



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

**Wednesday, December 5, 2018  
2:00 p.m. or immediately following  
previous meeting**

**Tod Hall  
Board Meeting Room**

**AGENDA**

- A. Disposition of Minutes for Meeting Held September 5, 2018**
- B. New Business**
- C. Committee Items**

**1. Intercollegiate Athletics Action Items**

**Tab C.1.a. a. Resolution to Modify and Retitle Ensuring Board Oversight on Intercollegiate Athletics Policy, 3356-6-03**  
Ron Strollo, Executive Director of Athletics, will report.

**Tab C.1.b. b. Resolution to Ratify Personnel Actions**  
University policies require that the Chief Human Resources Officer provide a summary of appointments, promotions, and other personnel actions for intercollegiate athletics staff and coaching positions, for July 16, 2018, through September 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 Items**

**Tab C.2.a. a. Report on the Educational Outcome of Student-Athletes**  
Ron Strollo; Executive Director of Athletics, will report.

**Tab C.2.b. b. Report of the Academic Progress Rate (APR) Figures**  
Ronald Strollo, Executive Director of Athletics, will report.

**Tab C.2.c. c. Report on the Average Cumulative GPA's by Term**  
Ronald Strollo, Executive Director of Athletics, will report.

**Tab C.2.d. d. Report on the Number of Athletes by Academic Major**  
Ronald Strollo, Executive Director of Athletics, will report.

### 3. Consent Agenda Items\*

- Tab C.3.a.      **\*a. Resolution to Modify Fringe Benefits, Excluded Professional/Administrative Employees Fee Remission Program Policy, 3356-7-31**
- Tab C.3.b.      **\*b. Resolution to Rescind Fringe Benefits, Non-Credit Continuing Education Fee Remission Policy, 3356-7-32**
- Tab C.3.c.      **\*c. Resolution to Modify Fringe Benefits for Part-Time Faculty Policy, 3356-7-33**

### 4. University Affairs Discussion Item

- a. Litigation, Personnel and Collective Bargaining Update**  
Holly Jacobs, Vice President for Legal Affairs and Human Resources, will provide a summary of current litigation and personnel matters, as well as a collective bargaining update.

### 5. University Affairs Action Items

#### a. Policies

- Tab C.5.a.1.      **1. Resolution to Modify and Retitle Workplace Violence, Threats, and Disruptive Behavior Policy, 3356-7-04**  
Holly Jacobs, Vice President for Legal Affairs and Human Resources, and Cindy Kravitz, Director of Equal Opportunity and Policy Development, will report.
- Tab C.5.a.2.      **2. Resolution to Modify Background Checks, Policy 3356-7-44**  
Holly Jacobs, Vice President for Legal Affairs and Human Resources, and Cindy Kravitz, Director of Equal Opportunity and Policy Development, will report.
- Tab C.5.a.3.      **3. Resolution to Approve Unscheduled Leave Policy, 3356-7-16**  
Holly Jacobs, Vice President for Legal Affairs and Human Resources, and Cindy Kravitz, Director of Equal Opportunity and Policy Development, will report.

#### b. Personnel Actions

- Tab C.5.b.1.      **1. Resolution to Approve the Selection of an Associate Vice President and Chief Human Resources Officer**  
Holly Jacobs, Vice President for Legal Affairs and Human Resources, will report.
- Tab C.5.b.2.      **2. Resolution to Approve the Recruitment of Staff to Effectuate the Mission of Equity and Inclusion and Equal Opportunity**  
Holly Jacobs, Vice President for Legal Affairs and Human Resources, will report.
- Tab C.5.b.3.      **3. Resolution to Approve the Recruitment of a Dean of the Bitonte College of Health and Human Services**  
Holly Jacobs, Vice President for Legal Affairs and Human Resources, will report.
- a. Discuss Selection and Recruitment of Administrative Officers Policy, 3356-9-02**

\*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.b.4.**

**4. Resolution to Ratify Personnel Actions**

University policies require that the Chief Human Resources Officer provide a summary of appointments, promotions, and other personnel actions for faculty and professional/administrative staff, for July 16, 2018, through September 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**

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

**3356-6-03 Ensuring Board Oversight on Intercollegiate Athletics Policy**

This policy has been modified to include the roles and duties of the University President; Executive Athletic Director; and the NCAA faculty representative with oversight by the Board of Trustees. This policy also has been retitled to the Governance of Intercollegiate Athletics.

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



**RESOLUTION TO MODIFY AND RETITLE  
ENSURING BOARD OVERSIGHT ON  
INTERCOLLEGIATE ATHLETICS POLICY, 3356-6-03**

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

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

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

**WHEREAS**, the Ensuring Board Oversight on Intercollegiate Athletics 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, and has been updated and modified to more clearly reflect the university's administrative oversight of intercollegiate athletics.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing Ensuring Board Oversight on Intercollegiate Athletics, policy number 3356-6-03, to be retitled as Governance of Intercollegiate Athletics, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-6-03 **Ensuring board oversight on Governance of intercollegiate athletics.**

~~Previous Policy Number: 6004.01~~

Responsible Division/Office: Intercollegiate Athletics

Responsible Officer: President and Executive Director of Athletics

Revision History: February 2012; June 2012; December 2018

Board Committee: University Affairs

Effective Date: ~~June 13, 2012~~ December 6, 2018

Next Review: ~~2017~~23

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- (A) Policy statement. The intercollegiate athletics programs at Youngstown state university (university) will be managed to reflect the educational values and mission of the university, to achieve the academic success of student-athletes, and to develop pride and support among students, faculty, staff, alumni and the community at large. The board of trustees will properly oversee athletics at Youngstown state university. ~~Steps to ensure such oversight will be enumerated and followed.~~
- (B) Purpose. To delineate the roles of the university's board of trustees, and university administrators in the governance of intercollegiate athletics consistent with leadership and oversight responsibilities.
- (C) Scope. This policy applies to sports played at the collegiate level with eligibility requirements established by the NCAA.
- (~~B~~D) Oversight by the board of trustees. ~~Action steps.~~—The board of trustees ~~carries out its oversight through the following actions:~~ provides broad oversight of the intercollegiate athletics program's fiscal integrity, administrative structure, operational activities and the overall development and success of student-athletes to ensure consistency with the mission of the university, the mission of the athletics department, and in compliance with applicable laws, regulations, and university policy. The board of trustees carries out this oversight by:
- (1) Delegating administrative responsibility for intercollegiate athletics and its management to the office of the president and lending its full and public support to the president in the execution of ~~his/her~~these duties.

- (2) Approving, with the president, standards of accountability and benchmarks against which to measure the success of the intercollegiate athletics program, in particular, those related to the academic performance and progress of the student-athletes and reviewing the same at least annually.
  - (3) Holding the president responsible for the appropriate execution of those responsibilities, assessing presidential performance during periodic reviews.
  - (4) Reviewing and approving the intercollegiate athletics budget as part of the regular institutional budget process, including revenue, expenditures, compensation procedures for athletic director and coaches, debt capacity, and gift policies, in keeping with the board of trustees' overall responsibility as financial stewards of the institution.
  - (5) Reviewing and approving the intercollegiate athletics' mission statement that reflects the university's mission and academic values.
  - (6) Including in new board member orientation an overview of the intercollegiate athletics department and review of all policies.
  - (7) Ensuring the full integration of the intercollegiate athletics department into the administrative structure of the university.
  - (8) Periodically conducting a review of governance policies related to intercollegiate athletics.
  - (9) Ensuring the proper independent oversight of all funds raised and expended by booster clubs and affiliated organizations.
  - (10) Monitoring the compensation packages and contract terms of the athletic director and head coaches of major sports and ensuring compensation policies are consistent with the university's overall standards.
- (E) Responsibilities of the president of the university. The responsibilities of the president include, but are not limited to:

- (1) Exercising ultimate administrative responsibility for the conduct and control of the intercollegiate athletics program.
  - (2) Overseeing the university's executive director of athletics.
  - (3) In conjunction with the executive director of athletics and appropriate athletics department staff:
    - (a) Establishing appropriate measures and benchmarks necessary to assess the success of the intercollegiate athletics program.
    - (b) Establishing and upholding academic and eligibility standards for student-athletes that reflect the university's mission and values.
  - (4) Appointing and establishing the term of the NCAA faculty representative.
- (F) Responsibilities of the executive director of athletics. The responsibilities of the executive director of athletics include, but are not limited to:
- (1) Developing the athletic department's mission statement and ensuring that it reflects the university's mission and academic values.
  - (2) Exercising day-to-day control over the activities of the athletic department including but not limited to student-athlete educational programs and objectives, personnel decisions, corporate sponsorships/partnerships, broadcasting contracts, affiliated organizations and fund raising efforts.
  - (3) Providing information regarding accountability and benchmarks to the university president and board of trustees.
  - (4) Administering financial and managerial affairs with transparency and adherence to university business practices.
  - (5) Communicating clearly with the board of trustees, coaches, administrators, students, faculty, boosters and alumni concerning compliance with institutional, conference and NCAA rules and



regulations; the mission, values and goals of the athletics department; appropriate contact with donors and students.

- (6) Establishing expectations for on and off-field ethical and respectful standards of behavior for coaches and student-athletes appropriate to their positions and as representatives of the university.
  - (7) Monitoring and promoting compliance with all federal, state, institutional, conference, and NCAA rules and regulations to which the university is subject including provisions concerning gender equity.
  - (8) Reporting and responding to known and alleged NCAA violations according to procedures established by the NCAA and informing the president of such violations.
- (G) Responsibilities of the NCAA faculty representative. The responsibilities of the NCAA faculty representative include but are not limited to:
- (1) Ensuring and promoting the academic, health and social welfare of student-athletes.
  - (2) Serving as the liaison between the faculty and the athletic department.
  - (3) Representing the university with the NCAA and with its conferences.

**3356-6-03 Governance of intercollegiate athletics.**

Responsible Division/Office: Intercollegiate Athletics  
Responsible Officer: President and Executive Director of Athletics  
Revision History: February 2012; June 2012; December 2018  
Board Committee: University Affairs  
**Effective Date: December 6, 2018**  
Next Review: 2023

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- (A) Policy statement. The intercollegiate athletics programs at Youngstown state university (university) will be managed to reflect the educational values and mission of the university, to achieve the academic success of student-athletes, and to develop pride and support among students, faculty, staff, alumni and the community at large. The board of trustees will properly oversee athletics at Youngstown state university.
- (B) Purpose. To delineate the roles of the university's board of trustees, and university administrators in the governance of intercollegiate athletics consistent with leadership and oversight responsibilities.
- (C) Scope. This policy applies to sports played at the collegiate level with eligibility requirements established by the NCAA.
- (D) Oversight by the board of trustees. The board of trustees provides broad oversight of the intercollegiate athletics program's fiscal integrity, administrative structure, operational activities and the overall development and success of student-athletes to ensure consistency with the mission of the university, the mission of the athletics department, and in compliance with applicable laws, regulations, and university policy. The board of trustees carries out this over sight by:
  - (1) Delegating administrative responsibility for intercollegiate athletics and its management to the office of the president and lending its full and public support to the president in the execution of these duties.
  - (2) Approving, with the president, standards of accountability and benchmarks against which to measure the success of the intercollegiate athletics program, in particular, those related to the

academic performance and progress of the student-athletes and reviewing the same at least annually.

- (3) Holding the president responsible for the appropriate execution of those responsibilities, assessing presidential performance during periodic reviews.
  - (4) Reviewing and approving the intercollegiate athletics budget as part of the regular institutional budget process, including revenue, expenditures, compensation procedures for athletic director and coaches, debt capacity, and gift policies, in keeping with the board of trustees' overall responsibility as financial stewards of the institution.
  - (5) Reviewing and approving the intercollegiate athletics' mission statement that reflects the university's mission and academic values.
  - (6) Including in new board member orientation an overview of the intercollegiate athletics department and review of all policies.
  - (7) Ensuring the full integration of the intercollegiate athletics department into the administrative structure of the university.
  - (8) Periodically conducting a review of governance policies related to intercollegiate athletics.
  - (9) Ensuring the proper independent oversight of all funds raised and expended by booster clubs and affiliated organizations.
  - (10) Monitoring the compensation packages and contract terms of the athletic director and head coaches of major sports and ensuring compensation policies are consistent with the university's overall standards.
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- (1) Exercising ultimate administrative responsibility for the conduct and control of the intercollegiate athletics program.

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    - (b) Establishing and upholding academic and eligibility standards for student-athletes that reflect the university's mission and values.
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  - (2) Exercising day-to-day control over the activities of the athletic department including but not limited to student-athlete educational programs and objectives, personnel decisions, corporate sponsorships/partnerships, broadcasting contracts, affiliated organizations and fund raising efforts.
  - (3) Providing information regarding accountability and benchmarks to the university president and board of trustees.
  - (4) Administering financial and managerial affairs with transparency and adherence to university business practices.
  - (5) Communicating clearly with the board of trustees, coaches, administrators, students, faculty, boosters and alumni concerning compliance with institutional, conference and NCAA rules and regulations; the mission, values and goals of the athletics department; appropriate contact with donors and students.

- (6) Establishing expectations for on and off-field ethical and respectful standards of behavior for coaches and student-athletes appropriate to their positions and as representatives of the university.
  - (7) Monitoring and promoting compliance with all federal, state, institutional, conference, and NCAA rules and regulations to which the university is subject including provisions concerning gender equity.
  - (8) Reporting and responding to known and alleged NCAA violations according to procedures established by the NCAA and informing the president of such violations.
- (G) Responsibilities of the NCAA faculty representative. The responsibilities of the NCAA faculty representative include but are not limited to:
- (1) Ensuring and promoting the academic, health and social welfare of student-athletes.
  - (2) Serving as the liaison between the faculty and the athletic department.
  - (3) Representing the university with the NCAA and with its conferences.



**RESOLUTION TO RATIFY  
PERSONNEL ACTIONS**

**WHEREAS**, the *Policies of the Board of Trustees* authorize the President to manage the University, including appointing such employees as are necessary to effectively carry out the operation of the University and any other necessary personnel actions; and

**WHEREAS**, new appointments and other personnel actions have been made subsequent to the September 6, 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.

