lecturer	Mechanical Engineering	10/8/2021	1.00	\$ 56,000.00	Resignation
Mosher, Allan	Faculty	Professor	Dana School of Music	7/31/2021	1.00	\$ 89,051.62	Retirement
Naderi, Nazanin	Faculty	Assistant Professor	Rayen School of Engineering	7/31/2021	1.00	\$ 74,825.00	Resignation
Owens, Fred	Faculty	Professor	Communication	8/23/2021	1.00	\$109,421.69	Retirement
Paul, Anindita	Faculty	Assistant Professor	Electrical Engineering	7/31/2021	1.00	\$ 37,500.00	Resignation
Petruska, Dennis	Faculty	Professor	Accounting & Finance (Economics) Psychological Sciences and	7/31/2021	1.00	\$106,161.00	Retirement
Raulin, Michael	Faculty	Professor	Counseling	7/31/2021	1.00	\$ 69,026.00	Retirement
Schueller, Kriss	Faculty	Professor	Comp Science & Info Systems	7/31/2021	1.00	\$131,462.06	Retirement
Sole, Francis	Faculty	Senior Lecturer	Management & Marketing Psychological Sciences and	7/31/2021	1.00	\$ 60,158.28	Retirement
Stringer, Sharon	Faculty	Professor	Counseling	7/31/2021	1.00	\$100,812.00	Retirement
Strom, Linda	Faculty	Associate Professor	English & World Languages	8/1/2021	1.00	\$ 81,069.38	Retirement
Usip, Ebenge	Faculty	Professor	Accounting & Finance (Economics)	7/31/2021	1.00	\$104,931.62	Retirement
Vendemia, William	Faculty	Professor	Management & Marketing	7/31/2021	1.00	\$123,055.26	Retirement
Vergon, Charles	Faculty	Professor	Teacher Education	8/23/2021	1.00	\$123,002.55	Retirement
Waithaka, Abel	Faculty	Associate Professor	Teacher Education	7/31/2021	1.00	\$ 75,559.04	Resignation

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21
RECLASSIFICATIONS/POSITION ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Bibler, Cheri	APAS	Business Systems Administrator/ Business Systems Administrator 1	IT Application Services	8/1/2021	1.00	\$ 72,572.50	\$ 65,975.00
Holdridge, Shannon	APAS	Senior Academic Advisor 1/ Academic Advisor 2	Dean Cliffe College of Creative Arts	9/16/2021	1.00	\$ 51,000.00	\$ 47,623.80
Knudson, Scott	APAS	Senior Business Systems Admin/ Academic Info System Specialist	IT Application Services/ Graduate Studies	8/1/2021	1.00	\$ 73,858.88	\$ 70,341.79
Kroliski, Joel	APAS	Business Systems Administrator/ Business Systems Administrator 1	IT Application Services	8/1/2021	1.00	\$ 62,040.56	\$ 56,400.51
Drennen, Jennifer	Excluded	Director HR Operations/ Director Org Development	Human Resources	6/16/2021	1.00	\$ 88,028.51	\$ 80,025.92
Greco-Yanniello, Alisha	Excluded	Senior Business Systems Admin/ Manager HRIS	IT Application Services/ Human Resources	8/1/2021	1.00	\$ 81,709.94	\$ 78,946.80
Marchionda, Dominic	Externally Funded	Associate Director	Center for Workforce Education and Innovation/ Dean - WCBA	8/1/2021	1.00	\$ 72,000.00	\$ 70,400.00
Jackson, Carrie	Faculty	Assistant Professor (Tenure Track)/Assistant Professor (Term)	Counseling, Sch Psych & Ed Leader	8/23/2021	1.00	\$ 76,000.00	\$ 71,049.57
Kellar, Garrett	Faculty	Assistant Professor/Lecturer	Kinesiology & Sport Science	8/23/2021	1.00	\$ 55,660.00	\$ 42,734.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21
PROMOTIONS**

EMPLOYEE NAME	NEW EMPLOYEE TYPE/OLD EMPLOYEE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT		NEW SALARY	PREVIOUS SALARY
				APPT. DATES	FTE		
Stipanovich, Carrie	APAS	Academic Advisor 2/ Academic Advisor 1	Dean WCBA/ Dean Beeghly College Liberal Arts, Soc Science & Education	9/16/2021	1.00	\$ 42,000.00	\$ 39,664.53
Wormley, Jeffrey	APAS	Senior Project Manager/ Project Manager	IT Customer Service	9/1/2021	1.00	\$ 84,510.00	\$ 69,326.79
Cossentino, Amy	Excluded	Associate Provost & Dean/ Dean	Provost VP-Acad Affairs/ Honors College	8/1/2021	1.00	\$ 125,000.00	\$ 98,734.13
Michaliszyn, Sara	Excluded	Assistant Dean/ Associate Professor & Chair Manager, IT Service Desk & Training/	Dean Bitonte College Health & Human Services/ Health Professions	9/16/2021	1.00	\$ 115,000.00	\$ 94,456.74
Zembower, Sharyn	Excluded/ APAS	Coordinator Tech Training Lead Site Coordinator/ Site Coordinator	IT Customer Service Ctr for Human Services Development	8/16/2021	1.00	\$ 75,000.00	\$ 51,088.51
Chizmar, Melissa	Externally Funded		School of Comp Science, Info & Engineering Tech	10/1/2021	1.00	\$ 46,000.00	\$ 33,278.04
Arslanyilmaz, Abdurrahman	Faculty	Professor	Communication	8/23/2021	1.00	\$ 93,787.58	\$ 85,429.00
Blundell, Shelley	Faculty	Associate Professor		8/23/2021	1.00	\$ 69,026.00	\$ 56,773.67
Boczkowska, Ewelina	Faculty	Professor	Dana School of Music Psychological Sciences and Counseling	8/23/2021	1.00	\$ 80,079.05	\$ 73,214.75
Bruns, Kristin	Faculty	Associate Professor		8/23/2021	1.00	\$ 72,763.42	\$ 67,513.16

