



**YOUNGSTOWN
STATE
UNIVERSITY**

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

**David C. Deibel, Chair
Molly S. Seals, Vice Chair
All Trustees are Members**

**Wednesday, June 6, 2018
1:00 p.m. or immediately following
previous meeting**

**Tod Hall
Board Meeting Room**

AGENDA

A. Disposition of Minutes for Meetings Held March 14, 2018; and March 26, 2018

B. New Business

a. Request to Address the Board

C. Committee Items

1. Intercollegiate Athletics Action Item

Tab C.1.a.

a. Resolution to Ratify Personnel Actions

University policies require that the Chief Human Resources Officer provide a summary of appointments, promotions, and other personnel actions for intercollegiate athletics staff and coaching positions, for January 16, 2018, through April 15, 2018. Personnel actions for intercollegiate athletics staff and coaching are contingent upon approval of the Board of Trustees.

Elaine Jacobs, Associate Director of Athletics, will report.

2. Intercollegiate Athletics Discussion Item

Tab C.2.a.

a. NCAA Rules Compliance Education

Elaine Jacobs, Associate Director of Athletics, will report.

3. University Affairs Discussion Items

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.

- Tab C.3.b. b. Resolution of Awardance of the President’s Leadership Merit Award and Appreciation for Leadership in the Higher Learning Commission Accreditation Process**
James P. Tressel, President, will report.

4. University Affairs Action Items

- Tab C.4.a. a. Resolution to Approve the Recruitment of an Associate Vice President and Chief Human Resources Officer**
Holly Jacobs, Vice President for Legal Affairs and Human Resources, will report.
- Tab C.4.b. b. Resolution to Approve the Appointment of the Position of Associate Vice President for University Facilities**
Neal McNally, Vice President for Finance and Business Operations, will report.
- Tab C.4.c. c. Resolution to Approve the Appointment of the Position of an Interim Provost and Vice President for Academic Affairs**
James P. Tressel, President, will report.
- Tab C.4.d. d. Resolution to Approve the Recruitment of a Provost and Vice President for Academic Affairs**
James P. Tressel, President, will report.
- Tab C.4.e. e. Resolution to Authorize Conferral of Emeritus Status for Administrators**
This resolution nominates five (5) recently-retired administrators for Administrator Emeritus Status in accordance with the University policy for Emeritus Status, Policy Number 3356-7-17.
Holly Jacobs, Vice President for Legal Affairs and Human Resources, will report.
- Tab C.4.f. f. Resolution to Authorize Conferral of Emeritus Status for Faculty**
This resolution nominates two (2) recently-retired faculty members for Faculty Emeritus Status in accordance with the University policy for Emeritus Status, Policy Number 3356-7-17.
Holly Jacobs, Vice President for Legal Affairs and Human Resources, will report.
- Tab C.4.g. g. 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 January 16, 2018, through April 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



**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 March 15, 2018, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2017-2018 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
1/16/18 through 4/15/18

Appointments – 5

New Positions – 0

Replacement Positions – 5

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

Separations – 2

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

Reclassifications – 1

- Professional Administrative Excluded – 1

Promotions – 0

Transfers – 0

Salary Adjustments – 9

- Professional Administrative Excluded – 9

Displacements – 0

Layoffs – 0

Recalls – 0

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 1/16/18 THROUGH 4/15/18
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	CONTRACT/ APPOINTMENT		
	TYPE	POSITION TITLE		DATES	FTE	SALARY
Lapso, Steven	APAS	Assistant Athletic Trainer	Training Room	3/12/2018	1.00	\$ 42,000.00
Baker, Sean	Excluded	Assistant Coach Football	Football	2/1/2018	1.00	\$ 40,000.00
Campbell, Calaeb	Excluded	Assistant Coach Volleyball	Volleyball	1/22/2018	1.00	\$ 40,000.00
Green, Joshua	Excluded	Assistant Coach Soccer	Soccer - Women's	1/16/2018	1.00	\$ 40,000.00
Tislaretz, Travis	Excluded	Assistant Coach Football	Football	2/19/2018	1.00	\$ 26,000.00

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 1/16/18 THROUGH 4/15/18
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	DATE OF		
	TYPE	POSITION TITLE		SEPARATON	FTE	SALARY
Sydor, Sarah	APAS	Assistant Athletic Trainer	Training Room	1/26/2018	1.00	\$ 41,820.00
Kaigler, Barry	Excluded	Assistant Coach Strength Conditioning	Training Room	1/31/2018	1.00	\$ 30,765.00

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 1/16/18 THROUGH 4/15/18
RECLASSIFICATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	PREVIOUS SALARY
Wollet, Emily	Excluded	Associate Director	Athletic Administration	1/1/2018	1.00	\$ 52,379.00	\$ 46,047.08

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 1/16/18 THROUGH 4/15/18
SALARY ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
		Assistant Coach, Strength Conditioning						
Brandenstein, Mark	Excluded	Conditioning	Training Room	3/1/2018	1.00	\$ 50,765.00	1.00	\$ 40,765.00
Bricillo, Carmen	Excluded	Assistant Coach Football	Football	3/1/2018	1.00	\$ 66,000.00	1.00	\$ 65,900.00
Crist, Brian	Excluded	Assistant Coach Football	Football	3/1/2018	1.00	\$ 85,000.00	1.00	\$ 65,900.00
D'Alesio, Donald	Excluded	Assistant Coach Football	Football	3/1/2018	1.00	\$ 60,000.00	1.00	\$ 32,400.00
Ganz, Joseph	Excluded	Assistant Coach Football	Football	3/1/2018	1.00	\$ 57,000.00	1.00	\$ 39,000.00
Marlowe, Tim	Excluded	Assistant Coach Football	Football	3/1/2018	1.00	\$ 55,000.00	1.00	\$ 33,500.00
McKissic-Luke, Nicolas	Excluded	Assistant Coach Football	Football	3/1/2018	1.00	\$ 65,000.00	1.00	\$ 62,694.00
McNutt, Richard	Excluded	Assistant Coach Football	Football	3/1/2018	1.00	\$ 77,000.00	1.00	\$ 71,000.00
		Assistant Football Coach,						
Smith, Rollen	Excluded	Director Operations	Football	3/1/2018	0.25	\$ 10,000.00	0.25	\$ 8,125.00

YOUNGSTOWN STATE UNIVERSITY
 INTERCOLLEGIATE ATHLETICS
 BOT REPORT FOR ATHLETICS PERSONNEL ACTIONS
 FOOTBALL COACHES SALARY POOL

<u>NAME</u>	<u>2017-18 SALARY BASE</u>	<u>2018-19 SALARY BASE</u>	<u>DIFFERENCE</u>
BAKER, SEAN	0.00	40,000.00	40,000.00
BRANDENSTEIN, MARK	40,765.00	50,765.00	10,000.00
BRICILLO, CARMEN	65,900.00	66,000.00	100.00
CRIST, BRIAN	65,900.00	85,000.00	19,100.00
D'ALESIO, DONALD	32,400.00	60,000.00	27,600.00
GANZ, JOE	39,000.00	57,000.00	18,000.00
MARLOWE, TIM	33,500.00	55,000.00	21,500.00
MCKISSIC-LUKE, NICOLAS	62,694.00	65,000.00	2,306.00
MCNUTT, RICHARD	77,000.00	77,000.00	0.00
MONTGOMERY, SHANE	105,500.00	0.00	(105,500.00)
MURPHY, JOHN	70,000.00	70,000.00	0.00
OPEN POSITION	0.00	24,519.00	24,519.00
PELINI, CARL	85,500.00	0.00	(85,500.00)
PRETO, MARK	34,500.00	34,500.00	0.00
SMITH, ROLLEN	8,125.00	10,000.00	1,875.00
STOOPS, RON	85,500.00	85,500.00	0.00
TISLARETZ, TRAVIS	0.00	26,000.00	26,000.00
	<u>806,284.00</u>	<u>806,284.00</u>	<u>0.00</u>