**SUMMARY OF PERSONNEL ACTIONS**  
**Athletics Employees**  
**7/16/18 through 10/15/18**

**Appointments – 8**

**New Positions – 1**

- Classified Civil Service – 1

**Replacement Positions – 7**

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

**Separations – 7**

- Professional Administrative Excluded – 7

**Promotions – 1**

- Professional Administrative Excluded – 1

**Salary Adjustments – 5**

- Professional Administrative Excluded – 5

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18**  
**APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Innocent, Tracey*	ACE	Travel Specialist	Athletic Facilities Rental	8/24/2018	1.000	\$ 40,227.20
Kroynovich, Kyle	APAS	Coordinator	Athletic Facilities Rental	8/16/2018	1.000	\$ 37,715.00
Daley, Clint	Excluded	Interim Bowling Coach	Women's Bowling	10/4/2018	0.375	\$ 15,000.00
Davis, Shane	Excluded	Assistant Coach Baseball	Baseball	9/4/2018	1.000	\$ 23,660.00
Hernandez, Ulises	Excluded	Assistant Coach Tennis	Tennis - Men's	8/16/2018	1.000	\$ 30,000.00
Mettille, Tyler	Excluded	Assistant Coach Track Field	Track - Women's	8/1/2018	1.000	\$ 34,340.00
Tomei, Megan	Excluded	Assistant Coach Track Field Throws	Track - Women's	9/4/2018	1.000	\$ 33,676.00
Trenkle, Brady	Excluded	Assistant Coach Basketball	Basketball - Men's	9/17/2018	1.000	\$ 75,000.00
<b>*New Positions</b>						



**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18**  
**SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATON</b>	<b>FTE</b>	<b>SALARY</b>
Brumfield, Katrina	Excluded	Assistant Coach Track Field	Track - Women's	8/1/2018	1.00	\$ 34,340.00
Gilliam, Chelsea	Excluded	Head Coach Women's Bowling	Women's Bowling	9/30/2018	1.00	\$ 34,171.33
Merrigan, Joshua	Excluded	Assistant Coach Baseball	Baseball	8/10/2018	1.00	\$ 33,005.00
Neu, Conner	Excluded	Assistant Coach Track Field Throws	Track - Women's	8/26/2018	0.50	\$ 16,838.00
Seaver, John	Excluded	Assistant Coach Track Throws	Track - Men's	8/26/2018	0.50	\$ 16,838.00
Stanko, Jacqueline	Excluded	Assistant Coach Swim & Diving	Swimming & Diving - Women's	10/15/2018	0.75	\$ 17,922.45
Steinburg, Robert	Excluded	Assistant Coach Men's Basketball	Basketball - Men's	9/28/2018	1.00	\$ 95,445.00

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18  
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>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Smith, Eric	Excluded	Assistant Coach Baseball	Baseball	8/1/2018	1.00	\$ 33,005.05	\$18,475.00

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18**  
**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>
Bruinsma, Kevin	Excluded	Asst Coach Player Personnel	Basketball - Men's	10/1/2018	1.00	\$ 50,500.00	1.00	\$ 69,185.00
Molinari, Joseph	Excluded	Asst Coach Men's Basketball	Basketball - Men's	10/1/2018	1.00	\$ 75,750.00	1.00	\$ 81,305.00
Reese, Daniel	Excluded	Asst Coach Special Asst	Basketball - Men's	10/1/2018	1.00	\$ 25,250.00	1.00	\$ 24,401.60
Richmond, Mark	Excluded	Asst Coach Quality Ctrl Men BB	Basketball - Men's	10/1/2018	1.00	\$ 50,500.00	1.00	\$ 40,905.00
Slay, Jason	Excluded	Asst Coach Men's Basketball	Basketball - Men's	10/1/2018	1.00	\$ 75,750.00	1.00	\$ 61,105.00

YOUNGSTOWN STATE UNIVERSITY  
 INTERCOLLEGIATE ATHLETICS  
 FOUR-YEAR COHORT STUDENT ATHLETES VS. GENERAL STUDENT BODY GRADUATION RATE  
 TEN YEAR HISTORY

<i>ENTERING FRESHMEN CLASS</i>	<u>2018</u> 11-12	<u>2017</u> 10-11	<u>2016</u> 09-10	<u>2015</u> 08-09	<u>2014</u> 07-08	<u>2013</u> 06-07	<u>2012</u> 05-06	<u>2011</u> 04-05	<u>2010</u> 03-04	<u>2009</u> 02-03
YSU STUDENT-ATHLETES	60	63	61	64	65	62	59	56	58	60
YSU GENERAL STUDENTS	33	32	32	34	34	35	36	36	36	36
<b>DIFFERENCE</b>	27	31	29	30	31	27	23	20	22	24

YOUNGSTOWN STATE UNIVERSITY  
 INTERCOLLEGIATE ATHLETICS  
 STUDENT ATHLETES VS. GENERAL STUDENT BODY GRADUATION RATE (NON-COHORT)  
 TEN YEAR HISTORY

<i>ENTERING FRESHMEN CLASS</i>	<u>2018</u> 11-12	<u>2017</u> 10-11	<u>2016</u> 09-10	<u>2015</u> 08-09	<u>2014</u> 07-08	<u>2013</u> 06-07	<u>2012</u> 05-06	<u>2011</u> 04-05	<u>2010</u> 03-04	<u>2009</u> 02-03
YSU STUDENT-ATHLETES	54	72	59	49	65	69	71	54	52	59
YSU GENERAL STUDENTS	35	31	31	33	33	32	35	37	36	35
<b>DIFFERENCE</b>	19	41	28	16	32	37	36	17	16	24
NCAA REQUIREMENT OF > 13%	13	13	13	13	13	13	13	13	13	13
<b>DIFFERENCE</b>	6	28	15	3	19	24	23	4	3	11
YSU - GSR	0	79	79	78	76	74	70	69	72	71
NCAA REQUIREMENT OF > 90%	90	90	90	90	90	90	90	90	90	90
<b>DIFFERENCE</b>	-90	-11	-11	-12	-14	-16	-20	-21	-18	-19

Note: The above figures represent a four-year cohort. Students must graduate within six years. Therefore, the 2017 figures represent the freshman entering classes of 07-08, 08-09, 09-10, 10-11.

YOUNGSTOWN STATE UNIVERSITY  
INTERCOLLEGIATE ATHLETICS  
FOUR-YEAR COHORT STUDENT-ATHLETES GRADUATION RATES  
TEN YEAR HISTORY

ENTERING FRESHMEN CLASS	2018 11-12	2017 10-11	2016 09-10	2015 08-09	2014 07-08	2013 06-07	2012 05-06	2011 04-05	2010 03-04	2009 02-03
<b>HORIZON LEAGUE:</b>										
CLEVELAND STATE	71	65	62	59	57	57	59	60	60	57
DETROIT	71	70	64	64	66	65	69	68	71	67
GREEN BAY	66	65	68	70	71	74	72	74	77	73
IUPUI	63	62								
MILWAUKEE	63	60	56	60	62	66	69	72	70	71
NORTHERN KENTUCKY	63	58	61							
OAKLAND	66	62	60	61	60	59				
UIC	75	73	72	70	68	69	67	64	62	62
WRIGHT STATE	64	68	71	66	69	65	63	70	68	70
<b>YOUNGSTOWN STATE</b>	<b>60</b>	<b>63</b>	<b>61</b>	<b>64</b>	<b>65</b>	<b>62</b>	<b>59</b>	<b>56</b>	<b>58</b>	<b>60</b>
HORIZON LEAGUE AVERAGE	66	65	64	64	65	65	65	66	67	66
NCAA DIVISION I	67	67	66	66	65	65	64	64	64	63
<b>YSU GENERAL STUDENTS</b>	<b>33</b>	<b>32</b>	<b>32</b>	<b>34</b>	<b>34</b>	<b>35</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>
HL GENERAL STUDENTS (AVERAGE)	46	45	46	47	47	47	44	44	44	44
<b>YSU S/A'S ABOVE GENERAL STUDENTS</b>	<b>27</b>	<b>31</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>27</b>	<b>23</b>	<b>20</b>	<b>22</b>	<b>24</b>
HL S/A'S ABOVE GENERAL STUDENTS	20	20	18	17	18	18	21	22	23	22
<b>MISSOURI VALLEY FOOTBALL:</b>										
ILLINOIS STATE	69	71	71	71	70	66	65	67	69	70
INDIANA STATE	59	57	55	58	54	57	58	59	62	61
MISSOURI STATE	63	60	61	62	63	65	64	65	63	59
NORTH DAKOTA STATE	67	66	64	62	64	65	62	61	56	57
NORTHERN IOWA	70	68	66	68	67	70	71	66	64	59
SOUTH DAKOTA	68	67	60	64	60	57	57	56	55	51
SOUTH DAKOTA STATE	73	72	72	73	70	71	68	59	60	57
SOUTHERN ILLINOIS	67	65	66	65	66	64	64	66	64	65
WESTERN ILLINOIS	63	65	63	66	68	65	64	62	61	64
<b>YOUNGSTOWN STATE</b>	<b>60</b>	<b>63</b>	<b>61</b>	<b>64</b>	<b>65</b>	<b>62</b>	<b>59</b>	<b>56</b>	<b>58</b>	<b>60</b>
MISSOURI VALLEY AVERAGE	66	65	64	65	65	64	63	62	61	60
NCAA DIVISION I	67	67	66	66	65	65	64	64	64	63
FCS	66	65	65	64	65	65	64	64	64	54
<b>YSU GENERAL STUDENTS</b>	<b>33</b>	<b>32</b>	<b>32</b>	<b>34</b>	<b>34</b>	<b>35</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>
MVFC GENERAL STUDENTS (AVERAGE)	52	53	52	53	53	53	52	52	52	51
<b>YSU S/A'S ABOVE GENERAL STUDENTS</b>	<b>27</b>	<b>31</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>27</b>	<b>23</b>	<b>20</b>	<b>22</b>	<b>24</b>
MVFC S/A'S ABOVE GENERAL STUDENTS	14	12	12	12	12	11	11	9	9	9
<b>EXHAUSTING ATHLETIC ELIGIBILITY</b>	<b>95</b>	<b>96</b>	<b>95</b>	<b>93</b>	<b>93</b>	<b>93</b>	<b>93</b>	<b>93</b>	<b>94</b>	<b>93</b>

Source: NCAA Graduation Rates Report

Note: All figures represent the institutional rates. Therefore, the Missouri Valley Football Conference figures are not exclusively the football program figures rather they are the institutional figures.

Note: A cohort is four collective years of data, i.e. the 2018 cohort includes those students entering as freshmen receiving athletic aid in the years 08-09, 09-10, 10-11, 11-12 and who subsequently graduate with a four-year degree within six years of initial enrollment.

Note: Student-Athletes who, as entering freshmen received athletically-related aid, spent their entire athletic career at Youngstown State University (exhausting athletic eligibility), and subsequently graduated with a four-year degree.

YOUNGSTOWN STATE UNIVERSITY  
 INTERCOLLEGIATE ATHLETICS  
 FOUR-YEAR COHORT GENERAL STUDENTS GRADUATION RATES  
 TEN YEAR HISTORY

<b>ENTERING FRESHMEN CLASS</b>	<u>2018</u> 11-12	<u>2017</u> 10-11	<u>2016</u> 09-10	<u>2015</u> 08-09	<u>2014</u> 07-08	<u>2013</u> 06-07	<u>2012</u> 05-06	<u>2011</u> 04-05	<u>2010</u> 03-04	<u>2009</u> 02-03
<b>HORIZON LEAGUE:</b>										
CLEVELAND STATE	46	38	36	34	31	30	28	29	29	29
DETROIT	61	60	58	56	56	54	54	52	52	53
GREEN BAY	49	48	49	50	50	52	53	53	53	52
IUPUI	47	46								
MILWAUKEE	45	46	45	44	43	42	42	43	42	42
NORTHERN KENTUCKY	38	38	31							
OAKLAND	46	45	44	43	42	41				
UIC	59	58	58	57	56	55	52	53	51	50
WRIGHT STATE	37	39	40	40	42	43	43	45	44	43
<b>YOUNGSTOWN STATE</b>	<b>33</b>	<b>32</b>	<b>32</b>	<b>34</b>	<b>34</b>	<b>35</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>
HORIZON LEAGUE AVERAGE	46	45	44	45	44	44	44	44	44	44
NCAA DIVISION I	66	65	65	64	64	63	63	62	62	62
<b>MISSOURI VALLEY FOOTBALL:</b>										
ILLINOIS STATE	71	72	72	71	71	70	70	68	67	66
INDIANA STATE	39	40	41	41	42	42	42	42	41	41
MISSOURI STATE	54	54	54	55	54	55	54	54	54	52
NORTH DAKOTA STATE	56	55	54	54	53	53	51	50	50	50
NORTHERN IOWA	66	66	66	66	67	66	66	65	66	65
SOUTH DAKOTA	53	53	48	51	51	50	48	54	53	54
SOUTH DAKOTA STATE	55	56	56	58	57	56	55	*	*	*
SOUTHERN ILLINOIS	44	44	45	45	46	48	45	45	44	43
WESTERN ILLINOIS	53	54	54	55	56	54	56	57	57	56
<b>YOUNGSTOWN STATE</b>	<b>33</b>	<b>32</b>	<b>32</b>	<b>34</b>	<b>34</b>	<b>35</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>
MISSOURI VALLEY AVERAGE	52	53	52	53	53	53	52	52	52	51
NCAA DIVISION I	66	65	65	64	64	63	63	62	62	62
FCS	60	60	58	59	64	63	63	62	62	62

Source: NCAA Graduation Rates Report

Note: All figures represent the institutional rates. Therefore, the Missouri Valley Football Conference figures are not exclusively the football program figures rather they are the institutional figures.

Note: A cohort is four collective years of data, i.e. the 2018 cohort includes those students entering as freshmen receiving athletic aid in the years 08-09, 09-10, 10-11, 11-12 and who subsequently graduate with a four-year degree within six years of initial enrollment.

**YOUNGSTOWN STATE UNIVERSITY  
INTERCOLLEGIATE ATHLETICS  
NCAA GRADUATION SUCCESS RATES  
TEN YEAR HISTORY**

<b>ENTERING FRESHMEN CLASS</b>	<u>2018</u> 11-12	<u>2017</u> 10-11	<u>2016</u> 09-10	<u>2015</u> 08-09	<u>2014</u> 07-08	<u>2013</u> 06-07	<u>2012</u> 05-06	<u>2011</u> 04-05	<u>2010</u> 03-04	<u>2009</u> 02-03
<b>HORIZON LEAGUE:</b>										
CLEVELAND STATE	94	90	86	82	82	82	84	84	82	84
DETROIT	90	90	82	80	81	80	88	92	91	87
GREEN BAY	93	94	96	92	90	91	91	94	95	94
IUPUI	89	86								
MILWAUKEE	78	74	71	74	76	77	80	82	80	81
NORTHERN KENTUCKY	77	72	76							
OAKLAND	84	82	80	80	80	81				
UIC	84	83	82	82	83	82	84	81	82	84
WRIGHT STATE	84	87	88	79	79	75	74	81	82	83
<b>YOUNGSTOWN STATE</b>	<b>80</b>	<b>79</b>	<b>79</b>	<b>78</b>	<b>76</b>	<b>74</b>	<b>70</b>	<b>69</b>	<b>72</b>	<b>71</b>
HORIZON LEAGUE AVERAGE	85	84	82	81	81	80	82	83	83	83
<i>NCAA DIVISION I</i>	87	86	84	83	82	81	80	80	79	79
<b>MISSOURI VALLEY FOOTBALL:</b>										
ILLINOIS STATE	88	88	88	87	87	84	85	85	85	83
INDIANA STATE	82	81	74	70	60	62	66	72	80	83
MISSOURI STATE	83	82	81	81	82	82	80	78	75	69
NORTH DAKOTA STATE	85	85	84	80	82	82	81	84	83	82
NORTHERN IOWA	85	82	80	80	82	84	83	81	75	76
SOUTH DAKOTA	89	86	79	76	74	73	75	79	78	76
SOUTH DAKOTA STATE	85	83	82	83	81	83	83	80	84	80
SOUTHERN ILLINOIS	86	83	81	78	80	79	80	79	79	79
WESTERN ILLINOIS	86	84	79	78	77	76	78	77	77	76
<b>YOUNGSTOWN STATE</b>	<b>80</b>	<b>79</b>	<b>79</b>	<b>78</b>	<b>76</b>	<b>74</b>	<b>70</b>	<b>69</b>	<b>72</b>	<b>71</b>
MISSOURI VALLEY AVERAGE	85	83	81	79	78	78	78	78	79	78
<i>NCAA DIVISION I</i>	87	86	84	83	82	81	80	80	79	79
<i>FCS</i>	76	74	73	71	72	68	80	80	76	76

Source: NCAA Graduation Success Rates Report

**How does it differ from the Federal Graduation Rate?:**

The NCAA developed its Graduation Success Rate (GSR) in response to criticism that the Federal Graduation Rate (FGR) understates the academic success of athletes because the FGR method does not take into account two important factors in college athletics:

- When student-athletes transfer FROM an institution before graduating and is in good academic standing (perhaps to transfer to another institution for more playing time, different major, or to go pro); and
- Those student-athletes who transfer TO an institution (e.g. from a community college or another 4-year college) and earn a degree.

The Federal Graduation Rate (FGR) treats transfers as nongraduates for the original institution the student-athlete attended, even if that student-athlete later graduates from another institution. Also, the FGR does not include that student-athlete in the graduation rates at the new institution where he/she does graduate. Therefore, once a student-athlete transfers to another school he/she is no longer recognized in the calculated graduation rate. The GSR takes into accounts both factors and gives credit to institutions for successful transfers, whether they are leaving or entering an institution.

Note: All figures represent the institutional rates. Therefore, the Missouri Valley Football Conference figures are not exclusively the football program figures rather they are the institutional figures.

