

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

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

BACKGROUND MATERIALS

Wednesday, March 14, 2018

- 1. Human Resources Update** **Tab 1**
This report will provide an update on current accomplishments and priorities for moving forward with Human Resources Department operations.
- 2. Human Resources Update on Position Searches** **Tab 2**
This report will provide a list of all searches in progress.
- 3. ULP's/Grievances/Arbitrations** **Tab 3**
This report will provide the status of all Unfair Labor Practices, Grievances and Arbitrations.
- 4. Classified Civil Service Personnel Actions** **Tab 4**
This is a summary of all personnel actions approved by the Chief Human Resources Officer serving as the appointing authority for classified staff.
- 5. Summary of Staffing Levels by Race and Gender** **Tab 5**
This report provide a comparison of the workforce demographics in terms of Race and Gender for the periods of October 1- December 31, 2016 and October 1- December 31, 2017.
- 6. Report on Search Waivers** **Tab 6**

Office of Human Resources Update
February 2018

Human Resources:

Kevin Reynolds, Chief Human Resources Officer will be leaving the university as of March 9, 2018, but will be working part-time until April 30. At which time Al Boggs, Director of Labor Relations will be interim Chief Human Resources Officer. A new Director of Labor Relations has been selected, Mr. Kevin Kralj.

Talent Acquisition, Processing and Employee Records:

Jennifer Lewis, Director, Talent Acquisition, Processing and Employee Records and her staff are revising the hiring process narrative on the HR Website to be more informative for users and to provide links in the narrative to other components in the hiring process.

HRIS:

Alisha Yanniello, Manager, HRIS continues to work to transform paper processes to electronic processes.

Benefits:

The Manager, Employee Benefits position has been posted. A Search Committee will be appointed so that the search process can begin.

A recommendation from the Health Care Advisory Committee (HCAC) to allow for coverage for gender dysphoria surgical procedures was forwarded to Neal McNally for consideration. McNally reviewed the recommendation with Findley Davies Inc., the University Health Care Consultants and accepted the recommendation on behalf of the administration. This coverage will be incorporated into the covered services provided under the University health plans.

Wellness – Carrie Clyde, Wellness Coordinator has a number of wellness initiatives scheduled for this year. There are an assortment of wellness challenges and informational programs scheduled.

Classification and Compensation:

Jennifer Gavalier, Classification and Equal Opportunity Officer has posted the recommended YSU classified class plan in accordance with HB 187 requirements. A resolution to adopt the YSU Classification Plan will be presented to the Board at the March meeting for approval.

Training & Development:

Rosalyn Donaldson, Manager, Training & Development continues to offer a variety of training and development opportunities for managers, supervisors and staff to address training needs.

Labor Relations:

Al Boggs, Director of Labor Relations is preparing to commence negotiations with the APAS bargaining unit. ACE negotiations are down to four issues the parties meet on February 15 to attempt to finalize the remaining issues and have the union take an agreement to the membership for a vote on the tentative agreement.

State Personnel Board of Review:

The job abolishment and layoff appeals on the 2016 bookstore layoffs are still active SPBR cases. There are several job audit appeals on the schedule.

State Employment Relations Board:

There are no current issues before SERB.

Current Postings – 1/15/18

Faculty

College of Education

- Part-time Instructor – Student Teaching Supervisor – Teacher Education
- Part-time Instructor – Student Teaching Supervisor – Counseling, School Psychology and Educational Leadership
- Part-time Faculty – Counseling, School Psychology and Educational Leadership
- Part-time Instructor – Early Childhood-PreK
- Part-time Instructor – Reading & Study Skills
- Part-time Instructor – Approaches to Professional Assessment Praxis Core
- Part-time Instructor – Early Childhood Education/Early Childhood Intervention Specialist
- Part-time Instructor – Literacy Education Instructor
- Part-time Instructor – Middle Childhood Education
- Part-time Instructor – First Year Experience Education Course
- Part-time Instructor – Health & Physical Education Instructor
- Part-time Instructor – Adolescent/Young Adult Education
- Part-time Faculty – Special Education Instructor
- Assistant Professor – Teacher Education – Special Education (Tenure Track)

