



**BOARD OF TRUSTEES  
UNIVERSITY AFFAIRS COMMITTEE  
Anita A. Hackstedde, Chair  
James E. "Ted" Roberts, Vice Chair  
All Trustees are Members**

**Wednesday, September 5, 2018  
10:00 a.m. or immediately following  
previous meeting**

**Tod Hall  
Board Meeting Room**

**AGENDA**

- A. Disposition of Minutes for Meeting Held June 6, 2018**
- B. New Business**
- C. Committee Items**

**1. Intercollegiate Athletics Action Item**

**Tab C.1.a.**

**a. Resolution to Ratify Personnel Actions**

University policies require that the Chief Human Resources Officer provide a summary of appointments, promotions, and other personnel actions for intercollegiate athletics staff and coaching positions, for April 16, 2018, through July 15, 2018. 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**

**Tab C.2.a.**

**a. Fiscal Year 2016-17 Financial Analysis of Benchmark Institutions**

Ron Strollo, Executive Director of Athletics, will report.

**3. Consent Agenda Items\***

**Tab C.3.a.**

- \*a. Resolution to Modify Vacation Leave, Professional/Administrative Staff and Department Chairpersons Not Covered by a Collective Bargaining Agreement Policy, 3356-7-09**

**Tab C.3.b.**

- \*b. Resolution to Modify Civic Leave with Pay, Excluded Professional/Administrative and Excluded Classified Staff Policy, 3356-7-11**

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

- Tab C.3.c. \*c. **Resolution to Modify Sick Leave Accrual, Use and Conversion, Excluded Professional/Administrative and Excluded Classified Staff Policy, 3356-7-13**
- Tab C.3.d. \*d. **Resolution to Modify Resignation of Employment Policy, 3356-7-38**
- Tab C.3.e. \*e. **Resolution to Modify Classified Civil Service Employees Policy, 3356-7-41**
- Tab C.3.f. \*f. **Resolution to Modify Supplemental Pay for Faculty and Professional/Administrative Staff Policy, 3356-7-46**

#### **4. University Affairs Discussion Items**

- Tab C.4.a. a. **Health Care Benefits Vendors**  
Stacey Luce, Manager of Employee Benefits, and Nancy Pokorny, Findley, will report.
- Tab C.4.b. b. **Department and Office Name Changes:**
  - o **Office of Training and Professional Development**  
o to **Office of Organizational Development**
  - o **Office of the Provost and Vice President of Academic Affairs**  
o to **Office of Academic Affairs**
  - o **Department of Theater and Dance**  
o to **Department of Theatre and Dance**
  - o **Department of Foreign Languages and Literatures**  
o to **World Languages and Cultures**
  - o **Department of Geography**  
o to **Department of Geography and Urban-Regional Studies**

Holly Jacobs, Vice President for Legal Affairs and Human Resources, and Joe Mosca, Interim Provost and Vice President for Academic Affairs, will report.
- c. **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.

#### **5. University Affairs Action Items**

- Tab C.5.a. a. **Resolution to Modify Workload Policy, 3356-10-20**  
Joe Mosca, Interim Provost and Vice President for Academic Affairs, will report.
- Tab C.5.b. b. **Resolution to Modify Political Activities of Employees Policy, 3356-7-25**  
Holly Jacobs, Vice President for Legal Affairs and Human Resources, and Cindy Kravitz, Director of Equal Opportunity and Policy Development/Title IX Coordinator, will report.
- Tab C.5.c. c. **Resolution to Approve Relocation Allowance for New Full-Time Employee Policy, 3356-7-54**  
Jennifer Lewis-Aey, Director of Talent Acquisition and Employee Records, will report.

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

**Tab C.5.d.**            **d. Resolution to Ratify the Youngstown State University Association of Professional/Administrative Staff Labor Agreement**  
Holly Jacobs, Vice President for Legal Affairs and Human Resources, will report.

**Tab C.5.e.**            **e. Resolution Providing Salary Equity for Professional/Administrative Staff, Excluded from Collective Bargaining**  
Holly Jacobs, Vice President for Legal Affairs and Human Resources, will report.

**Tab C.5.f.**            **f. 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 April 16, 2018, through July 15, 2018. Personnel actions for faculty and professional/administrative staff are contingent upon approval of the Board of Trustees.  
Holly Jacobs, Vice President for Legal Affairs and Human Resources, will report.

**D. Old Business**

**E. Adjournment**



**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 June 7, 2018, meeting of the Board of Trustees; and

**WHEREAS**, such personnel actions are in accordance with the 2018-2019 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-7-36, Hiring and Selection Process, Contracts and Compensation for Intercollegiate Athletic Coaches; 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University; and 3356-7-42, Selection of Professional/Administrative Staff;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby ratify and confirm the personnel actions as listed in Exhibit \_\_\_ attached hereto.

**Board of Trustees Meeting  
September 6, 2018  
YR 2019-**

**SUMMARY OF PERSONNEL ACTIONS**  
**Athletics Employees**  
**4/16/18 through 7/15/18**

**Appointments – 3**

**New Positions – 0**

**Replacement Positions – 3**

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 2

**Separations – 1**

- Professional Administrative Excluded – 1

**Promotions – 1**

- Professional Administrative Excluded – 1

**Salary Adjustments– 6**

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 5

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 4/16/18 THROUGH 7/15/18  
APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE</b>		<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT</b>		
	<b>TYPE</b>	<b>POSITION TITLE</b>		<b>DATES</b>	<b>FTE</b>	<b>SALARY</b>
Wingard, R. Andrew	APAS	Manager Athletic Ticket Sales	Ticket Office	4/16/2018	1.00	\$ 45,000.00
Altomare, Louis	Excluded	Assistant Coach Strength Conditioning	Training Room	5/16/2018	1.00	\$ 30,765.00
Hurst, Billy	Excluded	Assistant Coach FB Dir of Operations	Training Room	7/2/2018	1.00	\$ 24,519.00

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 4/16/18 THROUGH 7/15/18  
SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATION</b>	<b>FTE</b>	<b>SALARY</b>
Hinkle, David	Excluded	Athletic Business Manager	Ticket Office	5/1/2018	1.00	\$ 54,122.42

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 4/16/18 THROUGH 7/15/18  
PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>NEW FTE SALARY</b>	<b>PREVIOUS SALARY</b>
Pinciario, Steven	Excluded	Athletic Business Manager/ Coordinator Athletic Business Office	Ticket Office/ Ticket Office	6/1/2018	1.00 \$ 50,000.00	\$37,715.00



**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 4/16/18 THROUGH 7/15/18  
SALARY ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>NEW FTE</b>	<b>NEW SALARY</b>	<b>OLD FTE</b>	<b>PREVIOUS SALARY</b>
Rollins, Matthew	APAS	Coordinator of Facilities	Athletic Facilities Rental	7/1/2018	1.00	\$ 40,107.00	1.00	\$ 39,607.00
Campbell, Brian	Excluded	Head Coach, Softball	Softball	7/1/2018	1.00	\$ 52,000.00	1.00	\$ 49,306.00
Gilliam, Chelsea	Excluded	Head Coach, Women's Bowling	Women's Bowling	7/1/2018	1.00	\$ 33,833.00	0.75	\$ 25,375.00
Gorby, Brian	Excluded	Head Coach, Track and CC Head Coach, Mens Womens	Track - Men's	7/1/2018	1.00	\$ 57,578.00	1.00	\$ 57,008.00
Sopel, Mickael	Excluded	Tennis Assistant Coach, Swimming &	Tennis - Men's	7/1/2018	1.00	\$ 50,870.00	1.00	\$ 50,366.00
Stanko, Jacqueline	Excluded	Diving	Swimming & Diving - Women's	7/1/2018	0.75	\$ 17,745.00	0.50	\$ 12,080.00

**YOUNGSTOWN STATE UNIVERSITY**  
**INTERCOLLEGIATE ATHLETICS**  
**2016-17 FINANCIAL ANALYSIS**  
**EXPENDITURES**

**MISSOURI VALLEY CONFERENCE / MVFC**

	# of Full-time Undergrads	Men's Basketball Expenses	Women's Basketball Expenses	Football Expenses	Total Expenses
<i>Average</i>	12,281	2,326,865	1,345,328	4,216,544	18,818,756
YSU	8,618	1,535,346	1,129,211	4,023,675	15,410,657
<i>Difference</i>	(3,663)	(791,519)	(216,117)	(192,869)	(3,408,099)

**MID AMERICAN CONFERENCE**

	# of Full-time Undergrads	Men's Basketball Expenses	Women's Basketball Expenses	Football Expenses	Total Expenses
<i>Average</i>	15,257	2,350,698	1,618,483	8,165,918	30,362,310
YSU	8,618	1,535,346	1,129,211	4,023,675	15,410,657
<i>Difference</i>	(6,639)	(815,352)	(489,272)	(4,142,243)	(14,951,653)

**HORIZON LEAGUE**

	# of Full-time Undergrads	Men's Basketball Expenses	Women's Basketball Expenses	Total Expenses	League Sponsored Sports
<i>Average</i>	10,893	2,223,950	1,401,485	14,496,731	8,724,467
YSU	8,618	1,535,346	1,129,211	15,410,657	7,285,163
<i>Difference</i>	(2,275)	(688,604)	(272,274)	913,926	(1,439,304)

**YOUNGSTOWN STATE UNIVERSITY**  
**INTERCOLLEGIATE ATHLETICS**  
**2016-17 FINANCIAL ANALYSIS**  
**REVENUES**

***MISSOURI VALLEY CONFERENCE / MVFC***

	# of Full-time Undergrads	Total Football Expenses	Total Earned Football Revenue	% of Earned Income vs. Total Expenses	Total Institutional Investment
<i>Average</i>	12,281	4,216,544	1,374,860	33%	2,841,684
YSU	8,618	4,023,675	1,925,485	48%	2,098,190
<i>Difference</i>	(3,663)	(192,869)	550,625	15%	(743,494)

***HORIZON LEAGUE – MEN'S BASKETBALL***

	# of Full-time Undergrads	Total Men's Basketball Expenses	Total Earned Men's Basketball Revenue	% of Earned Income vs. Total Expenses	Total Institutional Investment
<i>Average</i>	10,893	2,223,950	661,352	30%	1,562,598
YSU	8,618	1,535,346	523,497	34%	1,011,849
<i>Difference</i>	(2,275)	(688,604)	(137,855)	4%	(550,749)

***HORIZON LEAGUE - TOTAL***

	# of Full-time Undergrads	Total Athletically Generated Revenue	Total Expenses	% of Income vs. Total Expenses	Total Institutional Investment
<i>Average</i>	10,893	2,907,763	14,496,731	20%	11,588,968
YSU	8,618	5,009,416	15,410,657	33%	10,401,241
<i>Difference</i>	(2,275)	2,101,653	913,926	13%	(1,187,727)



**RESOLUTION TO MODIFY  
VACATION LEAVE, PROFESSIONAL/ADMINISTRATIVE STAFF AND  
DEPARTMENT CHAIRPERSONS NOT COVERED BY A COLLECTIVE  
BARGAINING AGREEMENT POLICY, 3356-7-09**

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

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

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

**WHEREAS**, the Vacation Leave, Professional/Administrative Staff and Department Chairpersons Not Covered by a Collective Bargaining Agreement 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 Vacation Leave, Professional/Administrative Staff and Department Chairpersons Not Covered by a Collective Bargaining Agreement, policy number 3356-7-09, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-7-09      Vacation leave, professional/administrative staff and department chairpersons not covered by a collective bargaining agreement.**

~~Previous Policy Number: 7002.05~~

Responsible Division/Office: Human Resources

Responsible Officer: Vice President for Legal Affairs and ~~Human Resources~~ **Athletics**

Revision History: May 1998; September 2009; October 2010  
March 2016; **September 2018**

Board Committee: University Affairs

**Effective Date:** ~~March 16, 2016~~ **September 6, 2018**

Next Review: ~~2021~~ **2023**

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- (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) Scope. This policy applies to professional/administrative staff and department chairpersons who are not part of a recognized bargaining unit. Employees in externally funded positions are provided with benefits in accordance with rule 3356-7-43 of the Administrative Code ([see university policy 3356-7-43](#) “Externally funded professional/administrative staff”). Other employees covered by collective bargaining may refer to their respective labor agreement.
- (C) Parameters.
- (1) Full-time professional/administrative staff and department chairpersons on twelve-month ~~contracts~~ **appointments** earn 7.33 hours per pay period or one hundred seventy-six hours of paid vacation leave each fiscal year.
  - (2) Full-time staff with annual ~~contracts~~ **appointments** ~~for~~ less than twelve months and part-time staff with a .75 or greater full-time equivalent (“FTE”) **shall** earn vacation leave on a prorated basis, derived from the formula for twelve-month staff. Part-time staff

employed less than .75 FTE do not earn vacation leave.

- (3) Individuals whose employment begins or ends during a given fiscal year shall earn a prorated amount of vacation leave during the fraction of the fiscal year employed.
- (4) Vacation leave for full-time twelve-month staff may be accrued up to a maximum of three hundred twenty hours.
- (5) Employees whose vacation balance reaches three hundred twenty hours will not accrue vacation until the balance is reduced below the forty-day maximum. Employees are responsible for monitoring the vacation balance.
- (6) Vacation leave for part-time staff, .75 or greater FTE, may not exceed the maximum accrual for the prorated FTE and should be requested in hours (e.g., a .75 FTE staff member would have a maximum accrual of two hundred forty hours).
- (7) Vacation leave accrual begins on the effective date of the initial employment and may be requested once the staff member has successfully completed ~~three months~~ **ninety (90) days** of service.
- (8) Accrued vacation leave may be taken prior to the effective date of separation or a cash payment will be made for vacation accrued through the last day of work; ~~provided an acceptable notice of resignation of at least 14 calendar days has been submitted to the office of human resources.~~ **There will be no cash payment for accrued vacation hours made to employees separating from an externally funded position.**
- ~~(9) — Full time externally funded professional/administrative staff earn vacation leave in accordance with university policy 3356-7-43 (see rule 3356-7-43 of the Administrative Code).~~
- ~~(10)~~ **(9)** Department chairpersons and other administrators holding earned rank and tenure ~~(see rule 3356-9-05 of the Administrative Code)~~ who revert to faculty status will receive a cash payment for accrued vacation earned through the last day of the administrative appointment; ~~(see rule 3356-9-05 of the Administrative Code and/or university policy 3356-9-05 Faculty rank and tenure for~~

designated administrators.