YOUNGSTOWN STATE UNIVERSITY  
INTERCOLLEGIATE ATHLETICS  
SPORT BY SPORT  
ACADEMIC PROGRESS RATE (APR)

	NCAA AVERAGE	2017-18				2016-17				2015-16				2014-15			
		POINTS EARNED	TOTAL POSSIBLE	ANNUAL APR	MULTI-YEAR APR	POINTS EARNED	TOTAL POSSIBLE	ANNUAL APR	MULTI-YEAR APR	POINTS EARNED	TOTAL POSSIBLE	ANNUAL APR	MULTI-YEAR APR	POINTS EARNED	TOTAL POSSIBLE	ANNUAL APR	MULTI-YEAR APR
BASEBALL	973	106	108	981	988	77	81	951	976	103	103	1000	980	116	115	1009	965
MEN'S BASKETBALL	966	42	47	894	947	45	47	957	963	46	47	979	975	44	46	957	980
MEN'S CROSS COUNTRY	979	39	40	975	970	36	40	900	968	40	40	1000	979	44	44	1000	977
FOOTBALL	957	318	326	975	945	305	315	968	938	307	327	939	937	265	297	892	935
MEN'S GOLF	984	33	32	1031	979	30	34	882	972	40	40	1000	1000	36	36	1000	993
MEN'S TENNIS	981	29	32	906	938	25	27	926	939	23	25	920	963	45	46	978	972
MEN'S TRACK	971	130	132	985	961	116	127	913	950	113	118	958	943	114	115	991	939
WOMEN'S BASKETBALL	980	53	54	981	990	54	55	982	985	46	46	1000	981	43	43	1000	972
BOWLING	974	24	24	1000	957	20	22	909	909								
WOMEN'S CROSS COUNTRY	988	33	34	971	985	32	32	1000	980	38	39	974	974	30	30	1000	978
WOMEN'S GOLF	990	25	27	926	984	33	33	1000	993	32	32	1000	993	36	36	1000	1000
SOCCER	986	84	86	977	961	101	108	935	962	108	112	964	976	101	104	971	980
SOFTBALL	983	72	72	1000	993	78	79	987	983	67	68	985	976	74	74	1000	977
SWIMMING	991	77	78	987	991	93	94	989	994	80	80	1000	1000	63	64	984	990
WOMEN'S TENNIS	988	30	30	1000	981	24	26	923	980	27	27	1000	990	24	24	1000	979
WOMEN'S TRACK	982	161	164	982	964	135	140	964	960	138	148	932	949	133	136	978	949
VOLLEYBALL	987	46	50	920	965	46	48	958	980	51	52	981	985	52	52	1000	990
INSTITUTIONAL APR					971				967				975				974

The APR, holds institutions accountable for the academic progress of their student-athletes through a team-based metric that accounts for the eligibility and retention of each student-athlete for each academic term.

The APR is calculated as follows:

- Each student receiving athletically related financial aid earns 1 point for staying in school (retention) & 1 point for being academically eligible (retention) - the 2 factors research identifies as best indicators of graduation.
- A team's total points are divided by points possible and then multiplied by 1,000 to equal the team's Academic Progress Rate.
- In addition to a team's current-year APR, its rolling four-year APR is also used to determine accountability.

Teams must earn a four-year APR of 930 to compete in NCAA Championships.



YOUNGSTOWN STATE UNIVERSITY  
INTERCOLLEGIATE ATHLETICS  
AVERAGE CUMULATIVE GPA'S BY TERM  
FIVE YEAR HISTORY

SPORT	ACCEPTABLE GPA EXPECTATIONS		THREE YEAR AVERAGE	2017-18		2016-17		2015-16		2014-15		2013-14	
				SPRING 2018	FALL 2017	SPRING 2017	FALL 2016	SPRING 2016	FALL 2015	SPRING 2015	FALL 2014	SPRING 2014	FALL 2013
BASEBALL	2.80	2.99	3.14	3.22	3.32	3.08	3.08	3.09	3.07	3.06	3.03	3.03	3.13
MEN'S BASKETBALL	2.50	2.59	2.96	2.89	2.89	3.04	3.10	2.95	2.88	2.80	2.78	3.01	3.07
WOMEN'S BASKETBALL	2.80	2.99	3.58	3.66	3.65	3.55	3.58	3.52	3.51	3.39	3.40	3.42	3.46
MEN'S CROSS COUNTRY	2.80	2.99	3.12	3.12	3.18	3.02	3.02	3.19	3.19	3.12	3.08	3.17	2.97
WOMEN'S CROSS COUNTRY	2.80	2.99	3.25	3.20	3.15	3.25	3.25	3.34	3.30	3.29	3.33	3.51	3.50
FOOTBALL	2.50	2.59	2.72	2.80	2.71	2.68	2.75	2.68	2.69	2.75	2.72	2.74	2.75
MEN'S GOLF	2.80	2.99	3.46	3.55	3.61	3.37	3.39	3.41	3.41	3.37	3.35	3.25	3.15
WOMEN'S GOLF	2.80	2.99	3.62	3.65	3.67	3.62	3.60	3.59	3.57	3.62	3.65	3.44	3.38
SOCCER	2.80	2.99	3.40	3.51	3.37	3.41	3.34	3.38	3.38	3.41	3.42	3.43	3.36
SOFTBALL	2.80	2.99	3.28	3.24	3.27	3.22	3.25	3.33	3.34	3.32	3.32	3.43	3.38
SWIMMING	2.80	2.99	3.45	3.42	3.41	3.47	3.47	3.47	3.47	3.35	3.25	3.20	3.08
MEN'S TENNIS	2.80	2.99	3.23	3.18	3.14	3.24	3.30	3.24	3.25	3.60	3.64	3.38	3.35
WOMEN'S TENNIS	2.80	2.99	3.47	3.39	3.39	3.47	3.44	3.55	3.60	3.70	3.75	3.50	3.41
MEN'S TRACK	2.80	2.99	3.00	3.04	3.05	3.02	2.97	2.98	2.95	2.95	2.99	3.00	2.98
WOMEN'S TRACK	2.80	2.99	3.21	3.26	3.20	3.26	3.25	3.20	3.11	3.15	3.15	3.28	3.20
VOLLEYBALL	2.80	2.99	3.41	3.47	3.40	3.39	3.43	3.41	3.36	3.29	3.27	3.20	3.14
BOWLING	2.80	2.99	2.18	3.23	3.31	3.30	3.22						
ALL STUDENT-ATHLETE'S			3.12	3.17	3.11	3.12	3.12	3.11	3.08	3.10	3.07	3.17	3.07
MEN'S TEAMS AVERAGE			3.09	3.11	3.13	3.06	3.09	3.08	3.06	3.09	3.08	3.08	3.06
WOMEN'S TEAMS AVERAGE			3.41	3.42	3.39	3.40	3.40	3.42	3.40	3.39	3.39	3.38	3.32
TOTAL TEAM AVERAGE			3.40	3.49	3.48	3.46	3.47	3.27	3.26	3.26	3.26	3.25	3.21
NUMBER OF TEAMS ABOVE 3.0	(17 TOTAL PROGRAMS)	14.50	15	15	16	15	13	13	13	13	13	15	13
NUMBER OF S/A'S WITH: SEMESTER GPA OF 4.00				50	44	47	46	36	37	45	51	44	47
SEMESTER GPA ABOVE 3.00				235	256	219	231	223	232	206	208	201	209
% SEMESTER GPA ABOVE 3.00				62%	62%	58%	58%	62%	62%	63%	61%	61%	59%
CUMULATIVE GPA ABOVE 3.00				238	258	224	239	217	225	183	194	186	193
% CUMULATIVE GPA ABOVE 3.00				63%	63%	60%	60%	60%	61%	56%	57%	56%	55%

YOUNGSTOWN STATE UNIVERSITY  
INTERCOLLEGIATE ATHLETICS  
FIVE YEAR HISTORY OF ACADEMIC MAJORS

MAJOR	COLLEGE	AS OF FALL SEMESTER				
		2018	2017	2016	2015	2014
Accounting	Business Administration	12	7	11	4	5
Advertising and PR	Business Administration		1	1		1
Allied Health	Health and Human Services				1	1
Anthropology	CLASS	1				
Art Education	Education		1	3	2	4
Art Studio	Creative Arts and Communication	3	3	6	4	5
Biology	STEM	22	22	20	15	14
BS MD	STEM					
Business	Business Administration	37	22	26	19	27
Chemical Engineering	STEM	1	4	4	3	3
Chemistry	STEM	2	4	3	2	1
Civil and Construct Eng	STEM	2	4	2	2	1
Civil Engineering	STEM	1	1	3	2	5
Clinical Laboratory Sci	Health and Human Services					
Communication Studies	Creative Arts and Communication	13	16	17	16	18
Computer Information Systems	STEM				1	
Computer Science	STEM	1	1	2	2	1
Coordinated Program Dietetics	Health and Human Services	3	2	1	4	
Counseling	Education	1		1		
Criminal Justice	Health and Human Services	23	19	30	31	39
Dental Hygiene	Health and Human Services	4	2	1		1
Early Childhood Education	Education		4	4	4	8
Economics	CLASS	2	1	5	6	1
Electrical Engineering	STEM	2		1		
Engineering	STEM	16	9	7	18	13
English	CLASS			2		
Environmental Studies	STEM	3	7	3	3	
Exercise Science	Health and Human Services	56	59	46	44	45
Family and Consumer Studies	Health and Human Services					
Finance	Business Administration	11	10	3	3	1
Food and Nutrition	Health and Human Services					2
Forensic Science	Health and Human Services	5	4	2	2	1
General Administration	Business Administration	2	8			3
General Studies	CLASS	49	48	37	40	37
Geography	CLASS		1	4	2	1
Geology	CLASS			1	1	2
Health and Human Services	Health and Human Services	1				
Health Education	Education				1	
History	CLASS	1	1	1		
Hospitality Management	Health and Human Services					
Human Resource Management	Business Administration	2	2	2	1	
Individual Curriculum Prog	CLASS					
Industrial and Systems Engr	STEM	1	3	5	3	2
Info & Supply Chain Management	Business Administration			1		
Information Technology	STEM					
Information Technology B	STEM	4	6	2		1
Integrated Language Arts Educ	Education	2	3	3	1	4

YOUNGSTOWN STATE UNIVERSITY  
INTERCOLLEGIATE ATHLETICS  
FIVE YEAR HISTORY OF ACADEMIC MAJORS

MAJOR	COLLEGE	AS OF FALL SEMESTER				
		2018	2017	2016	2015	2014
Integrated Math Education	Education	1				3
Integrated Sciences Education	Education	2	1			
Integrated Social Studies Education	Education	1	3	2	2	1
Intervention Specialist	Education	4				
Journalism	CLASS	1	2	2		
Law	CLASS	2	1		1	1
Life Sciences Education	Education					
Long Term Care Administration	CLASS			1	1	
Management	Business Administration	8	18	26	13	12
Marketing	Business Administration	2	5	1	8	7
Marketing Management	Business Administration	5	9	6	4	
Mathematics	STEM	2	1	2	1	2
Mechanical Engineering	STEM	7	6	14	11	10
Medical Lab Science	Health and Human Services	1	1	1		
Merch Fashion and Interior	Health and Human Services	1	2	1	2	3
Middle Childhood Education	Education	3	4	5	2	6
Music Education	Creative Arts and Communication			1		
Natural Science	STEM	5	5	4	6	3
Nursing	Health and Human Services	21	18	13	15	16
Philosophy	CLASS					
Physical Education	Education	3	3	5	3	2
Physical Sciences Education	Education			1		
Physical Therapy	Health and Human Services			1		
Physics	STEM	1	1	2	1	1
Political Science	CLASS	4	5	3	2	1
Prof Writing and Editing	CLASS					
Psychology	CLASS	11	9	11	16	10
Public Health	Health and Human Services		2	2	3	2
Religious Studies	CLASS				1	
Respiratory Care	Health and Human Services					1
Science Pre Education	Education					1
Social Services	Health and Human Services					
Social Work	Health and Human Services	2	1	1		1
Sociology	CLASS	1	3	3	3	5
Spanish	CLASS		1	1		
Special Education	Education	4	2	3	4	5
Technology	STEM	1		1	4	1
Telecommunications	Creative Arts and Communication	4	5	3	3	
Undetermined	Undetermined	49	31	26	36	22
<b>Total</b>		<b>429</b>	<b>414</b>	<b>402</b>	<b>379</b>	<b>363</b>

YOUNGSTOWN STATE UNIVERSITY  
 INTERCOLLEGIATE ATHLETICS  
 FIVE YEAR HISTORY OF ACADEMIC MAJORS

<u>MAJOR</u>	<u>COLLEGE</u>	<u>AS OF FALL SEMESTER</u>				
		<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Business Administration		79	82	77	52	56
CLASS		72	72	71	73	58
Creative Arts and Communication		20	24	27	23	23
Education		21	21	27	19	34
Health and Human Services		117	110	99	102	112
STEM		71	74	75	74	58
Undetermined		49	31	26	36	22
Total		429	414	402	379	363



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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Fringe Benefits, Excluded Professional/Administrative Employees Fee Remission Program, policy number 3356-7-31, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

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

~~Previous Policy Number: 7015.01~~

Responsible Division/Office: Human Resources

Responsible Officer: Vice President for Legal Affairs and Human Resources

Revision History: December 1998; September 2001; December 2010; February 2012; December 2016; December 2018

Board Committee: University Affairs

Effective Date: December 16, 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 various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (B) Tuition or fee remission eligibility. University employees are eligible to be granted remission of instructional and general fees at the university, including out-of-state fees, where applicable. Dependent children and spouses are eligible to be granted remission of instructional fees at the university, including out-of-state instructional fees, where applicable. Children, for purposes of this policy, are the biological children, legally adopted children, stepchildren, or children for which the employee has been granted a legal guardianship. Details of the fee remission program may be found [here at the benefits section of the office of human resources website](#).
- (C) Parameters.
- (1) The employee will be required to produce sufficient documentation as requested by the university, such as copies of marriage licenses, birth certificates, and certificates of adoption or legal guardianship to assist the university in determining that the child or spouse is eligible for fee remission. Employees must also complete the

university's application/~~affidavit~~ in order to receive tuition remission.

- (2) Instructional and general fees remission for up to eighteen semester hours per academic year and six semester hours each summer session are available to full-time and .75 full-time equivalent ("FTE") employees.
- (3) Instructional fee remission is available for spouses of full-time and .75 FTE employees.
- (4) Instructional fee remission is available for full-time and .75 FTE employees' dependent children to the end of the academic year during which the dependent child reaches age twenty-five.
- (5) Instructional and general fees remission are available for former full-time and .75 FTE employees who are retired. **Instructional fee remission is available for retirees' ~~their~~ spouses**, and dependent children (to the end of the academic year during which the dependent reaches age twenty-five).
- (6) Dependent children of **an deceased** employee ~~who dies~~ are eligible for fee remission of instructional ~~and general~~ fees until they reach the end of the academic year during which the dependent child reaches age twenty-five.
- (7) A surviving spouse of **an deceased** employee ~~who dies~~ is eligible for remission of instructional ~~and general~~ fees as long as the spouse remains unmarried. A stepchild of a ~~ndeceased~~ employee ~~who dies~~ is eligible for fee remission **until the end of the academic years in which the stepchild reached age twenty-five** only as long as the surviving spouse of the deceased employee remains unmarried.
- (8) A part-time employee whose appointment equals at least .5 FTE, but is less than .75 FTE, receives remission of one-half of the instructional and general fees for up to six semester hours during the fiscal year of employment. **This formula for part-time employees also applies to classes and non-credit continuing education.**

- (9) Fee remission is available to eligible employees enrolling in classes bearing Youngstown state university credit (including classes audited **and non-credit continuing education**).

(ED) Procedures.

- (1) Enrollment in classes is restricted to times that do not interfere with the performance of an employee's assigned duties and responsibilities. Supervisors may make exceptions to this restriction provided that there is no adverse impact on the operational needs of the work unit and arrangements have been made for the employee to make up any missed work time. An employee wishing to enroll in a university class that is offered during normal work hours must initiate a discussion and obtain approval of the matter from their appropriate department chairperson or department/unit supervisor well in advance of the class registration period.
- (2) If the discussion results in a decision that such enrollment will not interfere with the performance of assigned duties and responsibilities, the employee may proceed to register for the class. The employee and supervisor shall come to a written understanding as to how the employee will attend class and work his/her required number of hours.
- (3) Employees are required to complete an **electronic tuition remission form** ~~tuition remission application and forward it to the office of human resources~~ prior to taking advantage of the fee remission benefit for each academic term. ~~The~~ **Tuition remission forms application** ~~are~~ **is** available on the office of human resources website. ~~or from the office of financial aid and scholarships.~~ **For non-credit courses, eligible employees are required to make an application using the enrollment form provided by the college offering the course, in addition to the electronic application process in advance of enrollment.**
- (4) The office of human resources will certify eligibility of the applicant and forward the ~~form~~ **electronic application** to the office of financial aid and scholarships for processing.