College of Health and Human Services

- Part-time Instructor – Food & Nutrition Programs
- Part-time Faculty – Physical Therapy
- Part-time Faculty – Dental Hygiene
- Part-time Faculty – Medical Assisting Technology
- Part-time Faculty – Respiratory Care
- Part-time Faculty – Allied Health
- Part-time Faculty – Master of Health and Human Services
- Part-time Nursing – Clinical Faculty
- Part-time Faculty – Emergency Medical Services
- Part-time Faculty – Health Informatics
- Part-time Faculty – Public Health
- Part-time Faculty – Hospitality Management
- Part-time Faculty – Public Health – Environmental Health and Safety
- Part-time Instructor – First Year Experience Course in Health & Human Services
- Part-time Instructor – Pharmacology for Nurse Anesthetist Students
- Part-time Faculty – Medical Laboratory Programs
- Part-time Instructor – Social Work Lakeland and Lorain CC Campuses
- Part-time Instructor – Social Work
- Part-time Instructor – Health & Physical Education Methods Instructor
- Assistant Professor – Kinesiology and Sport Medicine - Tenure Track
- Part-time Instructor – Criminal Justice and Forensic Sciences
- Part-time Instructor – Functional Gross Anatomy
- Part-time Faculty – Kinesiology and Sport Science
- Assistant Professor – Social Work (Tenure Track)
- Assistant or Associate Professor – Physical Therapy (Tenure Track)

College of Liberal Arts and Social Sciences

- Part-time Faculty Instructor – English
- Part-time Faculty Instructor – Sociology
- Part-time Faculty Instructor – Psychology
- Part-time Faculty – Honors
- Part-time Faculty – Introduction to Sociology
- Part-time Instructor – Gerontology
- Part-time Instructor – History
- Part-time Instructor – Geography
- Part-time Instructor – Women’s and Gender Studies
- Part-time Instructor – Spanish
- Part-time Instructor – Hebrew
- Part-time Instructor – Religious Studies
- Assistant Professor – English and Teacher Education (Tenure Track)
- Assistant Professor – History - Nineteenth-Century US History (Tenure Track)
- Part-time Graduate Faculty – Social Gerontology
- Lecturer – Philosophy and Religious Studies (Term)
- Part-time Faculty – Politics and International Relations
- Ives Distinguished Visiting Professor of the Humanities

College of Creative Arts & Communication

- Part-time Faculty – Photography
- Part-time Faculty – Communication Studies, Telecommunication Studies, and Journalism
- Part-time Faculty – Theater and Dance
- Part-time Instructor – Viola
- Part-time Instructor – Music Theory
- Part-time Instructor – Director of Dana Gospel Choir
- Part-time Instructor – Graphic Design
- Part-time Instructor – Art History
- Part-time Instructor – Visual Arts Foundations
- Part-time Vocal Instructor
- Part-time Vocal Instructor – Classical Voice
- Part-time Instructor – Jazz Studies
- Part-time Instructor – Visual Arts
- Assistant Professor – Trombone (Tenure Track)
- Part-time Faculty – First Year Experience Course in College of Creative Arts & Communication

College of Science, Technology, Engineering and Mathematics

- Part-time Instructor – Mathematics
- Part-time Faculty – Physics
- Part-time Instructor – Mechanical Engineering Technology
- Part-time Instructor – Mechanical Engineering
- Part-time Faculty – Chemistry
- Part-time Instructor – Electrical and Computer Engineering