- ~~(11) Authorized Accrued vacation leave may be taken prior to the effective date of retirement, or a cash payment will be made for vacation accrued through the last day employed.~~
- (120) If an employee moves to a professional/administrative excluded status and their current available vacation balance exceeds the maximum, a partial payout will be made to reduce the balance such that the employee will accrue the full accrual amount in the first pay period worked in the new position. ~~If the vacation balance of classified staff member who transfers to professional/administrative status exceeds the maximum accrual permitted, a cash payment will be made available to reduce the balance to an amount no less than two hundred eighty hours.~~

(D) Procedures.

- (1) Vacation leave may be taken at a time that is mutually agreed upon by the staff member and the immediate supervisor.
- (2) The staff member will request approval from the immediate supervisor in advance of the leave. The staff member will report the use of vacation leave, utilizing the electronic leave reporting system for the pay period in which the leave is utilized.
- (3) The supervisor approves the vacation leave as reported, utilizing the electronic leave reporting system.

**3356-7-09      Vacation leave, professional/administrative staff and department chairpersons not covered by a collective bargaining agreement.**

Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: May 1998; September 2009; October 2010  
March 2016; September 2018  
Board Committee: University Affairs  
**Effective Date: September 6, 2018**  
Next Review: 2023

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- (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) Scope. This policy applies to professional/administrative staff and department chairpersons who are not part of a recognized bargaining unit. Employees in externally funded positions are provided with benefits in accordance with rule 3356-7-43 of the Administrative Code (see university policy 3356-7-43 Externally funded professional/administrative staff). Other employees covered by collective bargaining may refer to their respective labor agreement.
- (C) Parameters.
  - (1) Full-time professional/administrative staff and department chairpersons on twelve-month appointments earn 7.33 hours per pay period or one hundred seventy-six hours of paid vacation leave each fiscal year.
  - (2) Full-time staff with annual appointments less than twelve months and part-time staff with a .75 or greater full-time equivalent (“FTE”) earn vacation leave on a prorated basis, derived from the formula for twelve-month staff. Part-time staff employed less than .75 FTE do not earn vacation leave.



- (3) Individuals whose employment begins or ends during a given fiscal year shall earn a prorated amount of vacation leave during the fraction of the fiscal year employed.
- (4) Vacation leave for full-time twelve-month staff may be accrued up to a maximum of three hundred twenty hours.
- (5) Employees whose vacation balance reaches three hundred twenty hours will not accrue vacation until the balance is reduced below the forty-day maximum. Employees are responsible for monitoring the vacation balance.
- (6) Vacation leave for part-time staff, .75 or greater FTE, may not exceed the maximum accrual for the prorated FTE and should be requested in hours (e.g., a .75 FTE staff member would have a maximum accrual of two hundred forty hours).
- (7) Vacation leave accrual begins on the effective date of the initial employment and may be requested once the staff member has successfully completed ninety (90) days of service.
- (8) Accrued vacation leave may be taken prior to the effective date of separation or a cash payment will be made for vacation accrued through the last day of work. There will be no cash payment for accrued vacation hours made to employees separating from an externally funded position.
- (9) Department chairpersons and other administrators holding earned rank and tenure (who revert to faculty status will receive a cash payment for accrued vacation earned through the last day of the administrative appointment (see rule 3356-9-05 of the Administrative Code and/or university policy 3356-9-05 Faculty rank and tenure for designated administrators.
- (10) If an employee moves to a professional/administrative excluded status and their current available vacation balance exceeds the maximum, a partial payout will be made to reduce the balance such that the employee will accrue the full accrual amount in the first pay period worked in the new position.

(D) Procedures.

- (1) Vacation leave may be taken at a time that is mutually agreed upon by the staff member and the immediate supervisor.
- (2) The staff member will request approval from the immediate supervisor in advance of the leave. The staff member will report the use of vacation leave, utilizing the electronic leave reporting system for the pay period in which the leave is utilized.
- (3) The supervisor approves the vacation leave as reported, utilizing the electronic leave reporting system.



**RESOLUTION TO MODIFY  
CIVIC LEAVE WITH PAY, EXCLUDED  
PROFESSIONAL/ADMINISTRATIVE AND EXCLUDED CLASSIFIED  
STAFF POLICY, 3356-7-11**

**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 Civic Leave with Pay, Excluded Professional/Administrative and Excluded Classified 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 Civic Leave with Pay, Excluded Professional/Administrative and Excluded Classified Staff, policy number 3356-7-11, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-7-11 Civic leave with pay, excluded professional/administrative and excluded classified staff.**

~~Previous Policy Number: 7002.07~~  
Responsible Division/Office: ~~Finance and Administration~~/Human Resources  
Responsible Officer: ~~VP for Finance and Administration~~ Vice President  
for Legal Affairs and Human Resources  
Revision History: October 1998; March 1999; March 2013;  
September 2018  
Board Committee: University Affairs  
**Effective Date:** ~~March 13, 2013~~ September 6, 2018  
Next Review: ~~2018~~ 2023

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- (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 healthcare; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Parameters.
- (1) As provided in rule 123:1-34-03 of the Administrative Code and section 124.135 of the Revised Code, employees shall be granted civic leave with full pay and benefits when:
- (a) Subpoenaed to appear before any court or other legally constituted body authorized to compel the attendance of witnesses, where the employee is not a party to the action;
  - (b) Summoned for jury duty by any court of competent jurisdiction; or
  - (c) The university appoints or approves an appointment to serve in an unpaid position on an advisory board or commission or to solicit for charities for which university payroll deductions are made. This policy does not apply to situations where employees are being compensated by a third party, i.e., expert witness testimony.

- (2) Employees required to appear or serve for only part of a day for court or jury duty may be obligated to return to a scheduled work assignment following dismissal by the court.
- (3) Employees who are appellants in any action before the state personnel board of review ("SPBR") and are in active pay status at the time of a scheduled hearing before SPBR may be granted civic leave with full pay and benefits for purposes of attending the hearing.

(C) Procedures.

- (1) Employees shall provide written notification of civic leave to the supervisor as far in advance of the leave as possible. Documentation regarding the leave (e.g., a copy of the summons or subpoena) shall be attached to the notification.
- (2) Employees may retain any money received as compensation or expense reimbursement for jury duty or court attendance compelled by subpoena.
- (3) Employees covered by collective bargaining should refer to their respective agreement.

**3356-7-11 Civic leave with pay, excluded professional/administrative and excluded classified staff.**

Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: October 1998; March 1999; March 2013; September 2018  
Board Committee: University Affairs  
**Effective Date: September 6, 2018**  
Next Review: 2023

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- (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 healthcare; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Parameters.
- (1) As provided in rule 123:1-34-03 of the Administrative Code and section 124.135 of the Revised Code, employees shall be granted civic leave with full pay and benefits when:
- (a) Subpoenaed to appear before any court or other legally constituted body authorized to compel the attendance of witnesses, where the employee is not a party to the action;
  - (b) Summoned for jury duty by any court of competent jurisdiction; or
  - (c) The university appoints or approves an appointment to serve in an unpaid position on an advisory board or commission or to solicit for charities for which university payroll deductions are made. This policy does not apply to situations where employees are being compensated by a third party, i.e., expert witness testimony.

- (2) Employees required to appear or serve for only part of a day for court or jury duty may be obligated to return to a scheduled work assignment following dismissal by the court.
  - (3) Employees who are appellants in any action before the state personnel board of review (“SPBR”) and are in active pay status at the time of a scheduled hearing before SPBR may be granted civic leave with full pay and benefits for purposes of attending the hearing.
- (C) Procedures.
- (1) Employees shall provide written notification of civic leave to the supervisor as far in advance of the leave as possible. Documentation regarding the leave (e.g., a copy of the summons or subpoena) shall be attached to the notification.
  - (2) Employees may retain any money received as compensation or expense reimbursement for jury duty or court attendance compelled by subpoena.
  - (3) Employees covered by collective bargaining should refer to their respective agreement.



**RESOLUTION TO MODIFY  
SICK LEAVE ACCRUAL, USE AND CONVERSION, EXCLUDED  
PROFESSIONAL/ADMINISTRATIVE AND EXCLUDED CLASSIFIED  
STAFF POLICY, 3356-7-13**

**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 Sick Leave Accrual, Use and Conversion, Excluded Professional/Administrative and Excluded Classified 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 Sick Leave Accrual, Use and Conversion, Excluded Professional/Administrative and Excluded Classified Staff, policy number 3356-7-13, shown as Exhibit attached hereto. A copy of the policy indicating changes to be made is also attached.



**3356-7-13 Sick leave accrual, use and conversion, excluded professional/  
administrative and excluded classified staff.**

~~Previous Policy Number: 7002.09~~

Responsible Division/Office: Human Resources

Responsible Officer: Vice President for Legal Affairs and Human  
Resources

Revision History: January 1999; November 2009; October 2011;  
June 2012; December 2016; September 2018

Board Committee: University Affairs

Effective Date: ~~December 1, 2016~~ September 6, 2018

Next Review: ~~2021~~ 2023

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Parameters.
- (1) Professional/administrative and classified staff who are excluded from a bargaining unit earn fifteen days of sick leave per year. Said sick leave is accrued at the rate of five hours per semi-monthly pay period for excluded professional/administrative staff and 4.6 hours per biweekly pay period for excluded classified staff.
  - (2) Professional/administrative and classified staff who are excluded from a bargaining unit may utilize up to four days of accrued but unused sick leave per fiscal year for personal reasons not necessarily associated with an illness or injury to the employee or an immediate family member.
  - (3) Sick leave may be accumulated without limit provided the employee remains in an active pay status at the university.
  - (4) Sick leave may be utilized for personal illness, injury or exposure to a contagious disease which could be communicated to other

employees, and visits to, or treatments by, medical providers that cannot be scheduled outside the employee's normal work hours.

- (5) Sick leave may also be utilized for an illness in the employee's immediate family when the employee's presence is reasonably necessary for the health and welfare of the affected family member.
  - (6) Paid sick leave shall be used concurrently with Family and Medical Leave Act (<sup>as</sup>FMLA<sup>22</sup>) in accordance with rule 3356-7-05 of the Administrative Code (see [university policy 3356-7-05 Family and Medical Leave Act \(FMLA\)](#)).
  - (7) [As used in this policy, retirement refers to retirement under the provisions of one of the Ohio public retirement systems at the time of separation and requested sick leave conversion.](#) At the time of retirement, excluded professional/administrative staff that have completed ten or more years of active service or a combination of active university service, together with other state of Ohio units as specified by law, shall receive payment for one-fourth of the unused sick leave days up to a maximum of fifty days. Payment is based on the rate of pay at the time of retirement. Such payment will be made only once to an employee. After the employee accepts the payment, all remaining sick leave credit accrued will be eliminated. (Please see section 21.5 of the association of classified employees agreement regarding sick leave for excluded classified employees.)
  - (8) A retired employee who returns to university service may accrue and use sick leave as before, but cannot receive a second sick leave conversion payment.
  - (9) Sick leave conversion does not apply to any ~~termination or~~ separation other than retirement.
  - (10) Employees covered by collective bargaining should refer to their respective labor agreement.
- (C) Procedures.

- (1) — Employees utilizing sick leave should notify their immediate supervisor as soon as possible regarding the necessity to utilize sick leave. To the extent such is possible, possible; sick leave used for personal reasons is to be scheduled in advance. The university's electronic process should be followed for the reporting and approval of leave. For procedures related to extended sick leave refer to rule 3356-7-05 of the Administrative Code (see university policy 3356-7-05 Family and Medical Leave Act (FMLA)).
- (2) — ~~Employees are required to complete the appropriate sick leave form in advance of the leave, when possible or immediately upon return to work.~~
- (3) — ~~Employees will forward the completed form to their immediate supervisor for approval/disapproval.~~
- (4) — ~~The supervisor reviews and approves/disapproves the leave and forwards it to the office of human resources for processing and records retention.~~

**3356-7-13 Sick leave accrual, use and conversion, excluded professional/  
administrative and excluded classified staff.**

Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human  
Resources  
Revision History: January 1999; November 2009; October 2011;  
June 2012; December 2016; September 2018  
Board Committee: University Affairs  
**Effective Date: September 6, 2018**  
Next Review: 2023

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Parameters.
- (1) Professional/administrative and classified staff who are excluded from a bargaining unit earn fifteen days of sick leave per year. Said sick leave is accrued at the rate of five hours per semi-monthly pay period for excluded professional/administrative staff and 4.6 hours per biweekly pay period for excluded classified staff.
  - (2) Professional/administrative and classified staff who are excluded from a bargaining unit may utilize up to four days of accrued but unused sick leave per fiscal year for personal reasons not necessarily associated with an illness or injury to the employee or an immediate family member.
  - (3) Sick leave may be accumulated without limit provided the employee remains in an active pay status at the university.
  - (4) Sick leave may be utilized for personal illness, injury or exposure to a contagious disease which could be communicated to other employees, and visits to, or treatments by, medical providers that cannot be scheduled outside the employee's normal work hours.