~~(5) — Employees covered by collective bargaining should refer to their respective agreement.~~

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

Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: December 1998; September 2001; December 2010; February 2012; December 2016; December 2018  
Board Committee: University Affairs  
**Effective Date: December 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 various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (B) Tuition or fee remission eligibility. University employees are eligible to be granted remission of instructional and general fees at the university, including out-of-state fees, where applicable. Dependent children and spouses are eligible to be granted remission of instructional fees at the university, including out-of-state instructional fees, where applicable. Children, for purposes of this policy, are the biological children, legally adopted children, stepchildren, or children for which the employee has been granted a legal guardianship. Details of the fee remission program may be found at the [benefits section](#) of the office of human resources website.
- (C) Parameters.
- (1) The employee will be required to produce sufficient documentation as requested by the university, such as copies of marriage licenses, birth certificates, and certificates of adoption or legal guardianship to assist the university in determining that the child or spouse is eligible for fee remission. Employees must also complete the university's application in order to receive tuition remission.

- (2) Instructional and general fees remission for up to eighteen semester hours per academic year and six semester hours each summer session are available to full-time and .75 full-time equivalent ("FTE") employees.
- (3) Instructional fee remission is available for spouses of full-time and .75 FTE employees.
- (4) Instructional fee remission is available for full-time and .75 FTE employees' dependent children to the end of the academic year during which the dependent child reaches age twenty-five.
- (5) Instructional and general fees remission are available for former full-time and .75 FTE employees who are retired. Instructional fee remission is available for retirees' spouses, and dependent children (to the end of the academic year during which the dependent reaches age twenty-five).
- (6) Dependent children of a deceased employee are eligible for fee remission of instructional fees until they reach the end of the academic year during which the dependent child reaches age twenty-five.
- (7) A surviving spouse of a deceased employee is eligible for remission of instructional fees as long as the spouse remains unmarried. A stepchild of a deceased employee is eligible for fee remission until the end of the academic years in which the stepchild reached age twenty-five only as long as the surviving spouse of the deceased employee remains unmarried.
- (8) A part-time employee whose appointment equals at least .5 FTE, but is less than .75 FTE, receives remission of one-half of the instructional and general fees for up to six semester hours during the fiscal year of employment. This formula for part-time employees also applies to classes and non-credit continuing education.
- (9) Fee remission is available to eligible employees enrolling in classes bearing Youngstown state university credit (including classes audited and non-credit continuing education).

(D) Procedures.

- (1) Enrollment in classes is restricted to times that do not interfere with the performance of an employee's assigned duties and responsibilities. Supervisors may make exceptions to this restriction provided that there is no adverse impact on the operational needs of the work unit and arrangements have been made for the employee to make up any missed work time. An employee wishing to enroll in a university class that is offered during normal work hours must initiate a discussion and obtain approval of the matter from their appropriate department chairperson or department/unit supervisor well in advance of the class registration period.
- (2) If the discussion results in a decision that such enrollment will not interfere with the performance of assigned duties and responsibilities, the employee may proceed to register for the class. The employee and supervisor shall come to a written understanding as to how the employee will attend class and work his/her required number of hours.
- (3) Employees are required to complete an electronic tuition remission application prior to taking advantage of the fee remission benefit for each academic term. The tuition remission application is available on the office of human resources website. For non-credit courses, eligible employees are required to make an application using the enrollment form provided by the college offering the course, in addition to the electronic application process in advance of enrollment.
- (4) The office of human resources will certify eligibility of the applicant and forward the electronic application to the office of financial aid and scholarships for processing.



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO RESCIND  
FRINGE BENEFITS, NON-CREDIT CONTINUING  
EDUCATION FEE REMISSION POLICY, 3356-7-32**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby rescind the University Policy governing Fringe Benefits, Non-Credit Continuing Education Fee Remission, policy number 3356-7-32, shown as Exhibit \_\_, attached hereto.

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

**RESCINDED 3356-7-32**      **Fringe benefits, non-credit continuing education fee remission.**

Previous Policy Number:      7015.04  
Responsible Division/Office:      Finance and Administration/Human Resources  
Responsible Officer:      VP for Finance and Administration  
Revision History:      March 1999; January 2012  
Board Committee:      University Affairs  
**Effective Date:**      **March 14, 2012**  
Next Review:      2017

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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 various fringe benefits packages, it offers employees incentives to pursue additional education; to take advantage of events, activities and performances offered; and to otherwise enhance each employee's standard of living. University employees who are in a bargaining unit should refer to their collective bargaining agreement for information regarding eligibility for continuing education fee remission.
- (B) Continuing education fee remission eligibility. Full-time and three-quarter part-time employees shall be entitled to instructional fee remission twice per calendar year for non-credit continuing education courses offered through the university's metro college.
- (C) Parameters.
  - (1) An eligible employee's spouse and dependent children shall each be entitled to instructional fee remission once per calendar year for such non-credit continuing education courses, provided there is an enrollment slot available above and beyond the enrollment level required to fund the course.
  - (2) Charges for materials, facilities, texts, and consumable or other non-instructional items are the responsibility of the enrollee and shall be payable at the time of registration.

- (3) The responsibility for making a determination regarding the required enrollment level in any given course rests with the university.

(D) Procedures.

- (1) Eligible employees or dependents are required to make application in advance of enrollment on a form provided by the Metro college office of university outreach and in accordance with established deadlines.
- (2) Enrollment in classes is restricted to times that do not interfere with the performance of an employee's assigned duties and responsibilities. Supervisors may make exceptions to this restriction provided that there is no adverse impact on the operational needs of the work unit and arrangements have been made for the employee to make up any missed work time. An employee wishing to enroll in a non-credit continuing education class that is offered during their normal work hours must initiate a discussion and obtain approval of the matter from their appropriate academic department chairperson or department/unit supervisor well in advance of the class registration period.
- (3) If the discussion results in a decision that such enrollment will not interfere with the performance of assigned duties and responsibilities, the employee may proceed to register for the class. The employee and supervisor shall come to a written understanding as to how the employee will attend class and work his/her required number of hours.
- (4) In addition to the registration form, employees are required to complete a Metro college employee remission form and forward it with the registration form. Employee remission forms are available on the Metro college website: <http://web.yzu.edu/metro/>.



**RESOLUTION TO MODIFY  
FRINGE BENEFITS TO PART-TIME FACULTY POLICY, 3356-7-33**

**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 Fringe Benefits to Part-Time Faculty 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 Fringe Benefits to Part-Time Faculty, policy number 3356-7-33, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.



**3356-7-33 Fringe benefits to part-time faculty.**

**Previous Policy Number:** ~~7015.05~~

Responsible Division/Office: Human Resources

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

Revision History: December 1998; September 2001;  
November 2010; February 2012; **December 2018**

Board Committee: University Affairs

**Effective Date:** ~~June 13~~ **December 6, 2018**

Next Review: ~~2017~~ **23**

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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 various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (B) The university may provide these and other fringe benefits for part-time faculty:
- (1) Sick leave. Per section 124.38 of the Revised Code and rules 123:1-32-03, -04, and -05 of the Administrative Code, part-time faculty members earn sick leave at the rate of 4.6 hours for each eighty hours of service (equates to .0575 hours per workload hour per week).
  - (2) Fee remission. Part-time faculty who teach two or more workload hours in a given semester at the university receive remission of one-half of the instructional fee for up to three credit hours per term, regardless of the number of hours taught. The maximum benefit per academic year cannot exceed nine credit hours. Credit hours may be accrued and used during the fall and spring semesters of an academic year and the summer term that follows spring semester. The office of financial aid and scholarships administers this program.

- (3) Parking. Part-time faculty will be given a parking permit that entitles them to use university parking facilities for any term they teach. Permits may be obtained from the office of parking services.
- (4) Retirement. Part-time faculty are enrolled in the state teachers retirement system ("STRS"). Participation involves contributions from the individual and the university based upon annual gross salary. The part-time faculty member's service during any academic year is reported to STRS on a prorated basis in which forty workload hours are the equivalent of one year of service.
- (5) Discounts. Part-time faculty receive a discount of twenty per cent on all purchases of five dollars or more at the university bookstore with the presentation of a valid identification card. They also receive discounts on tickets to intercollegiate athletic events and the university theater.
- (6) Facility use. Part-time faculty are entitled to use Maag library and the recreational facilities in Beeghly center and Stambaugh stadium. A valid identification card is required.
- (7) Further information about part-time faculty can be found in the current edition of the "Part-Time Faculty Manual." ~~Copies are available on the office of the provost's website:~~  
[https://ysu.edu/sites/.../Part-time\\_Faculty\\_Manual\\_8\\_10\\_2017.pdf](https://ysu.edu/sites/.../Part-time_Faculty_Manual_8_10_2017.pdf)  
~~<http://web.ysu.edu/provost/>~~
- ~~(8) — Employees covered by collective bargaining are referred to their respective agreement.~~

**3356-7-33 Fringe benefits to part-time faculty.**

Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: December 1998; September 2001; November 2010; February 2012; December 2018  
Board Committee: University Affairs  
**Effective Date: December 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 various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (B) The university may provide these and other fringe benefits for part-time faculty:
- (1) Sick leave. Per section 124.38 of the Revised Code and rules 123:1-32-03, -04, and -05 of the Administrative Code, part-time faculty members earn sick leave at the rate of 4.6 hours for each eighty hours of service (equates to .0575 hours per workload hour per week).
  - (2) Fee remission. Part-time faculty who teach two or more workload hours in a given semester at the university receive remission of one-half of the instructional fee for up to three credit hours per term, regardless of the number of hours taught. The maximum benefit per academic year cannot exceed nine credit hours. Credit hours may be accrued and used during the fall and spring semesters of an academic year and the summer term that follows spring semester. The office of financial aid and scholarships administers this program.
  - (3) Parking. Part-time faculty will be given a parking permit that entitles them to use university parking facilities for any term they

teach. Permits may be obtained from the office of parking services.

- (4) Retirement. Part-time faculty are enrolled in the state teachers retirement system (“STRS”). Participation involves contributions from the individual and the university based upon annual gross salary. The part-time faculty member’s service during any academic year is reported to STRS on a prorated basis in which forty workload hours are the equivalent of one year of service.
- (5) Discounts. Part-time faculty receive a discount of twenty per cent on all purchases of five dollars or more at the university bookstore with the presentation of a valid identification card. They also receive discounts on tickets to intercollegiate athletic events and the university theater.
- (6) Facility use. Part-time faculty are entitled to use Maag library and the recreational facilities in Beeghly center and Stambaugh stadium. A valid identification card is required.
- (7) Further information about part-time faculty can be found in the current edition of the “Part-Time Faculty Manual” ([Part-Time Faculty Manual](#)).



**YOUNGSTOWN  
STATE  
UNIVERSITY**

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

**3356-7-04 Workplace Violence, Threats, and Disruptive Behavior Policy**

This policy has been modified to include workplace and off-campus violence, threats and disruptive behavior as it pertains to faculty, staff and students. The definitions have been modified and added. A section on appropriate reporting to the Chief Human Resources Officer by University employees involved in a crime as a perpetrator has been added. Language has also been added to include a section on protection orders. The policy has also expanded the section on consequences.

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



**RESOLUTION TO MODIFY AND RETITLE  
WORKPLACE VIOLENCE, THREATS, AND  
DISRUPTIVE BEHAVIOR POLICY, 3356-7-04**

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

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

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

**WHEREAS**, the Workplace Violence, Threats, and Disruptive Behavior policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing Workplace Violence, Threats, and Disruptive Behavior, policy number 3356-7-04, to be retitled as Workplace and Off-Campus Violence, Threats and Disruptive Behavior, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-7-04 Workplace and off-campus violence, threats, and disruptive behavior.

Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: December 2012; September 2017  
Board Committee: University Affairs  
Effective Date: ~~September 7, 2017~~ December 6, 2018  
Next Review: 2023

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- (A) Policy statement. Youngstown state university (university) is committed to providing a supportive working and learning environment that is safe and free from threats, intimidation, unreasonable disruptions and violence and to helping students and employees avoid the use of violence, threats or similar behavior in any context.
- (B) Purpose. To promote a safe work environment that encourages knowledge acquisition and productive employment assures by assuring an appropriate and prompt response to any workplace or campus violence or threat of violence, and provide assistance to and hold employees and students who are perpetrators of threats, violence and abusive behavior accountable for their behavior.
- (C) Scope. This policy applies to all university employees, students, faculty, visitors and all persons who, while not university employees, perform work or provide services both on university property and for the benefit of the university.
- (D) Definitions for purposes of this policy.
- (1) ~~“Workplace”~~ Threats or violence.” Violent, abusive or threatening conduct against persons or property that is sufficiently severe or intimidating to result in or create a reasonable risk of property damage, physical injury, death, or psychological harm. ~~reasonably interfere with the normal activities or functioning of the workplace.~~ Workplace Threats or violence include, but are not limited to, physical violence, family and relationship violence, stalking, sexual, emotional, verbal or and psychological intimidation or; verbal abuse; crimes of violence, and possession of a deadly weapon.

- (2) “Workplace.” Any location owned, leased, or rented by the university, or any location where a university employee is acting in the course and scope of employment. This includes, but is not limited to, buildings, grounds, and surrounding property, including streets, parking lots, field locations, classrooms, and residence halls. It also includes vehicles when those vehicles are used for university business.
  - (3) “Workplace threats or violence.” Threats or violence that occur in the workplace.
  - (4) “Off-campus.” Any location which does not fall within the policy definition of workplace.
  - (5) “Off-campus threats or violence.” Threats or violence that occurs off-campus.
  - (26) ~~“Workplace D~~disruptive behavior.” Inappropriate behavior, confrontation, or conflict which occurs in the university workplace and unreasonably interferes with ~~or prevents~~ the normal activities or functioning of the ~~workplace~~university.
  - ~~(3) “Workplace.” Any university-owned or controlled property or university service or event.~~
  - (47) “Family and relationship violence.” Any type of domestic violence as defined by section 2919.25 of the Revised Code.
  - ~~(58)~~ “Deadly weapon.” Any instrument, device, or thing capable of inflicting death and designed or specially adapted for use as a weapon, or possessed, carried or used as a weapon as defined by section 2923.11 of the Revised Code.
  - (9) “Criminal conviction.” Being found guilty, entering into a guilty plea or pleading no contest or nolo contendere.
  - (10) “Perpetrator.” An individual who engages in threats or violence as defined by this policy.
- (E) Prohibited behavior includes, but is not limited to:
- (1) Verbal abuse or outbursts, the creation of conflict between co-



workers, use of profanity/offensive language, or inappropriate interactions with students, coworkers, supervisors or others.

