

**BOARD OF TRUSTEES  
UNIVERSITY AFFAIRS COMMITTEE**

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

**BACKGROUND MATERIALS  
Tuesday, September 19, 2023**

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| <b>1. Human Resources Update</b>   | <b>Tab 1</b> |
| This report will provide an update on current accomplishments and priorities for moving forward with Human Resources Department operations; and provide the status of all Unfair Labor Practices, Grievances and Arbitrations. |              |
| <b>2. Human Resources Update on Position Searches</b>  | <b>Tab 2</b> |
| This report will provide a list of all searches in progress.   |              |
| <b>3. Classified Civil Service Personnel Actions</b>   | <b>Tab 3</b> |
| This is a summary of all personnel actions approved by the Chief Human Resources Officer serving as the appointing authority for classified staff.   |              |
| <b>4. Supplemental Pay Assignments</b>   | <b>Tab 4</b> |
| <b>5. Report on Search Waivers</b>   | <b>Tab 5</b> |
| <b>6. Years of Service Recognition for Faculty and Staff for Calendar Year 2023</b>  | <b>Tab 6</b> |

**Office of Human Resources Update  
September 2023**

**Benefits, Wellness, Training and Development**

The 2023 Employee Benefits Fair will be held in Kilcawley Center in the President's Suite on September 19 and September 20. All YSU healthcare and retirement service providers were invited to attend. Vendors offer scheduling options to employee who are unable to attend the benefits fair.

**Fall 2023 Wellness Events**

- Battle of the Birds 2023 University Challenge – Walking Challenge; September 12 through October 10; YSU vs. Miami University
- Impact Solutions Live Monthly Webinars
- On-Going Health and Wellness Webinars
- PNC Financial Webinars
- Wondr Weight Loss Program

**Human Resources Operations** (Employment, Organizational Development, Compensation and Classification, HRIS)

Human Resources Operations and Information Technology (IT) have completed the transition to the NEOED workforce management platform for faculty, professional administrative, and classified position posting and recruitment, hiring, onboarding, and offboarding employees. Performance evaluations have also been implemented in NEOED for professional administrative and classified staff. Current work in the NEOED system involves system updates and creating and releasing electronic form workflows to streamline and improve employee processes.

Additionally, in conjunction with the Office of Academic Affairs, the Office of Human Resources has implemented new electronic processes in Faculty Success by Watermark to manage the processes for: pre-tenure review, tenure with promotion, promotion, research professorships, sabbatical and faculty improvement leave. Performance evaluations for faculty in the Faculty Success by Watermark System are currently being developed and finalized.

**Equal Opportunity and Title IX**

Molly O'Malley will return to YSU on September 18, 2023, as the Associate Director for Equal Opportunity and Title IX Coordinator after an exhaustive eight-month search.

The United States Department of Education has advised that the new Title IX Regulations will issue in October 2023 and institutions will have ninety (90) days to implement new policies and procedures.

**Labor and Employee Relations**

Current as of 8/14/2023

ACE:

Step 3 Grievance #/Date Filed	Subject Matter/Issue	Date Heard	Disposition of Grievance
#771 2/15/2023	Classification Plan (replica of #754, filed on October 17, 2018)	2/27/2023	Grievance #771 denied at Step 3 on March 31, 2023. Step 3 denial amended on April 1, 2023. ACE moved Grievance #771 to Step 4 on April 13, 2023. On June 8, 2023, ACE indicates that it will not appeal #771 further.
#773 6/23/2023	Overtime Rosters. Individual grievance filed by Connie Kolarik.	Step 1 Hearing 6/29/2023.	Denied at Step 1 on July 11, 2023. Denied at Step 2 on August 4, 2023 (no hearing required). In process of scheduling Step 3 hearing.

Currently in labor negotiations with ACE.

FOP:

Step 3 Grievance #/Date Filed	Subject Matter/Issue	Date Heard	Disposition of Grievance
#79 3/7/2023	Kevin Chapel Compensatory Time	3/26/2023	Denied at Step 2 on April 21, 2023. Denied at Step 3 on April 27, 2023. Grievance settled and withdrawn on May 27, 2023.
#80 6/5/2023	Service Time for Vacation Accruals Rendin Fellows		Investigating grievance issue and attempting to settle.
#81 6/26/2023	Hold Over/Force Out Terry Round	7/7/2023	Grievance granted on 7/10/2023
#82 7/18/2023	Hold Over/Force Out Chelsea Wolfe	7/24/2023	Grievance denied at Step 1 on 7/26/2023. Attempting to settle.

YSU/OEA:

Step 2 Grievance #/Date Filed	Subject Matter/Issue	Date Heard	Disposition of Grievance
#397 5/12/2023	Rebecca Curnalia (Workload Pay)	7/27/2023	Denied at Step 2 on June 9, 2023. Faculty has moved the grievance to arbitration. Attempting to settle.