- (5) Sick leave may also be utilized for an illness in the employee's immediate family when the employee's presence is reasonably necessary for the health and welfare of the affected family member.
  - (6) Paid sick leave shall be used concurrently with Family and Medical Leave Act (FMLA) in accordance with rule 3356-7-05 of the Administrative Code (see university policy 3356-7-05 Family and Medical Leave Act (FMLA)).
  - (7) As used in this policy, retirement refers to retirement under the provisions of one of the Ohio public retirement systems at the time of separation and requested sick leave conversion. At the time of retirement, excluded professional/administrative staff that have completed ten or more years of active service or a combination of active university service, together with other state of Ohio units as specified by law, shall receive payment for one-fourth of the unused sick leave days up to a maximum of fifty days. Payment is based on the rate of pay at the time of retirement. Such payment will be made only once to an employee. After the employee accepts the payment, all remaining sick leave credit accrued will be eliminated. (Please see section 21.5 of the association of classified employees agreement regarding sick leave for excluded classified employees.)
  - (8) A retired employee who returns to university service may accrue and use sick leave as before, but cannot receive a second sick leave conversion payment.
  - (9) Sick leave conversion does not apply to any separation other than retirement.
  - (10) Employees covered by collective bargaining should refer to their respective labor agreement.
- (C) Procedures. Employees utilizing sick leave should notify their immediate supervisor as soon as possible regarding the necessity to utilize sick leave. To the extent such is possible; sick leave used for personal reasons is to be scheduled in advance. The university's electronic process should be followed for the reporting and approval of leave. For procedures related to

extended sick leave refer to rule 3356-7-05 of the Administrative Code  
(see university policy 3356-7-05 Family and Medical Leave Act (FMLA)).



**RESOLUTION TO MODIFY  
RESIGNATION OF EMPLOYMENT POLICY, 3356-7-38**

**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 Resignation of Employment 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 Resignation of Employment, policy number 3356-7-38, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-7-38      Resignation of employment.**

Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: May 1998; March 2011; June 2017; September 2018  
Board Committee: University Affairs  
Effective Date: June 14, 2017 September 6, 2018  
Next Review: 202223

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- (A) Policy statement. It is the policy of the university to obtain a written resignation from all employees who are voluntarily terminating their employment with the university.
- (B) Scope. This policy applies to all full-time, part-time, and term employees. This policy does not apply to student employees.
- (C) Parameters.
  - (1) Unless otherwise specified by the applicable collective bargaining agreement, a two-week written notice of resignation is standard and will be provided by the resigning employee to their supervisor. Longer notice periods may be appropriate for key positions and alternative notice arrangements may be arranged with the employee, unit, and human resources.
  - ~~(2) Unless otherwise specified by a collective bargaining agreement, vacation benefits will not be paid without at least a two-week written resignation notice. (See rule 3356-7-09 of the Administrative Code.)~~
  - (32) The university is not required to accept a rescission of a resignation.
  - (43) The chief human resources officer is authorized to develop additional procedures necessary for the implementation of this policy.



- (54) Employees must return all university property and provide their current university computer system password on or before the last work day at a time determined by management.
- (D) Procedures. Additional information regarding separation/transfer of employment is available on the human resources [“Separation/Transfer of Employment” webpage](#). Bargaining unit employees should consult their respective labor agreements.
- (1) In advance of formally submitting a letter of resignation, it is advised that employees discuss their intent with their immediate supervisor.
  - (2) Employees, except classified civil service staff members, shall send a formal letter of resignation to their supervisor, with copies to the provost or appropriate vice president and the office of human resources.
  - (3) Classified civil service staff members are expected to provide a minimum two-week notice of resignation/retirement to the office of human resources.
  - (4) In those instances where the notice of intent to resign is given verbally to the supervisor, the supervisor will confirm the acceptance of the resignation to the employee in writing.
  - (5) The supervisor will notify the office of human resources in writing immediately upon receiving notice of an employee’s intent to resign.
  - (6) A supervisor after consultation with the office of human resources may designate an earlier final date of employment.
  - (7) Upon receipt of the letter of resignation, the office of human resources will prepare a [letter document](#) officially accepting the resignation. ~~to be sent by the hiring authority or chief human resources officer.~~ This office will also notify the appropriate departments, units, and offices of the impending [resignation separation](#).

- (8) The office of human resources will process all resignations and authorize any payment of vacation benefit applicable.
  - (9) The ~~office of human resources will provide a checklist to the~~ resigning employee's supervisor ~~who will complete the~~ "Exit Separation/Transfer Checklist" and will secure all university property available to the employee (e.g., keys, tools, identification card, parking permit, computer password) prior to the date of separation.
  - (10) Normally, the final payroll check will be released within thirty days of the date of separation pending audits and the clearance of all applicable offices and the return of all university property.
- (E) Exit interview. As part of the resignation process, supervisors should ask employees to voluntarily complete an online [exit survey](#) before leaving the university. The information on the online form is confidential and not released to the employee's supervisor. The university will use the information provided by the employee in the aggregate to determine employment trends and identify problem areas. In the alternative, an employee may complete a printable version of the [exit survey](#) and submit it to human resources or to their supervisor who will forward the form to human resources.

**3356-7-38      Resignation of employment.**

Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: May 1998; March 2011; June 2017; September 2018  
Board Committee: University Affairs  
**Effective Date: September 6, 2018**  
Next Review: 2023

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- (A) Policy statement. It is the policy of the university to obtain a written resignation from all employees who are voluntarily terminating their employment with the university.
- (B) Scope. This policy applies to all full-time, part-time, and term employees. This policy does not apply to student employees.
- (C) Parameters.
  - (1) Unless otherwise specified by the applicable collective bargaining agreement, a two-week written notice of resignation is standard and will be provided by the resigning employee to their supervisor. Longer notice periods may be appropriate for key positions and alternative notice arrangements may be arranged with the employee, unit, and human resources.
  - (2) The university is not required to accept a rescission of a resignation.
  - (3) The chief human resources officer is authorized to develop additional procedures necessary for the implementation of this policy.
  - (4) Employees must return all university property and provide their current university computer system password on or before the last work day at a time determined by management.

- (D) Procedures. Additional information regarding separation/transfer of employment is available on the human resources "Separation/Transfer of Employment" webpage. Bargaining unit employees should consult their respective labor agreements.
- (1) In advance of formally submitting a letter of resignation, it is advised that employees discuss their intent with their immediate supervisor.
  - (2) Employees, except classified civil service staff members, shall send a formal letter of resignation to their supervisor, with copies to the provost or appropriate vice president and the office of human resources.
  - (3) Classified civil service staff members are expected to provide a minimum two-week notice of resignation/retirement to the office of human resources.
  - (4) In those instances where the notice of intent to resign is given verbally to the supervisor, the supervisor will confirm the acceptance of the resignation to the employee in writing.
  - (5) The supervisor will notify the office of human resources in writing immediately upon receiving notice of an employee's intent to resign.
  - (6) A supervisor after consultation with the office of human resources may designate an earlier final date of employment.
  - (7) Upon receipt of the letter of resignation, the office of human resources will prepare a document officially accepting the resignation. This office will also notify the appropriate departments, units, and offices of the impending separation.
  - (8) The office of human resources will process all resignations and authorize any payment of vacation benefit applicable.
  - (9) The resigning employee's supervisor will complete the "Exit Separation/Transfer Checklist" and will secure all university property available to the employee (e.g., keys, tools, identification

card, parking permit, computer password) prior to the date of separation.

- (10) Normally, the final payroll check will be released within thirty days of the date of separation pending audits and the clearance of all applicable offices and the return of all university property.
  
- (E) Exit interview. As part of the resignation process, supervisors should ask employees to voluntarily complete an online exit survey before leaving the university. The information on the online form is confidential and not released to the employee's supervisor. The university will use the information provided by the employee in the aggregate to determine employment trends and identify problem areas. In the alternative, an employee may complete a printable version of the exit survey and submit it to human resources or to their supervisor who will forward the form to human resources.



**RESOLUTION TO MODIFY  
CLASSIFIED CIVIL SERVICE EMPLOYEES POLICY, 3356-7-41**

**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 Classified Civil Service Employees 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 Classified Civil Service Employees, policy number 3356-7-41, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting  
September 6, 2018  
YR 2019-**

3356-7-41      **Classified civil service employees.**

~~Previous Policy Number: 7021.01~~

Responsible Division/Office: Human Resources

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

Revision History: February 1999; August 2009; December 2012; April 2013; June 2013; September 2018

Board Committee: University Affairs

Effective Date: ~~June 12, 2013~~ September 6, 2018

~~Revision: September 2011 6 2018~~

Next Review: ~~2018~~ 2023

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- (A) Policy statement. All classified civil service employees shall be hired in accordance with Chapter 124, of the ~~Revised Code~~ and the Administrative Code.
- (B) Parameters.
- (1) Under Chapter 124, of the Revised Code, certain employees of Youngstown state university are appointed under the state classified civil service system.
  - (2) The responsibility for administration of the civil service law and regulations as they relate to university employees in the classified civil service system shall be assigned by the board of trustees through the president and the vice president for ~~finance and administration~~ legal affairs and human resources to the chief human resources officer. The chief human resources officer serves as the designated appointing authority.
- (C) Procedures.
- (1) Recruitment to fill classified positions must be authorized by the chief human resources officer. Recruitment activities must conform to the affirmative action procedures pursuant to ~~rule~~

3356-2-02 of the Administrative Code (see university policy 3356-2-02 Equal opportunity and affirmative action recruitment and employment).

- ~~(2) Classified staff are employed in full-time or permanent part-time capacities.~~
- ~~(32) The executive Divisional officers authorize the filling of positions under their direction after obtaining all required approvals. in the divisions.~~
- (43) The chief human resources officer, or their designee, extends the official offer of employment upon the recommendation of the department chairperson or unit director hiring manager with the concurrence of the executive-divisional officer.
- (54) Types of appointments and terms and conditions of employment of classified civil service staff not excluded from collective bargaining are outlined in the "Agreement Between the University and the Youngstown State University Chapter of the Association of Classified Employees" or the "Agreement Between Youngstown State University and the Fraternal Order of Police, Ohio Labor Council, Inc."



**3356-7-41      Classified civil service employees.**

Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: February 1999; August 2009; December 2012; April 2013; June 2013; September 2018  
Board Committee: University Affairs  
**Effective Date: September 6, 2018**  
Next Review: 2023

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- (A) Policy statement. All classified civil service employees shall be hired in accordance with Chapter 124 of the Revised Code and the Administrative Code.
- (B) Parameters.
- (1) Under Chapter 124 of the Revised Code, certain employees of Youngstown state university are appointed under the state classified civil service system.
  - (2) The responsibility for administration of the civil service law and regulations as they relate to university employees in the classified civil service system shall be assigned by the board of trustees through the president and the vice president for legal affairs and human resources to the chief human resources officer. The chief human resources officer serves as the designated appointing authority.
- (C) Procedures.
- (1) Recruitment to fill classified positions must be authorized by the chief human resources officer. Recruitment activities must conform to the affirmative action procedures pursuant to rule 3356-2-02 of the Administrative Code (see university policy 3356-2-02 Equal opportunity and affirmative action recruitment and employment).

- (2) Division officers authorize the filling of positions under their direction after obtaining all required approvals.
- (3) The chief human resources officer, or their designee, extends the official offer of employment upon the recommendation of the department chairperson or hiring manager with the concurrence of the division officer.
- (4) Types of appointments and terms and conditions of employment of classified civil service staff not excluded from collective bargaining are outlined in the "Agreement Between the University and the Youngstown State University Chapter of the Association of Classified Employees" or the "Agreement Between Youngstown State University and the Fraternal Order of Police, Ohio Labor Council, Inc."



**RESOLUTION TO MODIFY  
SUPPLEMENTAL PAY FOR FACULTY AND  
PROFESSIONAL/ADMINISTRATIVE STAFF POLICY, 3356-7-46**

**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 Supplemental Pay for Faculty and 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 Supplemental Pay for Faculty and Professional/Administrative Staff, policy number 3356-7-46, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-7-46 Supplemental pay for faculty and professional/administrative staff.**

~~Previous Policy Number: 7023.01~~

Responsible Division/Office: Human Resources

Responsible Officer: Vice President for Legal Affairs and Human Resources

Revision History: 1999; December 2003; June 2010; December 2015; September 2018

Board Committee: University Affairs

Effective Date: ~~December 16, 2015~~ September 6, 2018

Next Review: ~~2020~~ 2023

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- (A) Policy statement. On occasion, it is necessary and appropriate to have employees perform services not included in the employee's assigned duties and responsibilities and to pay employees for these additional services.
- (B) Scope. This policy applies only to faculty and professional/administrative staff. ~~This policy does not apply to~~ For supplemental payment compensation for externally funded grants, sponsored programs and contracts (see consult Administrative Rule 3356-7-48 (university see university policy 3356-7-48 Supplemental pay from externally funded grants, sponsored programs and contracts for faculty and professional/administrative staff).
- ~~(B) Definition. For the purpose of supplemental pay, an "employee" is defined as any faculty or professional/administrative staff.~~
- (C) Parameters.
- (1) Supplemental pay assignments are intended to enable the university to generally deal with short-term staffing needs involving unusual circumstances or unanticipated situations, or assignments of additional duties beyond the scope of the assigned duties. Such assignments will generally not be approved as a routine matter or on a continuing or recurring basis and may not exceed six months for professional/administrative staff or one academic year for faculty. In special circumstances, with the approval of the president, these time limitations may be extended.
  - (2) Supplemental payments to an employee during any fiscal year may not exceed the lesser of either twenty per cent (20%) as calculated on the affected employee's full-time salary basis or ten thousand

dollars. In special circumstances, with the approval of the president, these fiscal limitations may be exceeded. ~~University policy 3356-7-48, "Supplemental pay from externally funded grants, sponsored programs and contracts for faculty and professional/administrative staff," governs supplemental pay in these situations.~~

- (3) To allow for accurate and transparent financial analysis and reporting and for audit purposes, supplemental payments should be made from the appropriate account code in the university's financial system. Such payments shall be made to the employee on a semimonthly basis.
  - (4) Supplemental pay assignments must be approved in advance by the employee or the faculty member's manager in any situation in which the assignment is for work for another university department.
- (D) Procedures.
- (1) A department/unit supervisor with the approval of the division executive officer may authorize assignments of additional duties for supplemental pay when short-term staffing problems cannot be met through normal staffing practices.
  - (2) Requests for supplemental payments should be approved prior to any work being assigned or undertaken. Exceptions may be granted for emergency situations documented by the department supervisor and affirmed by the division executive officer.
  - (3) Funds necessary to cover the cost of supplemental payments will be provided from the department's supplemental pay account.
  - (4) Bargaining unit members should refer to their collective bargaining agreements for additional supplemental pay procedures and requirements.
  - (5) The office of human resources will develop necessary administrative procedures, including a "Supplemental Pay" form and guidelines for supplemental pay in order to process and manage supplemental payments.