- (2) Any direct or implied threats to an individual or the individual's family, friends, associates, or property.
  - (3) Physical conduct that results **or could reasonably result** in harm to people or property.
  - (4) The illegal possession, use or unauthorized storage of a deadly weapon on university property or at university-sponsored events.
  - (5) Intimidation or harassment that has the intent or effect of disrupting the work or learning environment and/or results in fear for personal safety.
  - (6) The use of university property or resources, **including but not limited to such as** work time, telephones, **faxes**, mail, email, or the internet, to threaten, ~~or~~ harass, **intimidate or abuse** someone.
  - (7) Repeated unwanted contact from one person to another which causes an individual to reasonably feel alarm or fear violence.
- (F) Reporting/duty to disclose.
- (1) An employee who has been identified as a perpetrator in a police report, criminally charged with, arrested for, criminally convicted of, or sentenced for a crime involving violence, family and relationship violence, stalking, menacing, intimidation, or possession of a deadly weapon, shall inform the university's chief human resources officer ("CHRO"), or designee, within seven calendar days of the event. The CHRO, or designee, will notify the employee's immediate supervisor as appropriate.
    - (a) The employee may be subject to a background check pursuant to rule 3356-7-44 of the Administrative Code (see university policy 3356-7-44 Background checks).
    - (b) The necessity for and type of university action that will be taken, including disciplinary action, pursuant to this policy will depend on a variety of factors including but not limited to:

- (i) The nature and gravity of the incident/crime.
  - (ii) The degree of relevance to the employee's position and duties.
  - (iii) The impact on the employee's ability to continue to effectively perform their job duties.
  - (iv) The impact on the reputation, position or standing of the university.
  - (v) Any other relevant information.
- (12) An employee who is the victim of violence in the workplace, or believes he or she has been or is being threatened with violence in the workplace, or witnesses an act or threat of violence in the workplace shall take the following steps:
- (a) If the situation is one of immediate danger, contact the university police department (330-941-3527 or 911 from a university phone) or local law enforcement by dialing 911 and take whatever emergency steps are available and appropriate to protect yourself or others from immediate harm, including seeking immediate assistance for persons in need of medical care; then file a report with the university police department and the chief human resources officer as soon as possible.
  - (b) If the situation is not one of immediate danger, report the incident to the appropriate supervisor and to the chief human resources officer as soon as possible. A police report should also be filed with the university police department.
  - (c) The university police department, the chief human resources officer and managers and supervisors are to take all reported incidents of threatening and violent behavior in the workplace seriously and document the circumstance associated with the incident, including a record of information from all involved employees/students or witnesses as well as an assessment of the situation.
  - (d) All reported incidents will be investigated to the extent

possible. The university will take appropriate remedial action to protect employees, faculty, and students.

- (23) An employee who is experiencing or witnessing disruptive workplace behavior should report the behavior to his/her supervisor. If the supervisor is the source of the disruptive behavior, the employee should contact the ~~chief human resources officer~~ CHRO, or designee.
  - (4) In the event the university receives credible, verifiable information that an employee has been identified as a perpetrator in a police report, criminally charged with, arrested for, convicted of, or sentenced for a crime involving violence, family and relationship violence, stalking, menacing, intimidation, or possession of a deadly weapon; the university will make a determination utilizing the criteria in section (F)(1)(b) of this policy regarding the necessity for and type of institutional action to be taken, including but not limited to a background check pursuant to rule 3356-7-44 of the Administrative Code (see university policy 3356-7-44 Background checks).
- (G) Education, response, and prevention.
- (1) Office of human resources.
    - (a) Provide annual training opportunities for all employees concerning workplace violence and family and relationship violence and familiarize new employees with this policy through new faculty and staff orientation materials and online postings on appropriate university websites.
    - (b) Proactively respond to potential indicators of violence or abuse by referring affected individuals to available resources provided by the university.
    - (c) In collaboration with the university police department, evaluate reported incidents of threatening or violent behavior on the perceived intent of the threat, nature of the threat, immediate risk factors and likelihood that harm will occur.
    - (d) Provide ongoing support by helping victims seek professional assistance, including referencing the

university's employee assistance program provider on the human resources website.

- (e) Promptly formulate and implement a plan of action in consultation with the Youngstown state university police and the appropriate manager or supervisor.
  - (f) Following an investigation, implement appropriate disciplinary action.
  - (g) Process corrective action consistent with university policy and/or collective bargaining agreements as applicable.
  - (h) Provide assistance to the employing unit, including information on the parameters guiding employee sick leave or personal leave benefits, employee assistance program provider and individualized workplace safety plans.
- (2) Youngstown state university police department.
- (a) In consultation with the office of human resources, the office of environmental and occupational health and safety ("EOHS"), and the appropriate office or department, the university police department will coordinate an individualized workplace safety plan in response to workplace violence and family relationship violence. Such plans may include changing work station and phone numbers as well as providing escort services to and from the building as circumstances warrant.
  - (b) Restore order in a conflict situation.
  - (c) Enforce the law, including existing protection orders.
  - (d) Arrange for emergency medical assistance when necessary.
  - (e) Participate on a crisis assessment team.
- (3) Faculty, staff, and student employee responsibilities
- (a) ~~Any~~ Any student or employee of the university who has obtained or is the subject of a protective order (ex parte, temporary, permanent, or civil) and/or a temporary restraining order must inform their immediate supervisor if they are an employee or the office of student conduct if

they are a student, -and the university police department and provide a copy of the ~~protection~~ order to the university police department. Failure to provide this information places the student, employee and campus community at risk.

- (b) Have knowledge of the policy.
  - (c) Attend educational training, counseling, or treatment as required, including but not limited to employee assistance program services and fitness for duty examinations.
- (H) Consequences for policy violations.
- (1) University employees who engage in workplace threats or violence or workplace disruptive behavior ~~determined to be in violation of this policy~~ will be subject to disciplinary action up to and including termination of employment consistent with university policies and/or bargaining unit agreements.
  - ~~(2) — Students as perpetrators will be dealt with in accordance with the “The Code of Student Rights, Responsibilities, and Conduct.”~~
  - (2) ~~Perpetrators of workplace or family and relationship violence~~ Employees who engage in other violations of this policy ~~occurring in the workplace will~~ may be required to complete a program of intervention which may include an educational program, counseling, and/or ongoing treatment, and may be subject to other university action including disciplinary action up to and including termination. ~~—The university’s employee assistance program provider can provide the necessary services or referral to the necessary resources.~~
  - (3) Students who engage in threats, violence or disruptive behavior will be subject to the “The Student Code of Conduct.”
  - (4) Perpetrators may be determined persona non grata pursuant to rule 3356-7-45 of the Administrative Code (see university policy 3356-7-45 Persona non grata status for campus visitors).
  - (5) Perpetrators may be subject to criminal charges.

**3356-7-04 Workplace and off-campus violence, threats and disruptive behavior.**

Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: December 2012; September 2017  
Board Committee: University Affairs  
**Effective Date: December 6, 2018**  
Next Review: 2023

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- (A) Policy statement. Youngstown state university (university) is committed to providing a supportive working and learning environment that is safe and free from threats, intimidation, unreasonable disruptions and violence and to helping students and employees avoid the use of violence, threats or similar behavior in any context.
- (B) Purpose. To promote a safe environment that assures an appropriate and prompt response to workplace or campus violence or threat of violence, and to provide assistance to and hold employees and students who are perpetrators of threats, violence and abusive behavior accountable for their behavior.
- (C) Scope. This policy applies to all university employees, students, faculty, visitors and all persons who, while not university employees, perform work or provide services both on university property and for the benefit of the university.
- (D) Definitions for purposes of this policy.
  - (1) “Threats or violence.” Violent, abusive or threatening conduct against persons or property that is sufficiently severe or intimidating to result in or create a reasonable risk of property damage, physical injury, death, or psychological harm. Threats or violence include, but are not limited to, physical violence, family and relationship violence, stalking, sexual, emotional, verbal or psychological intimidation or abuse; crimes of violence, and possession of a deadly weapon.
  - (2) “Workplace.” Any location owned, leased, or rented by the university, or any location where a university employee is acting in

the course and scope of employment. This includes, but is not limited to, buildings, grounds, and surrounding property, including streets, parking lots, field locations, classrooms, and residence halls. It also includes vehicles when those vehicles are used for university business.

- (3) “Workplace threats or violence.” Threats or violence that occur in the workplace.
  - (4) “Off-campus.” Any location which does not fall within the policy definition of workplace.
  - (5) “Off-campus threats or violence.” Threats or violence that occurs off-campus.
  - (6) “Workplace disruptive behavior.” Inappropriate behavior, confrontation, or conflict which occurs in the university workplace and unreasonably interferes with the normal activities or functioning of the university.
  - (7) “Family and relationship violence.” Any type of domestic violence as defined by section 2919.25 of the Revised Code.
  - (8) “Deadly weapon.” Any instrument, device, or thing capable of inflicting death and designed or specially adapted for use as a weapon, or possessed, carried or used as a weapon as defined by section 2923.11 of the Revised Code.
  - (9) “Conviction.” A guilty verdict, a guilty plea, or a plea of no contest (nolo contendere).
  - (10) “Perpetrator.” An individual who engages in threats or violence as defined by this policy.
- (E) Prohibited behavior includes, but is not limited to:
- (1) Verbal abuse or outbursts, the creation of conflict between co-workers, use of profanity/offensive language, or inappropriate interactions with students, coworkers, supervisors or others.
  - (2) Any direct or implied threats to an individual or the individual’s family, friends, associates, or property.

- (3) Physical conduct that results or could reasonably result in harm to people or property.
  - (4) The illegal possession, use or unauthorized storage of a deadly weapon on university property or at university-sponsored events.
  - (5) Intimidation or harassment that has the intent or effect of disrupting the work or learning environment and/or results in fear for personal safety.
  - (6) The use of university property or resources, including but not limited to work time, telephones, faxes, mail, email, or the internet, to threaten, harass, intimidate or abuse someone.
  - (7) Repeated unwanted contact from one person to another which causes an individual to reasonably feel alarm or fear violence.
- (F) Reporting/duty to disclose.
- (1) An employee who has been identified as a perpetrator in a police report, criminally charged with, arrested for, convicted of, or sentenced for a crime involving violence, family and relationship violence, stalking, menacing, intimidation, or possession of a deadly weapon, shall inform the university's chief human resources officer ("CHRO"), or designee, within seven calendar days of the event. The CHRO, or designee, will notify the employee's immediate supervisor as appropriate.
    - (a) The employee may be subject to a background check pursuant to rule 3356-7-44 of the Administrative Code (see university policy 3356-7-44 Background checks).
    - (b) The necessity for and type of university action that will be taken, including disciplinary action, pursuant to this policy will depend on a variety of factors including but not limited to:
      - (i) The nature and gravity of the incident/crime.
      - (ii) The degree of relevance to the employee's position and duties.



- (iii) The impact on the employee's ability to continue to effectively perform their job duties.
  - (iv) The impact on the reputation, position or standing of the university.
  - (v) Any other relevant information.
- (2) An employee who is the victim of violence in the workplace, or believes he or she has been or is being threatened with violence in the workplace, or witnesses an act or threat of violence in the workplace shall take the following steps:
- (a) If the situation is one of immediate danger, contact the university police department (330-941-3527 or 911 from a university phone) or local law enforcement by dialing 911 and take whatever emergency steps are available and appropriate to protect yourself or others from immediate harm, including seeking immediate assistance for persons in need of medical care; then file a report with the university police department and the chief human resources officer as soon as possible.
  - (b) If the situation is not one of immediate danger, report the incident to the appropriate supervisor and to the chief human resources officer as soon as possible. A police report should also be filed with the university police department.
  - (c) The university police department, the chief human resources officer and managers and supervisors are to take all reported incidents of threatening and violent behavior in the workplace seriously and document the circumstance associated with the incident, including a record of information from all involved employees/students or witnesses as well as an assessment of the situation.
  - (d) All reported incidents will be investigated to the extent possible. The university will take appropriate remedial action to protect employees, faculty, and students.
- (3) An employee who is experiencing or witnessing disruptive workplace behavior should report the behavior to his/her

supervisor. If the supervisor is the source of the disruptive behavior, the employee should contact the CHRO, or designee.

- (4) In the event the university receives credible, verifiable information that an employee has been identified as a perpetrator in a police report, criminally charged with, arrested for, convicted of, or sentenced for a crime involving violence, family and relationship violence, stalking, menacing, intimidation, or possession of a deadly weapon; the university will make a determination utilizing the criteria in section (F)(1)(b) of this policy regarding the necessity for and type of institutional action to be taken, including but not limited to a background check pursuant to rule 3356-7-44 of the Administrative Code (see university policy 3356-7-44 Background checks).

(G) Education, response, and prevention.

- (1) Office of human resources.
  - (a) Provide annual training opportunities for all employees concerning workplace violence and family and relationship violence and familiarize new employees with this policy through new faculty and staff orientation materials and online postings on appropriate university websites.
  - (b) Proactively respond to potential indicators of violence or abuse by referring affected individuals to available resources provided by the university.
  - (c) In collaboration with the university police department, evaluate reported incidents of threatening or violent behavior on the perceived intent of the threat, nature of the threat, immediate risk factors and likelihood that harm will occur.
  - (d) Provide ongoing support by helping victims seek professional assistance, including referencing the university's employee assistance program provider on the human resources website.
  - (e) Promptly formulate and implement a plan of action in consultation with the Youngstown state university police and the appropriate manager or supervisor.

- (f) Following an investigation, implement appropriate disciplinary action.
  - (g) Process corrective action consistent with university policy and/or collective bargaining agreements as applicable.
  - (h) Provide assistance to the employing unit, including information on the parameters guiding employee sick leave or personal leave benefits, employee assistance program provider and individualized workplace safety plans.
- (2) Youngstown state university police department.
- (a) In consultation with the office of human resources, the office of environmental and occupational health and safety (“EOHS”), and the appropriate office or department, the university police department will coordinate an individualized workplace safety plan in response to workplace violence and family relationship violence. Such plans may include changing work station and phone numbers as well as providing escort services to and from the building as circumstances warrant.
  - (b) Restore order in a conflict situation.
  - (c) Enforce the law, including existing protection orders.
  - (d) Arrange for emergency medical assistance when necessary.
  - (e) Participate on a crisis assessment team.
- (3) Faculty, staff, and student employee responsibilities
- (a) Any student or employee of the university who has obtained or is the subject of a protection order (ex parte, temporary, permanent, or civil) and/or a temporary restraining order must inform their immediate supervisor if they are an employee or the office of student conduct if they are a student, and the university police department and provide a copy of the order to the university police department. Failure to provide this information places the student, employee and campus community at risk.
  - (b) Have knowledge of the policy.

- (c) Attend educational training, counseling, or treatment as required, including but not limited to employee assistance program services and fitness for duty examinations.
- (H) Consequences for policy violations.
- (1) University employees who engage in workplace threats or violence or workplace disruptive behavior will be subject to disciplinary action up to and including termination of employment consistent with university policies and/or bargaining unit agreements.
  - (2) Employees who engage in other violations of this policy will be required to complete a program of intervention which may include an educational program, counseling, and/or ongoing treatment, and may be subject to other university action including disciplinary action up to and including termination.
  - (3) Students who engage in threats, violence or disruptive behavior will be subject to the “The Student Code of Conduct.”
  - (4) Perpetrators may be determined persona non grata pursuant to rule 3356-7-45 of the Administrative Code (see university policy 3356-7-45 Persona non grata status for campus visitors).
  - (5) Perpetrators may be subject to criminal charges.



**YOUNGSTOWN  
STATE  
UNIVERSITY**

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

**3356-7-44 Background Checks Policy**

This policy has been modified to include language requiring disclosure to the Chief Human Resources Officer for any conviction or arrest of a crime committed by a University employee.

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



**RESOLUTION TO MODIFY  
BACKGROUND CHECKS POLICY, 3356-7-44**

**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 Background Checks 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 Background Checks, policy number 3356-7-44, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-7-44 Background checks.**

Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: June 2011; September 2017; December 2018  
Board Committee: University Affairs  
Effective Date: ~~September 7, 2017~~ December 6, 2018  
Next Review: 202~~2~~3

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- (A) Policy statement. Youngstown state university (university) is committed to providing a safe environment for all students, employees, and visitors to our campus and associated worksites and to protecting its funds, property, and other assets. Background checks promote safety and security and allow the university to make well-informed ~~hiring~~ employment decisions.
- (B) Scope. This policy applies to all employees and individuals (both internal and external) selected for a position with the university for full- and part-time faculty, professional/administrative, and classified positions. It is a condition of employment that all such individuals submit to the criminal background check procedures. Federal, state, and local regulations may also require background checks for specific individuals or positions.
- (C) Definitions.
- (1) "Background check." The process of verifying credentials or other information about a candidate, including but not limited to, a criminal history check, educational and license verification, financial history check, and employment history.
  - (2) "Conviction." A guilty verdict, a guilty plea, or a plea of no contest (nolo contendere) of a felony or misdemeanor, other than minor traffic offenses.
  - (3) "Criminal background check." The process of gathering and reviewing criminal history records or information furnished by a criminal justice agency or third party vendor in the business of obtaining and providing criminal history records relating to an individual's criminal convictions. A criminal history record does

not include an individual's conviction records that have been sealed by court order. Criminal records include in-state and out-of-state criminal history, including misdemeanor and felony convictions.

- (4) "Credit history check." The process of gathering and reviewing financial history records or information furnished by any court of civil law, credit reporting agency (credit report), or a third party vendor in the business of obtaining and providing credit reports.