APAS:

No activity.

September 2023

EMPLOYMENT INTO CATEGORY	AAP EMPLOYMENT CATEGORIES	SEPARATIONS FROM CATEGORY
<p>Employment into: 2</p> <p>50% Minority 50% Female</p>	<p><u>Category 1: Executive, Administrative, Managerial</u></p> <p>Total Group: 183 5.4% Minority 49.1% Female</p>	<p>Separations from: 1</p> <p>0% Minority 0% Female</p>
<p>Employment into: 1</p> <p>0% Minority 0% Female</p>	<p><u>Category 2: Faculty</u></p> <p>Total Group: 951 14.6% Minority 52.6% Female</p>	<p>Separations from: 9</p> <p>11.1% Minority 55.5% Female</p>
<p>Employment into: 13</p> <p>23.0% Minority 38.4% Female</p>	<p><u>Category 3: Professional /Non Faculty</u></p> <p>Total Group: 377 15.9% Minority 49.3% Female</p>	<p>Separations from: 3</p> <p>0% Minority 100% Female</p>
<p>Employment into: 5</p> <p>20.0% Minority 100% Female</p>	<p><u>Category 4: Clerical/Secretary</u></p> <p>Total Group: 134 12.6% Minority 89.5% Female</p>	<p>Separations from: 0</p> <p>0% Minority 0% Female</p>



<p>Employment into: 0</p> <p>0% Minority 0% Female</p>	<p><u>Category 5: Technical/ Paraprofessional</u></p> <p>Total Group: 44 17.7% Minority 25.0% Female</p>	<p>Separations from: 1</p> <p>0% Minority 100% Female</p>
<p>Employment into: 0</p> <p>0% Minority 0% Female</p>	<p><u>Category 6: Skilled Craft</u></p> <p>Total Group: 7 0% Minority 14.2 % Female</p>	<p>Separations from: 0</p> <p>0% Minority 0% Female</p>
<p>Employment into: 9</p> <p>33.3% Minority 45.5% Female</p>	<p><u>Category 7: Service/Maintenance/ Instruction</u></p> <p>Total Group: 177 18.6% Minority 23.7% Female</p>	<p>Separations from: 0</p> <p>0% Minority 0% Female</p>

## Current Postings 8/28/2023

<b><u>Full-time Faculty</u></b>		
<b><u>Job Title</u></b>	<b><u>Division</u></b>	<b><u>Department/Major</u></b>
Assistant Professor, Primary Education/Primary Intervention Specialist (Tenure Track)	Academic Affairs	Teacher Education
Lecturer, Mathematics and Statistics (Term)	Academic Affairs	Mathematics & Statistics
Lecturer, Geology and Environmental Science (Term)	Academic Affairs	Geology & Environmental Studies
Lecturer, Computer Engineering Computer Science and Information Systems (Term)	Academic Affairs	Computer Science & Info Systems
Assistant or Associate Professor, Marketing (Tenure-Track)	Academic Affairs	Marketing
Lecturer, Centofanti School of Nursing (Term)	Academic Affairs	Nursing
Assistant Professor, Graphic & Interactive Design Art (Tenure-Track)	Academic Affairs	Art
Assistant Professor, Exercise Science Kinesiology and Sport Science (Tenure-Track)	Academic Affairs	Kinesiology and Sport Science
Lecturer, Family Nurse Practitioner - Nursing (Term)	Academic Affairs	Nursing
Lecturer, Special Education Teacher Education (Term)	Academic Affairs	Teacher Education
<b><u>Part-time Faculty</u></b>		
<b><u>Job Title</u></b>	<b><u>Division</u></b>	<b><u>Department/Major</u></b>
Part-time Faculty, Photography	Academic Affairs	Art
Part-time Faculty, Electrical and Computer Engineering	Academic Affairs	Electrical Engineering
Part-time Faculty, Art History	Academic Affairs	Art
Part-time Faculty, Social Work	Academic Affairs	Social Work
Part-time Faculty, Social Work - Lakeland & Lorain CC Campuses	Academic Affairs	Social Work
Part-time Faculty, Industrial Engineering	Academic Affairs	Mechanical Engineering
Part-time Faculty, Mechanical Engineering	Academic Affairs	Mechanical Engineering
Part-time Faculty, Computer Science and Information Systems	Academic Affairs	Computer Science & Info Systems
Part-time Faculty, Civil, Environmental and Chemical Engineering	Academic Affairs	Civil Environmental & Chemical Engr
Part-time Faculty, Chemistry	Academic Affairs	Chemistry
Part-time Faculty, Chemistry Lab	Academic Affairs	Chemistry
Part-time Faculty, Visual Arts Foundations	Academic Affairs	Art