**3356-7-46 Supplemental pay for faculty and professional/administrative staff.**

Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: 1999; December 2003; June 2010; December 2015; September 2018  
Board Committee: University Affairs  
**Effective Date: September 6, 2018**  
Next Review: 2023

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- (A) Policy statement. On occasion, it is necessary and appropriate to have employees perform services not included in the employee's assigned duties and responsibilities and to pay employees for these additional services.
- (B) Scope. This policy applies only to faculty and professional/administrative staff. For supplemental payment compensation for externally funded grants, sponsored programs and contracts consult Administrative Rule 3356-7-48 (see university policy 3356-7-48 Supplemental pay from externally funded grants, sponsored programs and contracts for faculty and professional/administrative staff).
- (C) Parameters.
- (1) Supplemental pay assignments are intended to enable the university to generally deal with short-term staffing needs involving unusual circumstances or unanticipated situations, or assignments of additional duties beyond the scope of the assigned duties. Such assignments will generally not be approved as a routine matter or on a continuing or recurring basis and may not exceed six months for professional/administrative staff or one academic year for faculty. In special circumstances, with the approval of the president, these time limitations may be extended.
  - (2) Supplemental payments to an employee during any fiscal year may not exceed the lesser of either twenty per cent (20%) as calculated on the affected employee's full-time salary basis or ten thousand dollars. In special circumstances, with the approval of the president, these fiscal limitations may be exceeded.

- (3) To allow for accurate and transparent financial analysis and reporting and for audit purposes, supplemental payments should be made from the appropriate account code in the university's financial system. Such payments shall be made to the employee on a semimonthly basis.
  - (4) Supplemental pay assignments must be approved in advance by the employee or the faculty member's manager in any situation in which the assignment is for work for another university department.
- (D) Procedures.
- (1) A department/unit supervisor with the approval of the division executive officer may authorize assignments of additional duties for supplemental pay when short-term staffing problems cannot be met through normal staffing practices.
  - (2) Requests for supplemental payments should be approved prior to any work being assigned or undertaken. Exceptions may be granted for emergency situations documented by the department supervisor and affirmed by the division executive officer.
  - (3) Funds necessary to cover the cost of supplemental payments will be provided from the department's supplemental pay account.
  - (4) Bargaining unit members should refer to their collective bargaining agreements for additional supplemental pay procedures and requirements.
  - (5) The office of human resources will develop necessary administrative procedures, including a "Supplemental Pay" form and guidelines for supplemental pay in order to process and manage supplemental payments.



# Youngstown State University

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**Board of Trustees Meeting**  
Healthcare Plan Update

September 5, 2018





# Overview of Healthcare Plans at YSU

- About 1,000 employees are enrolled
  - 4 unions - OEA, ACE, APAS, FOP
  - Non-represented employees
- Benefits Summary
  - Medical (self-insured)
  - Stop Loss Insurance for Medical and Prescription Drug (fully-insured)
  - Prescription Drug (self-insured)
  - Dental (fully-insured)
  - Vision (fully-insured)
  - Health Savings Account (service fee paid for by employees)
  - Flexible Savings Account
  - Cerner Wellness (fee paid by YSU Health Plan)
  - EAP (fee paid by YSU - per employee per month)
- YSU has already taken positive action by offering three medical and prescription drug plan options for employees to choose from
  - Traditional PPO Plan (since 2011 collective bargaining agreement)
  - High Deductible Health Plan (effective 1/1/17) - voluntary, offered outside of collective bargaining
  - Alternative PPO Plan (effective 1/1/18) - voluntary, offered outside of collective bargaining
- Six vendor partners administer these healthcare plans



# Vendor Partners – Future Bid Schedule

Partner	Plan/Service	Contract Expires	Next Bidding Process
Medical Mutual of Ohio	Medical Administration, network, FSA	6/30/20	2019
Medical Mutual of Ohio	Stop Loss Insurance Pays for individual claims above \$250,000	6/30/19	2019
Medical Mutual of Ohio	Prescription Drug (through Express Scripts)	6/30/20	2019
Delta Dental	Dental (fully insured)	12/31/20	2020
NVA	Vision (fully insured)	12/31/18	TBD
PNC Bank	Health Savings Account		N/A
Wellness	Cerner Wellness	6/30/19 with 1 year option	Possibly 2019
Impact Solutions	Employee Assistance Plan	12/31/18 IUC Contract	See comment



# Eye on the Future

- YSU and the HCAC should continue to understand new trends in the industry
  - For example:
    - Accountable Care Organizations (ACOs)
    - Narrow Networks
    - Onsite Clinics
    - Integrating Wellness
    - Market disrupters (mobile health, transparency tools, etc.)
- Continue or explore further opportunities through the IUC purchasing agreements (e.g. Life/AD&D) or other collaborations





**YOUNGSTOWN  
STATE UNIVERSITY**

## HUMAN RESOURCES ANNOUNCEMENT

Dear Campus Community,

I would like to share with the campus community information about significant staffing changes occurring in the Office of Human Resources.

First, beginning last week, **Stacey Luce** has joined the Human Resources Team as our new Benefits Manager. Stacey is an experienced human resource professional, with an emphasis in the area of benefits administration. She comes to us with 15 years of experience in the private sector managing human resources departments for businesses and hospitals and is certified as a PHR (Professional in Human Resources). Stacey is a resident of Canfield and is a proud YSU graduate with a degree in Business Administration. Please join me in welcoming Stacey to the University. She can be reached at [seluce@ysu.edu](mailto:seluce@ysu.edu) or extension 1322.



*Stacey Luce*

Next, I would like to announce a significant change in the Office of Training and Development led by **Rosalyn Donaldson**. On August 1, Rosalyn will join the Information Technology Service Division as the Manager, IT Service Desk and Training. In this role, she will lead the university in technology training and manage the IT Service Desk. Rosalyn built the Training & Development area by re-establishing technology training in 2011 and implementing legal and policy compliance training in 2014. More recently she developed the quarterly New Employee Orientation, customer service training, and introduced soft skills e-learning programs. Rosalyn can be reached at [rsdonaldson@ysu.edu](mailto:rsdonaldson@ysu.edu). This change will greatly benefit the University and we all wish Rosalyn the best in her new role.

Finally, in response to these changes (some of you may also know that Suhanya Aravamudhan, Training & Development Coordinator served her last day in the office on June 29), we are creating an Office of Organizational Development. This Office will continue to focus on professional development for employees in the areas of compliance, management and business skills training. In addition, this Office will facilitate university initiatives across campus by assisting with strategic planning and organizing of operations involving classification, compensation and process development. This office will be led by **Jenn Gavalier** as Director of Organizational Development. Jenn can be reached at [jlgavalier@ysu.edu](mailto:jlgavalier@ysu.edu) or extension 3148.

In addition to all of this, the University has begun its search for a new Associate Vice President for Human Resources. I will be serving on the Search Committee along with Dr. Michael Sherman, Chair; Dean Kristine Blair; and Associate Vice President John Hyden. We intend to have the position filled by the end of the year.

Thank you for your attention.

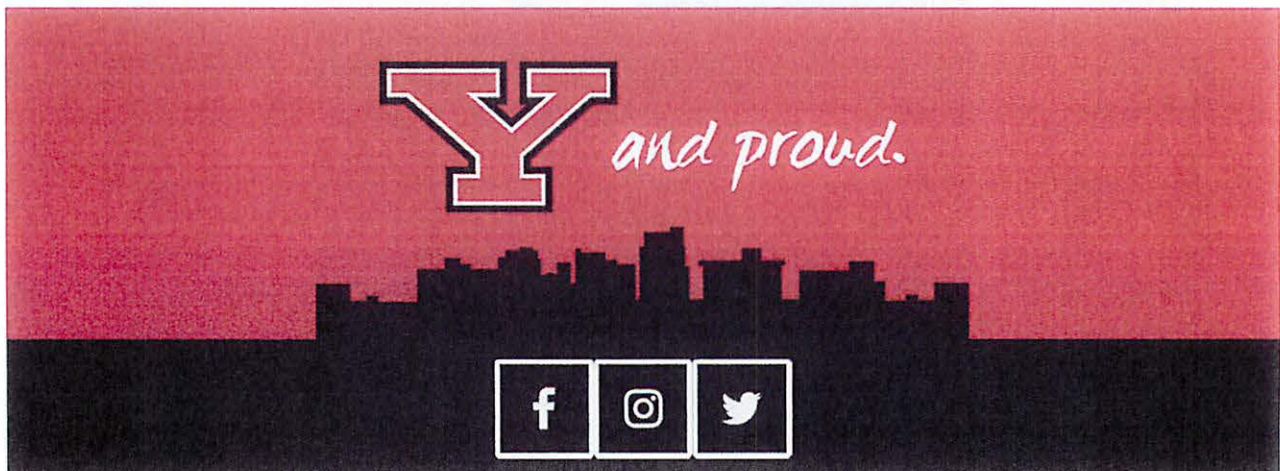
Please contact me with any questions.

Al Boggs, Interim Chief Human Resources Officer

Tod Hall, Room 355

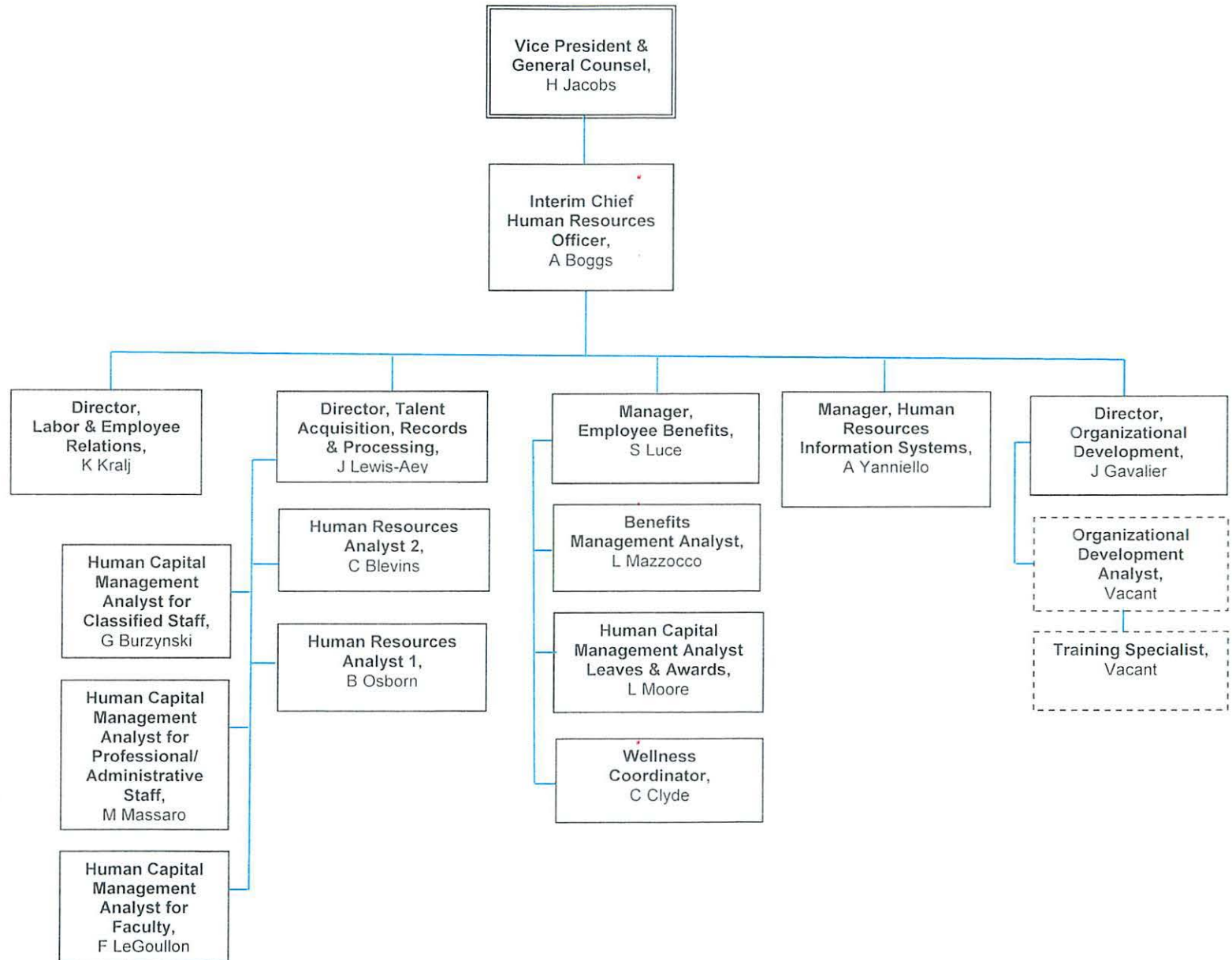
[alboggs01@ysu.edu](mailto:alboggs01@ysu.edu)

Youngstown State University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, religion or veteran/military status in its programs or activities. Please visit the [EIT Home Page](#) for contact information for persons designated to handle questions about this policy.



Youngstown State University  
 Legal Affairs & Human Resources Division


- Office of Human Resources



The change from the Office of the Provost to the Office of Academic Affairs is predicated on the following:

- The Office of the Provost suggests a base or office for a single individual or person. It is more factually the center for leadership for the Division of Academic Affairs and is staffed by several individuals with integral roles and functions. It is the area from which the work of the academic division are formulated, planned for implementation, and ultimately assessed for effectiveness. The term "Office of Academic Affairs" more appropriately captures the function and organization of the office.