(D) Parameters.

- (1) The chief human resources officer ("CHRO") is responsible for developing procedures necessary for the implementation of this policy.
- (2) Former university employees who are proposed for rehire following an interrupted period of twelve months or more are subject to a criminal background check.
- (3) With the exception of minor traffic violations, a candidate who has falsified or withheld information will be disqualified from further consideration. This exception for minor traffic violations does not apply to positions which require a motor vehicle record check.
- (4) University departments, offices, or units may require additional background checks such as motor vehicle checks, driver insurability or license verification on final(s) for positions with corresponding job responsibilities.

(E) Procedures.

- (1) Candidates who are considered to be finalists in a job search are required to provide a written release authorizing a background check using a prescribed form and are required to provide necessary authorization and information for all other applicable background checks. A state of Ohio and a federal criminal background check will be conducted for final candidates who are under consideration.



- (2) Criminal history, including sex offender checks, will be conducted for the selected candidate for all positions as noted in this policy.
  - (3) A credit history will be conducted for any positions with access to or responsibility for cash receipts, cash accounts, blank checks, checking accounts or other bank accounts. Credit checks will also be required for positions that initiate accounting/financial transactions that are not reviewed or verified by others, positions that have override authority for spending, and deans, directors and/or department head or above. Current employees who assume these duties during the course of their employment will be subject to a credit history check.
- (F) Guidelines for review of criminal background checks. In accordance with state and federal laws, a previous criminal conviction does not automatically disqualify a candidate from consideration for employment with the university. A candidate's eligibility will depend on a variety of factors, including but not limited to:
- (1) The nature of and circumstances surrounding any crime(s);
  - (2) The time elapsed since conviction, rehabilitation record, and completion of any sentence;
  - (3) The actions and activities of the individual since the crime(s), including the individual's subsequent work history and the truthfulness and completeness of the candidate's disclosure of the conviction(s);
  - (4) The nature and duties of the position;
  - (5) Any other relevant information.
- (G) Employee **continuing** duty to disclose/**necessity for criminal background check**.
- (1) Current employees who are convicted of **or arrested for** a criminal offense (other than a minor traffic violation) ~~may be subject to a criminal background check. Therefore, employees are required~~ **have a continuing duty** to report any conviction **or arrest** to the ~~immediate supervisor~~ **CHRO or designee** within ~~threeseven~~

calendar days of the conviction or arrest. ~~The immediate supervisor will notify the office of human resources regarding the receipt of a notification from an employee~~ so that a determination may be made regarding the necessity to initiate a background check.

- (2) Current employees who have been identified as a perpetrator in a police report, criminally charged with, arrested for, convicted of, or sentenced for a crime involving violence, family and relationship violence, stalking, menacing, intimidation, or possession of a deadly weapon, have a continuing duty to report this information to the CHRO, or designee, within seven calendar days of the occurrence and may be subject to a background check (see rule 3356-7-04 of the Administrative Code and university policy 3356-7-04 Workplace and off-campus violence, threats and disruptive behavior).
  - (23) Current employees convicted of a criminal offense may be subject to further action, up to and including termination, consistent with university policies, laws/statutes and applicable collective bargaining agreements.
- (H) Use of background checks. Background checks will be used to evaluate individuals for employment or continued employment and will not be used to discriminate on the basis of race, color, national origin, religion, creed, sex, disability, age, veteran's status, sexual orientation, or political affiliation.
- (I) Confidentiality. Background checks may only be administered pursuant to this policy and in accordance with human resources procedures. Results of background checks will only be disclosed to the extent necessary to administer and enforce this policy or as required by law or appropriate legal process. Violation of the confidentiality requirement is grounds for discipline up to and including termination of employment.

**3356-7-44 Background checks.**

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

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- (A) Policy statement. Youngstown state university (university) is committed to providing a safe environment for all students, employees, and visitors to our campus and associated worksites and to protecting its funds, property, and other assets. Background checks promote safety and security and allow the university to make well-informed employment decisions.
- (B) Scope. This policy applies to all employees and individuals (both internal and external) selected for a position with the university for full- and part-time faculty, professional/administrative, and classified positions. It is a condition of employment that all such individuals submit to the criminal background check procedures. Federal, state, and local regulations may also require background checks for specific individuals or positions.
- (C) Definitions.
- (1) "Background check." The process of verifying credentials or other information about a candidate, including but not limited to, a criminal history check, educational and license verification, financial history check, and employment history.
  - (2) "Conviction." A guilty verdict, a guilty plea, or a plea of no contest (nolo contendere) of a felony or misdemeanor, other than minor traffic offenses.
  - (3) "Criminal background check." The process of gathering and reviewing criminal history records or information furnished by a criminal justice agency or third party vendor in the business of obtaining and providing criminal history records relating to an individual's criminal convictions. A criminal history record does

not include an individual's conviction records that have been sealed by court order. Criminal records include in-state and out-of-state criminal history, including misdemeanor and felony convictions.

- (4) "Credit history check." The process of gathering and reviewing financial history records or information furnished by any court of civil law, credit reporting agency (credit report), or a third party vendor in the business of obtaining and providing credit reports.

(D) Parameters.

- (1) The chief human resources officer ("CHRO") is responsible for developing procedures necessary for the implementation of this policy.
- (2) Former university employees who are proposed for rehire following an interrupted period of twelve months or more are subject to a criminal background check.
- (3) With the exception of minor traffic violations, a candidate who has falsified or withheld information will be disqualified from further consideration. This exception for minor traffic violations does not apply to positions which require a motor vehicle record check.
- (4) University departments, offices, or units may require additional background checks such as motor vehicle checks, driver insurability or license verification on final(s) for positions with corresponding job responsibilities.

(E) Procedures.

- (1) Candidates who are considered to be finalists in a job search are required to provide a written release authorizing a background check using a prescribed form and are required to provide necessary authorization and information for all other applicable background checks. A state of Ohio and a federal criminal background check will be conducted for final candidates who are under consideration.

- (2) Criminal history, including sex offender checks, will be conducted for the selected candidate for all positions as noted in this policy.
  - (3) A credit history will be conducted for any positions with access to or responsibility for cash receipts, cash accounts, blank checks, checking accounts or other bank accounts. Credit checks will also be required for positions that initiate accounting/financial transactions that are not reviewed or verified by others, positions that have override authority for spending, and deans, directors and/or department head or above. Current employees who assume these duties during the course of their employment will be subject to a credit history check.
- (F) Guidelines for review of criminal background checks. In accordance with state and federal laws, a previous criminal conviction does not automatically disqualify a candidate from consideration for employment with the university. A candidate's eligibility will depend on a variety of factors, including but not limited to:
- (1) The nature of and circumstances surrounding any crime(s);
  - (2) The time elapsed since conviction, rehabilitation record, and completion of any sentence;
  - (3) The actions and activities of the individual since the crime(s), including the individual's subsequent work history and the truthfulness and completeness of the candidate's disclosure of the conviction(s);
  - (4) The nature and duties of the position;
  - (5) Any other relevant information.
- (G) Employee continuing duty to disclose/necessity for criminal background check.
- (1) Current employees who are convicted of or arrested for a criminal offense (other than a minor traffic violation) have a continuing duty to report any conviction or arrest to the CHRO, or designee, within seven calendar days of the conviction or arrest so that a

determination may be made regarding the necessity to initiate a background check.

- (2) Current employees who have been identified as a perpetrator in a police report, criminally charged with, arrested for, convicted of, or sentenced for a crime involving violence, family and relationship violence, stalking, menacing, intimidation, or possession of a deadly weapon, have a continuing duty to report this information to the CHRO, or designee, within seven calendar days of the occurrence and may be subject to a background check (see rule 3356-7-04 of the Administrative Code and university policy 3356-7-04 Workplace and off-campus violence, threats and disruptive behavior).
  - (3) Current employees convicted of a criminal offense may be subject to further action, up to and including termination, consistent with university policies, laws/statutes and applicable collective bargaining agreements.
- (H) Use of background checks. Background checks will be used to evaluate individuals for employment or continued employment and will not be used to discriminate on the basis of race, color, national origin, religion, creed, sex, disability, age, veteran's status, sexual orientation, or political affiliation.
- (I) Confidentiality. Background checks may only be administered pursuant to this policy and in accordance with human resources procedures. Results of background checks will only be disclosed to the extent necessary to administer and enforce this policy or as required by law or appropriate legal process. Violation of the confidentiality requirement is grounds for discipline up to and including termination of employment.



**YOUNGSTOWN  
STATE  
UNIVERSITY**

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

**3356-7-16 Unscheduled Leave Policy**

This is a new policy created by the University to establish the use of accrued leave by non-essential faculty and staff during times of inclement weather or other extraordinary circumstances deemed to be potentially unsafe. The University will communicate to the campus community when this type of leave may be used, including students. Employees using leave during this time will still need to notify their supervisor, but pre-approval is not needed. Essential and non-essential employees are defined further in the policy.

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



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO APPROVE  
UNSCHEDULED LEAVE POLICY, 3356-7-16**

**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 Unscheduled Leave policy number 3356-7-16, shown as Exhibit \_\_\_ attached hereto.

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



**NEW 3356-7-16**      **Unscheduled Leave Policy.**

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

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- (A) Policy statement. As a comprehensive university with a resident student community, Youngstown state university (university) must maintain certain essential functions and services regardless of whether the university, or a portion of the university, has been closed due to inclement weather or other extraordinary circumstances. When unscheduled leave is in effect, nonessential employees may elect to work or take accrued leave or leave without pay. Under unscheduled leave, employees are not required to provide usual advance notice when they have determined travel to or remaining on campus may reasonably jeopardize their safety.
- (B) Purpose. To provide consistent guidelines and procedures for employees and students to follow when an emergency situation necessitates the declaration of unscheduled leave.
- (C) Scope. This policy applies to all employees, including student employees and students of the university, with the exception of employees deemed to be essential employees.
- (D) Definitions.
  - (1) Unscheduled leave. Leave that nonessential university employees may take in the event of extreme weather or similar emergency circumstances which prevents them from reporting to or continuing work as usual.
  - (2) Essential function or service. A function or service designated as indispensable to the continued and safe operation of the university. Essential functions and services include but are not limited to snow

removal, public safety, telecommunications, environmental, student residence, and food services. Essential functions and services may vary depending on circumstances.

- (3) Essential employee. An employee whose presence is required regardless of the existence of an emergency and whose absence from duty could endanger the safety and/or well-being of the campus population and/or physical plant.

(E) Parameters.

- (1) The use of unscheduled leave is only available when the president or his/her designee has invoked the unscheduled leave policy.
- (2) Essential personnel are required to report for work when unscheduled leave is declared, unless they are specifically notified not to report by their supervisor.
- (3) Individuals utilizing unscheduled leave do not need to request and have leave pre-approved; however they are responsible for notifying their supervisor, or in the case of students their instructor, when they intend to take leave or be absent from class.
- (4) The type of leave taken must be consistent with other university policies and/or bargaining unit agreements. Employees may not use sick leave for a unscheduled leave absence unless the absence meets the criteria established for sick leave by their bargaining unit agreement or other board of trustees' policy.
- (5) Leave without pay may only be utilized if the employee has no other appropriate leave time available.
- (6) This policy may be invoked for the entire campus; only certain buildings or areas of campus; for an entire day[s] or portion of a day[s].
- (7) This policy may be invoked when the university is operating in "classes cancelled" status.

(F) Procedures.

- (1) The president, or his/her designee, has the authority to invoke this policy. The decision to invoke this policy will be communicated to the campus community via normal electronic media.
  - (2) Supervisors will establish reasonable procedures for nonessential employees to follow to notify their departments if unscheduled leave is taken.
  - (3) All leave taken must be reported and approved on either the bi-weekly time sheet or the semi-monthly leave report as applicable.
  - (4) Faculty members seeking to cancel classes during declared unscheduled leave must follow their department procedures.
- (G) Policy violation. Employees who fail to adhere to the requirements of this policy without sufficient justification, will be subject to appropriate disciplinary action.
- (H) Students. Students should consult course syllabi and the university's e-bulletin for procedures regarding absence from class.



**RESOLUTION TO APPROVE THE SELECTION OF AN ASSOCIATE  
VICE PRESIDENT AND CHIEF HUMAN RESOURCES OFFICER**

**WHEREAS**, the Office of Human Resources provides leadership and guidance on strategic and operational activities pertaining to the recruitment, selection, appraisal, compensation, recognition, and development of employees as well as administering robust employee benefit and labor relations programs; and

**WHEREAS**, the Board of Trustees approved the authorization of a search in accordance with University Policy 3356-9-02; and

**WHEREAS**, a candidate was identified from an applicant pool obtained as a result of a national search process and recommended by the search committee; and

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the appointment of Cynthia Kravitz as the Associate Vice President and Chief Human Resources Officer, effective December 7, 2018.

PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION

Page 1 of 3



YOUNGSTOWN STATE UNIVERSITY

Issue Date:

Salary Range: L11 Excluded

Reviewed By: JG/HJ/AB

FLSA Review: Exempt

Hiring Range: \$115,372 - \$155,805

**TITLE:** Associate Vice President & Chief Human Resources Officer

**DEPARTMENT:** Office of Human Resources

**JOB SUMMARY:**

Serves as senior officer and provides overall leadership for the Office of Human Resources; provides strategic leadership for the development, implementation, communication, and administration of programs and processes related to human resources. Provides long range strategic planning and managing a high performance work force; establishes goals, systems and controls to ensure that all human resource programs are aligned with the University's strategic objectives and carried out in accordance with relevant laws, policies and regulations. Manages a budgeted staff and broad responsibilities, including: employment policies and programs, compensation, benefits, performance management, labor and employee relations, recruiting and retention, training and development, organizational development, human resource information systems, and compliance associated with all applicable federal, state and local laws. Working in collaboration with the President and Tod Hall Leaders, the AVP & CHRO defines and implements a labor relations strategy that ensures a positive and productive work environment with YSU's labor unions.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

Plans, assigns, directs and reviews the work of the Office of Human Resources; assigns and reviews the work of subordinates, trains and orients staff members, authorizes the use of paid leaves, investigates workplace incidents and issues corrective action as required, evaluates work performance, interviews candidates for employment and recommends hiring.

Provides overall leadership for the Office of Human Resources; develops long and short range goals for the Division; achieves human resources strategic and financial objectives in support of the university's strategic and financial goals; provides leadership to advance the division's mission of attracting, retaining, and developing a community of talented and diverse individuals in support of the university's strategic plan.

Serves as a member of the university's executive leadership; assists in formulating and administering University policies and procedures; assists in development of plans and initiatives that align with the university-level strategic initiatives; provides general support for the Board of Trustees in the area of Human Resources.

Fulfills responsibilities of human resource management including benefits, wellness, training and organizational development, compensation, records, talent acquisition and employee engagement.

Recommends, administers and interprets policy; ensures compliance with legislative mandates.

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 2 of 3

Plans, monitors and maintains department budget; monitors department spending to ensure that expenditures do not exceed budgetary limitations; approves operating expenses.

Represents the University to external constituencies; serves on various department, division and University committees; collaborates with colleagues across the campus and executive leadership.

Interprets the various labor agreements; conducts investigations and approves actions in disciplinary matters; participates in the grievance procedures and contract negotiations when requested; provides positive resolution to employee concerns in a confidential and professional manner.

Administers the centralized program by maintaining current job descriptions for all non-instructional positions; responsible for audits of all positions requesting reclassification and all recommended actions.

Facilitates the recruitment, screening, selection, orientation and employment of non-instructional employees. Authors vacancy announcements and develops internal postings and external advertisements; assists search committees in identifying hiring criteria and interview questions; provides logistical support to the search process to ensure compliance with employment laws and university policy.

Attempts positive resolution to employee concerns in a confidential and professional manner.

Supervisory responsibility for the work of staff, maintenance of the personnel files, departmental budget, and employment related data necessary for statistical reporting. Ensures compliance with ongoing University policies, procedures, and programs. Advises employees and supervisors on employment related issues or concerns. Conducts exit interviews with separating employees. Maintains records and recommends operating structure of university departments. Oversees maintenance of university organizational charts. Facilitates and coordinates special projects.