## Current Postings 8/28/2023

<b>Part-time Faculty Continued</b>		
<b><u>Job Title</u></b>	<b><u>Division</u></b>	<b><u>Department/Major</u></b>
Part-time Faculty, Communication -Journalism/Telecommunication Studies	Academic Affairs	Communication
Part-time Faculty, Merchandising - Fashion and Interiors	Academic Affairs	Hospitality Mgt & Merchandising
Part-time Faculty, Chemical Engineering	Academic Affairs	Civil Environmental & Chemical Engr
Part-time Faculty, Criminal Justice	Academic Affairs	Criminal Justice
Part-time Faculty, Hospitality Management	Academic Affairs	Hospitality Mgt & Merchandising
Part-time Faculty, English Composition	Academic Affairs	English
Part-time Faculty, Philosophy	Academic Affairs	Philosophy & Religious Studies
Part-time Faculty, Forensic Sciences	Academic Affairs	Forensic Science
Part-time Faculty, Humanities and Social Sciences - Political Science	Academic Affairs	Politics and International Relation
Part-time Faculty, Respiratory Care	Academic Affairs	Health Professions
Part-time Faculty, Mathematics and Statistics	Academic Affairs	Mathematics & Statistics
Part-time Faculty, Politics and International Relations	Academic Affairs	Politics and International Relation
Part-time Faculty, Nursing - Graduate	Academic Affairs	Nursing
Part-time Faculty, Nurse Practitioner (Online)	Academic Affairs	Nursing
Part-time Faculty, Health Professions - Dental Hygiene	Academic Affairs	Health Professions
Part-time Faculty, Medical Laboratory Programs	Academic Affairs	Health Professions
Part-time Faculty, Public Health	Academic Affairs	Health Professions
Part-time Faculty, History	Academic Affairs	History
Part-time Faculty, Marketing	Academic Affairs	Marketing
Part-time Faculty, Mathematics	Academic Affairs	Mathematics & Statistics
Part-time Faculty, Nursing Clinical	Academic Affairs	Nursing
Part-time Faculty, Electrical Engineering Technology	Academic Affairs	School of Technology
Part-time Faculty, Civil and Construction Engineering Technology	Academic Affairs	School of Technology
Part-time Faculty, Teacher Education (Graduate Courses)	Academic Affairs	Teacher Education
Part-time Faculty, Director of Dana Gospel Choir	Academic Affairs	Dana School of Music
Part-time Faculty, Dana School of Music	Academic Affairs	Dana School of Music
Part-time Faculty, Pharmacology for Nurse Anesthetist Students	Academic Affairs	Nursing
Part-time Faculty, Physical Therapy	Academic Affairs	Physical Therapy

## Current Postings 8/28/2023

<b><u>Part-time Faculty Continued</u></b>		
<b><u>Job Title</u></b>	<b><u>Division</u></b>	<b><u>Department/Major</u></b>
Part-time Faculty, Visual Arts	Academic Affairs	Art
Part-time Faculty, Graphic Design	Academic Affairs	Art
Part-time Faculty, Mechanical Engineering Technology	Academic Affairs	School of Technology
Part-time Faculty, Environmental Science	Academic Affairs	Geology & Environmental Studies
Part-time Faculty, PAGES - Geology	Academic Affairs	Geology & Environmental Studies
Part-time Faculty, Honors	Academic Affairs	Honors College
Part-time Faculty, Medical Practices	Academic Affairs	Honors College
Part-time Faculty, Physics	Academic Affairs	Physics & Astronomy
Part-time Faculty, Anatomy and Physiology	Academic Affairs	Biology
Part-time Faculty, Plant Biology	Academic Affairs	Biology
Part-Time Faculty, Psychology	Academic Affairs	Psychological Sciences & Counseling
Part-Time Faculty, Counseling and School Psychology	Academic Affairs	Psychological Sciences & Counseling
Part-time Faculty, Early Childhood Education/Early Childhood Intervention Specialist	Academic Affairs	Teacher Ed & Leadership Studies
Part-Time Faculty, Special Education	Academic Affairs	Teacher Ed & Leadership Studies
Part-time Faculty, Middle Childhood Education	Academic Affairs	Teacher Ed & Leadership Studies
Part-time Faculty, Adolescent/Young Adult Education	Academic Affairs	Teacher Ed & Leadership Studies
Part-time Faculty, Literacy Education	Academic Affairs	Teacher Ed & Leadership Studies
Part-time Faculty, Theatre and Dance Performance	Academic Affairs	Theater and Dance
Part-time Faculty, Health Professions - Kinesiology and Sport Science	Academic Affairs	Kinesiology and Sport Science
Part-time Faculty, Dietetics Program (Undergraduate)	Academic Affairs	Health Professions
Part-time Faculty, Physical Therapy - Pediatrics	Academic Affairs	Physical Therapy
Part-time Faculty, World Languages	Academic Affairs	English
Part-time Faculty, Geography	Academic Affairs	Geography
Part-time Faculty, Humanities and Social Sciences - Anthropology	Academic Affairs	Sociology & Anthropology
Part-time Faculty, Teacher Education (Undergraduate Courses)	Academic Affairs	Teacher Education
Part-time Faculty, Reading & Study Skills	Academic Affairs	Reading & Study Skills
Part-time Faculty, First Year Student Services	Academic Affairs	Student Success
Part-time Faculty, Management Undergraduate Courses	Academic Affairs	Management
Part-time Faculty, Management	Academic Affairs	Management