College of Science, Technology, Engineering and Mathematics Continued

- Part-time Faculty – Computer Science and Information Systems
- Part-time Faculty – Civil/Environmental and Chemical Engineering
- Part-time Instructor – Engineering Technology
- Part-time Instructor – Biology in the Modern World Laboratory
- Part-time Instructor – Microbiology Laboratory
- Part-time Instructor – Civil and Construction Engineering Technology
- Part-time Instructor – Anatomy and Physiology 1 Lab
- Part-time Instructor – Human Physiology and Anatomy
- Part-time Instructor – Chemistry Lab Instructor
- Part-time Instructor – Draft and Design Technology
- Part-time Instructor – Frist Year Engineering Orientation
- Part-time Instructor – STEM Careers
- Part-time Instructor – Electrical Engineering Technology
- Part-time Instructor – Mathematics & Statistics
- Part-time Instructor – Microbiology for Health Care Professions Laboratory
- Part-time Instructor – Anatomy and Physiology 2
- Part-time Instructor – Anatomy and Physiology 2 Lab
- Part-time Instructor – Mammalogy
- Assistant Professor – CSIS (Tenure Track)
- Assistant Professor – Electrical Engineering (Tenure Track)
- Part-time Faculty – EUT Power Plant Technology Instructor
- Assistant Professor – Mathematics and Statistics (Tenure Track)
- Part-time Faculty – Geology & Environmental Science
- Assistant Professor – Mechanical Industrial & Manufacturing Engineering – Industrial & Systems (Tenure Track)
- Lecturer – School of Technology, First Year Engineering Technology (Term)
- Part-time Faculty – Industrial Engineering

College of Business Administration

- Part-time Instructor – Management
- Part-time Instructor – Marketing
- Part-time Instructor – Accounting/Finance
- Part-time Instructor – Management (Undergraduate Courses)
- Part-time Instructor – Legal Environment of Business
- John S. and Doris M. Andrews Endowed Chair in Accounting
- Assistant or Associate Professor – Operations Management (Tenure Track)
- Part-time Instructor – Master of Business Administration
- Assistant or Associate Professor of Accounting (Tenure Track)
- Assistant Professor – Management – Management Information Systems (Tenure Track)
- Part-time Instructor – Marketing/Center for Nonprofit Leadership

Professional/Administrative

- Coordinator, STEM Professional Services
- Instruction Specialist
- Assistant Director, Diversity Programs
- Director, Research Services
- Technology Support Engineer 1
- Reference Librarian, Health & Human Services
- Academic Advisor 1 – CCAC
- Director, Labor & Employee Relations
- Executive Director, Maag Library
- Manager of Athletic Ticket Sales
- Assistant Coach, Football – Director of Operations
- Assistant Athletic Trainer
- Coordinator, Grant Funds
- Academic Advisor 1 – Dean CLASS
- Assistant Football Coach
- Coordinator, Admissions & Recruitment
- Systems Engineer 1
- Bursar

Classified Civil Service

- None

**BOARD OF TRUSTEES
NEW GRIEVANCES FILED NOVEMBER 1, 2017- FEBRUARY 9, 2018**

ACE GRIEVANCES

#748 Job audit

APAS GRIEVANCES

None

OEA GRIEVANCES

**#355 IT connectivity
#356 Workload
#357 Parking & mileage reimbursement
#358 Tenure denial**

FOP GRIEVANCES

None

Current Arbitrations as of February 12, 2018

- Grievance moved to Arbitration; *Arbitrator not yet selected:*
 - ACE – 3
 - APAS – 4
 - OEA – 4
 - FOP – 1

- Arbitrator selected; *Pending Arbitration Hearing:*
 - ACE – 1
 - APAS – 0
 - OEA – 2
 - FOP – 2

- Arbitration Hearing Concluded; *Awaiting Decision:*
 - ACE – 2
 - APAS – 2
 - OEA – 0
 - FOP – 1

SUMMARY OF PERSONNEL ACTIONS
Classified Employees
10/16/17 through 1/15/18

Appointments – 14

- Classified Civil Service – 1
- Classified Non-Bargaining – 13

Separations – 17

- Classified Civil Service – 10
- Classified Non-Bargaining – 4
- FOP Excluded – 3