**OTHER FUNCTIONS & RESPONSIBILITIES:** Performs other related duties as assigned.

**SUPERVISION EXERCISED:** Supervision is exercised over management staff, professional/ administrative staff, classified staff and student employees.

**REPORTS TO:** Reports to the Vice President for Legal Affairs and Human Resources and serves as the top advisor to the President and Cabinet related to matters affecting all employee groups.

**PHYSICAL REQUIREMENTS:** None

**REQUIRED CERTIFICATIONS AND/OR LICENSURES:** None

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Human Resources, Business Administration or related field; minimum of ten (10) years of increasingly responsible professional human resources experience. Firm knowledge and experience in standard HR practices and evidence of strong leadership abilities are expected. The successful candidate will demonstrate the ability to organize the HR unit around the work force while stressing quality of service and demonstrate the ability to engage the use of technology to manage data. The role of HR in strategic planning is essential and is prominent in the responsibility of this position. Must have a proven record of engaging best practices and continuous improvement. Must demonstrate proven leadership ability with the highest degree of personal integrity, outstanding people skills, organizational acumen, and a commitment to affirmative action, a strong

service orientation and excellent written and oral communication skills.

**PREFERRED QUALIFICATIONS:**

Experience in a senior level HR leadership role in higher education with collective bargaining and comprehensive knowledge of federal, state and public sector labor law is highly preferred.

I hereby acknowledge that I have reviewed this position description and fully understand my job duties and responsibilities in their entirety. I understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions. I further understand that Youngstown State University may make modifications, additions, or deletions to this position description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

If I have any questions about my job duties and responsibilities, I will contact my immediate supervisor or a member of Human Resources.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

1155 Logan Woods Drive  
Hubbard, Ohio 44425

**Cynthia A. Kravitz**

330-519-6885  
[cakravitz@gmail.com](mailto:cakravitz@gmail.com)

## **SKILLS**

- Ability to work and communicate effectively with a diverse university community
- Proven leadership and management skills
- Understanding of automated human resource systems
- Deep knowledge of relevant statutory requirements
- Ability to balance and coordinate multiple priorities
- Comfortable working in a busy and dead-line oriented environment
- Fiscal and budgetary experience
- Respect for and adherence to confidentiality

## **PROFESSIONAL EXPERIENCE**

**Youngstown State University                      Youngstown, Ohio                      2013-Present**  
**Director of Equal Opportunity and Policy Development/Title IX Coordinator**

Responsible for University compliance, training, reporting and tracking requirements and internal investigations under Title VII, O.R.C. Ch. 4112, Title IX, VAWA, Section 504 and Title II of the ADA/ADAA, ADEA, and the Rehabilitation Act of 1973. Developed and implemented a University-wide reporting, tracking and education program for the prevention of and response to incidents of sexual or gender-based Title IX and protected class discrimination.

Works cooperatively across campus to ensure that University Policies are reviewed in a timely and effective manner and that these policies align with institutional mission, goals and statutory requirements.

Provides responsive and timely advise and direction on reasonable accommodations, effective employee relations and management best practices.

**Office of the Ohio Attorney General                      Youngstown, Ohio                      2007-2013**  
**Managing Attorney Youngstown Regional Office/Attorney General**

Responsible for day-to-day management of the Youngstown Regional Office of the Ohio Attorney General. Staff included exempt, classified, and collective bargaining unit employees. Served as the liaison between the Office of the Ohio Attorney General and the local community and governmental entities.

Member of the Employment and Education Law Sections. Provided legal advice, representation and training to Ohio public colleges and universities in the areas of employment law, employee relations best practices, regulatory compliance, policy review and drafting with an emphasis in the areas of contractual and regulatory compliance.







**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO APPROVE  
THE RECRUITMENT OF STAFF TO EFFECTUATE  
THE MISSION OF EQUITY AND INCLUSION  
AND EQUAL OPPORTUNITY**

**WHEREAS**, vacancies have occurred within the Office of Equal Opportunity and Policy Development, the Office of Multi-Cultural Affairs and the Student Diversity Office; and

**WHEREAS**, the mission and vision of the above offices are being reviewed for strategic alignment purposes and to review and re-focus on equity and inclusion across campus, including directing and implementing our equal employment policies and programs and to coordinate the implementation of the vision for campus regarding the culture of community, for students, faculty and staff; and

**WHEREAS**, the University may need to search for positions that may fall within the classification of Administrative Officers pursuant to University Policy Number 3356-9-02 which sets forth the selection procedures for recruiting qualified individuals for these positions.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the President to recruit staff in order to effectuate the mission of equity and inclusion and equal opportunity.

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



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO APPROVE THE RECRUITMENT  
OF A DEAN OF THE BITONTE COLLEGE OF  
HEALTH AND HUMAN SERVICES**

**WHEREAS**, a vacancy occurred in the Bitonte College of Health and Human Services upon the appointment of Dr. Joseph L. Mosca to the position of Interim Provost and Vice President for Academic Affairs; and

**WHEREAS**, the Bitonte College of Health and Human Services is comprised of eight academic departments, encompassing an array of majors, minors, certificate programs and one doctoral degree and has an enrollment of approximately 3,494 students; and

**WHEREAS**, the position of Dean is necessary for the betterment of the college and university; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the recruitment of a Dean of the Bitonte College of Health and Human Services, as recommended by the Interim Provost and Vice President for Academic Affairs of Youngstown State University.

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

**3356-9-02 Selection and annual evaluation of administrative officers of the university.**

Previous Policy Number: 9002.01  
Responsible Office: Office of the President  
Responsible Officer: President  
Revision History: February 1998; February 2009; March 2013;  
April 2013; June 2013; May 2015  
Board Committee: University Affairs  
**BOT Approval Date: May 5, 2015**  
Next Review: 2020

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

- (4) In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing administrative officers.
  - (5) Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
  - (6) The evaluation process may involve merit salary considerations as part of the year-end session.
- (C) Role of the administrative officers. Administrative officers of the university maintain management responsibilities for a specific segment of the campus. They also serve as an integral part of the university's leadership team that is responsible for the overall direction of the institution. Each serves as primary advisor on the various divisional advisory committees and as members of the executive and administrative staff council. Each dean has responsibility for one of the colleges and reports directly to the provost/vice president for academic affairs. Associate vice presidents and executive directors are responsible for a major administrative unit and each reports directly to an executive level officer or designee appointed by the president. Administrative officers of the university include:
- (1) College deans.
  - (2) Associate vice presidents.
  - (3) Executive directors.
  - (4) Director of equal opportunity and policy compliance.
  - (5) Other positions designated by the president.
- (D) Procedures for the selection of administrative officers. The procedures that follow provide an overall structure for administrative officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

- (1) When there is a need to identify a new administrative officer, the appropriate executive level officer (see rule 3356-9-01 of the Administrative Code) or designee appointed by the president will appoint a search advisory committee.
- (2) This committee will include representatives of the affected university division and may include other members of the university community and other external members as appropriate.
- (3) This committee will review all of the applications received, identify those meeting the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
- (4) This committee will be involved in the process of interviewing all of the candidates visiting the campus.
- (5) The on-campus interview process may include a broad representation of the affected university division, other members of the university community, including the board of trustees and others identified by the appropriate executive level officer or designee appointed by the president.
- (6) Upon the conclusion of the interview process, the search advisory committee will submit to the appropriate executive level officer or designee appointed by the president an unranked list of three to five candidates, with an assessment of each, that are recommended to fill the vacant position.
- (7) The appropriate executive level officer or designee appointed by the president, in consultation with the president, will review the list of recommended candidates to identify the person to be extended an offer.
- (8) The chief human resources officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions will become effective upon approval by the board.

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

evaluation will be input from a sample of constituents and subordinates.

- (6) All administrative officers' merit considerations are reviewed by the executive level officers in a group setting to ensure consistent application from an institutional perspective.
- (7) When considering salary adjustments for administrative officers, the president shall submit proposed adjustments to the university affairs committee for its review and comment prior to implementing said adjustment(s).





**RESOLUTION TO RATIFY  
PERSONNEL ACTIONS**

**WHEREAS**, the *Policies of the Board of Trustees* authorize the President to manage the University, including appointing such employees as are necessary to effectively carry out the operation of the University and any other necessary personnel actions; and

**WHEREAS**, new appointments and other personnel actions have been made subsequent to the September 6, 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.

**SUMMARY OF PERSONNEL ACTIONS**  
**Professional Administrative and Faculty Employees**  
**7/16/18 through 10/15/18**

**Appointments – 40**

**New Positions – 14** *(Notated with an asterisk \*)*

- Professional Administrative Excluded – 1
- Faculty – 13

**Replacement Positions – 26**

- Professional Administrative Staff – 9
- Professional Administrative Excluded – 1
- Professional Administrative Externally Funded – 16

**Separations – 31**

- Professional Administrative Staff – 5
- Professional Administrative Excluded – 2
- Professional Administrative Externally Funded – 15
- Faculty – 9

**Reclassifications/Position Adjustments – 20**

- Professional Administrative Staff – 4
- Professional Administrative Excluded – 2
- Professional Administrative Externally Funded – 1
- Faculty – 13

**Promotions – 46**

- Professional Administrative Excluded – 4
- Faculty – 42

**Transfers – 2**

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

**Salary Adjustments – 9**

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

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18**  
**APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	CONTRACT/ APPOINTMENT	
	TYPE	POSITION TITLE		DATES	FTE
Baker, Stephanie	APAS	Interim Housing Coordinator	Housing & Residence Life	9/4/2018	1.000 \$ 31,000.00
Duchon, Colleen	APAS	Reference Librarian HHS	Maag Library	7/16/2018	1.000 \$ 42,000.00
Fitzpatrick, Ryan	APAS	Coordinator Theater Production	Theater and Dance	9/5/2018	1.000 \$ 43,500.00
Leonelli, Ashley	APAS	Coordinator Graduate Admissions	Dean-College of Graduate Studies	9/17/2018	1.000 \$ 44,000.00
Nolasco, Francisco	APAS	Academic Advisor 1	Dean - Coll of Creative Arts & Comm	9/4/2018	1.000 \$ 36,000.00
Russo, Carmen	APAS	Counselor Penguin Service Center	Registration & Records	8/1/2018	1.000 \$ 33,500.00
Swinning, Hilary	APAS	Housing Coordinator	Housing & Residence Life	7/30/2018	1.000 \$ 32,000.00
Thompson, Chelsea	APAS	Asst Dir Supp Instruct Svcs	Center for Student Progress	7/16/2018	1.000 \$ 42,767.00
Wolke, Rebecca	APAS	Counselor Penguin Service Center	Registration & Records	8/1/2018	1.000 \$ 32,100.00
Best, Heather	Excluded	Temporary Coordinator	College Access and Transition	10/3/2018	0.500 \$ 21,028.00
Noday, Linda*	Excluded	Temporary Coordinator	Disability Services	8/27/2018	1.000 \$ 32,338.00
Adair, Ken*	Faculty	Lecturer	Chemistry	8/15/2018	1.000 \$ 45,000.00
Ahmadi, Farzad	Faculty	Lecturer	Electrical & Computer Engineering	8/28/2018	1.000 \$ 70,800.00
Atef Yekta, Hoda*	Faculty	Lecturer	Management	8/15/2018	1.000 \$ 109,000.00
Bagley, Morgan	Faculty	Assistant Professor	Kinesiology and Sport Science	8/15/2018	1.000 \$ 59,500.00
Brickey, Russell*	Faculty	Lecturer	English	8/15/2018	1.000 \$ 41,489.00
Byers, Alexis	Faculty	Assistant Professor	Mathematics & Statistics	8/15/2018	1.000 \$ 56,000.00
Cornman, Edward*	Faculty	Lecturer	Nursing	8/15/2018	1.000 \$ 50,000.00
Ditchey, Paul*	Faculty	Lecturer	Communication	8/15/2018	1.000 \$ 44,000.00
Dolsak, Emily*	Faculty	Lecturer	Mathematics & Statistics	8/15/2018	1.000 \$ 41,489.00
Epler, Pam	Faculty	Assistant Professor	Teacher Education	8/15/2018	1.000 \$ 54,038.00
Fields, Ronald*	Faculty	Lecturer	English	8/15/2018	1.000 \$ 41,489.00
Fluker, Amy	Faculty	Assistant Professor	History	8/15/2018	1.000 \$ 54,038.00
Gaier, Robyn	Faculty	Lecturer	Philosophy & Religious Studies	8/15/2018	1.000 \$ 47,000.00

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18**  
**APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	CONTRACT/ APPOINTMENT		
	TYPE	POSITION TITLE		DATES	FTE	SALARY
Henderson, Kerri	Faculty	Lecturer	Accounting & Finance	8/15/2018	1.000	\$ 41,489.00
Iyer, Deepa	Faculty	Assistant Professor	Management	8/15/2018	1.000	\$ 114,000.00
Khavari, Sepideh*	Faculty	Lecturer	Mathematics & Statistics	8/15/2018	1.000	\$ 41,489.00
Leone, Alayne*	Faculty	Lecturer	Mathematics & Statistics	8/15/2018	1.000	\$ 41,489.00
Martin, Audra	Faculty	Assistant Professor	Social Work	8/15/2018	1.000	\$ 54,038.00
Mercer, Jacklynn*	Faculty	Lecturer	English	8/15/2018	1.000	\$ 41,489.00
Mitchell, Andrew	Faculty	Assistant Professor	Dana School of Music	8/15/2018	1.000	\$ 58,000.00
Mucci, Rose*	Faculty	Lecturer	Nursing	8/15/2018	1.000	\$ 45,000.00
Naderi, Nazanin	Faculty	Assistant Professor	Mechanical, Industrial, Manuf. Engr.	8/15/2018	1.000	\$ 73,000.00
Starkey, Kyle*	Faculty	Lecturer	History	8/15/2018	1.000	\$ 41,489.00
VanDyke, Michelle	Faculty	Lecturer	Kinesiology and Sport Science	8/15/2018	1.000	\$ 41,489.00
Venkataraman, Meenakshi	Faculty	Assistant Professor	Social Work	8/15/2018	1.000	\$ 54,038.00
Wright, Amy	Faculty	Lecturer	Theater and Dance	8/15/2018	1.000	\$ 43,500.00
Wright, Jessie*	Faculty	Lecturer	Accounting & Finance	8/15/2018	1.000	\$ 58,000.00
Yancer, Sean	Faculty	Lecturer	Dana School of Music	8/15/2018	1.000	\$ 41,489.00
Zhang, Yiyang	Faculty	Assistant Professor	Accounting & Finance	8/15/2018	1.000	\$ 127,000.00
<i>*New Positions</i>						