## Current Postings 8/28/2023

<b><u>Professional Administrative</u></b>		
<b><u>Job Title</u></b>	<b><u>Division</u></b>	<b><u>Department</u></b>
Senior Research Scientist, Advanced Manufacturing	Workforce Education & Innovation	Excellence Training Center
University Architect	Finance & Business Operations	Facilities Maintenance
Manager, Customer Service and Special Programs	Student Affairs & Inst Effectiveness	Track - Women's
Coordinator, Regional Admissions (10 month)	Student Affairs & Inst Effectiveness	Undergraduate Admissions
Associate Director, Marketing and Communications	Workforce Education & Innovation	Center for Workforce Educ & Innov
Instruction Specialist	Academic Affairs	Rich Center for Autism
Technology Trainer	Finance & Business Operations	IT Training Services
Business Systems Administrator	Finance & Business Operations	IT Data Analytics
Financial Aid Counselor	Student Affairs & Inst Effectiveness	Financial Aid and Scholarships
Coordinator, Continuous Improvement	Academic Affairs	Institute for Teaching & Learning
Assistant Director	Student Affairs & Inst Effectiveness	WYSU - FM
Coordinator, Regional Admissions	Student Affairs & Inst Effectiveness	Undergraduate Admissions
Budget Administrator	Workforce Education & Innovation	Center for Workforce Educ & Innov
Director, International Studies and Programs	Student Affairs & Inst Effectiveness	International Programs Office
Associate Director, Apartment Living	Student Affairs & Inst Effectiveness	University Courtyard
Assistant Director, Apartment Living	Student Affairs & Inst Effectiveness	University Courtyard
Coordinator, Apartment Living	Student Affairs & Inst Effectiveness	University Courtyard
Technical Director, Advanced Manufacturing and Facilities Engineering	Workforce Education & Innovation	Excellence Training Center
Manager, Building Services	Finance & Business Operations	Janitorial Services
Coordinator, Theatrical Production and Facilities Support	Academic Affairs	Theater and Dance
Coordinator, Nursing Clinical Experiences	Academic Affairs	Nursing
Director and Chief Information Security Officer (CISO)	Finance & Business Operations	IT Security Services
Assistant Coach, Track and Field Throws	President	Track-Women's
Head Coach, Men's Tennis	President	Tennis

## Current Postings 8/28/2023

<b><u>Classified</u></b>		
<b><u>Job Title</u></b>	<b><u>Division</u></b>	<b><u>Department</u></b>
Print Specialist	Finance & Business Operations	Printing Services
Technology Support Technician 1	Finance & Business Operations	IT Customer Services
Police Officer 1	Finance & Business Operations	YSU Police
Boiler Technician	Finance & Business Operations	Facilities Maintenance
Building Maintenance Supervisor, Courtyard Apartments	Finance & Business Operations	Facilities Maintenance
Maintenance Repair Worker 2, Courtyard Apartments	Finance & Business Operations	Facilities Maintenance
Academic Operations Specialist 3	Academic Affairs	Dean Cliffe College of Creative Arts
Business Operations Specialist 2	Academic Affairs	Dean - STEM
Customer Service Assistant 2	Student Affairs & Inst Effectiveness	Undergraduate Admissions
Academic Operations Specialist 2	Academic Affairs	Dean BCLASSE
Business Operations Specialist 1	Academic Affairs	Health Professions
Academic Operations Specialist 2	Academic Affairs	Dean Bitonte Col Health & Human
Data Administration Specialist 1	Student Affairs & Inst Effectiveness	Alumni Engagement
Accountant/Examiner 3	Finance & Business Operations	University Bursar
Academic Operations Specialist 2, Department of Art	Academic Affairs	Dean Cliffe College of Creative Arts
<b><u>Unclassified</u></b>		
<b><u>Job Title</u></b>	<b><u>Division</u></b>	<b><u>Department</u></b>
Activity Leader - Multiple Locations	Academic Affairs	Community Engagement