Reclassifications – 2

- Classified Civil Service – 1
- Externally Funded Non-Bargaining – 1

Promotions – 1

- Classified Civil Service – 1

Transfers – 3

- Classified Civil Service – 3

Salary Adjustments – 3

- Classified Civil Service – 3

Displacements – 0

Layoffs – 0

Recalls – 0

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/17 THROUGH 1/15/18
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE			CONTRACT/ APPOINTMENT		
	TYPE	POSITION TITLE	DEPARTMENT	DATES	FTE	SALARY
Schoenfeld, Melissa	ACE	Print Assistant	Printing Services	10/30/2017	1.00	\$ 28,350.40
Ashby, Kelley	Non-ACE	Intermittent Academic Encourager	Student Success	11/13/2017	0.50	\$ 15,600.00
Boyd, Shelnik	Non-ACE	Intermittent Activity Leader	Ctr for Human Services Dev	10/17/2017	0.50	\$ 10,660.00
Brookhart, Carey	Non-ACE	Intermittent Academic Leader	Ctr for Human Services Dev	10/17/2017	0.50	\$ 18,720.00
Buchenic, Rebecca	Non-ACE	Intermittent Academic Leader	Ctr for Human Services Dev	10/17/2017	0.50	\$ 18,720.00
Conway, Jennifer	Non-ACE	Intermittent Academic Leader	Ctr for Human Services Dev	10/17/2017	0.50	\$ 18,720.00
Liles, Janel	Non-ACE	Intermittent Academic Encourager	Student Success	11/13/2017	0.50	\$ 15,600.00
Martin, Cheryl	Non-ACE	Intermittent Clerk 1	Undergraduate Admissions	1/8/2018	0.50	\$ 10,400.00
Neal, Bonita	Non-ACE	Intermittent Activity Leader	Ctr for Human Services Dev	10/17/2017	0.50	\$ 10,660.00
Palowitz, Cheryl	Non-ACE	Intermittent Activity Leader	Ctr for Human Services Dev	10/17/2017	0.50	\$ 10,660.00
Storey, Nicole	Non-ACE	Intermittent Academic Leader	Ctr for Human Services Dev	10/18/2017	0.50	\$ 18,720.00
Teagarden, Ashley	Non-ACE	Intermittent Academic Leader	Ctr for Human Services Dev	10/17/2017	0.50	\$ 18,720.00
Woods, Deborah	Non-ACE	Intermittent Clerk 1	Undergraduate Admissions	1/8/2018	0.50	\$ 10,400.00
Woods, Jimmy	Non-ACE	Intermittent Academic Encourager	Student Success	11/13/2017	0.50	\$ 15,600.00

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/17 THROUGH 1/15/18
SEPARATIONS

EMPLOYEE				CONTRACT/ APPOINTMENT		
EMPLOYEE NAME	TYPE	POSITION TITLE	DEPARTMENT	DATES	FTE	SALARY
Burney, Arnay	ACE	Human Resources Analyst 1	Human Resources	1/5/2018	1.000	\$ 35,464.00
Dillingham, Mary	ACE	Administrative Assistant 1	Career and Academic Advising	11/30/2017	1.000	\$ 51,646.40
Esposito, Eileen*	ACE	Administrative Assistant 1 Intermittent Network Services	Assessment	12/31/2017	0.500	\$ 25,823.20
Hazen, John	ACE	Technician 1	IT Customer Services	10/31/2017	0.500	\$ 22,609.60
Helton, Cynthia	ACE	Administrative Assistant 3	Enrollment Management	11/30/2017	1.000	\$ 64,313.60
McGuinness, Carol	ACE	Clerk Intermittent	Parking Services	12/22/2017	0.500	\$ 16,400.80
O'Connell, Joyce**	ACE	Temporary Administrative Assistant 1	Dana School of Music	12/16/2017	0.375	\$ 17,706.00
Ocasio, Grimilda	ACE	Administrative Assistant 1	History	11/30/2017	1.000	\$ 51,646.40
Oddo, Frank	ACE	Maintenance Repair Worker 3	Facilities Maintenance	10/31/2017	1.000	\$ 42,889.60
Zupcsan, Michael***	ACE	Network Administrator 2	IT Customer Services	11/30/2017	1.000	\$ 65,353.60
Albani, Meagan***	Non-ACE	Intermittent Clerk 1 Intermittent Customer Service	Teacher Education	12/16/2017	0.500	\$ 14,175.20
Campana, Candace*	Non-ACE	Assistant 2	Undergraduate Admissions	10/28/2017	0.500	\$ 17,274.40
Higgins, Lauren	Non-ACE	Intermittent Activity Leader	Ctr for Human Services Dev	10/23/2017	0.500	\$ 10,660.00
Slivinske, Johanna	Non-ACE	Intermittent Academic Encourager	Student Success	12/31/2017	0.500	\$ 15,600.00
Bogan, Henry	FOP Excluded	Intermittent Police Officer 1	YSU Police	11/30/2017	0.500	\$ 22,547.20
Davis, Judith	FOP Excluded	Intermittent Police Officer 1	YSU Police	1/2/2018	0.500	\$ 21,725.60
Kosec, Derek	FOP Excluded	Intermittent Police Officer 1	YSU Police	12/7/2017	0.500	\$ 17,617.60