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21
PROMOTIONS**

EMPLOYEE NAME	NEW EMPLOYEE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT		NEW SALARY	PREVIOUS SALARY
	TYPE/OLD EMPLOYEE			APPT. DATES	FTE		
Colwell, Kelly	Faculty	Associate Professor	Health Professions	8/23/2021	1.00	\$ 69,026.00	\$ 56,796.79
D'Uva, Joseph	Faculty	Professor	Visual & Dramatic Arts	8/23/2021	1.00	\$ 80,829.00	\$ 71,943.74
Gilliland, Robert	Faculty	Senior Lecturer	Computer Science & Info Systems	8/23/2021	1.00	\$ 56,452.86	\$ 52,993.00
Jackson Leftwich, Cryshanna	Faculty	Professor	Humanities and Social Sciences	8/23/2021	1.00	\$ 80,829.00	\$ 70,893.00
Juergensen, James	Faculty	Associate Professor	Psychological Sciences and Counseling	8/23/2021	1.00	\$ 69,026.00	\$ 56,773.67
Pleva, Kimberly	Faculty	Senior Lecturer	Management & Marketing	8/23/2021	1.00	\$ 48,925.00	\$ 43,589.39
Solomon, Constantin	Faculty	Professor	Mechanical Engineering	8/23/2021	1.00	\$ 81,875.56	\$ 74,976.04
Sperry, Jonathan	Faculty	Professor	Visual & Dramatic Arts	8/23/2021	1.00	\$ 80,829.00	\$ 72,174.35
Tang, Ying	Faculty	Associate Professor	Psychological Sciences and Counseling	8/23/2021	1.00	\$ 70,276.00	\$ 56,773.67
Tomhave, Alan	Faculty	Chair/Professor	Humanities and Social Sciences	8/23/2021	1.00	\$ 101,011.00	\$ 90,589.63
Zapka, Jason	Faculty	Associate Professor	School of Technology	8/23/2021	1.00	\$ 71,670.36	\$ 66,441.53

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
				DATES				
Markowitz, Ronald	APAS	Coordinator Ad Rec	Andrews Student Recr & Wellness Ctr	8/16/2021	1.00	\$ 45,543.44	1.00	\$ 43,791.77
Noday, Linda	APAS	Coordinator	Accessibility Services	10/1/2021	1.00	\$ 36,960.21	0.375	\$ 13,860.08
Phillips, Desja	APAS	Academic Advisor 1	Dean Bitonte Coll Health & Human Services	7/16/2021	1.00	\$ 32,823.08	0.50	\$ 16,411.54
Stone Wolbrecht, Tiffany	APAS	Planetarium Lecturer	Ward Beecher Planetarium	9/1/2021	0.50	\$ 21,049.05	1.00	\$ 42,098.10
Berlinski, Claudia	Excluded	Director	McDonough Museum	8/15/2021	1.00	\$ 71,109.89	0.50	\$ 35,554.94
Howell, Charles	Excluded	Dean	Beeghly College Liberal Arts, Social Science & Education	8/16/2021	1.00	\$ 170,000.00	1.00	\$ 151,441.93
Miller, Kelli	Excluded	Director	Internal Audit	8/16/2021	1.00	\$ 79,170.00	0.80	\$ 63,336.00
Orlando, Terri	Excluded	Academic Budget Officer	Provost VP - Acad Affairs	8/16/2021	1.00	\$ 72,000.00	1.00	\$ 66,990.00
Reichert, Lisa	Excluded	Associate Controller	Controller's Office	7/1/2021	1.00	\$ 93,763.71	1.00	\$ 92,835.36
Banas, Kristin	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 26,791.26	1.00	\$ 26,265.94
Bock, Jodie	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 27,577.57	1.00	\$ 27,036.83
Bondi, Daniel	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 35,163.13	1.00	\$ 34,473.65
Campolito, Erika	Externally Funded	Classroom Supervisor	Rich Center for Autism	7/1/2021	1.00	\$ 38,049.61	1.00	\$ 37,303.54
Candel, Anthony	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 40,590.14	1.00	\$ 39,794.26
Considine, Brendan	Externally Funded	Class Sprvsr Tech Coord	Rich Center for Autism	7/1/2021	1.00	\$ 52,908.75	1.00	\$ 51,871.32
Corey, Taylor	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 22,471.08	1.00	\$ 22,030.47
Corey, Taylor	Externally Funded	Instruction Specialist	Rich Center for Autism	8/1/2021	1.00	\$ 23,819.35	1.00	\$ 22,471.08
Cornell, Amy	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 34,267.47	1.00	\$ 33,595.56
Corpa, Joseph	Externally Funded	Bd Certfd Behavior Analyst	Rich Center for Autism	7/1/2021	1.00	\$ 49,303.72	1.00	\$ 48,336.98

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT	NEW	NEW	OLD	PREVIOUS
				DATES	FTE	SALARY	FTE	SALARY
DeFino, Mary	Externally Funded	Center Ops Coordinator	Rich Center for Autism	7/1/2021	1.00	\$ 30,532.02	1.00	\$ 29,933.35
Gavin, Caitlin	Externally Funded	Class Ment Lead Instr Spc	Rich Center for Autism	7/1/2021	1.00	\$ 35,547.28	1.00	\$ 34,850.28
Gereb, Scott	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 32,065.46	1.00	\$ 31,436.73
Harris, Gloria	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 32,331.82	1.00	\$ 31,697.87
Hogate, Gregory	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 22,696.06	1.00	\$ 22,251.03
Hogate, Gregory	Externally Funded	Instruction Specialist	Rich Center for Autism	7/16/2021	1.00	\$ 24,057.82	1.00	\$ 22,696.06
Joseph, Jana	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 38,323.40	1.00	\$ 37,571.97
Kassos, Pamela	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 33,317.69	1.00	\$ 32,664.40
Knight, Kristin	Externally Funded	Class Ment Lead Instr Spc	Rich Center for Autism	7/1/2021	1.00	\$ 37,483.99	1.00	\$ 36,749.01
Leskovec, Alexandra	Externally Funded	Class Ment Lead Instr Spc	Rich Center for Autism	7/1/2021	1.00	\$ 36,876.98	1.00	\$ 36,153.90
Mancini, Anthony	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 27,577.57	1.00	\$ 27,036.83
May, Tia	Externally Funded	Classroom Supervisor	Rich Center for Autism	7/1/2021	1.00	\$ 44,646.08	1.00	\$ 43,770.67
Moore, Kimberly	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 22,696.06	1.00	\$ 22,251.03
Porch, Erica	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 32,416.35	1.00	\$ 31,780.73
Protopapa, Barbara	Externally Funded	General Activities Asst	Rich Center for Autism	7/1/2021	0.25	\$ 5,055.59	0.25	\$ 4,956.47
Rach, Julia	Externally Funded	Bd Certfd Behavior Analyst	Rich Center for Autism	7/1/2021	1.00	\$ 46,088.26	1.00	\$ 45,184.57
Smith, Ashley	Externally Funded	School Nurse	Rich Center for Autism	7/1/2021	0.80	\$ 35,456.83	0.80	\$ 34,761.60
Trott, Natalie	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 37,292.97	1.00	\$ 36,561.74
Watkins, Taliah	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 37,292.97	1.00	\$ 36,561.74
Wright, Emma	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 22,030.47	1.00	\$ 21,598.50