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

Previous Policy Number: 7016.02
Responsible Division/Office: Intercollegiate Athletics; Human Resources
Responsible Officer: VP for Finance and Administration
Revision History: September 1999; September 2003;
November 2010; December 2012; April 2013
Board Committee: University Affairs
Effective Date: **April 26, 2013**
Next Review: 2018

- (A) Policy statement. The university seeks to attract and retain highly qualified intercollegiate athletic coaches. During the hiring process, the university is committed to the principle of gender equity, equal opportunity and diversity in filling each coaching vacancy. The university also affirms the principle of merit-based salary adjustments that are directly associated with positive competitive results as evidenced by the performance evaluation. Additionally, periodic market surveys will be conducted for coaching positions to ensure that salaries remain competitive. Further, certain coaches as professional/administrative staff may be eligible for multiple year contracts of employment.
- (B) Parameters.
- (1) General:
- (a) While intercollegiate athletics coaches in all sports are in the university's professional/administrative staff category, this policy is intended to establish unique hiring and selection processes and compensation programs.
- (b) Contracts for coaches of fall term sports other than football will terminate on January thirty-first, contracts for football coaches will terminate on the last of February, contracts for coaches of winter sports (men's and women's basketball, swimming, and diving) will terminate on April thirtieth, and contracts for spring term sports (baseball, softball, track, tennis, and golf) will terminate on June thirtieth.

- (c) When it is in the best interest of the university, the president, upon the recommendation of the executive director of intercollegiate athletics, may present other appointment plans for specific coaches to the internal affairs committee of the board of trustees.
- (2) Hiring and selection process:
- (a) Advertising to fill athletic coaching positions of the university will be done in a manner that will provide an opportunity for a diverse pool of candidates to apply. Regardless, expediency in posting and hiring is a requisite in filling coaching positions due to the unique nature of the coaching profession.
 - (b) An individual will be selected from an applicant pool obtained as a result of a publicly posted position vacancy and a search process.
 - (c) External consultants may be utilized during the process of searching, screening, and interviewing coaching candidates. Search committees will also be utilized.
 - (d) Background checks will be conducted for the final preferred candidate as requested by the department of intercollegiate athletics.
 - (e) Contracts for intercollegiate athletics head coaches are negotiated at the time of the recruitment and selection process.
- (3) Compensation:
- (a) Head coaches. Individual salary adjustments may exceed any board-established cost of living adjustment ("COLA"). Unsuccessful competitive performance will affect salary adjustments that may result in an amount less than any board-established COLA or no salary increase for the future contract term. Any such salary adjustments will occur at the beginning of a new contract term. A pool of

funds will be created utilizing the aggregate amount of any COLA increases that are to be allocated (including associated fringe amounts) for future distribution for competitively successful outcomes. A recommendation may be made periodically by the executive director of intercollegiate athletics to the president.

- (b) Assistant coaches. For sports that utilize assistant coaches, the head coach, in consultation with the executive director intercollegiate athletics, will have authority to allocate the pool of money budgeted for all assistant coaches in that sport at his/her discretion within the limitations of the pool. In years in which the amount of awarded merit increases is less than the amount allocated by the university, the balance (including associated fringe amounts) will be placed into the appropriate salary reserve account for future merit increases or distribution during the search process for a new coaching staff. In years which the amount of the merit increases is greater than the pool, the funds will come from the salary reserve account. Board-approved "Gender Equity Plan" or current operating budget line items will serve as additional resources for merit increases. The allocation may occur at the beginning of the contract period of July first annually. A recommendation will be made annually by the executive director of intercollegiate athletics to the president.

(C) Procedures.

(1) General:

- (a) The term of the initial contract offered to a coach will be determined during the recruitment and selection process by the executive director of intercollegiate athletics in consultation with the president.
- (b) All head coaches are evaluated annually by the executive director of intercollegiate athletics, or designee, and contracts may be renewed through negotiation.

- (c) The term of a contract can be modified through the use of the regular appointment process.
 - (d) All head coaches annually evaluate their assistants and submit their recommendations to the executive director of intercollegiate athletics.
- (2) Hiring and selection. The procedures that follow provide an overall structure for coaching position selections. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.
- (a) The executive director of intercollegiate athletics, or his/her designee, in consultation with the hiring manager will, at a minimum, select at least a three-member search committee to screen qualified candidates.
 - (b) Postings will appear, at a minimum, on the Youngstown state university ("YSU") athletics department website. The posting will be open to receive applications for a minimum of seven calendar days and applicants will apply by utilizing the "PeopleAdmin" online employment application.
 - (c) A list of candidates who have self-identified will be requested from the office of equal opportunity and diversity. Candidates to be interviewed must possess the minimum qualifications for the position. It is anticipated that the successful candidate will have qualifications in excess of the minimum. Justifications for not interviewing an applicant will include written rationale regarding any determination concerning the differences in qualifications for the candidates selected for interviews. Such assessments will be fair and will include consideration of the national collegiate athletic association ("NCAA") expectations related to both YSU's "Gender Equity" and "Minority Opportunity" plans.
 - (d) Upon approval from the office of equal opportunity and diversity, the search committee will conduct reference checks and participate in the interview process. The hiring

manager of the open position, in consultation with the executive director of intercollegiate athletics, will ultimately identify the candidate to be extended a preliminary offer, understanding that the office of human resources will make the official offer upon receipt of a positive background check.

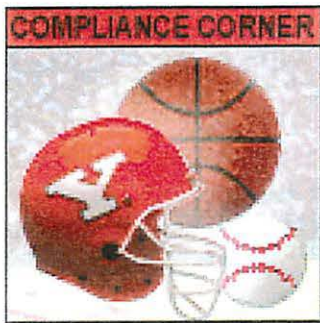
- (e) The office of human resources shall submit background checks when requested by the department of intercollegiate athletics for the final preferred candidate. Employment offers may be made contingent upon an acceptable background report to ensure that the hiring process is expedited.
 - (f) Exceptions to the above selection process may be granted in special circumstances where departure offers demonstrable benefits to the university. A request for such an exception must be submitted in writing to the chief human resources officer and the office of equal opportunity and diversity for review and consideration. A request initiated by the department of intercollegiate athletics, together with the office of human resources and the office equal opportunity and diversity, will be submitted to the president for final approval.
 - (g) The chief human resources officer will submit a summary of all filled coaches positions to the board of trustees at the next regularly scheduled meeting for approval. Offers of employment for coaches shall be contingent upon board of trustees' approval; however, coaches may begin employment prior to board of trustees' approval.
- (3) Compensation:
- (a) Head coaches. The performance evaluation process will be conducted at the end of each season by the executive director of intercollegiate athletics for each head coach. Determinations regarding merit increases, if any, will be based upon the outcome of the performance evaluation. Predetermined competitive benchmarks will allow head

coaches with competitively successful seasons to earn a salary increase in a subsequent contract.