TO: Dr. Joseph Mosca, Interim Provost and Vice President for Academic Affairs

FROM: Dr. Phyllis M. Paul, Dean  
Cliffe College of Creative Arts and Communication 

DATE: August 7, 2018

SUBJECT: Department of Theater & Dance Name Change (Spelling of Theater to Theatre)

I am writing in support of Chairperson Mazuroski's request to change the current spelling of Theater to Theatre. My own research suggests that the top departments and schools at the finest public universities in the country and state utilize our requested spelling of Theatre (e.g., Ohio State, Florida State, Northwestern, Michigan, Kent State, Bowling Green), and we would like to bring our department into compliance with other university theatre programs across the state and country as well as honor the traditions of the academic and professional community.

Thank you for your consideration of our request. If we may provide additional information, please let us know.

Recommended  
  
8/8/18



## Department of Theater & Dance

# Memo

**To:** Dr. Joseph Mosca, Interim Provost

**From:** Matthew Mazuroski, Chairperson, Department of Theater & Dance

**cc:** Dr. Phyllis Paul, Dean, Cliffe College of Creative Arts and Communication

**Date:** August 7, 2018

**Re:** Name Change for the Department of Theater & Dance

---

### Rationale

As Department Chair representing a unanimous consensus, we wish to have the name of the Department of Theater & Dance changed to the **Department of Theatre & Dance** for the following reasons:

1. The study of theatre history and the appreciation of live theatre events are well established within the academic and professional communities that the spelling of theatre is representative of this art form and the discipline.
2. The use of the spelling Theater is more commonly used to refer to the building or venue where theatrical events take place.
3. A rough sampling of the use of the spelling Theatre versus Theater within departments, colleges and universities demonstrates that approximately 85% of academic programs utilize Theatre to identify the departmental or program name.
4. Less than 20% of professional Theatres still use the Theater spelling.
5. This distinction also separates the term movie theater (again a building) from the tradition and study of this discipline with an almost 3000-year history.

Matthew Mazuroski, Chairperson  
Department of Theater & Dance

July 10, 2018

To: Joe Mosca, Provost  
Kevin Ball, Associate Vice Provost

From: Kris Blair, Dean  
CLASS



Re: Endorsement of Name Change for the Department of Foreign Languages and Literatures

Based on the enclosed request from John Sarkissian, Chair of Foreign Languages and Literatures, I am in full support of the departmental name change to the Department of "World Languages and Cultures." I strongly believe this change will better align with the globalization mission of the University and move away from the outdated language of "Foreign" that now carries more negative connotations in both the academy and the larger culture. Dr. Sarkissian also notes that the emphasis on cultures is preferable to literatures, which is more narrow in scope and less descriptive of the unit's current mission. Moreover, this change is based on deliberation and ultimate approval of the unit faculty.

I have also enclosed the exchange between John and Kevin where the informal process for requesting the name change was outlined. Please let us know if additional documentation is required. Many thanks in advance for your support.

Encs.

*I support the name change*

*John Sarkissian*  
*7/11/18*



TO: Kris Blair, Dean, CLASS

FROM: John Sarkissian, Chair, Foreign Languages

RE: Changing the name of the Department

DATE: 15 June 2018

The Department of Foreign Languages and Literatures formally requests that its name be changed to the Department of World Languages and Cultures.

We feel that "World" is a less ethno-centric term than "Foreign" and that "Cultures," being a broader term than "Literatures," reflects more accurately the content of our courses.

**Subject:** Fw: Quick (I hope question)

**Date:** Monday, March 12, 2018 at 3:19:39 PM Eastern Daylight Time

**From:** John E Sarkissian

**To:** Kristine L Blair

Hi Kris,

Finally I got an answer to the question about changing the Department's name. I'll get a memo to you no later than Friday and probably sooner (maybe I'll compose it at the meeting tomorrow!).

John

**From:** Kevin E Ball

**Sent:** Monday, March 12, 2018 2:39 PM

**To:** John E Sarkissian

**Subject:** Re: Quick (I hope question)

Hi John,

In the past, we've initiated the process by having the department (chair) compose a memo advocating for the name change. The memo is forwarded to the dean, who, if she agrees with the change, adds her memo of support and forwards both memos to the Provost for consideration.

The most important pre-steps, obviously, are making sure the dean and the Provost would support the name change. Everything else is just documentation.

KB

Dr. Kevin E. Ball  
Associate Provost, Academic Programs and Planning  
Youngstown State University  
One University Plaza  
Youngstown, Ohio 44555  
(330) 941-1560

**From:** John E Sarkissian

**Sent:** Monday, March 12, 2018 2:28:08 PM

**To:** Kevin E Ball

**Subject:** Quick (I hope question)

Hi Kevin,

If you can answer this off the top of your head please do. If you have to take any time to answer it please wait until after HLC.

How do we change the name of our Department? No one seems to know.

Thanks,  
John

YSU Office of the Provost

JUL 11 2018

RECEIVED

July 26, 2018

To: Joe Mosca, Provost  
Kevin Ball, Associate Vice Provost


From: Kris Blair, Dean   
CLASS

Re: Endorsement of Name Change for the Department of Geography

Based on the enclosed request from Dr. Ron Shaklee, Chair of Geography, I am in full support of the departmental name change to the **"Department of Geography and Urban-Regional Studies."** As you will see, the detailed rationale for this request is connected to trends both in the field and in the larger culture that align with the unit's human, physical, and geospatial curricula. Moreover, this change is based on existing course offerings that would allow the unit to further develop an Urban Regional Studies Track. Finally, this proposed change is based on deliberation and ultimate approval of the unit faculty and meshes with YSU's Urban Research and Community Engagement Cornerstones. I am hopeful the more visible emphasis on the urban and regional studies mission of the unit will enhance interdisciplinary collaboration on campus and in the community.

Please confirm if additional documentation is required. Many thanks in advance for your support.

encs.

*acknowledged & supported*  
  
8/7/18



To: Dr. Kristine Blair, Dean, College of Liberal Arts and Social Science  
From: Dr. Ron Shaklee, Chair, Department of Geography  
Date: July 25, 2018  
Re: Proposed Name Change for the Department of Geography

The Geography faculty of the Youngstown State University would like to propose a change in the name of the Department. The proposed name change reflects an increase departmental focus on technologies and research related to urban and regional settings and reflects the increasing shift in population concentrations across the globe.

**Current Name:** Department of Geography  
**Proposed Name Change:** Department of Geography and Urban-Regional Studies

### Background

Over 80% of the population in the United States resides in urban areas.<sup>1</sup> In the 2010 Census, 77.9% of Ohio's population resided in urban areas<sup>2</sup> and Ohio was ranked 22<sup>nd</sup> among states in terms of the percentage of its population that resided in urban areas. Almost 9 million of Ohio's 11.5 million residents currently live in urban areas<sup>3</sup>

### Rationale

Youngstown State University has become one of the primary economic drivers as the city of Youngstown and surrounding communities adapt to the reality of deindustrialization and its economic consequences. Intellectual capital has replaced unskilled labor as one of the strengths in the Youngstown labor market. Youngstown State University is a critical component in the emerging economic focus on technology as a growth spur for the region.

Youngstown State University has a rich tradition of providing assistance to Youngstown area governments and community initiatives through the collection and analysis of data that can help these entities address local and regional development issues. One of the key elements of the proposed name change for the department would be that it allows the Department to more closely align itself with the university initiatives embodied in the YSU Urban Studies Program and the YSU Regional Economic Development Initiative. The Urban Studies program has made consistent use of YSU Geography undergraduate majors as interns and/or student employees. We would expect a more direct working relationship with the change in the name of the Department and the shift in professional focus. We would also expect to enjoy closer professional ties to the personnel of the YSU Urban Studies Program and the YSU Regional Economic Development Initiative. Our students would be the greatest beneficiaries of these ties as they could more readily be used to support research and development goals of the Urban Studies Program and the Regional Economic Development Initiative. We would also expect these closer ties to benefit personnel in the Urban Studies Program and the Regional Economic Development Initiative through the development of closer working relationships with YSU Department of Geography and Urban-Regional Studies faculty.

The department is also approaching a crossroads as we expect personnel changes to occur over the next few years. A name change would help identify future directions of the department which, in turn, would identify shifts in the professional expertise of newly hired faculty. It would serve as a recruiting tool for the hiring of new faculty.

The discipline of Geography is uniquely positioned to deal with urban and regional problems associated with the economic and demographic transitions impacting the Youngstown area. These transitions can be traced to the continuing economic and cultural consequences associated with the deindustrialization of the Youngstown/Warren metropolitan area.

<sup>1</sup> U.S. Census Bureau, 2016, New Census Data Show Differences Between Urban and Rural Populations, accessed 07/18/18, <https://www.census.gov/newsroom/press-releases/2016/cb16-210.html>

<sup>2</sup> <https://www.icip.iastate.edu/tables/population/urban-pct-states>

<sup>3</sup> <http://worldpopulationreview.com/states/ohio-population/>

The impacts have an environmental orientation as well due to the abandonment of industrial properties that require some level of environmental remediation before they can become viable properties for residential, commercial, or industrial redevelopment. The tools of the discipline can also be used to examine the implications for demographic transitions related to changing wage, age, and family structures and the subsequent shift from a manufacturing-based economy to a labor setting where human capital must be more oriented towards a service economy with a demand for accompanying intellectual and technological capabilities. Adding Urban-Regional Studies to the name of the Department of Geography would help further the department's ability to meet the changing need of the communities in the Mahoning River Valley and in areas adjacent to the YSU service area.

### Urban Studies/Planning Programs at Ohio Public and Private Institutions of Higher Education

Currently, eight public universities and three private institutions in the state of Ohio have undergraduate and/or graduate programs in Urban Studies or Urban Planning (Table 1). The bulk of these programs are offered at the bachelor's degree level.

Table 1  
Ohio Urban Studies/Urban Planning Programs<sup>4</sup>

Institution	Degree	Title
University of Akron	Masters	Urban Studies
University of Cincinnati	Ph.D. Masters B.S. Bachelors	Regional Development Planning Community Planning Urban Studies Urban Planning
Cleveland State University	Ph.D. Masters Bachelors	Urban Studies Urban Studies Urban Studies
The Ohio State University	Ph.D. MCRP BSCRCP	City and Regional Planning City and Regional Planning City and Regional Planning
Ohio Wesleyan	B.A.	Urban Studies
Ohio University	B.S.	Urban Planning and Sustainability
University of Miami	B.A. Geography	Urban and Regional Planning
University of Toledo	B.A.	Urban Studies
College of Wooster	B.A.	Urban Affairs
Wright State University	B.A.	Urban Studies
Xavier University	B.A.	Urban Studies

<sup>4</sup> Universities .com, 2017, Best Urban Studies/Affairs Programs in Ohio, accessed, 07/18/18, <https://www.universities.com/find/ohio/best/urban-studies-affairs-degrees>



### Current YSU Geography Coursework with an Urban-Regional Focus

The Department of Geography has several courses in its course inventory that are directly linked to Urban-Regional Studies-oriented subject matter or are related in a peripheral way.

#### **Urban-Regional oriented Classes**

- GEOG 3737 Urban Geography  
Urban Geography examines the changing spatial patterns associated with the rise of urbanization, comparative urban developments, and cities as a part of the urban system.
- GEOG 3781 GIS Applications for the Social Sciences  
Applications of Geographic Information Science (GIS) techniques for the social sciences in disciplines such as economics, sociology, anthropology, political science, and urban/cultural geography, as distinct from physical or environmental sciences. Focus is on the integration of a spatial perspective in social research, analysis and policy development and how GIS can be useful for collecting and analyzing both qualitative and quantitative data.
- GEOG 4825 Geography Internship  
For the past six years the Department of Geography has placed sixty interns with local agencies. These agencies are predominantly engaged in urban and regional planning and service activities.
- GEOG 4890 Geography Capstone  
Students in Geography Capstone work as a research group on a topic that traditionally centers on Urban applications

#### **Classes with A Peripheral Urban-Regional Emphasis**

- GEOG 3701 Introduction to Geographic Information Science  
The analysis and manipulation of Introduction to the principles of collection, storage, manipulation, retrieval, analysis and visualization of spatial data in a computer environment.
- GEOG 3702 Introduction to Remote Sensing  
Analysis and interpretation of earth features from both airborne and satellite observation platforms. Topics include photogrammetry, digital data manipulation, multispectral imagery analysis, and interpretation of environmental features.
- GEOG 3703 Human Impacts on the Environment  
The focus is on the interaction between natural systems and human activities that result in environmental change and degradation of the Earth's atmosphere, waters, soil, vegetation, and animal life. Additional focus is placed on issues related to societal conflicts, mitigation, conservation, sustainable resource strategies, urban and regional ecological planning choices, environmental justice, climate change, biodiversity, clean air and water, food and clean water.
- GEOG 3737 Soils and Land Use  
An examination of soil characteristics influencing land use planning and development. Topics include basic physical and chemical properties of soil, soil water, the soil-forming factors, the use and interpretation of county soil reports, and soil characteristics beneficial and detrimental to selected land use practices.
- GEOG 3741 Transportation Geography  
An evaluation of the spatial properties of interregional and intraurban transportation. Topics include network development, movement patterns of people and commodities and the impact of transportation on other activities.
- GEOG 3745 The Automobile in American Culture  
The impact of the automobile on the economic, cultural and environmental landscapes of the United States from a geographic standpoint.

- GEOG 3755 Field Methods in Geography  
Students in the Field Methods in Geography work as a research group on a topic that traditionally centers on Urban applications as they learn the varied elements involved in collecting and/or generating data to be used to meet the needs of an applied geography problem.
- GEOG 4701 Advanced GIS  
A continuation of Introduction to Geographic Information Science focusing on theory and application of advanced techniques in spatial data handling, GIS modeling, and spatial analysis.
- GEOG 4702 Advanced Remote Sensing  
A continuation of Introduction to Remote Sensing focusing on advanced theory of image classification, image processing and enhancement, and methods of spatial analysis.
- GEOG 5802 Biogeography  
Examines the distribution and scale of flora and fauna and the factors and processes that produce these patterns. Topics also include disturbance events, dispersal, colonization and invasion, biological hierarchy, and investigations of wildlife and urban green corridors..