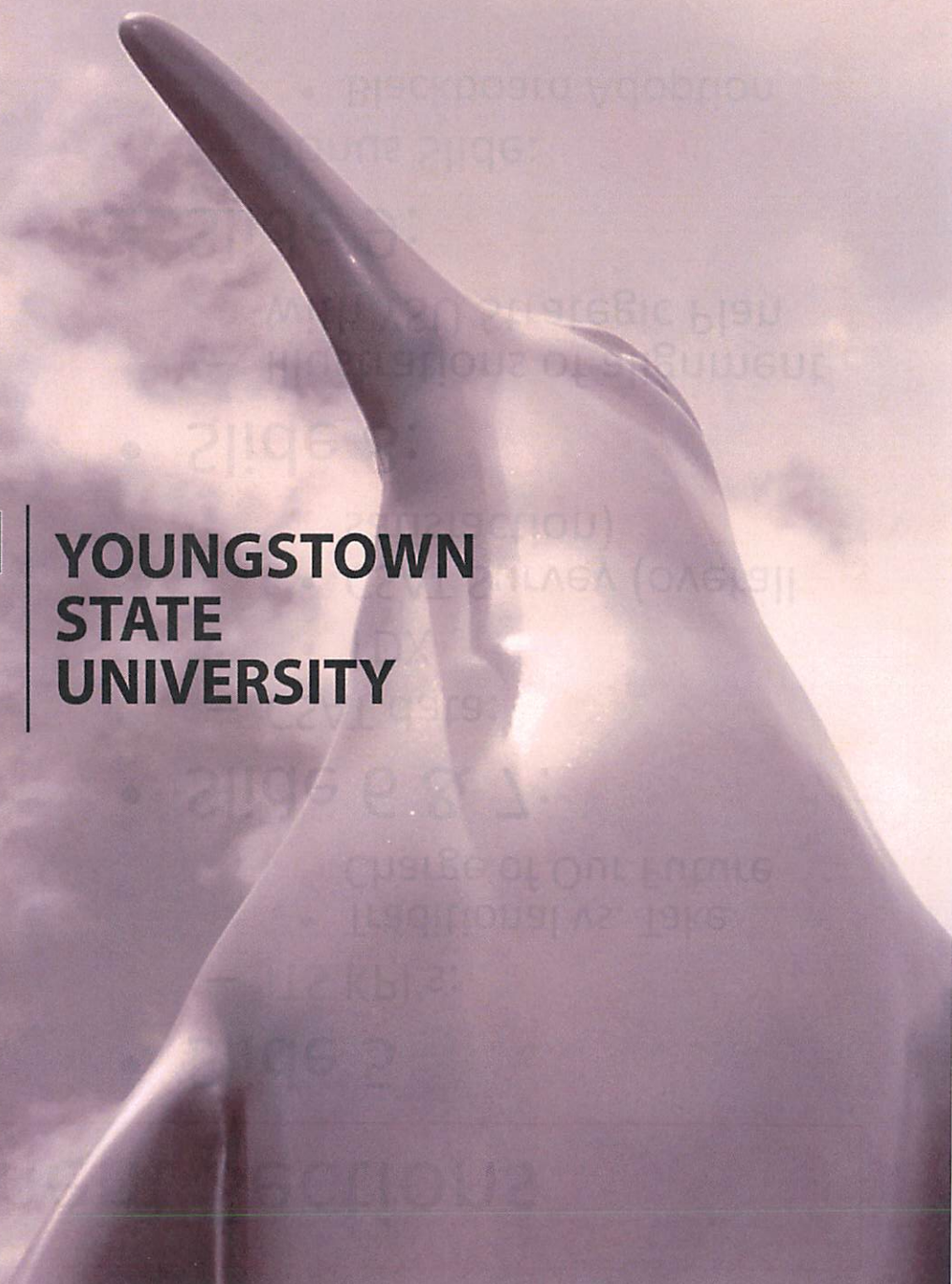
**YOUNGSTOWN STATE UNIVERSITY
 PROFESSIONAL ADMINISTRATIVE AND FACULTY
 PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21
TRANSFERS**

EMPLOYEE NAME	NEW EMPLOYEE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT	NEW FTE	NEW SALARY	PREVIOUS SALARY
	TYPE/OLD EMPLOYEE TYPE			APPT. DATES			
McCartney, Rachel	Externally Funded	Associate Director/ Research Associate II	Ctr for Workforce Educ & Innovation/ WCBA	10/1/2021	1.00	\$ 73,195.71	\$ 73,195.71

ITS Assessment
Board of Trustees Meeting
December 1, 2021



**YOUNGSTOWN
STATE
UNIVERSITY**



ITS Assessment Sections

- Slide 1:
 - Brief description of IT Services Division
 - Mission/Quality/Attributes
- Slide 2:
 - Employee classification over last 5 years
 - # FTE's & salary
- Slide 3 & 4:
 - Standardized data sets
 - IUC Compensation Comparison
 - IUC FTE & Budget Comparison
- Slide 5
 - ITS KPI's:
 - Traditional vs. Take Charge of Our Future
- Slide 6 & 7:
 - CSAT data:
 - TDX
 - CSAT Survey (overall satisfaction)
- Slide 8:
 - Illustrations of alignment with YSU Strategic Plan
- Slide 9:
 - Bonus Slide:
 - Blackboard Adoption



INFORMATION TECHNOLOGY SERVICES IS DEDICATED TO:

Leadership: Providing responsible leadership to further advance the University's technological evolution and to capitalize on future innovations.

Commitment to Quality: Delivering quality services throughout the campus by effectively balancing available resources and projects in support of educational technology, administrative systems, and network infrastructure.

Customer Service: Maintaining a high level of customer satisfaction in the delivery of its services.