- (b) Assistant coaches. The performance evaluation process will be conducted at the end of each season by the head coach for each assistant coach. Determinations regarding merit increases, if any, will be based upon the outcome of the performance evaluation.

Winning with Integrity!

It is the responsibility of each institution to control its intercollegiate athletics program in compliance with the rules and regulations of the NCAA. This includes responsibility for the actions of its staff members, athletes, and for any other individual or organization engaged in activities promoting the athletic interests of YSU.



“Ask Before You Act”

If you have questions regarding any NCAA or institutional rules, please contact:

Elaine Jacobs
Associate Director of Athletics
EMAIL: eajacobs@ysu.edu
PHONE: 330-941-2282
FAX: 330-941-3191

YSU FIGHT SONG

The Red and White are waving
Over the field
Our teams are fighting
With a spirit that will not yield
Rah-Rah-Rah
Hail to thee O'Youngstown
We'll fight for you
Once again the Penguins
Will win for YSU

YSU ALMA MATER

All hail to thee O Youngstown,
Our Alma Mater fair;
In sunlight and starshine
We see thee in all thy glory.
The Red and White, thy glorious colors,
Ever we praise and hold them
High to the breeze as the symbol of our Most loyal
allegiance.
This anthem, O Youngstown,
Our pledge of trust shall be
That thy sons and daughters
Shall keep faith with thee forever

Youngstown
STATE UNIVERSITY

A Quick Guide To NCAA Rules for Boosters, Staff, and Friends of PENGUIN ATHLETICS





This pamphlet is designed to assist supporters of Penguin Athletics with basic NCAA rules education. There are three points of emphasis:

- Definitions
- Role of Boosters
- Extra Benefits

DEFINITIONS

Who is a booster?

You are a YSU booster if you:

- Are a member of the Penguin Club;
- Ever made a financial contribution to the athletics department or Penguin Club;
- Have been a season-ticket holder;
- Provide jobs for student-athletes;
- Promote the YSU athletics program;
- Are a former student-athlete;
- Are a YSU Board of Trustee; or
- Are the parents or guardians of an enrolled student-athlete.

Once an individual has been identified as a booster, he or she retains this identity indefinitely.

Who is a prospect?

Commonly referred to as a "recruit", a prospect is any student who has entered the ninth grade. A prospect remains a prospect until he/she enrolls at a member institution.

What is an "extra benefit"?

An extra benefit is any special arrangement by an employee of YSU or booster to provide a prospect or student-athlete or their relatives a benefit not approved by the NCAA.

ROLE OF THE BOOSTER

Recruiting

A booster is not permitted to have any in-person contact with a prospect or the prospect's parents or legal guardians or relatives on or off campus at any site (unless you are an employee of YSU who would meet with prospects in-person, on-campus as a regular part of his/her job, i.e. faculty).

A booster is not permitted to be directed by a staff member to attend games/events in order to evaluate prospects. A booster may alert a staff member of a potential prospect, but cannot be directed to do so.

A booster is not permitted to telephone a prospect or the prospect's parents or legal guardians. If a prospect telephones a booster, the booster should refer any questions about the athletics program to the athletics department staff.

A booster can employ a prospect who has signed a National Letter of Intent to attend YSU, but employment cannot commence any earlier than the summer prior to full-time enrollment at YSU.

A booster cannot utilize social media to comment on or encourage the enrollment of any prospect.

EXTRA BENEFITS

A student-athlete or prospect cannot receive any extra benefits. Receipt by an athlete of an impermissible benefit will render the athlete ineligible for competition.

Examples of impermissible benefits include, but are not limited to, the following:

- Cash or any type of gift
- Loans or cosigning of loans
- Vehicle or use of vehicle
- Arrangement for transportation
- Special discounts, reduced, or free meals, goods or services
- Employment of relatives
- Providing transportation for a summer job
- Free or reduced cost housing
- Concert or sporting event tickets

The following are permissible activities:

- Providing an occasional meal at the home of a booster or on campus with prior approval
- Employing student-athletes under the following conditions:
 - 1) Compensation is only for work actually performed;
 - 2) Compensation must be at the going rate for the job performed; and
 - 3) Cannot be compensated for value the student-athlete may have because of his/her athletic ability or reputation.



**RESOLUTION OF AWARDANCE OF THE
PRESIDENT'S LEADERSHIP MERIT AWARD AND
APPRECIATION FOR LEADERSHIP IN THE
HIGHER LEARNING COMMISSION ACCREDITATION PROCESS**

WHEREAS, the Higher Learning Commission is the primary agency accrediting the University; and

WHEREAS, in 2015-16, the University began specific preparation for the reaccreditation visit of a team representing the Higher Learning Commission; and

WHEREAS, the preparation for the visit resulted in widespread involvement of faculty, staff, students, alumni, and administration in a comprehensive self-study process; and

WHEREAS, the result of the self-study process was a comprehensive institutional assurance argument submitted to the Higher Learning Commission that reflected on a decade of change and accomplishments at the University, detailed how the University met challenges of the past decade, and projected a promising future for the University built on the foundation of its proud past; and

WHEREAS, the response of the visiting team designated by the Higher Learning Commission to review the University's self-study was a clear affirmation of the quality of the University and its people; and

WHEREAS, effective coordination of the self-study process was provided by a steering committee of individuals drawn from across the University; and

WHEREAS, excellent leadership for the self-study process was provided by Hillary Fuhrman, Director of Assessment; Dr. Joseph Palardy, Professor of Economics and Coordinator of General Education Requirements; and Tysa Egleton, Director and Associate Registrar of Registration, Records, and Penguin Service Center; and

WHEREAS, Dr. Kevin Ball, Associate Provost for Academic Programs and Planning provided a distinctive contribution to the university in the areas of Teamwork/collaboration and Leadership in his leadership of the Higher Learning Commission self-study process; and

WHEREAS, University policy 3356-7-28, President's Leadership Merit Award provides that the president may recognize an executive or administrative officer who has made a distinctive contribution to the university's mission and ideals beyond the performance of one's regular duties.

NOW, THEREFORE, BE IT RESOLVED, that the President awards Dr. Kevin Ball the President's Leadership Merit Award for his leadership of the Higher Learning Commission accreditation process; and

BE IT RESOLVED, that the Board of Trustees of Youngstown State University congratulates Dr. Ball in receiving this special university award and congratulates the faculty, staff, students, alumni, and administration of the University for the success of the self-study process; and expresses special gratitude to Ms. Fuhrman, Dr. Palardy and Ms. Egleton for their role in the process; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be furnished to Dr. Kevin Ball, Ms. Hillary Fuhrman, Dr. Joseph Palardy, and Ms. Tysa Egleton.

3356-7-28 President's leadership merit awards.