## Proposed Urban-Regional Studies Track: Bachelor of Arts in Geography

With the proposed name change to Department of Geography and Urban Studies, it is anticipated that students would be interested in pursuing a distinctly Urban Studies oriented curriculum. The following is proposed for an Urban-Regional Studies-oriented degree path. The degree is expected to have a heavy emphasis on Geographic Information Science, Remote Sensing, Internships, and Field Methods. In recent years, the Geography Capstone course has been focused on projects associated with urban settings. The proposed degree path does not require the development of additional coursework, although it is anticipated new courses would be developed as the program matures and to accommodate teaching and research specialties of faculty hired for replacement positions through normal personnel turnover.

### Proposed B.A. Geography Urban-Regional Studies Track

#### Required Basic Courses

GEOG 1503	Physical Geography	3 S.H.
GEOG 2611	Geospatial Foundations	3 S.H.
Select One of the Following		
GEOG 2626	World Geography	3 S.H.
GEOG 2640	Human Geography	3 S.H.

#### Required Upper Division Courses

GEOG 37XX	Regional Geography	3 S.H.
GEOG 3737	Urban Geography	3 S.H.
GEOG 48XX	Applied Urban Geography	3 S.H. (course to be developed)
GEOG 3701	Introduction to Geographic Information Science	3 S.H.
GEOG 3702	Introduction to Remote Sensing	3 S.H.
GEOG 4890	Capstone	3 S.H.
GEOG 4825	Internship (Urban focus)	3 S.H.

#### Urban Geography Elective (Choose one from the following, preferably with an Urban focus)

GEOG 3703	Human Impacts on the Environment	3 S.H.
GEOG 3737	Soils and Land Use	3 S.H.
GEOG 3741	Transportation Geography	3 S.H.
GEOG 3745	The Automobile in American Culture	3 S.H.
GEOG 3755	Field Methods in Geography	3 S.H.
GEOG 3781	GIS App. for the Social Sciences	3 S.H.
GEOG 4701	Advanced GIS	3 S.H.
GEOG 4702	Advanced Remote Sensing	3 S.H.
GEOG 5802	Biogeography	3 S.H.

Any Geography course with an urban focus



**YOUNGSTOWN  
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**Explanation of Modifications to *University Policy*:**

**3356-10-20 Faculty Workload Policy**

During the 2017 YSU/YSU-OEA contract negotiations, it was agreed to remove all definition around workload, aligning YSU with State law. As a result, the workload policy needs to be amended.

The only specifically defined workload are for lecture courses. Lecture courses will provide workload equivalent to the number of credit hours, consistent with prior language.

Workload for other types of teaching assignments (e.g. internship, laboratory, clinical, student teaching, conference courses, and more) will be credited based on a formula yet to be determined. The formula will be developed by the Deans and approved by the Provost, to ensure consistency across the university. Faculty will be consulted as part of the development process.

Workload for non-teaching assignments will be negotiated on a departmental level and approved by the Dean.

The proposed policy, originally developed by the Deans and provost, has been reviewed by the OEA executive committee, department chairs, and representatives from YSU human resources.

**Board of Trustees Meeting  
September 6, 2018  
YR 2019-**



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO MODIFY  
FACULTY WORKLOAD POLICY, 3356-10-20**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of University Policy governing Faculty Workload, policy number 3356-10-20, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting  
September 6, 2018  
YR 2019-**

**3356-10-20 Faculty workload.**

~~Previous Policy Number: 1020.01~~

Responsible Division/Office: Academic Affairs

Responsible Officer: Provost and Vice President for Academic Affairs

Revision History: January 2000; March 2010; June 2015; September 2018

Board Committee: ~~Academic Quality and Student Success~~ University Affairs

Effective Date: ~~June 17, 2015~~ September 6, 2018

Next Review: 2020~~5~~

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(A) Policy statement. Upon accepting an appointment ~~to~~ ~~at~~ the faculty of Youngstown state university (university), a tenured/tenured-track faculty member assumes responsibilities for teaching, scholarship, and service. Participation in each of these three (3) activities is ~~understood to be~~ a component of a tenured/tenured-track faculty member's total workload. Senior lecturers and lecturers have primary responsibility in the area of teaching.

To ensure the quality of teaching, scholarship and service relative to the academic mission of the of the university, college and department, all members of the faculty are expected to teach their classes competently, engage in assessment and advising activities, keep current in their field of specialization, be an available resource to their students and participate conscientiously on committees.

(B) Purpose. To establish parameters and procedures for the determination and assignment of faculty workload hours which are in compliance with Revised Code §3345.45 and consistent with the standards developed by the Ohio Board of Regents.

(C) This policy applies to all faculty, including but not limited to tenured/tenured-track faculty, senior lecturers and lecturers, who are assigned workload hours.

~~(B)~~ (D) Parameters.

- ~~(1) Academic departments will create within themselves a community of expectation that fosters the continuing professional development of their faculty in the context established by the needs of the college or university.~~
- ~~(2) Academic departmental communities exist within and have a responsibility to the larger community of expectation, which is the college and university.~~
- (1) Full-time load is twenty-four (24) workload hours (whs) per academic year for tenured/tenured-track faculty. Workload in excess of fifteen (15) whs per semester or twenty-four (24) whs per academic year (excluding summer session) will be eligible for overload compensation.
- (2) Full-time load is thirty (30) whs per academic year for senior lecturers and lecturers. Workload in excess of seventeen (17) whs per semester or thirty (30) whs per academic year (excluding summer session) will be eligible for overload compensation.
- (3) One (1) workload hour will be assigned for one (1) credit hour of instruction in a lecture course. Workload may vary in cases where courses are identified as lecture courses but taught as a conference course. All faculty are expected to teach a minimum of one (1) regularly scheduled course per semester, unless approved for a semester leave.
- (4) For courses other than those identified as lecture courses, including independent study, variable credit hour classes, clinical placements, student teaching, internships, laboratories, thesis and dissertation, and similar courses, workload shall be calculated on the basis of student credit hours (SCH) and/or headcount, using a formula determined by the dean and approved by the provost/vice-president for academic affairs. No workload is provided for thesis, non-thesis, or dissertation projects during summer term.
- ~~(35) The variability of workload distribution related to teaching, research, and service among colleges, departments, and individuals is recognized. Therefore, the responsibility for the development of workload policy is at the departmental level and is included in the departmental governance document.~~—The following

~~guidelines~~procedures are designed to assist departments as they develop their workload ~~policy~~recommendations:

- ~~(a) — Follow the direction provided by the Ohio board of regents and adhere to the provisions of the current “Agreement between Youngstown State University and Youngstown State University Chapter of the Ohio Education Association,” including submission of their statements for review and approval to the college dean.~~
- (ba) Base the development of workload ~~policy~~recommendations on the approved written mission, goals, and objectives of the ~~unit~~department under the ~~aegis~~overall of the mission, vision, and goals of the university.
- ~~(c) — Recognize that instructional (other than teaching), scholarly, and service activities are a normal part of a faculty member’s professional responsibility. Instructional activities other than teaching include, for example, advising, assessment, curriculum development.~~
- ~~(d) — Understand that, reflecting individual faculty strengths, interests, and abilities, there will be differences in the assignment of workload responsibilities to individual faculty members within the department.~~
- ~~(e) — Understand that, given the difference of mission, goals, and objectives among departments, there may be differences in the assignment of workload responsibilities among departments.~~
- ~~(f) — Reassignment from teaching may be authorized when the faculty member’s project or assignment will be substantial and beyond what is ordinarily expected when having a teaching assignment of twenty-four workload hours. Individual faculty members seeking reassignment within departmental guidelines will submit a written statement of their proposal and, ultimately, a written report of the outcomes of the project. Reports must be submitted to the chair within sixty days of the beginning of the term~~



~~following the reassignment or prior to requesting additional reassigned time.~~

~~Alternatives to teaching must be approved by the departmental chair, the dean, and the provost. The chair and the dean hold the responsibility to ensure that all proposals are considered fairly and that departmental teaching obligations are fulfilled within an approved budget allocation. The chair and the dean will review the outcomes of the assignments. Written records of the proposal, its outcomes, and the review of the chair and dean will be kept on file in the department. Subsequent reassignments will be dependent on satisfactory outcomes of the previous projects as determined by the chair and the dean.~~

- (b) Work deemed meaningful and impactful to the mission and vision of the university by the dean and chair, may be considered for workload assignment, at the recommendation of the chair and subject to the written approval of the dean. Upon completion of the assignment, the faculty member shall provide a report to the chair, who along with the dean will review the outcomes of the assignment. The chair will maintain written records of the proposal, its outcomes, and the review within department files. In evaluating future requests for non-teaching duties, the dean and chair shall take into consideration the nature of the proposed work and any previous reports of similar projects.

(E) Procedures.

- (1) Academic department chairs, in consultation with department faculty, shall provide to the dean a recommended plan for individual faculty workload to be assigned to teaching, scholarship and service activities within the department.
- (2) The dean will review and approve in writing the chairperson's recommended plan for individual faculty workload. Prior to approval, the dean may return proposed work plans for modification and/or clarification. Once approved, the dean will forward departmental workload recommendations to the office of

the provost. The provost may return departmental recommendations to the dean for modification and/or clarification.

- (3) In cases where the approved plan changes and results in overload and or changes to non-teaching duties, a revised plan must be submitted for approval to the dean and forwarded to the office of the provost.
  - (4) Faculty members are required to submit the final workload report by the end of the relevant spring semester. The final report is reviewed and approved by the chair and dean prior to being forwarded to the office of the provost.
- (F) Administrative right. The determination, assignment and approval of workload hours for teaching, scholarship and service are reserved administrative rights.

**3356-10-20 Faculty workload.**

Responsible Division/Office: Academic Affairs  
Responsible Officer: Provost and Vice President for Academic Affairs  
Revision History: January 2000; March 2010; June 2015; September 2018  
Board Committee: University Affairs  
**Effective Date: September 6, 2018**  
Next Review: 2025

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- (A) Policy statement. Upon accepting appointment to the faculty of Youngstown state university (university), a tenured/tenured-track faculty member assumes responsibilities for teaching, scholarship, and service. Participation in each of these three (3) activities is a component of a tenured/tenured-track faculty member's total workload. Senior lecturers and lecturers have primary responsibility in the area of teaching.

To ensure the quality of teaching, scholarship and service relative to the academic mission of the of the university, college and department, all members of the faculty are expected to teach their classes competently, engage in assessment and advising activities, keep current in their field of specialization, be an available resource to their students and participate conscientiously on committees.

- (B) Purpose. To establish parameters and procedures for the determination and assignment of faculty workload hours which are in compliance with Revised Code §3345.45 and consistent with the standards developed by the Ohio Board of Regents.
- (C) This policy applies to all faculty, including but not limited to tenured/tenured-track faculty, senior lecturers and lecturers, who are assigned workload hours.
- (D) Parameters.
- (1) Full-time load is twenty-four (24) workload hours (whs) per academic year for tenured/tenured-track faculty. Workload in excess of fifteen (15) whs per semester or twenty-four (24) whs per

academic year (excluding summer session) will be eligible for overload compensation.

- (2) Full-time load is thirty (30) whs per academic year for senior lecturers and lecturers. Workload in excess of seventeen (17) whs per semester or thirty (30) whs per academic year (excluding summer session) will be eligible for overload compensation.
- (3) One (1) workload hour will be assigned for one (1) credit hour of instruction in a lecture course. Workload may vary in cases where courses are identified as lecture courses but taught as a conference course. All faculty are expected to teach a minimum of one (1) regularly scheduled course per semester, unless approved for a semester leave.
- (4) For courses other than those identified as lecture courses, including independent study, variable credit hour classes, clinical placements, student teaching, internships, laboratories, thesis and dissertation, and similar courses, workload shall be calculated on the basis of student credit hours (SCH) and/or headcount, using a formula determined by the dean and approved by the provost/vice-president for academic affairs. No workload is provided for thesis, non-thesis, or dissertation projects during summer term.
- (5) The variability of workload distribution related to teaching, research, and service among colleges, departments, and individuals is recognized. The following procedures are designed to assist departments as they develop their workload recommendations:
  - (a) Base the development of workload recommendations on the approved written mission, goals, and objectives of the department under the overall of the mission, vision, and goals of the university.
  - (b) Work deemed meaningful and impactful to the mission and vision of the university by the dean and chair, may be considered for workload assignment, at the recommendation of the chair and subject to the written approval of the dean. Upon completion of the assignment, the faculty member shall provide a report to the chair, who along with the dean will review the outcomes of the

assignment. The chair will maintain written records of the proposal, its outcomes, and the review within department files. In evaluating future requests for non-teaching duties, the dean and chair shall take into consideration the nature of the proposed work and any previous reports of similar projects.

(E) Procedures.

- (1) Academic department chairs, in consultation with department faculty, shall provide to the dean a recommended plan for individual faculty workload to be assigned to teaching, scholarship and service activities within the department.
- (2) The dean will review and approve in writing the chairperson's recommended plan for individual faculty workload. Prior to approval, the dean may return proposed work plans for modification and/or clarification. Once approved, the dean will forward departmental workload recommendations to the office of the provost. The provost may return departmental recommendations to the dean for modification and/or clarification.
- (3) In cases where the approved plan changes and results in overload and or changes to non-teaching duties, a revised plan must be submitted for approval to the dean and forwarded to the office of the provost.
- (4) Faculty members are required to submit the final workload report by the end of the relevant spring semester. The final report is reviewed and approved by the chair and dean prior to being forwarded to the office of the provost.