Communication: Promoting an interactive electronic learning environment, strengthening communication between and among faculty, students, staff, and the university community

Partnerships: Collaborating and developing productive partnerships with external local and state constituents to share information and resources, and to further enhance the technological environment.

Mission Statement

- Our mission is to meet students *"where they are"* and support the campus community by implementing new - and optimizing existing, secure technologies and technology-enabled processes that are flexible to adjust to differing needs.

Quality Statements

- We will use data to provide insights and from which to make decisions that will have a high level of integrity via the implementation of an effective data governance structure.
- We will implement systems and technologies in collaboration with academic and business stakeholders that will effectively improve all aspects of student degree progress and completion via a robust technology-based and relationship-oriented student support structure that has a known return on investment.
- We will ensure that all of the IT services offered will be targeted to advancing the educational process whether directly positively impacting faculty and students or indirectly by enhancing supporting services.

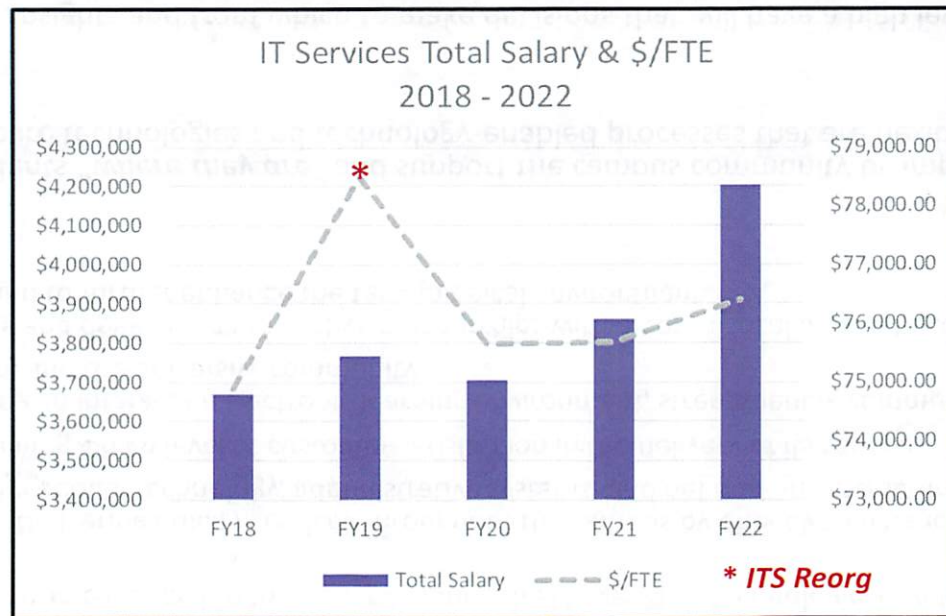
Attribute Statements

- Through collaboration and a multi-dimensional approach, ITS will improve operational procedures that align with strategies to help assure resources achieve stated and well-known and responsible-party identified objectives
- ITS will promote inquiry and insights as crucial components of all aspects of improving student success that are informed by actions and outcomes. Technology leadership will seek opportunities to embrace ever-changing technologies to propel the university mission.
- Technology leadership will ensure that all IT staff are well-qualified, trained and/or credentialed to ensure that the ITS mission is achieved.



IT Services Classification Summary

Classification	FY18		FY19		FY20		FY21		FY22	
	Avg Salary	FTE	Avg Salary	FTE	Avg Salary	FTE	Avg Salary	FTE	Avg Salary	FTE
AVP/CIO	\$ 170,500	1	\$ 172,205	1	\$ 175,649	1	\$ 175,649	1	\$ 178,284	1
Director	\$ 111,460	3	\$ 110,940	4	\$ 113,159	4	\$ 108,846	4	\$ 110,729	4
Associate Director	\$ 100,750	2	\$ 86,534	2	\$ 88,273	2	\$ 92,867	2	\$ 94,577	2
Manager	\$ 70,714	6	\$ 73,730	3	\$ 77,652	3	\$ 79,418	4	\$ 76,014	4
Architect	\$ -	0	\$ 82,373	3	\$ 84,354	3	\$ 85,567	5	\$ 87,089	4
Engineer	\$ 68,300	5	\$ 73,001	7	\$ 73,184	8	\$ 74,833	7	\$ 79,955	7
Analyst/Technician 2	\$ 87,831	3	\$ 83,211	7	\$ 88,920	6	\$ 86,700	7	\$ 74,282	12
Analyst/Technician 1	\$ 67,974	8	\$ 71,924	12	\$ 62,819	16	\$ 58,968	15	\$ 62,623	12
Service Desk Technician	\$ 45,983	4	\$ 49,961	4	\$ 46,696	3	\$ 46,696	2	\$ 47,278	2
Other	\$ 70,957	17	\$ 70,688	5	\$ 50,553	3	\$ 52,292	4	\$ 63,267	7
TOTAL	\$ 3,669,650	49	\$ 3,767,198	48	\$ 3,706,692	49	\$ 3,860,085	51	\$ 4,202,736	55