Responsible Division/Office: Office of the President
Responsible Officer: President and AVP for University Relations
Revision History: December 1998; October 2010; March 2018
Board Committee: University Affairs
Effective Date: March 15, 2018
Next Review: 2023

- (A) Policy statement. Youngstown state university ("university"), through its president, recognizes executive and administrative officers that have made distinctive contributions to the university's mission and ideals beyond the regular performance of duties and responsibilities.
- (B) Scope. This policy applies to executive and administrative level officers of the university as defined in rules 3356-9-01 and 3356-9-02 of the Administrative Code (corresponding university policies 3356-9-01, "Selection and evaluation of executive level officers of the university" and 3356-9-02, "Selection and annual evaluation of administrative officers of the university," respectively). This policy excludes the president of the university, who is ineligible to receive the presidential award.
- (C) Parameters.
- (1) In order to be eligible, an executive or administrative officer must be a current full-time employee who has worked at the university for at least two consecutive years, not including temporary employment.
 - (2) Prior winners may not be considered for the award more than every five years.
 - (3) Award recipients will have made a distinctive contribution to the university in one or more of the following areas:
 - (a) Service
 - (b) Innovation



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PRESIDENT'S LEADERSHIP MERIT AWARD AND
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WHEREAS, the Higher Learning Commission is the primary agency accrediting the University; and

WHEREAS, in 2015-16, the University began specific preparation for the reaccreditation visit of a team representing the Higher Learning Commission; and

WHEREAS, the preparation for the visit resulted in widespread involvement of faculty, staff, students, alumni, and administration in a comprehensive self-study process; and

WHEREAS, the result of the self-study process was a comprehensive institutional assurance argument submitted to the Higher Learning Commission that reflected on a decade of change and accomplishments at the University, detailed how the University met challenges of the past decade, and projected a promising future for the University built on the foundation of its proud past; and

WHEREAS, the response of the visiting team designated by the Higher Learning Commission to review the University's self-study was a clear affirmation of the quality of the University and its people; and

WHEREAS, effective coordination of the self-study process was provided by a steering committee of individuals drawn from across the University; and

WHEREAS, excellent leadership for the self-study process was provided by Hillary Fuhrman, Director of Assessment; Dr. Joseph Palardy, Professor of Economics and Coordinator of General Education Requirements; and Tysa Egleton, Director and Associate Registrar of Registration, Records, and Penguin Service Center; and

WHEREAS, Dr. Kevin Ball, Associate Provost for Academic Programs and Planning provided a distinctive contribution to the university in the areas of Teamwork/collaboration and Leadership in his leadership of the Higher Learning Commission self-study process; and

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BE IT FURTHER RESOLVED, that a copy of this Resolution be furnished to Dr. Kevin Ball, Ms. Hillary Fuhrman, Dr. Joseph Palardy, and Ms. Tysa Egleton.

3356-7-28 President's leadership merit awards.

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Responsible Officer: President and AVP for University Relations
Revision History: December 1998; October 2010; March 2018
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 - (3) Award recipients will have made a distinctive contribution to the university in one or more of the following areas:
 - (a) Service
 - (b) Innovation

- (c) Teamwork/collaboration
 - (d) Leadership
 - (e) Student success
- (4) Leadership merit award(s) for outstanding service and commitment to the university is typically announced during the regular June meeting of the board of trustees but may be announced at any other regular board of trustee's meeting.
 - (5) The leadership award allows the president to utilize an annual stipend of up to three thousand dollars to recognize executive and administrative officers.
- (D) Procedure.
- (1) The president may select an executive or administrative officer(s) of the university to receive this award.
 - (2) Prior to making the award, the president will provide the names of the recipient(s) to the board of trustees.

- (c) Teamwork/collaboration
 - (d) Leadership
 - (e) Student success
- (4) Leadership merit award(s) for outstanding service and commitment to the university is typically announced during the regular June meeting of the board of trustees but may be announced at any other regular board of trustee's meeting.
 - (5) The leadership award allows the president to utilize an annual stipend of up to three thousand dollars to recognize executive and administrative officers.
- (D) Procedure.
- (1) The president may select an executive or administrative officer(s) of the university to receive this award.
 - (2) Prior to making the award, the president will provide the names of the recipient(s) to the board of trustees.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO APPROVE
THE APPOINTMENT OF ASSOCIATE VICE PRESIDENT,
UNIVERSITY FACILITIES**

WHEREAS, the duties of University Facilities have been realigned and redesigned to emphasize the full breadth of Facilities Maintenance including Support Services; and

WHEREAS, the duties and responsibilities of the Executive Director, University Facilities have been expanded and a recommendation has been made to reclassify the position to Associate Vice President, University Facilities pursuant to 3356-9-02; and

WHEREAS, the position of Associate Vice President, University Facilities is an administrative officer position pursuant to University Policy Number 3356-9-02; and

WHEREAS, University Policy Number 3356-9-02 sets forth the selection procedures for selecting an Administrative Officer and allows for modification; and

WHEREAS, a revised position description identifying the duties and responsibilities of the Associate Vice President, University Facilities has been attached.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the appointment effective January 1, 2018 of Mr. John Hyden as an Associate Vice President of University Facilities through the reclassification process.

**Board of Trustees Meeting
June 7, 2018
YR 2018-**

PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION

Page 1 of 2



YOUNGSTOWN STATE UNIVERSITY

Issue Date: 01/18

Salary Range: F9 Excluded

Reviewed By: NPM/JG

FLSA Review: Exempt

Hiring Range: \$83,492 - \$113,097

TITLE: Associate Vice President, University Facilities

DEPARTMENT: University Facilities

JOB SUMMARY:

Provides leadership and strategic direction in planning, design and construction of campus operations, facilities maintenance and support services; plans and directs operational, financial, and personnel activities of the University Facilities Department. Prepares annual plans and budgets; implements and directs strategic initiatives. Leads the University campus in development and growth of the physical facilities; develops and maintains close working relationships with colleagues across campus and in the community. Serves on strategic campus committees and participates in the development of policies and procedures related to facilities operations.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Plans, assigns, directs and reviews the activities of University Facilities, including Grounds, Central Utility Plant, Facilities Maintenance, Motor Pool, Office of Environmental Health & Occupational Safety, Support Services and Planning and Construction; 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.

Manages the planning and coordination of major new construction or renovation to campus buildings, facilities, landscapes and other campus expansions and improvements; implements and administers new construction, rehabilitation, and repair projects for University facilities; manages budgets and timelines; oversees campus construction standards; oversees facility condition index reports, and plans; administers the University's real estate acquisition program.

Oversees Supports Services to include Parking Services, Delivery and Printing Services, and Janitorial Services.

Oversees the campus sustainability efforts including energy conservation and management, campus recycling and the zero-waste program.

Administers, recommends and evaluates policies and changes related to department responsibilities and activities.

Develops and manages the department budget; monitors department spending to ensure that expenditures do

not exceed budgetary limitations.

Serves as University's first point of contact in assessing emergency weather conditions and directs responses to same.

Collaborates with colleagues across the campus and executive leadership; serves on college committees.

OTHER FUNCTIONS & RESPONSIBILITIES:

Serves as liaison with non-University vendors and agencies involved in activities related to University Facilities.

Performs other related duties as assigned.

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

REPORTS TO: Vice President, Finance & Business Operations

PHYSICAL REQUIREMENTS: None

REQUIRED CERTIFICATIONS AND/OR LICENSURES: None

MINIMUM QUALIFICATIONS:

Bachelor's degree in Engineering or related discipline; minimum of ten (10) years' experience in personnel, project and budget management. Excellent communication and labor relations skills. Thorough knowledge of facilities design and construction; facilities maintenance and building renewal management; sustainable building design and operations; utilities operation and management; human resources management, organizational development and training; and financial management.