(F) Administrative right. The determination, assignment and approval of workload hours for teaching, scholarship and service are reserved administrative rights.



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**Explanation of Modifications to *University Policy*:**

**3356-7-25 Political Activities of Employees Policy**

This policy was reviewed and modified to more clearly define political activity and to inform University employees as to what statutory and policy limitations may apply to their political activities.

**Board of Trustees Meeting  
September 6, 2018  
YR 2019-**



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO MODIFY  
POLITICAL ACTIVITIES OF EMPLOYEES POLICY, 3356-7-25**

**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 Political Activities of Employees 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 Political Activities of Employees, policy number 3356-7-25, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting  
September 6, 2018  
YR 2019-**

3356-7-25 Political activities of employees.

~~Previous Policy Number: 7012.01~~

Responsible Division/Office: Human Resources

Responsible Officer: Vice President for Legal Affairs and  
Human Resources

Revision History: October 1998; December 2010; September 2016;  
September 2018

Board Committee: University Affairs

Effective Date: September 15, 2016, 2018

Next Review: 2021-23

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- (A) Policy statement. ~~The~~ Youngstown state university (university) employees are encouraged to fully and freely exercise their constitutional right to vote, as well as express their personal opinions regarding political candidates, issues, local, state and national programs, initiatives and referendums. However, as employees of a public tax exempt institution there may be restrictions on exercising these rights, as delineated in this policy and applicable laws and regulations. The university itself does not participate in any campaign for public office. ~~supports employee participation in political activities as an important component of the democratic process. Standards of personal and professional ethics, applicable laws and regulations, appropriate utilization of resources, and the best interest of the university govern such participation.~~
- (B) Purpose. To provide guidelines to university employees for participation in political activities.
- (C) Scope. This policy applies solely to individual university employee conduct.
- (D) Definition. For purposes of this policy, "political activity" is defined as activity directed toward the success or failure of a political party or candidate for partisan political office.
- (~~B~~E) Parameters.



- (1) University employees are free to express political opinions; however, such expression cannot imply official university endorsement, sanction, or action.
  - (2) Employees shall not place political activity stickers, banners, flyers or literature on university bulletin boards, in and on university buildings, or on any university property. Refer to Administrative Rule 3356-4-17 Posting on campus (see university policy 3356-4-17 Posting on campus).
  - (3) No university letterhead or insignia shall be used in any political activity.
  - (4) Employees shall not use any university work-time, facilities, email, faxes, copiers, support services, resources, equipment or services for political activity.
  - (5) University employees may in their capacity as private citizens and outside of their university worktime and duties, express opinions on matters of political, social or other public concerns, provided that the expressed opinions do not suggest university endorsement.
- (F) Professional/administrative staff.
- ~~(2)~~ Faculty and professional/administrative staff ~~are free to may~~ run for or hold an elective office or serve in an appointed office insofar as the process of attaining and holding such office does not infringe upon fulfillment of responsibilities as employees of the university ~~or~~ and is not prohibited by federal or state statute. Employees should contact the office of human resources for information on running for or holding public office.
- (G) Classified Employees.
- ~~(3)~~ Section 124.57 of the Revised Code prohibits classified employees from engaging in certain political activities, including soliciting or receiving political contributions for any political party, for any candidate for public office, or from any officer of employee in the classified service of the state. Classified employees are also prohibited from participating in certain partisan activities as set

forth in rule 123:1-46-02 of the Administrative Code, these partisan activities include but are not limited to-:

- (1) Candidacy for public office in a partisan election.
  - (2) Candidacy for public office in a nonpartisan general election if the nomination to candidacy was obtained in a partisan primary or through the circulation of nominating petitions identified with a political party.
  - (3) Circulation of official nominating petitions for any candidate participating in a partisan election.
  - (4) Service in an elected or appointed office in any partisan political organization.
  - (5) Acceptance of a party-sponsored appointment to any office normally filled by partisan elections.
  - (6) Campaigning by writing for publications, by distributing political material, or by writing or making speeches on behalf of a candidate for partisan elective office, when such activities are directed toward party success.
  - (7) Participation in a political action committee which supports partisan activity.
- (H) Policy violations. Concerns regarding violations of this policy must be forwarded to the chief human resources officer. The chief human resources officer, or designee, will coordinate a review of the concern with the appropriate supervisor and if necessary the office of the university general counsel. Policy violations may result in discipline up to and including termination in accordance with applicable disciplinary policies and collective bargaining agreements.

**3356-7-25 Political activities of employees.**

Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and  
Human Resources  
Revision History: October 1998; December 2010; September 2016;  
September 2018  
Board Committee: University Affairs  
**Effective Date: September 6, 2018**  
Next Review: 2023

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- (A) Policy statement. Youngstown state university (university) employees are encouraged to fully and freely exercise their constitutional right to vote, as well as express their personal opinions regarding political candidates, issues, local, state and national programs, initiatives and referendums. However, as employees of a public tax exempt institution there may be restrictions on exercising these rights, as delineated in this policy and applicable laws and regulations. The university itself does not participate in any campaign for public office.
- (B) Purpose. To provide guidelines to university employees for participation in political activities.
- (C) Scope. This policy applies solely to individual university employee conduct.
- (D) Definition. For purposes of this policy, "political activity" is defined as activity directed toward the success or failure of a political party or candidate for partisan political office.
- (E) Parameters.
  - (1) University employees are free to express political opinions; however, such expression cannot imply official university endorsement, sanction, or action.
  - (2) Employees shall not place political activity stickers, banners, flyers or literature on university bulletin boards, in and on university buildings, or on any university property. Refer to Administrative

Rule 3356-4-17 Posting on campus (see university policy 3356-4-17 Posting on campus).

- (3) No university letterhead or insignia shall be used in any political activity.
  - (4) Employees shall not use any university work-time, facilities, email, faxes, copiers, support services, resources, equipment or services for political activity.
  - (5) University employees may in their capacity as private citizens and outside of their university worktime and duties, express opinions on matters of political, social or other public concerns, provided that the expressed opinions do not suggest university endorsement.
- (F) Professional/administrative staff. Faculty and professional/administrative staff may run for or hold an elective office or serve in an appointed office insofar as the process of attaining and holding such office does not infringe upon fulfillment of responsibilities as employees of the university and is not prohibited by federal or state statute. Employees should contact the office of human resources for information on running for or holding public office.
- (G) Classified Employees. Section 124.57 of the Revised Code prohibits classified employees from engaging in certain political activities, including soliciting or receiving political contributions for any political party, for any candidate for public office, or from any officer of employee in the classified service of the state. Classified employees are also prohibited from participating in certain partisan activities as set forth in rule 123:1-46-02 of the Administrative Code, these partisan activities include but are not limited to:
- (1) Candidacy for public office in a partisan election.
  - (2) Candidacy for public office in a nonpartisan general election if the nomination to candidacy was obtained in a partisan primary or through the circulation of nominating petitions identified with a political party.
  - (3) Circulation of official nominating petitions for any candidate participating in a partisan election.

- (4) Service in an elected or appointed office in any partisan political organization.
  - (5) Acceptance of a party-sponsored appointment to any office normally filled by partisan elections.
  - (6) Campaigning by writing for publications, by distributing political material, or by writing or making speeches on behalf of a candidate for partisan elective office, when such activities are directed toward party success.
  - (7) Participation in a political action committee which supports partisan activity.
- (H) Policy violations. Concerns regarding violations of this policy must be forwarded to the chief human resources officer. The chief human resources officer, or designee, will coordinate a review of the concern with the appropriate supervisor and if necessary the office of the university general counsel. Policy violations may result in discipline up to and including termination in accordance with applicable disciplinary policies and collective bargaining agreements.



**Explanation of New *University Policy*:**

**3356-7-54 Relocation Allowance for New Full-Time Employee**

This is a new policy intended to establish definitions and procedures for the administration of moving expenses associated with the relocation of new full-time employees hired by the university. The policy generally outlines current university practice, which heretofore had not been formalized in university policy.

**Board of Trustees Meeting  
September 6, 2018  
YR 2019-**



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO APPROVE  
RELOCATION ALLOWANCE FOR NEW FULL-TIME EMPLOYEE  
POLICY, 3356-7-54**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the creation of a University Policy governing Relocation Allowance for New Full-Time Employee policy number 3356-7-54, shown as Exhibit \_\_ attached hereto.

**Board of Trustees Meeting  
September 6, 2018  
YR 2019-**

**NEW 3356-7-54 Relocation allowance for new full-time employee.**

Responsible Division/Office: Office of Human Resources  
Responsible Officer: Chief Human Resources Officer  
Revision History: September 2018  
Board Committee: University Affairs  
**Effective Date: September 6, 2018**  
Next Review: 2023

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- (A) Policy statement. When it is necessary to recruit an employee to accept employment with Youngstown state university (university), the university may authorize an allowance to defray the cost of relocation.
- (B) Purpose. To provide consistent guidelines and procedures for payment of a relocation allowance consistent with university necessity, sound business practices and budgetary limitations in accordance with applicable laws and regulations.
- (C) Eligibility. Full-time faculty and professional administrative staff, including athletic coaches, are eligible for payment of a relocation allowance. In order to be eligible, the distance between the employee's old home and the university's campus must be at least fifty (50) miles. A relocation allowance must be negotiated at the time of hire.
- (D) Parameters.
  - (1) All relocation allowances must be negotiated at the time a position is offered, properly approved, and included in the offer letter or appointment form prepared by the university's office of human resources.
  - (2) All relocation allowances are subject to repayment requirements contained within this policy (see section G below). The repayment requirement will be included in all offer letters/appointment forms. Any employee receiving a relocation allowance is required to sign a relocation expense repayment agreement form.
  - (3) Requests and approvals for relocation allowances will follow the electronic hiring proposal process.



- (4) Relocation allowances are subject to the availability of funding and will be charged back to the hiring department's budget.
  - (5) The relocation allowance is meant to defray the cost of certain moving expenses incurred when relocating to the university for employment.
  - (6) The office of human resources will develop appropriate procedures to administer this policy. These procedures and any applicable guidelines will be available on the office of human resources website.
  - (7) A standard relocation allowance will be set forth in the guidelines established.
- (E) Method of payment. An approved relocation allowance amount will be processed as a one-time lump sum payment and included with the employee's regular paycheck. Although expenses may occur prior to the employee's start date, relocation payments will not be made until after the employee begins employment with the university.
- (F) Tax implications. Relocation allowances will be taxed in accordance with IRS regulations.
- (G) Repayment. An employee who voluntarily separates from the university prior to completing 2 years of continuous service or is terminated for cause may be required to pay back the relocation allowance.
- (H) Policy exceptions. Any exceptions must be approved in writing by the associate vice president/chief human resources officer and the vice president for finance and business operations or their designees.



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO RATIFY  
YOUNGSTOWN STATE UNIVERSITY ASSOCIATION OF  
PROFESSIONAL/ADMINISTRATIVE STAFF LABOR AGREEMENT**

**WHEREAS**, the three-year collective bargaining Agreement between the Association of Professional/Administrative Staff (“APAS”) and Youngstown State University (“University”) expired on June 30, 2018; and

**WHEREAS**, collective bargaining between the APAS and the University has proceeded in a mutually advantageous manner; and

**WHEREAS**, a tentative collective bargaining Agreement for the three-year period July 1, 2018 through June 30, 2021 has been reached between the APAS and the University;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby ratify the collective bargaining Agreement, as shown in Exhibit A, between the APAS union and the University for the period July 1, 2018 through June 30, 2021.

**Board of Trustees Meeting  
September 6, 2018  
YR 2019-**



**RESOLUTION PROVIDING SALARY EQUITY FOR  
PROFESSIONAL/ADMINISTRATIVE STAFF,  
EXCLUDED FROM COLLECTIVE BARGAINING**

**WHEREAS**, the Board of Trustees ratified a collective bargaining *Agreement* with the Youngstown State University Association of Professional/Administrative Staff (YSU-APAS) for the three-year period July 1, 2018 through June 30, 2021, which defines wages and other terms and conditions of employment for professional/administrative staff employees in the bargaining unit; and

**WHEREAS**, it is deemed to be equitable and in the best interest of the University to review and address pay issues with the Professional/Administrative Staff, as it does with all other groups of employees at Youngstown State University.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Youngstown State University, that the following salary adjustments will be made for all Professional/Administrative Staff employees excluded from collective bargaining, in parity with the salary increases negotiated with the APAS group, as follows: Base salary increase of 1% Effective July 1, 2018; Base salary increase of 2% effective July 1, 2019; and Base salary increase of 2% effective July 1, 2020, contingent upon funding availability as determined by the Board of Trustees and subject to the approval of the Board of Trustees for each fiscal year's Operating Budget.

**Board of Trustees Meeting  
September 6, 2018  
YR 2019-**



**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 June 7, 2018, meeting of the Board of Trustees; and

**WHEREAS**, such personnel actions are in accordance with the 2018-2019 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University; 3356-7-42, Selection of Professional/Administrative Staff; and 3356-7-43, Externally Funded Professional/Administrative Staff;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby ratify and confirm the personnel actions as listed in Exhibit \_\_\_ attached hereto.