2019 Salary Data
Summary by Most Common Job Titles

Title	Average Salary by Position						Position Average	YSU Compared To Average
	Kent	Miami	OU	BGSU	WSU	YSU		
Chief Information Officer	\$242,400	\$225,000	\$225,000	\$230,692	\$240,000	\$175,649	\$223,124	-27%
Chief Information Security Officer	\$192,000	\$165,000	\$113,082	\$128,332	\$126,559	\$109,253	\$139,038	-27%
Top Applications Executive	\$141,132	\$146,000	\$142,393	\$140,435	NA	\$113,889	\$136,770	-20%
Top Infrastructure Executive	\$160,624	\$152,845	\$157,325	\$128,332	NA	\$115,655	\$142,956	-24%
Director/Senior Manager	\$109,878	\$111,402	\$112,852	\$119,646	\$115,121	\$113,842	\$113,790	0%
Technical Manager	\$92,154	\$110,580	\$94,100	\$93,632	\$79,944	\$82,340	\$92,125	-12%
Project Manager, Senior	\$102,773	\$91,133	\$73,507	\$91,431	NA	NA	\$89,711	NA
Project Manager, Experienced	\$83,485	\$81,721	\$60,183	NA	NA	\$71,357	\$74,186	-4%
Applications Systems Analyst/Programmer - Senior	\$74,609	\$85,155	\$76,333	\$86,825	\$77,476	\$74,958	\$79,226	-6%
Applications Systems Analyst/Programmer - Experienced	\$57,446	\$59,130	\$68,205	\$72,986	\$69,935	\$87,277	\$69,163	21%
Applications Systems Analyst/Programmer - Entry	\$47,081	\$45,000	\$51,133	NA	NA	\$89,294	\$58,127	35%
Network Engineer - Senior	\$82,974	\$83,473	\$81,719	NA	\$96,537	NA	\$86,176	NA
Network Engineer - Experienced	\$65,707	\$69,562	\$79,585	\$63,500	\$70,000	\$74,958	\$70,552	6%
Network Engineer - Entry	\$58,425	\$61,497	\$59,715	NA	NA	NA	\$59,879	NA
Data Warehousing - Senior	NA	\$71,680	\$83,473	\$73,937	NA	NA	\$76,363	NA