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: _____



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO APPROVE
THE APPOINTMENT OF AN INTERIM
PROVOST AND VICE PRESIDENT OF ACADEMIC AFFAIRS**

WHEREAS, a vacancy occurred in the Division of Academic Affairs in the position of Provost and Vice President of Academic Affairs; and

WHEREAS, the President of the University has recommended that an Interim Provost and Vice President of Academic Affairs be named as it is in the best interest of the University, its employees, and students, and that this appointment last until a permanent selection is made; and

WHEREAS, the President has recommended that Dr. Joseph L. Mosca, serve as the Interim Provost and Vice President of Academic Affairs as he has the experience and knowledge to advance the University's academic mission at this time; and

WHEREAS, this recommendation is made in accordance with University Policy 3356-9-01 and University Policy 3356-9-10; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the appointment of Dr. Joseph L. Mosca as the Interim Provost and Vice President of Academic Affairs.

**Board of Trustees Meeting
June 7, 2018
YR 2018-**

3356-9-10 Acting/interim appointments of university administrators.

Previous Policy Number: New
Responsible Office: Human Resources
Responsible Officer: General Counsel
Revision History: May 2015
Board Committee: University Affairs
BOT Approval Date: May 5, 2015
Next Review: 2020

- (A) Policy statement. In its efforts to promote equal access and opportunity and a diverse and highly qualified workforce, it is the general practice of Youngstown state university (“university”) to hire employees through a formal search process. However, where there is a critical, immediate, or unforeseen need for an individual to perform specific university job responsibilities, appointments outside of the regular search process may be made.
- (B) Purpose. To provide uniform guidelines and procedures for the use of acting and interim appointments for administrative, non-bargaining unit positions.
- (C) Scope. This policy applies to the appointment of all university executive and administrative officers and to administrative, non-bargaining unit positions. The applicable department governance document shall be utilized for the appointment of an interim chair of an academic department. This policy does not apply to the appointment of an interim or acting university president (see rules 3356-9-04 and 3356-9-08 of the Administrative Code).
- (D) Definitions.
- (1) “Acting appointment.” The temporary placement of an existing employee in a position due to the absence of an incumbent who is expected to return to the position (e.g., incumbent on leave of absence). Upon the return of the incumbent, the acting appointment will return to his/her former position.
- (2) “Interim appointment.” The temporary placement of an existing employee or nonemployee to perform the duties of a vacant or soon-to-be-vacant position while a unit is being reorganized or prior to or while university recruitment is underway to permanently select a successor (e.g., unanticipated or sudden departure of the incumbent).
- (E) Parameters.
- (1) An individual serving through an acting/interim appointment must possess at least the minimum qualifications stipulated in the applicable job description.

- (2) An acting/interim appointee may be a candidate to permanently fill a position unless non-candidacy for the permanent position was a condition of the acting/interim appointment.
- (3) An individual serving an acting/interim appointment is prohibited from serving on any University search committee during the duration of his/her appointment.
- (4) Equal opportunity guidelines shall be considered when making an acting/interim appointment.

(F) Procedures.

- (1) Acting appointment.
 - (a) An acting appointment is appropriate when an incumbent employee will be unavailable or unable to perform his/her job responsibilities for more than thirty days or in those situations in which the continuation of the incumbent's job responsibilities is critical to the effective continuing operation of the university.
 - (b) The president has the authority to appoint an acting or interim executive officer.
 - (c) For all other administrative acting/interim appointments, the immediate supervisor in consultation with the appropriate executive officer and the chief human resources officer shall determine if an acting/interim appointments is necessary for the effective operation of the unit or if an employee(s) is able to take on additional assignments and/or responsibilities for a limited time while maintaining his/her current job responsibilities.
 - (d) An initial acting appointment may last for up to one hundred eighty days and may thereafter be renewed in writing in thirty-day increments by approval of the executive officer or president and the chief human resources officer.
 - (e) Compensation shall be in accordance with human resources supplemental pay guidelines.
 - (f) A search to permanently fill the appointed position shall follow the selection process in the applicable policy.
- (2) Interim appointment.
 - (a) All interim appointments shall be submitted in writing to the chief human resources officer and the director of equal opportunity and policy

compliance for recommendation. The request must include the name of the position, the name of the individual(s) considered for appointment, the start date of the appointment, the anticipated length of the appointment, the anticipated start date of the search process, and the rationale supporting the appointment.

- (b) The interim appointment of an executive level officer shall be approved by the board of trustees.
 - (c) The interim appointment of an administrative officer shall be approved by the president.
 - (d) All other interim appointments shall be approved by the immediate supervisor after consultation with the executive officer and the chief human resources officer.
 - (e) **Interim appointments shall not exceed one year without a written request and the written approval of the president. The president may extend the appointment in writing in increments of up to ninety days. A request for an extension must include an anticipated date to begin the search process or a rationale for deferring a final search.**
- (G) Existing appointments. All acting and interim appointments in place as of the effective date of this policy shall be reviewed for consistency with this policy and brought into reasonable compliance with this policy.



**RESOLUTION TO APPROVE
THE RECRUITMENT OF A PROVOST AND VICE PRESIDENT OF
ACADEMIC AFFAIRS**

WHEREAS, a vacancy occurred in the Division of Academic Affairs in the position of Provost and Vice President of Academic Affairs; and

WHEREAS, the Office of the Provost provides leadership and guidance on all academic operations to determine the academic strategy and priorities of the University including faculty recruitment, academic program development and review, student success programs, research and economic development, international and global initiatives, and community outreach and service; and

WHEREAS, the position of Provost and Vice President of Academic Affairs acts as the Chief Academic Officer of the University and provides direction to the overall Division with the goal of assisting students in achieving their highest level of success through developing and maintaining excellence with regards to the University's academic endeavors; and

WHEREAS, a revised position description identifying the duties and responsibilities of the Provost and Vice President of Academic Affairs has been attached; and

WHEREAS, this position is an Executive Officer pursuant to University Policy Number 3356-9-01, Selection and evaluation of executive level officers of the university, which sets forth the selection procedures for recruiting a qualified individual in this position; and

WHEREAS, the Board of Trustees of Youngstown State University does hereby authorize the University to recruit for a Provost and Vice President for Academic Affairs, in accordance with the procedures set forth in the above referenced policy; and

WHEREAS, the Board of Trustees authorizes the President to review and present the options available to the Board regarding the use of a national search firm to recruit a Provost and Vice President for Academic Affairs; and

WHEREAS, the president will appoint a search advisory committee in accordance with the above policy; and

WHEREAS, the chair of the Board will designate a member of the board of trustees to participate on the search advisory committee.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the University to recruit for a Provost and Vice President of Academic Affairs, in accordance with the procedures set forth in the above referenced policy.