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18**  
**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>
DiRenzo, Amy	APAS	Counselor Financial Aid	Financial Aid and Scholarships	9/21/2018	1.00	\$ 33,411.00
O'Malley, Molly	APAS	Housing Coordinator	Housing & Residence Life	7/27/2018	1.00	\$ 32,000.00
Reed, Larry	APAS	Counselor Financial Aid	Financial Aid and Scholarships	7/20/2018	1.00	\$ 31,820.00
Schumaker, Brandy	APAS	Asst Director Facility Operations	Andrews Student Recr & Wellness Ctr	10/5/2018	1.00	\$ 55,638.42
Williams, Llancyllius	APAS	Coordinator Math Assistance Center	Mathematics & Statistics	9/15/2018	1.00	\$ 48,000.00
Hardy, Christina	Excluded	Director Career Academic Advising	Career and Academic Advising	7/31/2018	1.00	\$ 66,500.00
Jourin, Igor	Excluded	Supervisor	International Programs Office	9/30/2018	1.00	\$ 49,181.95
Albani, Meagan	Externally Funded	Instruction Specialist	Rich Center for Autism	8/16/2018	1.00	\$ 21,387.00
Caputo, Matthew	Externally Funded	Additive Manufacturing Rsrch Scientist	Mech Ind & Manufacturing Engineering	8/10/2018	1.00	\$ 72,000.00
Dillon, Danielle	Externally Funded	Associate Director, CHSD	Center for Human Service Devel.	9/28/2018	1.00	\$ 53,025.00
Leon, Jeanette	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	9/19/2018	1.00	\$ 32,292.00
Lovejoy, Tabatha	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	8/31/2018	1.00	\$ 31,367.00
Lyons, Stephen	Externally Funded	Instruction Specialist	Rich Center for Autism	9/18/2018	1.00	\$ 21,387.00
Mediate, Nicholas	Externally Funded	Instruction Specialist 1	Rich Center for Autism	8/31/2018	1.00	\$ 24,516.00
Mientkiewicz, Steven	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	8/3/2018	1.00	\$ 32,292.00
Mitchell, Stephen	Externally Funded	Instruction Specialist	Rich Center for Autism	8/30/2018	1.00	\$ 21,387.00
Paidas, Alexis	Externally Funded	Instruction Specialist	Rich Center for Autism	8/8/2018	1.00	\$ 25,216.00
Pinsonnault, Christa	Externally Funded	Instruction Specialist	Rich Center for Autism	8/15/2018	1.00	\$ 21,387.00
Sicafuse, Jo Ann	Externally Funded	Instruction Specialist	Rich Center for Autism	8/10/2018	0.80	\$ 20,173.00
Trudo, Shantee	Externally Funded	Instruction Specialist	Rich Center for Autism	8/15/2018	1.00	\$ 21,892.00
Vocature, Garth	Externally Funded	Instruction Specialist	Rich Center for Autism	9/3/2018	1.00	\$ 21,387.00
Yargo, Cassandra	Externally Funded	Instruction Specialist 1	Rich Center for Autism	9/21/2018	1.00	\$ 25,987.00
Anderson, Tiffany	Faculty	Assistant Professor	English	8/2/2018	1.00	\$ 58,950.10
Beiersdorfer, Raymond	Faculty	Professor	Geological & Environmental Sciences	10/11/2018	1.00	\$ 90,616.02
Jung, Jai	Faculty	Assistant Professor	Civil Environmental & Chemical Engr	7/27/2018	1.00	\$ 67,626.00
Mickens, Stacie	Faculty	Associate Professor	Dana School of Music	8/14/2018	1.00	\$ 67,015.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18  
SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATON</b>	<b>FTE</b>	<b>SALARY</b>
Mumaw, Kathleen	Faculty	Assistant Professor	Accounting & Finance	8/4/2018	1.00	\$ 54,917.92
Rocheleau, Greg	Faculty	Assistant Professor	Sociology Anthropology Gerontology	8/14/2018	1.00	\$ 58,262.40
Silver, Thelma	Faculty	Professor	Social Work	8/4/2018	1.00	\$ 81,108.92
Twomey, Robert	Faculty	Assistant Professor	Art	8/14/2018	1.00	\$ 61,200.00
Wolf, Fran	Faculty	Professor	Accounting & Finance	7/24/2018	1.00	\$ 126,351.52

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18**  
**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>
Belgin, Heather	APAS	Associate Director Alumni Events/ Assistant Director Alumni Events	Alumni & Events Operations	7/1/2018	0.75	\$ 45,061.33	\$ 40,964.90
Hartup, Mollie	APAS	Coordinator/Assistant Director University Events	Marketing & Communications/ Alumni Events Operations	9/1/2018	1.00	\$ 48,000.00	\$ 53,430.00
Jiang, Shuiping	APAS	Assistant Director, International Admissions & Recruitment	International Programs Andrews Student Recr & Wellness Ctr	8/16/2018	1.00	\$ 55,000.00	\$ 53,000.00
Zellers, Chrystyna	APAS	Registered Dietitian/Occasional Service		8/27/2018	0.375	\$ 20,280.00	\$ 18,200.00
Gavaliar, Jennifer	Excluded	Director, Organizational Devl/Manager, Classification Compensation Compliance	Human Resources	9/1/2018	1.00	\$ 77,297.32	\$ 66,550.00
Wentz, Christopher	Excluded	Director/Associate Director ISO	IT Security Services	8/1/2018	1.00	\$ 106,050.00	\$ 101,000.00
Kelly, Jonathan	Externally Funded	Associate Director AMRC/ Project Leader MAMLCS	Mechanical, Industrial & Manufacturing Engr.	6/16/2018	1.00	\$ 70,700.00	\$ 58,075.00
Abraham, Martin	Faculty	Professor/Provost VP Academic Affairs	Civil Environmental & Chemical Engr/ Academic Affairs	8/15/2018	1.00	\$ 129,248.40	\$ 225,500.00
Blank, Sheila	Faculty	Assistant Professor/Clinical Instructor	Nursing	8/15/2018	1.00	\$ 56,253.71	\$ 52,540.20
Calcagni, Laura	Faculty	Assistant Professor/Clinical Instructor	Nursing	8/15/2018	1.00	\$ 56,253.71	\$ 52,540.20
Carramusa, Cara	Faculty	Assistant Professor/Instructor	Physical Therapy	8/15/2018	1.00	\$ 71,450.00	\$ 69,706.80
Crawford, Amy	Faculty	Professor/Associate Professor & Acting Chair	Communication	8/15/2018	1.00	\$ 78,474.00	\$ 86,843.10

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18**  
**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>
Fusco, Lori	Faculty	Assistant Professor/ Clinical Instructor	Nursing	8/16/2018	1.00	\$ 56,253.71	\$ 52,540.20
Harrison, Guy	Faculty	Assistant Professor/ Instructor	Communication	8/16/2018	1.00	\$ 54,038.00	\$ 50,000.00
Islam, AKM	Faculty	Professor/ Professor & Chair	Civil Environmental & Chemical Engr	8/16/2018	1.00	\$ 90,535.00	\$ 106,008.90
Kromholz, Joseph	Faculty	Assistant Professor/ Instructor	Dana School of Music	8/16/2018	1.00	\$ 54,038.00	\$ 41,489.00
Roche, Molly	Faculty	Assistant Professor/ Clinical Assistant Professor	Nursing	8/16/2018	1.00	\$ 58,000.00	\$ 55,821.62
Rowlands, Zara	Faculty	Professor/ Associate Professor & Chair	Human Ecology	8/15/2018	1.00	\$ 78,474.00	\$ 88,669.92
Thomas, Wendy	Faculty	Assistant Professor/ Clinical Instructor	Nursing	8/16/2018	1.00	\$ 55,085.00	\$ 51,400.00
Wagner, Patricia	Faculty	Associate Professor/ Associate Professor & Chair	Criminal Justice & Forensic Sciences	8/16/2018	1.00	\$ 70,189.01	\$ 86,159.08



**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18**  
**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>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Adams, Christine	Excluded	Co-Director Library/ Interim Head Information Services	Maag Library	10/1/2018	1.00	\$ 75,000.00	\$ 49,356.68
Dillon, Gregory	Excluded	Interim AVP Research/ Associate Dean Engineering	Office of Research/ STEM - Dean	10/1/2018	1.00	\$ 160,000.00	\$ 157,560.00
Donaldson, Rosalyn	Excluded	Manager, Tech Desk Services/ Manager, Training Development	IT Customer Services/ Human Resources	8/1/2018	1.00	\$ 76,255.00	\$ 61,786.20
Hripko, Michael	Excluded	AVP Ext Rel Govt Aff Econ Dev/ AVP Research	Ctr for Urban & Regional Studies/Office of Research	10/1/2018	1.00	\$ 152,000.00	\$ 149,985.00
Awad Scrocco, Diana	Faculty	Associate Professor/Asst Professor	English	8/16/2018	1.00	\$ 67,015.00	\$ 55,693.02
Bateman, Patrick	Faculty	Professor/Associate Professor	Management	8/16/2018	1.00	\$ 121,324.74	\$ 110,414.38
Behney, Jennifer	Faculty	Associate Professor/Asst Professor	Foreign Languages & Literatures	8/16/2018	0.70	\$ 47,785.50	\$ 38,442.78
Behney, Jennifer	Faculty	Associate Professor/Asst Professor	English	8/16/2018	0.30	\$ 20,479.50	\$ 16,476.06
Carlson, Lori	Faculty	Senior Lecturer/Lecturer	Mathematics & Statistics	8/16/2018	1.00	\$ 57,997.49	\$ 54,241.46
Coyne, Daniel	Faculty	Senior Lecturer/Lecturer	School of Technology	8/16/2018	1.00	\$ 65,833.20	\$ 61,886.05
Crawford, Amy	Faculty	Professor/Associate Professor	Communication	8/16/2018	1.00	\$ 78,474.00	\$ 69,161.10
Dewberry, Laura	Faculty	Senior Lecturer/Lecturer	Marketing	8/16/2018	1.00	\$ 47,500.00	\$ 43,264.32
Feldmeier, John	Faculty	Professor/Associate Professor	Physics & Astronomy	8/16/2018	1.00	\$ 78,474.00	\$ 69,846.54
Flick, Amy	Faculty	Senior Lecturer/Lecturer	English	8/16/2018	1.00	\$ 47,500.00	\$ 41,489.00
Fowler, Francois	Faculty	Professor/Associate Professor	Dana School of Music	8/16/2018	1.00	\$ 78,474.00	\$ 68,826.94
Fusillo, Ida	Faculty	Senior Lecturer/Lecturer	Health Professions	8/16/2018	1.00	\$ 58,691.13	\$ 54,918.18
Graber, Stacy	Faculty	Associate Professor/Asst Professor	Teacher Education	8/16/2018	0.20	\$ 13,403.00	\$ 11,339.42
Graber, Stacy	Faculty	Associate Professor/Asst Professor	English	8/16/2018	0.80	\$ 53,612.00	\$ 45,353.60
Greene, Betty	Faculty	Senior Lecturer/Lecturer	Teacher Education	8/16/2018	1.00	\$ 52,563.65	\$ 48,940.15
Griswold, David	Faculty	Associate Professor/Asst Professor	Physical Therapy	8/16/2018	1.00	\$ 81,901.71	\$ 76,099.23

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18**  
**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>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Holcomb-Hathy, Tami	Faculty	Senior Lecturer/Lecturer	Social Work	8/16/2018	1.00	\$ 47,500.00	\$ 42,032.16
Huber, Marsha	Faculty	Professor/Associate Professor	Accounting & Finance	8/16/2018	1.00	\$ 131,740.79	\$ 123,259.31
Jackson, Jaietta	Faculty	Senior Lecturer/Lecturer	Communication	8/16/2018	1.00	\$ 48,594.64	\$ 45,067.94
Jenyk, Sarah	Faculty	Senior Lecturer/Lecturer	Economics	8/16/2018	1.00	\$ 47,500.00	\$ 41,489.00
Jerryson, Michael	Faculty	Professor/Associate Professor	Philosophy & Religious Studies	8/16/2018	1.00	\$ 79,724.00	\$ 68,015.00
Kearns, Susan	Faculty	Senior Lecturer/Lecturer	Health Professions	8/16/2018	1.00	\$ 58,691.13	\$ 54,918.18
Kiser, Brian	Faculty	Professor/Associate Professor	Dana School of Music	8/16/2018	1.00	\$ 78,474.00	\$ 68,826.94
Mermer, Dorian	Faculty	Senior Lecturer/Lecturer	Communication	8/16/2018	1.00	\$ 48,594.63	\$ 45,067.94
Min, Xiangjia	Faculty	Professor/Associate Professor	Biological Sciences	8/16/2018	1.00	\$ 78,474.00	\$ 67,477.39
O'Leary, Patrick	Faculty	Associate Professor/Asst Professor	Human Ecology	8/16/2018	1.00	\$ 67,015.00	\$ 56,806.86
Pohle-Krauza, Rachael	Faculty	Professor/Associate Professor	Human Ecology	8/16/2018	1.00	\$ 78,474.00	\$ 68,826.94
Pontikos, Michael	Faculty	Senior Lecturer/Lecturer	Marketing	8/16/2018	1.00	\$ 47,500.00	\$ 41,489.00
Ratican, Crystal	Faculty	Associate Professor/Asst Professor	Teacher Education	8/16/2018	1.00	\$ 67,015.00	\$ 54,918.18
Raulin, Michael	Faculty	Associate Professor/Asst Professor	Psychology	8/16/2018	1.00	\$ 67,015.00	\$ 54,918.84
Roby, Amanda	Faculty	Associate Professor/Asst Professor	Health Professions	8/16/2018	1.00	\$ 67,015.00	\$ 55,692.61
Rogers, Richard	Faculty	Associate Professor/Asst Professor	Criminal Justice & Forensic Sciences	8/16/2018	1.00	\$ 67,015.00	\$ 54,917.92
Rowlands, Zara	Faculty	Professor/Associate Professor	Human Ecology	8/16/2018	1.00	\$ 78,474.00	\$ 70,987.92
Shebat, Guy	Faculty	Senior Lecturer/Lecturer	English	8/16/2018	1.00	\$ 47,500.00	\$ 42,693.12
Sole, Francis	Faculty	Senior Lecturer/Lecturer	Management	8/16/2018	1.00	\$ 58,691.13	\$ 54,918.18
Song, Doori	Faculty	Associate Professor/Asst Professor	Marketing	8/16/2018	1.00	\$ 112,632.41	\$ 106,080.40
Ulusoy, Emre	Faculty	Associate Professor/Asst Professor	Marketing	8/16/2018	1.00	\$ 112,632.41	\$ 106,080.40
Van Dussen, Daniel	Faculty	Professor/Associate Professor	Sociology Anthropology Gerontology	8/16/2018	1.00	\$ 79,724.00	\$ 69,826.54

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18  
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>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Vigliotti, Cynthia	Faculty	Senior Lecturer/Lecturer	English	8/16/2018	1.00	\$ 58,691.13	\$ 54,918.18
Waithaka, Abel	Faculty	Associate Professor/Asst Professor	Human Ecology	8/16/2018	0.90	\$ 60,313.50	\$ 51,969.07
Waithaka, Abel	Faculty	Associate Professor/Asst Professor	Teacher Education	8/16/2018	0.10	\$ 6,701.50	\$ 5,774.35
Walsh, Donna	Faculty	Senior Lecturer/Lecturer	Marketing	8/16/2018	1.00	\$ 48,298.44	\$ 44,778.97
Wyant, Karla	Faculty	Senior Lecturer/Lecturer	Social Work	8/16/2018	1.00	\$ 48,944.69	\$ 45,409.45
			Computer Science & Info				
Yu, Feng	Faculty	Associate Professor/Asst Professor	Systems	8/16/2018	1.00	\$ 81,449.34	\$ 75,657.89
Zetts, Mark	Faculty	Senior Lecturer/Lecturer	Human Ecology	8/16/2018	1.00	\$ 61,904.04	\$ 58,052.72

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18  
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>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Hritz, Diane	APAS	Coordinator Career Management/ Coordinator	Dean - Health & Human Services/ Career & Academic Advising	9/16/2018	1.00	\$ 62,769.06	\$ 62,769.06
Goist, Edward	Externally Funded	Coordinator/ Coordinator Alumni Engagement	WYSU-FM/ Alumni Events & Operations	9/16/2018	1.00	\$ 60,600.00	\$ 60,600.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18  
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>
Howard, Eddie	Excluded	Vice President Student Affairs	Student Experience	9/1/2018	1.00	\$ 136,855.00	1.00	\$ 132,000.00
Mach, Emily	Excluded	Manager Scholarships Special Programs	Financial Aid and Scholarships	9/16/2018	1.00	\$ 49,878.00	1.00	\$ 44,310.72
Yanniello, Alisha	Excluded	Manager, HRIS	Human Resources	7/1/2018	1.00	\$ 76,255.00	1.00	\$ 73,225.00
Bock, Jodie	Externally Funded	Instruction Specialist 1	Rich Center for Autism	9/16/2018	1.00	\$ 25,987.00	1.00	\$ 24,516.00
DelMonaco, Jodie	Externally Funded	Instruction Specialist 1	Rich Center for Autism	9/16/2018	1.00	\$ 25,246.00	1.00	\$ 23,817.00
Yargo, Cassandra	Externally Funded	Instruction Specialist 1	Rich Center for Autism	9/16/2018	1.00	\$ 25,987.00	1.00	\$ 24,516.00
Lazar, Alina	Faculty	Professor	Computer Science & Information Systems	8/16/2018	1.00	\$ 97,049.99	1.00	\$ 94,682.92
Miller, Kenneth	Faculty	Professor	Counseling, School Psych, & Educational Leadership	8/16/2018	1.00	\$ 85,397.60	1.00	\$ 83,314.73
Simeonsson, Joseph	Faculty	Professor	Chemistry	8/16/2018	1.00	\$ 81,506.13	1.00	\$ 79,518.18