Database Administrator - Expert	\$90,407	NA	\$99,923	\$98,573	\$99,454	Outsourced	\$97,089	NA
Database Administrator - Senior	NA	\$86,899	\$83,917	\$96,900	\$94,835	Outsourced	\$90,638	NA
End User Computing Analyst - Senior	NA	\$78,717	\$54,999	NA	\$74,614	\$72,917	\$70,312	4%
End User Computing Analyst - Experienced	\$42,664	\$58,506	\$47,001	\$65,016	\$51,961	\$48,298	\$52,241	-8%
End User Computing Analyst - Entry	NA	\$43,484	\$28,399	NA	\$35,381	NA	\$35,754	NA
Help Desk Representative - Senior	NA	NA	\$40,435	NA	\$47,012	NA	\$43,724	NA
Help Desk Representative - Experienced	NA	\$59,234	\$34,008	\$52,741	\$35,090	\$46,696	\$45,554	2%
Systems Administrator - Senior	\$87,639	\$84,710	\$74,148	\$78,750	\$75,653	\$70,000	\$78,483	-12%
Systems Administrator - Experienced	\$75,598	\$72,610	\$72,528	\$65,091	NA	\$92,207	\$75,607	18%
Systems Administrator - Entry	\$53,464	NA	\$53,202	NA	NA	\$43,930	\$50,199	-14%
Information Security Professional - Senior	\$90,219	NA	\$83,617	\$67,440	\$91,973	\$72,084	\$81,066	-12%
Information Security Professional - Experienced	\$56,261	\$59,711	\$59,900	NA	\$65,000	\$62,317	\$60,638	3%

IT Leadership positions trail peers by on average 20+%

Generous past ACE contracts have inflated Programmer wages

APAS positions are in general aligned with peers

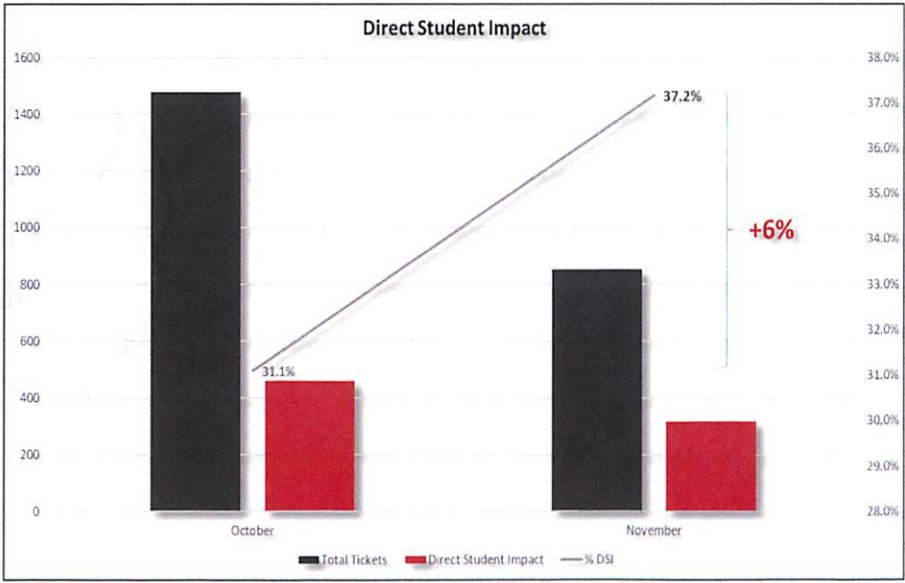
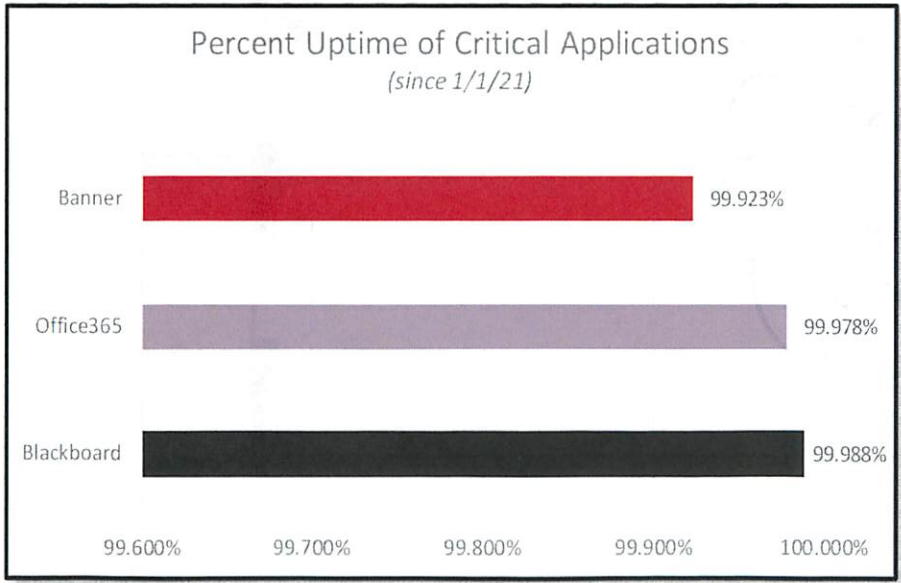
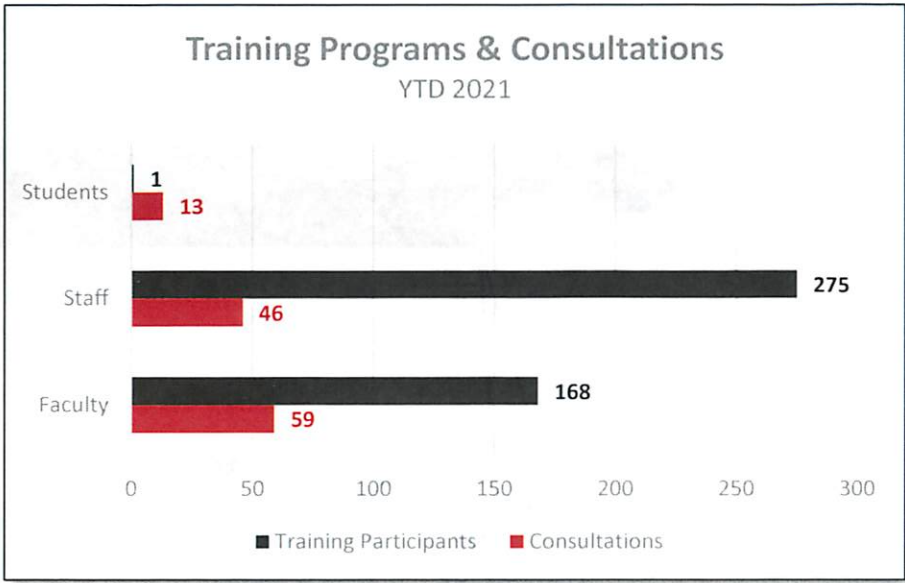
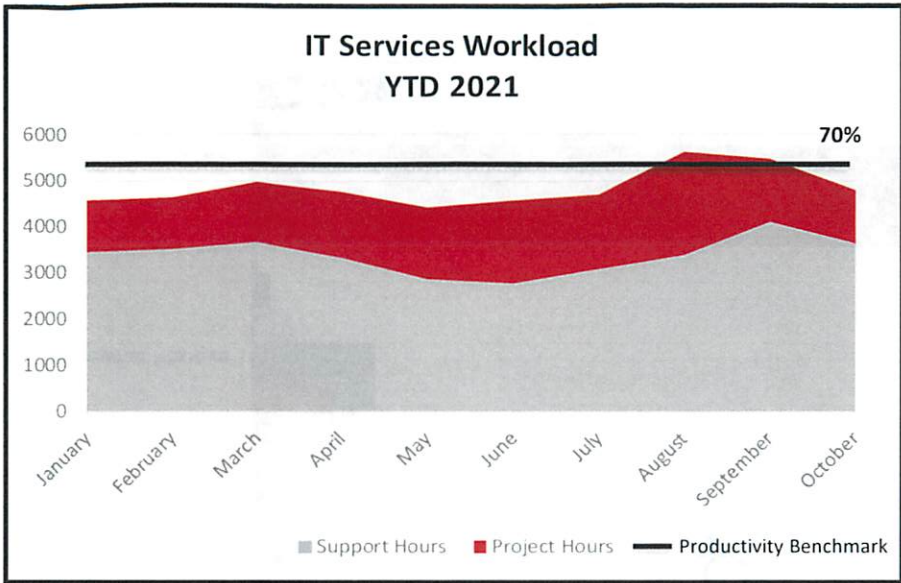
2019 IUC IT Staffing Metrics Comparison