Board of Trustees Meeting

June 7, 2018

YR 2018-

PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION

Page 1 of 3



Issued:

Salary Range: A13 Excluded

Reviewed By: JG

FLSA Review: Exempt

Hiring Range: \$147,943 - \$199,791

TITLE: Provost & Vice President, Academic Affairs

DEPARTMENT: Office of the Provost

JOB SUMMARY:

To serve as Chief Academic Officer, providing leadership for the Division of Academic Affairs which includes six colleges and the School of Graduate Studies and Research, as well as the Library, Distance Education, Assessment, International Studies, the Center of Teaching and Learning, and Outreach and Continuing Education endeavors of the University. Reports directly to the President; serves as member of the President's Cabinet and as Chief Executive Officer in the absence of the President.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Plays a leadership role in University planning initiatives; fosters an environment that stimulates outstanding teaching, scholarship and creative activity; leads academic affairs participation in enrollment management initiatives; manages the academic affairs budget; coordinates faculty recruitment, employment, and development; provides leadership for academic program review and development; coordinates academic public services; and supervises the integrity of academic records.

Supervises, plans and assesses programmatic, fiscal, and personnel activities of Division of Academic Affairs. Works closely with academic deans and Associate Provosts in advancing academic enterprise and in guiding strategic planning process of University. Promotes quality of academic programs and academic support services, and development and assessment of academic programs. Provides vision and leadership in development, assessment and revision of academic policies.

Serves as appointing authority for faculty, department chairpersons, and academic professional/administrative staff.

Leads the development and implementation of the Academic Strategic Plan and the reaccreditation process by the Higher Learning Commission.

Works closely with academic senate in promoting academic priorities and advancing academic program development and academic policy throughout university.

Supervises and evaluates administrative agendas and performance of academic deans, associate provosts, and executive directors, directors and/or coordinators of programs/endeavors within academic affairs division. Works with these officers to develop shared vision and agenda for executing University's strategic

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION
Page 2 of 3**

objectives and priorities. Oversees and convenes Deans Council.

Oversees the tenure and promotion processes and makes recommendations to President relative to granting of tenure and promotion.

Oversees Sabbatical and Faculty Improvement Leave evaluation process and awards Sabbatical/FIL leaves as well as chair sabbaticals and Research Professorships.

Oversees and convenes University academic council to discuss and review significant needs, proposals and policies for advancing academic affairs throughout University.

Works closely with council of chairs addressing needs and priorities of academic departments. Assists department chairs in developing annual chairpersons retreat and in assessing and improving academic policies relating to academic departments.

Appoints and supervises the Director of Faculty Relations.

Recommends member of administration's bargaining and negotiating team. Monitors activities and provides oversight of the negotiation process. Advises President on union negotiation issues.

Advises the President on all academic matters. Serves as Chief Executive Officer in the absence of the President.

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

SUPERVISION EXERCISED: Supervision is exercised over Associate Provosts, Deans, Executive Director(s) and Directors of academic affairs departments.

REPORTS TO: President

MINIMUM QUALIFICATIONS:

Terminal degree required with successful record of college teaching experience, and other credentials appropriate for rank and tenure in an academic department. Significant prior academic administrative experience appropriate for a Provost/Vice President for Academic Affairs-level position. Significant experience in budget management and strategic planning, ability to communicate the academic mission to internal and external audiences.

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 3 of 3

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: _____

3356-9-01 Selection and evaluation of executive level officers of the university.

Previous Policy Number: 9001.01
Responsible Office: Office of the President
Responsible Officer: President
Revision History: June 2001; September 2003; February 2009;
March 2013; April 2013; June 2013; May 2015
Board Committee: University Affairs
BOT Approval Date: May 5, 2015
Next Review: 2020

- (A) Policy statement. The divisional executive officers of the university are the provost/vice president for academic affairs, vice president for student affairs, vice president for finance and administration and the vice president for university advancement. The president is considered to be the divisional executive officer for those work units that have a direct reporting relationship and for the staff assigned to work in the office of the president. In the selection and evaluation of executive officers and general counsel of the university, the board of trustees is committed to the principle of collegiality, where, as appropriate, members of the university community (students, faculty, and staff) have an opportunity to participate in the decision-making processes of the university. The board of trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of divisional executive officers and general counsel 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 divisional executive officer positions and the general counsel position 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 a divisional executive officer or general counsel will be identified from an applicant pool obtained as a result of a national search process. A national search firm shall be utilized in a search for a divisional executive officer or general counsel, unless expressly waived by the board of trustees. (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 divisional executive officers and the general counsel.
 - (5) Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
 - (6) The evaluation may involve merit salary considerations as part of the year-end sessions.
- (C) Role of executive officers.
- (1) Executive officers of the university maintain overall leadership for a particular division or unit. As university officials, each has the responsibility to represent the university and provide leadership in the specified areas of responsibility. The executive officers serve as primary advisors and the members of the president's cabinet. In addition, the president may designate other administrative officers to serve as members of the cabinet. Executive officers of the university include:
 - (a) Provost/vice president for academic affairs.
 - (b) Vice president for student affairs.
 - (c) Vice president for finance and administration.

- (d) University general counsel.
 - (e) Other positions designated by the president with the approval of the board of trustees.
- (2) The provost/vice president for academic affairs is the chief academic officer of the university. As the president's first delegate, the provost/vice president for academic affairs has primary responsibility for the overall administration of the academic programs of the university. A comprehensive list of duties and responsibilities is contained in the current job description for the position.
- (3) The vice president for student affairs is the chief student personnel officer for the university, and in this capacity, provides leadership for the division of student affairs and its major units, including enrollment services, student life, and student services. A comprehensive list of duties and responsibilities is contained in the current job description for the position.
- (4) The vice president for finance and administration is the chief fiscal and administrative officer of the university and provides leadership for the division of finance and administration, recommends fiscal policy to the president for consideration by the board of trustees, and is responsible for implementation of these policies. A comprehensive list of duties and responsibilities is contained in the current job description for the position.
- (5) The university general counsel is the chief legal officer of the university. The general counsel is appointed jointly by the Ohio attorney general and the president with approval of the board of trustees. The general counsel serves as university legal counsel and serves as liaison between the office of the president and the office of the Ohio attorney general, including outside counsel. A comprehensive list of duties and responsibilities is contained in the current job description for the position.
- (D) Procedures for the selection of an executive level officer. The procedures that follow provide an overall structure for executive level officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

- (1) When there is a need to identify a new executive level officer, the president will appoint a search advisory committee.
 - (2) This committee will include representatives of the affected university division, a member of the board of trustees, as designated by the chair, and may include other members of the university community and other external members, as appropriate.
 - (3) This committee will review all of the applications received, identify those that meet the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
 - (4) This committee will be involved in the process of interviewing all of the candidates visiting the campus.
 - (5) The on-campus interview process may include a broad representation of each of the divisions of the university, students, appropriate community representatives, and others identified by the president.
 - (6) The president will also host a meeting with each of the final candidates and members of the board of trustees.
 - (7) The president, in consultation with the board of trustees, will identify the candidate to be extended the offer.
 - (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 of trustees.
- (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 human resources and labor relations department and the office of equal opportunity and policy compliance for review and recommendation. The request initiated by the

president, together with the recommendations of human resources and equal opportunity, will be submitted to the university affairs committee of the board of trustees, which shall recommend the final action to be taken on the request by the board of trustees.