**Board of Trustees Meeting  
September 6, 2018  
YR 2019-**

**SUMMARY OF PERSONNEL ACTIONS**  
**Professional Administrative and Faculty Employees**  
**4/16/18 through 7/15/18**

**Appointments – 14**

**New Positions – 4** *(Notated with an asterisk \*)*

- Professional Administrative Staff – 4

**Replacement Positions – 10**

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

**Separations – 30**

- Professional Administrative Staff – 5
- Professional Administrative Excluded – 5
- Professional Administrative Externally Funded – 10
- Faculty – 10

**Reclassifications/Position Audits – 10**

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

**Promotions – 10**

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 2
- Faculty – 7

**Transfers – 1**

- Professional Administrative Staff – 1

**Salary Adjustments – 12**

- Professional Administrative Staff – 4
- Professional Administrative Excluded – 2
- Professional Administrative Externally Funded – 1
- Faculty – 5

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 4/16/18 THROUGH 7/15/18  
APPOINTMENTS**

<b>EMPLOYEE</b>				<b>CONTRACT/ APPOINTMENT</b>		
<b>EMPLOYEE NAME</b>	<b>TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATES</b>	<b>FTE</b>	<b>SALARY</b>
Adams, Raelene*	APAS	Tech Support Engineer 1	IT Customer Services	6/18/2018	1.00	\$ 62,500.00
Casciano, Dina	APAS	Senior Financial Analyst	Controller's Office	5/16/2018	1.00	\$ 49,000.00
Davis, Nicole	APAS	Coordinator Grant Funds	Controller's Office	5/16/2018	1.00	\$ 47,000.00
Defibaugh, Brittany	APAS	Coordinator Alumni Engagement	Alumni Engagement	6/16/2018	1.00	\$ 38,265.00
Lorenzi, Danielle*	APAS	Coordinator Admissions Recruit	Dean - CCAC	5/1/2018	1.00	\$ 51,000.00
Solomon, Anastasia*	APAS	Asst Director Diversity Programs	Student Activities	7/9/2018	1.00	\$ 42,000.00
Tran, Quan	APAS	Coord STEM Professional Svcs	Dean - STEM	7/2/2018	1.00	\$ 41,500.00
Wells, Tasha *	APAS	Systems Engineer 1	IT Infrastructure Services	7/9/2018	1.00	\$ 63,902.00
Gustetic, Adam	Excluded	Director Procurement Svcs	Procurement Services	5/16/2018	1.00	\$ 82,500.00
Luce, Stacey	Excluded	Manager Employee Benefits	Human Resources	7/9/2018	1.00	\$ 60,000.00
Caputo, Matthew	Externally Funded	Add Manuf Research Scientist	Mech Ind & Manufacturing Engineering	6/16/2018	1.00	\$ 72,000.00
Ciotola, Richard	Externally Funded	Project Manager	Geological & Environmental Science	4/1/2018	0.12	\$ 8,358.00
Miller, Malloreë	Externally Funded	Instruction Specialist	Rich Center for Autism	4/16/2018	1.00	\$ 21,175.00
Gill, Ryan	Externally Funded	Temporary Site Coordinator	Ctr for Human Services Dev	5/1/2018	0.74	\$ 31,820.00

**\*New Positions**

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/16/18 THROUGH 7/15/18**  
**SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE</b>		<b>DEPARTMENT</b>	<b>DATE OF</b>		
	<b>TYPE</b>	<b>POSITION TITLE</b>		<b>SEPARATON</b>	<b>FTE</b>	<b>SALARY</b>
Aravamudhan, Suhanya	APAS	Coordinator Training and Development	Human Resources	7/6/2018	1.00	\$ 48,500.00
Hixenbaugh, Cynthia	APAS	Assistant Editor	Marketing & Communications	5/31/2018	1.00	\$ 43,519.00
Kettering, Charles	APAS	Theater Production Manager	Theater and Dance	5/15/2018	1.00	\$ 39,215.00
Munroe, Mary	APAS	Coordinator Graduate Admissions	Dean-College of Graduate Studies	5/31/2018	1.00	\$ 47,083.00
Politsky, Lucas	APAS	Housing Coordinator	Housing & Residence Life	5/12/2018	1.00	\$ 32,000.00
Abraham, Martin	Excluded	Provost VP Academic Affairs	Provost VP - Academic Affairs	5/11/2018	1.00	\$ 225,500.00
Blake, William	Excluded	Director Student Inclusion Enrichment	College Access and Transition	5/31/2018	1.00	\$ 60,953.36
Brothers, Leslie	Excluded	Director	McDonough Museum	5/4/2018	1.00	\$ 70,058.90
Imler, Sylvia	Excluded	AVP Multicultural Affairs	Multicultural Affairs	6/30/2018	1.00	\$ 115,500.00
Reynolds, Kevin	Excluded	Chief Human Resources Officer	Human Resources	4/30/2018	0.25	\$ 29,673.13
Bozick, Mona	Externally Funded	Coordinator Events Management	English	6/19/2018	0.75	\$ 29,805.00
Clayton, Colleen	Externally Funded	Coordinator	English	7/4/2018	0.75	\$ 28,650.00
Fitch, Jean	Externally Funded	Site Coordinator	Ctr for Human Services Dev	6/30/2018	0.74	\$ 31,825.00
Gill, Ryan	Externally Funded	Temporary Site Coordinator	Ctr for Human Services Dev	6/30/2018	0.74	\$ 31,820.00
Johnson, Julianna	Externally Funded	Instruction Specialist	Rich Center for Autism	6/30/2018	1.00	\$ 21,175.00
Jones, Tia	Externally Funded	Instruction Specialist	Rich Center for Autism	5/11/2018	1.00	\$ 21,675.00
Klingensmith, Amy	Externally Funded	Site Coordinator	Ctr for Human Services Dev	5/1/2018	0.74	\$ 31,825.00
Perry, Tricia	Externally Funded	Funding Officer	WYSU - FM	7/9/2018	1.00	\$ 44,870.00
Van Fossan, Amanda	Externally Funded	Instruction Specialist	Rich Center for Autism	6/30/2018	1.00	\$ 21,675.00
Wargacki, James	Externally Funded	Manager Add Manufacturing Lab	Mech Ind & Manufacturing Engineerin	6/30/2018	1.00	\$ 55,500.00
Barrick, Andrea	Faculty	Assistant Professor	Social Work	5/11/2018	1.00	\$ 54,038.00
Blackann, Joshua	Faculty	Assistant Professor	School of Technology	5/15/2018	1.00	\$ 61,000.00
Cobb, Christine	Faculty	Professor	Theater and Dance	5/15/2018	1.00	\$ 81,108.36
Daniels, Cynthia	Faculty	Clinical Instructor	Nursing	5/15/2018	1.00	\$ 52,025.10
Doty, Sean-Michael	Faculty	Lecturer	Kinesiology and Sport Science	5/15/2018	1.00	\$ 45,000.00
Hill, Christopher	Faculty	Assistant Professor	Theater and Dance	5/15/2018	1.00	\$ 54,038.00

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 4/16/18 THROUGH 7/15/18  
SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE</b>		<b>DEPARTMENT</b>	<b>DATE OF</b>		
	<b>TYPE</b>	<b>POSITION TITLE</b>		<b>SEPARATON</b>	<b>FTE</b>	<b>SALARY</b>
Kwon, Yongung	Faculty	Assistant Professor	Kinesiology and Sport Science	5/15/2018	1.00	\$ 61,200.00
Sharif, Bonita	Faculty	Associate Professor	Computer Science & Info Systems	7/10/2018	1.00	\$ 86,118.60
Simonini, Carla	Faculty	Associate Professor	Foreign Languages & Literatures	5/15/2018	1.00	\$ 67,015.00
Villano, Michael	Faculty	Lecturer	Accounting & Finance	5/15/2018	1.00	\$ 20,745.00



**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/16/18 THROUGH 7/15/18**  
**RECLASSIFICATIONS/POSITION ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Barker, Summer	APAS	University Architect/ Staff Architect	Facilities Maintenance	6/16/2018	0.80	\$ 50,400.00	\$ 48,000.00
Geltz, Rebecca	APAS	Senior Institutional Research Analyst/ Senior Institutional Research Analyst, Reporting & Analysis	Institutional Research & Analytics	6/1/2018	1.00	\$ 73,008.54	\$ 76,658.97
Taraszewski, Stephen	APAS	Senior Institutional Research Analyst, Analytics & Data Governance	Institutional Research & Analytics	6/1/2018	1.00	\$ 73,042.20	\$ 66,402.00
Torres, Sandra	APAS	Asst Dir Compliance Programs/ Banner Financial Aid Data Specialist	Financial Aid and Scholarships	6/16/2018	1.00	\$ 48,000.00	\$ 43,648.24
Wells, Nicole	APAS	Senior Academic Advisor 1/ Academic Advisor 2	Dean - Health & Human Services	11/16/2017	1.00	\$ 44,632.51	\$ 42,507.15
Beers, Kelly	Excluded	Director Title IX/ Assoc. Director Student Conduct Manager Class Comp Compliance/ Classification & EEO Officer	Student Experience	5/16/2018	1.00	\$ 61,732.00	\$ 55,500.00
Gavalier, Jennifer	Excluded		Human Resources Alumni & Events Operations/ University Events	7/1/2018	1.00	\$ 66,550.00	\$ 60,500.00
LeViseur, Jacquelyn	Excluded	Director/ Director University Events		5/1/2018	1.00	\$ 74,428.00	\$ 66,028.26
McKenney, Melissa	Excluded	Assoc. Dir. Financial Aid Programs/ Manager Financial Aid Programs	Financial Aid and Scholarships	7/1/2018	1.00	\$ 57,360.00	\$ 48,500.00
Spencer, William	Excluded	Assoc Director Planning Construct/ Staff Architect	Facilities Maintenance	6/16/2018	1.00	\$ 71,800.00	\$ 65,328.00

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/16/18 THROUGH 7/15/18**  
**PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT</b>		<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
				<b>APPT. DATES</b>	<b>FTE</b>		
Stipanovich, Carrie	APAS	Academic Advisor 1/ Sr. Student One Stop Counselor Interim Chief Human Resources Officer/	Dean - CLASS/ Registration & Records	4/16/2018	1.00	\$ 37,189.00	\$ 36,593.00
Boggs, Allan	Excluded	Director of Labor Relations Interim Provost & VP Acad. Affairs/Dean - Health & Human Services	Human Resources	5/1/2018	1.00	\$ 112,000.00	\$ 89,500.00
Mosca, Joseph	Excluded	Associate Professor and Chair/ Associate Professor Professor and Chair/ Professor	Provost VP - Academic Affairs/ Health & Human Services	6/16/2018	1.00	\$ 213,500.00	\$ 165,500.00
Davis, Dana	Faculty	Associate Professor Professor and Chair/ Professor	Social Work Criminal Justice & Forensic Sciences	7/1/2018	1.00	\$ 54,038.00	\$ 84,697.00
Hazy, John	Faculty	Associate Professor and Acting Chair/ Associate Professor Professor and Chair/ Associate Professor and Chair/ Associate Professor	Politics and International Relations Mech Ind & Manufacturing Engineering	7/1/2018	1.00	\$ 79,518.55	\$ 99,188.51
Jackson Leftwich, Cryshanna	Faculty	Associate Professor and Acting Chair/ Associate Professor Professor and Chair/ Associate Professor and Chair/ Associate Professor	Politics and International Relations Mech Ind & Manufacturing Engineering	7/1/2018	1.00	\$ 67,477.39	\$ 88,096.32
Marie, Hazel	Faculty	Associate Professor Associate Professor and Chair/ Associate Professor and Chair/ Associate Professor	Kinesiology and Sport Science	7/1/2018	1.00	\$ 108,352.98	\$ 100,873.20
Michaliszyn, Sara	Faculty	Associate Professor Associate Professor and Chair/ Associate Professor	Human Ecology	7/1/2018	1.00	\$ 62,220.00	\$ 85,357.50
Mincher, Jeanine	Faculty	Associate Professor and Acting Chair/ Associate Professor	Civil Environmental & Chemical Engr	7/1/2018	1.00	\$ 67,477.08	\$ 86,846.01
Price, Douglas	Faculty	Associate Professor and Acting Chair/ Associate Professor	Civil Environmental & Chemical Engr	7/1/2018	1.00	\$ 110,933.74	\$ 91,009.50

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 4/16/18 THROUGH 7/15/18  
TRANSFERS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>NEW FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Wade, Megan	APAS	Coordinator SCO/ Assistant Director Federal Programs	Veterans Affairs/ Financial Aid & Scholarships	6/16/2018	1.00	\$ 49,969.00	\$ 50,000.00

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/16/18 THROUGH 7/15/18**  
**SALARY ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>NEW FTE</b>	<b>NEW SALARY</b>	<b>OLD FTE</b>	<b>PREVIOUS SALARY</b>
Davis, Nicole	APAS	Coordinator Grant Funds	Controller's Office	7/1/2018	1.00	\$ 47,500.00	1.00	\$ 47,000.00
Getz, Justin	APAS	Operations Manager	Kilcawley Center	7/1/2018	1.00	\$ 38,215.00	1.00	\$ 37,715.00
Schaper, Michele	APAS	Coordinator Systems Support	Provost VP - Academic Affairs	7/1/2017	1.00	\$ 59,500.00	1.00	\$ 59,000.00
Urmson Jeffries, Angie	APAS	Senior Coordinator Associate Director	Dean - Graduate Studies	4/16/2018	1.00	\$ 39,651.00	0.75	\$ 29,738.00
Cupp, Olivia	Excluded	Housing Vice President Student Affairs	Housing & Residence Life	5/16/2018	1.00	\$ 53,785.00	1.00	\$ 48,895.00
Howard, Eddie	Excluded	Entrepreneurship	Student Experience Center for Human Services	6/1/2018	1.00	\$ 132,000.00	1.00	\$ 128,500.00
Smith, Julie	Externally Funded	Coordinator	Development	7/1/2018	0.50	\$ 60,500.00	0.50	\$ 30,250.00
Crawford, Amy	Faculty	Associate Professor	Communication Civil Environmental &	7/1/2018	1.00	\$ 78,474.00	1.00	\$ 86,843.00
Islam, AKM	Faculty	Professor	Chemical Engineering	7/1/2018	1.00	\$ 90,535.00	1.00	\$ 106,009.00
Rowlands, Zara	Faculty	Associate Professor	Human Ecology Politics and International	7/1/2018	1.00	\$ 78,474.00	1.00	\$ 88,670.00
Sracic, Paul	Faculty	Professor and Chair	Relations Criminal Justice & Forensic	7/1/2018	1.00	\$ 94,960.19	1.00	\$ 103,369.14
Wagner, Patricia	Faculty	Associate Professor	Sciences	7/1/2018	1.00	\$ 70,189.00	1.00	\$ 86,159.00