University	Student (FTE's)	IT Actual Staff (FTE's)	Student:IT Ratio (Students per IT FTE)
Youngstown State University	9,740	48	203
Wright State University	12,279	86	143
University of Akron	17,735	56	317
Ohio University	30,339	151	201
Miami University	21,924	116	189
Kent State University	31,528	154	205
Bowling Green State University	16,394	94	174
AVERAGE	19,991	100.7	204

University	Faculty/Staff Total (FTE's)	Total IT Operating Budget (FY2019)	IT Spend per Fac/Staff FTE (\$ per FTE)
Youngstown State University	1,500	\$8,250,076	\$5,500
Wright State University	2,185	\$13,111,518	\$6,001
University of Akron	2,572	\$13,983,810	\$5,437
Ohio University	3,571	\$28,147,911	\$7,882
Miami University	5,184	\$21,500,410	\$4,147
Kent State University	4,620	\$28,522,995	\$6,174
Bowling Green State University	2,517	\$15,945,645	\$6,335
AVERAGE	3,164	\$18,494,624	\$5,925

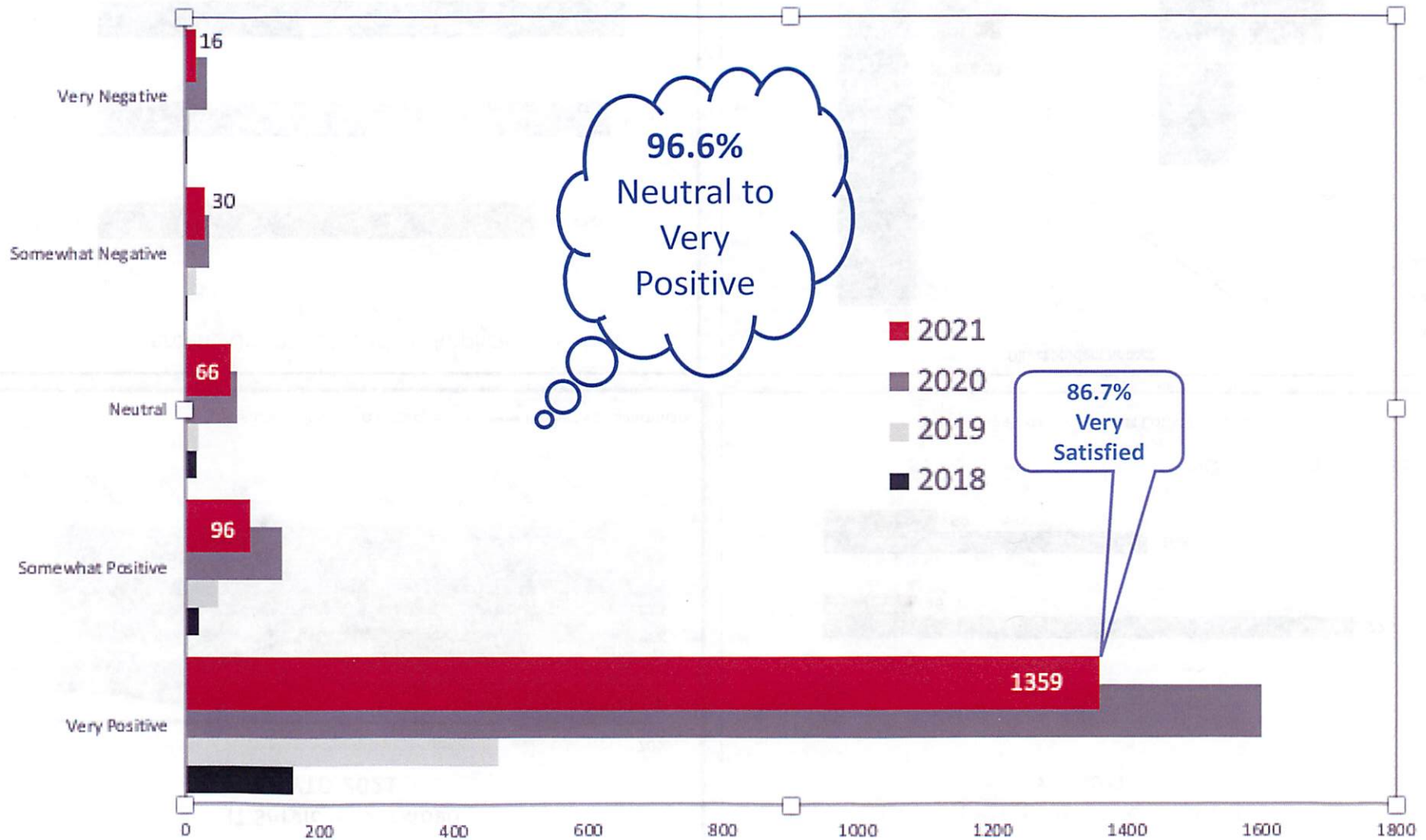
Traditional ITS KPI's

Take Charge of Our Future KPI's



IT Services CSAT Work Completion Satisfaction Surveys

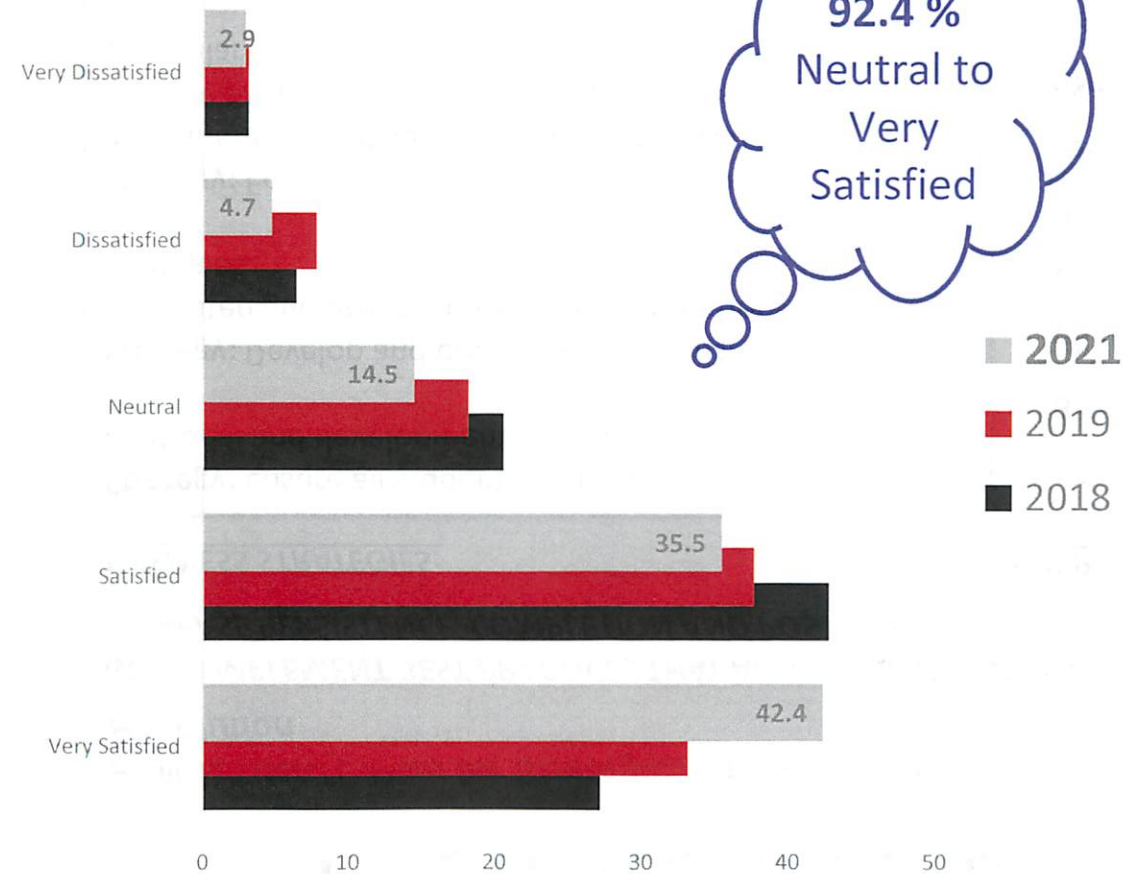
(2018-2021)



IT Services Annual Campus CSAT Survey

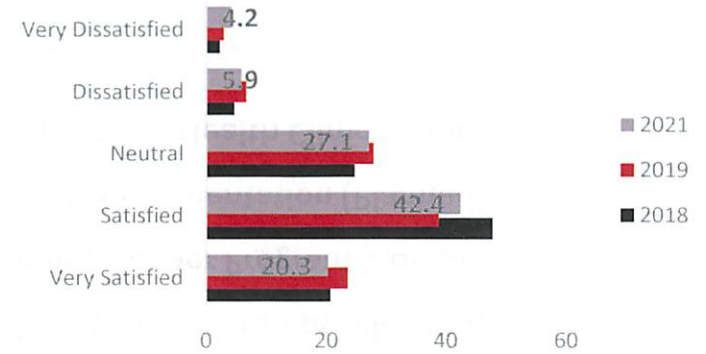
(except for 2020)