- (F) Procedures for the evaluation of an executive level officer. The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.
- (1) The evaluation process is conducted on an annual basis.
 - (2) The process will be initiated with one-on-one session(s) between the executive level officer and the president.
 - (3) The initial phase of the process will be devoted to dialog whereby mutually accepted annual objectives are identified and finalized in writing, usually at the start of the fiscal/academic year.
 - (4) Through the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
 - (5) At year's end, during a one-on-one session between the executive level officer and the president, the degree to which these objectives have been met will be determined and preliminary salary adjustment considerations will be discussed. The board of trustees considers it important to have the evaluation of executive level officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation will be input from a sample of constituents and subordinates. The president shall consult with the board of trustees during the evaluation process as to the performance of executive level officers and will inform the board of trustees about the results of his/her evaluation of each executive level officer.
 - (6) When considering salary adjustments for executive level officers, the president shall submit proposed adjustments to the university affairs committee for its review and approval prior to implementing said adjustment(s).



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO AUTHORIZE
CONFERRAL OF EMERITUS STATUS FOR ADMINISTRATORS**

WHEREAS, the Policies of the Board of Trustees provide for the conferral of emeritus status upon professional/administrative staff who retire from the University following at least ten years of meritorious service and are recommended by the President of the University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize that those professional/administrative staff members listed in Exhibit ____ attached hereto are hereby granted the emeritus title designated thereon.

**Board of Trustees Meeting
June 7, 2018
YR 2018-**

ADMINISTRATIVE STAFF RECEIVING EMERITUS STATUS

(Board of Trustees Meeting, June 7, 2018)

NAME	TITLE	YEARS of SERVICE	STATUS
Lenora Greene	Assistant Director English Language Institute	19	Administrator Emeritus
Cathy Mumaw	Lead Instruction Specialist The Rich Center for Autism	10	Administrator Emeritus
Maureen Reardon	Coordinator, Social Work Internship Social Work	13	Administrator Emeritus
Michael Repetski	Manager, Technology Maintenance Services IT Maintenance Services	47	Administrator Emeritus
Mary Lou Weingart	Senior Academic Advisor I Dean's Office – CCAC	18	Administrator Emeritus



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO AUTHORIZE
CONFERRAL OF EMERITUS STATUS FOR FACULTY**

WHEREAS, the Policies of the Board of Trustees provide for the conferral of emeritus status upon faculty who retire from the University following at least ten years of meritorious service and are recommended by the President of the University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize that those faculty members listed in Exhibit ____ attached hereto are hereby granted the emeritus title designated thereon.

**Board of Trustees Meeting
June 7, 2018
YR 2018-**

3356-7-17 Emeritus status for faculty and professional/administrative staff (exempt and APAS).

Previous Policy Number: 7003.01
Responsible Division/Office: Human Resources
Responsible Officer: VP for Legal Affairs and Human Resources
Revision History: November 1997; October 2010; September 2015
Board Committee: University Affairs
Effective Date: September 24, 2015
Next Review: 2020

- (A) Policy statement. The university may confer the title “emeritus” upon retired faculty and professional/administrative staff members who have given long and meritorious service.
- (B) Definition. The designation “faculty emeritus” or “administrator emeritus” is an honorary title conferred upon the retirement or death of faculty or staff members in recognition of extended meritorious service.
- (C) Procedures.
- (1) Emeritus status and president emeritus status is conferred upon retirement or death. Emeritus status provides an honorary title of either administrator emeritus or faculty emeritus, as well as the benefits set forth in this policy.
 - (2) Names of individuals and the information set forth in paragraph (3) of this policy recommended for the conferral of emeritus status are forwarded on the “Emeritus Status Recommendation” form from the retiring department or unit to the dean and provost or executive director and president. In the event of retirement or death of the university president, his/her name is forwarded to the board of trustees for approval. Emeritus status would be conferred and presented at the spring meeting of the board of trustees.
 - (3) Nomination of an individual to be considered for the conferral of emeritus status should be based upon the following factors: length of service (typically totaling more than ten years); the overall quality of that service; the contribution to the university; and the

service to society beyond the university community.

- (4) The vice president or provost forwards names of individuals nominated to the president who may recommend emeritus status be conferred and presented at the spring meeting of the board of trustees.
- (5) Those retirees achieving emeritus status are granted the following privileges: full library privileges; email services; university identification card; opportunity to secure parking consistent with current university procedures; and the same educational benefits that are available to currently employed faculty or staff at the time of application. (See university policy 3356-7-17, "Fringe benefits, excluded professional/administrative employees fee remission program.")
- (6) Those retirees achieving emeritus status also have the opportunity to: purchase reserved seats to intercollegiate athletic contests and performing arts events; utilize designated recreational facilities and wellness programs; attend certain alumni and university events, e.g., homecoming events, holiday breakfast, commencement, and honors convocation, and join the Youngstown state university retirees association.
- (7) Retirees that attain emeritus status also have the opportunity to select one of two parking options. They may purchase a permit for designated lots or may choose to receive a free parking permit at the discretion of the university based upon availability.
- (8) Those bargaining unit member retirees achieving emeritus status are granted the benefits in accordance with their collective bargaining agreement as well as any additional benefits provided herein.

**FACULTY
RECEIVING EMERITUS STATUS**
(Board of Trustees Meeting, June 7, 2018)

NAME	TITLE	YEARS of SERVICE	STATUS
Christine Cobb	Professor Theater & Dance	28	Faculty Emeritus
Dennis Morawski	Associate Professor & Chair Social Work	26	Faculty Emeritus



**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 March 15, 2018, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2017-2018 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
1/16/18 through 4/15/18

Appointments – 10

New Positions – 3 *(Notated with an asterisk *)*

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

Replacement Positions – 7

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 2
- Professional Administrative Externally Funded – 3

Separations – 10

- Professional Administrative Staff – 5
- Professional Administrative Excluded – 3
- Professional Administrative Externally Funded – 2

Reclassifications – 10

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 5
- Professional Administrative Externally Funded – 2

Promotions – 7

- Professional Administrative Excluded – 2
- Professional Administrative Externally Funded – 5

Transfers – 2

- Professional Administrative Excluded – 2

Salary Adjustments/Position Audits – 8

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 4
- Professional Administrative Externally Funded – 1

Salary Adjustments per CBA & BOT Policy – 0

Displacements – 0

Layoffs – 0

Recalls – 0

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/18 THROUGH 4/15/18
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	CONTRACT/ APPOINTMENT		
	TYPE	POSITION TITLE		DATES	FTE	SALARY
Bodnar, Joshua*	APAS	Coordinator, Student Development & Retention	Honors College	1/16/2018	1.00	\$ 45,000.00
Eisnaugle, Sarah*	APAS	Coordinator Penguin Think	First Year Student Services	1/16/2018	0.23	\$ 5,500.00
Phillips, Jennifer	APAS	Housing Coordinator	Housing & Residence Life	2/1/2018	1.00	\$ 34,000.00
Reesh, Shannon	APAS	Academic Advisor 2	Dean - CCAC	1/16/2018	1.00	\$ 40,000.00
Dillon, Gregory	Excluded	Associate Dean Engineering	Dean - STEM	3/1/2018	1.00	\$ 156,000.00
Kralj, Kevin	Excluded	Director Labor & Employee Relations	Human Resources	3/26/2018	1.00	\$ 97,500.00
Sherman, William*	Excluded	Special Assistant to the President	President	2/1/2018	1.00	\$ 125,000.00
Davis-Bloom, Breannah	Externally Funded	Instruction Specialist	Rich Center for Autism	3/12/2018	1.00	\$ 22,445.50
Filipowicz, Paul	Externally Funded	School Nurse	Rich Center for Autism	3/26/2018	1.00	\$ 56,000.00
Vocature, Garth	Externally Funded	Instruction Specialist	Rich Center for Autism	3/1/2018	1.00	\$ 21,175.00