Quality of Service Overall

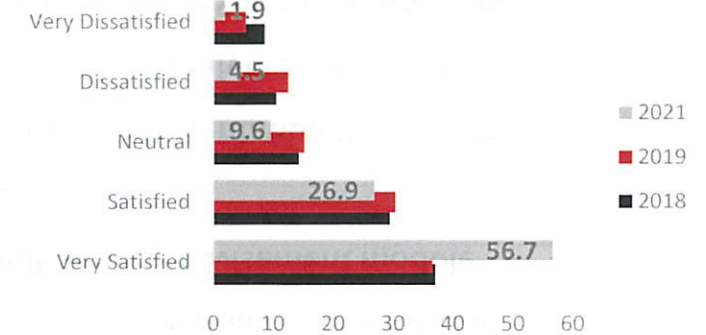


Theme: Communication

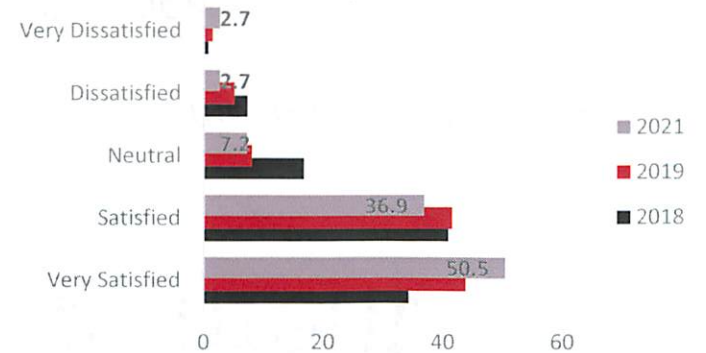
Students



Faculty



Staff



Slide 7

IT Strategic Plan Alignment

EXAMPLE

PENULTIMATE Plan for Strategic Actions to Take Charge of Our Future Resolution

GOAL: IMPLEMENT BEST PRACTICES THAT ADDRESS STUDENT NEEDS THROUGHOUT THE STUDENT LIFE CYCLE TO INCREASE PERSISTENCE, COMPLETION AND POSTGRADUATE SUCCESS

BUSINESS STRATEGIES:

Strategy: Ensure all students benefit from holistic, relational and developmental academic advising

Strategy: Develop and deploy comprehensive, integrated and proactive student intervention strategies

Strategy: Enhance student experiences through implementation of specific initiatives designed to actively engage them in co-curricular and extra-curricular

Strategy: Improve support and resources for students facing non-academic challenges

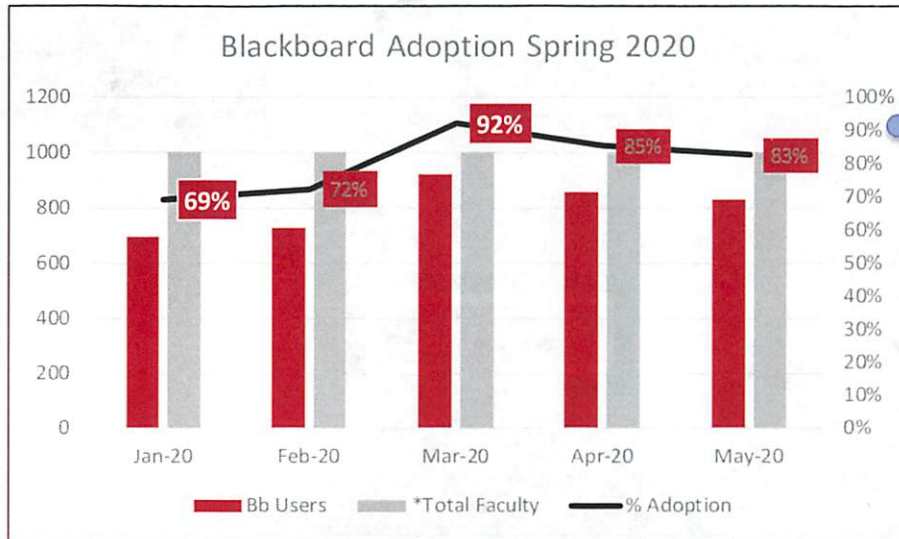
Strategy: Focus on post-graduation planning across the student life cycle to reinforce the value of completion

SUPPORTING IT TACTICS:

- CRM Advise implementation (In-process)
- Banner Self-Service Advisement module (Planned)
- DegreeWorks implementation (In-process)
- Assess Blackboard Analytics capabilities (Planned)
- TeleHealth Counseling Solution (Complete)
- eSports Initiative Start-up (In-process)
- Develop IT student internships (Planned)
- Student Laptop Loaner Program (Complete)
- CRM Advance implementation (Planned)
- IT Support of Mercy Health Clinic (Complete)

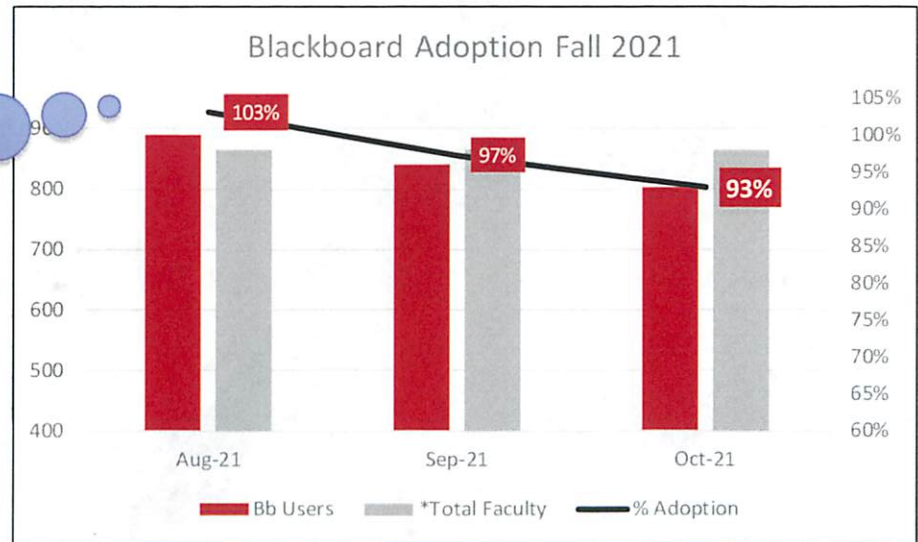


Blackboard LMS Adoption



Adoption increased over 20% with the onset of the pandemic and transition to distance learning

Adoption has remained steady at 90+%





and proud.