**New Positions*

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/18 THROUGH 4/15/18
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	DATE OF		
	TYPE	POSITION TITLE		SEPARATON	FTE	SALARY
Greene, Kami	APAS	Senior Financial Analyst Advertising and Publications	Controller's Office	3/23/2018	1.00	\$ 58,628.58
Ireland, Angela	APAS	Coordinator	Marketing & Communications	3/2/2018	1.00	\$ 38,765.00
Kerchum, Alexander	① APAS	Temporary Web App Specialist	IT Application Services	1/20/2018	1.00	\$ 55,000.00
Stipanovich, Carrie	② APAS	Sr. Counselor Student One Stop	Registration & Records	4/15/2018	1.00	\$ 36,593.00
Sutherin, Alycia	② APAS	Grant Funds Coordinator	Controller's Office	2/28/2018	1.00	\$ 43,372.00
Beiling, Susan	② Excluded	Director	Procurement Services	3/15/2018	1.00	\$ 83,630.00
Kobus, Gloria	Excluded	Bursar	University Bursar	2/9/2018	1.00	\$ 88,098.00
Repetski, Michael	Excluded	Manager TMS	IT Maintenance Services	1/31/2018	1.00	\$ 75,500.00
Lopes, Ashley	Externally Funded	Instruction Specialist 1	Rich Center for Autism	3/9/2018	1.00	\$ 25,699.00
Naples, Gabrielle	Externally Funded	Instruction Specialist 1	Rich Center for Autism	2/15/2018	1.00	\$ 21,675.00

① Employee applied and was the successful candidate in a Classified Search.
 ② Employee applied and was the successful candidate in a Professional Administrative Search that resulted in a promotion.

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/18 THROUGH 4/15/18
RECLASSIFICATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Beverly, Michael	APAS	Assistant Director, College Transition Support	College Access and Transition	1/1/2018	1.00	\$ 55,985.55	\$ 52,322.94
Chill, Jessica	APAS	Assistant Director	Distance Learning	4/1/2018	1.00	\$ 40,005.00	\$ 38,100.00
Devenburgh, Carly	APAS	Assistant Director, Intl Student Services	International Programs Office	1/1/2018	1.00	\$ 56,700.00	\$ 54,000.00
Cossentino, Amy	Excluded	Senior Director	Honors College	4/1/2018	1.00	\$ 93,000.00	\$ 85,349.00
Hyden, John	Excluded	AVP Facilities Maintenance	Facilities Maintenance	1/1/2018	1.00	\$ 118,654.16	\$ 113,003.96
Krodel, Karla	Excluded	Senior Director OCAT	College Access and Transition	1/1/2018	1.00	\$ 89,030.54	\$ 83,991.08
Schroeder, Sharon	Excluded	Associate Director, College Access	College Access and Transition	1/1/2018	1.00	\$ 60,766.54	\$ 55,749.12
Williams, Patrick	Excluded	Manager, Vets Resource Ctr	Veterans Affairs	1/1/2018	1.00	\$ 59,632.21	\$ 56,792.58
Nall, Kassey	Externally Funded	Senior Coordinator	SCOPE	9/1/2017	1.00	\$ 38,869.00	\$ 30,000.00
Pugh, Kenneth	Externally Funded	Director and Grant Manager	Upward Bound	9/1/2017	1.00	\$ 47,500.00	\$ 30,590.00

Position Audit/Administrative Review requested and awarded. (Resulted in change in classification)

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/18 THROUGH 4/15/18
PROMOTIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT		
				APPT. DATES	NEW FTE SALARY	PREVIOUS SALARY
Beiling, Susan	Excluded	Bursar	University Bursar	3/16/2018	1.00 \$ 88,000.00	\$ 83,630.00
Sutherin, Alycia	Excluded	Manager Grants Accounting	Controller's Office	3/1/2018	1.00 \$ 64,000.00	\$ 43,372.00
Corpa, Joseph	Externally Funded	Bd Certified Behavior Analyst	Rich Center for Autism	1/16/2018	1.00 \$ 46,000.00	\$ 25,699.00
Knight, Kristin	Externally Funded	Class Mentor Lead Instr Specialist	Rich Center for Autism	2/1/2018	1.00 \$ 34,972.00	\$ 31,972.00
Lessick, Alexandra	Externally Funded	Class Mentor Instr Specialist	Rich Center for Autism	2/1/2018	1.00 \$ 29,455.00	\$ 26,455.00
McKinney, Caitlin	Externally Funded	Class Mentor Lead Instr Specialist	Rich Center for Autism	2/1/2018	1.00 \$ 33,165.00	\$ 30,165.00
Rach, Julia	Externally Funded	Bd Certified Behavior Analyst	Rich Center for Autism	1/16/2018	1.00 \$ 43,000.00	\$ 30,165.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/18 THROUGH 4/15/18
TRANSFERS**

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	CONTRACT/ APPOINTMENT		
	TYPE	POSITION TITLE		DATES	FTE	SALARY
Blake, William	Excluded	Director, Student Incl Enrichment	College Access and Transition	1/1/2018	1.00	\$ 60,953.36
Floyd, Arlene	Excluded	Director, College Tech Prep & Special Projects	College Access and Transition	1/1/2018	1.00	\$ 72,693.96

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/18 THROUGH 4/15/18
SALARY ADJUSTMENTS/POSITION AUDITS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Clark, Gary	① APAS	Coordinator	Office of Research Services	3/16/2018	1.00	\$ 36,000.00	0.75	\$ 27,000.00
Shelton, Christine	② APAS	Coordinator	Dean - Business Administration	12/1/2017	1.00	\$ 57,870.00	1.00	\$ 55,115.00
Swindler, Theresa	② APAS	Social Work Coordinator	BSW Internship Coordinator	12/1/2017	1.00	\$ 56,947.63	1.00	\$ 54,235.84
Ball, Kevin	② Excluded	Associate Provost Academic Programs & Planning	Provost VP - Academic Affairs	8/16/2017	1.00	\$ 125,042.00	1.00	\$ 113,720.00
Donaldson, Rosalyn	② Excluded	Manager Training Development	Human Resources	3/16/2018	1.00	\$ 61,786.20	1.00	\$ 58,844.00
Kravitz, Cynthia	② Excluded	Director Chief Human Resources	Equal Opportunity & Policy Development	1/1/2018	1.00	\$ 116,025.00	1.00	\$ 110,500.00
Reynolds, Kevin	① Excluded	Officer	Human Resources Center for Human Service	3/10/2018	0.25	\$ 29,673.13	1.00	\$ 118,692.50
Cameron, Angela	② Externally Funded	Director	Development	1/1/2018	1.00	\$ 65,000.00	1.00	\$ 57,500.00

① FTE Adjustment

② Position Audit/Administrative Review salary adjustment. (No change in classification)