*Accepted full time Classified position
**Temporary additional FTE assignment ended
***Accepted Professional Administrative Position

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/17 THROUGH 1/15/18
RECLASSIFICATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Yazvac, Noreen	ACE Externally Funded	Administrative Assistant 2	Center for Student Progress	6/8/2017	1.00	\$ 55,016.00	\$ 51,646.40
Miller, Carrie	Non ACE	Administrative Assistant 1	Upward Bound	9/1/2017	0.75	\$ 25,911.60	\$ 24,570.00

Position Audit requested and awarded. (Resulted in change in Classification)

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/17 THROUGH 1/15/18
PROMOTIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
Campana, Candace	ACE	Administrative Assistant 1	School of Technology	10/30/2017	1.00	\$ 34,548.80	\$ 17,274.40

Candidate applied for and was the successful candidate of a position search.

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/17 THROUGH 1/15/18
TRANSFERS

EMPLOYEE		CONTRACT/ APPOINTMENT				
EMPLOYEE NAME	TYPE	POSITION TITLE	DEPARTMENT	DATES	FTE	SALARY
Esposito, Eileen	ACE	Administrative Assistant 1	Honors College	1/1/2018	1.00	\$ 24,689.60
Sarnowski, Cindy	ACE	Administrative Assistant 1	Dana School of Music	12/17/2017	1.00	\$ 38,916.80
Ruscitti, Anna Marie	ACE	Administrative Assistant 1	Theater & Dance	12/24/2017	0.50	\$ 20,051.20

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/17 THROUGH 1/15/18
SALARY ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Keirse, Dorothy*	ACE	Storekeeper 2	Delivery Services	9/17/2017	1.000	\$ 48,235.20	1.00	\$ 53,518.40
Modarelli, Jeannette*	ACE	Records Technician	Registration & Records	10/29/2017	1.000	\$ 52,416.00	1.00	\$ 58,156.80
Ruscitti, Anna Marie**	ACE	Administrative Assistant 1	Performing Arts Series	12/24/2017	0.50	\$ 20,051.20	1.00	\$ 40,102.40

**Working out of class ended.*

***FTE reduced in Performing Arts Series and 0.5 FTE transferred to Theater & Dance.*

Youngstown State University
Summary of Staffing Levels By Race and Gender

From October 1 - December 31, 2016/2017

2016	Caucasian		African American		Hispanic		Asian		Native American		Multi-Race		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Faculty*	196	156	12	13	3	4	26	20	1	0	0	0	431
Professional/ Admin.	140	148	12	11	3	4	3	4	0	2	1	2	330
Classified	112	155	9	18	4	6	0	0	0	1	1	0	306
Externally Funded	23	63	1	4	0	0	0	1	0	0	0	1	93
Total	471	522	34	46	10	14	29	25	1	3	2	3	1160

2017	Caucasian		African American		Hispanic		Asian		Native American		Multi-Race		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Faculty*	192	147	13	13	3	4	26	17	1	0	0	0	416
Professional/ Admin.	150	165	12	11	1	5	1	5	0	2	1	3	356
Classified	107	154	10	19	4	6	0	0	0	1	1	0	302
Externally Funded	24	57	2	6	0	0	0	0	0	0	0	2	91
Total	473	523	37	49	8	15	27	22	1	3	2	5	1165

Difference	Caucasian		African American		Hispanic		Asian		Native American		Multi-Race		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Faculty*	-4	-9	1	0	0	0	0	-3	0	0	0	0	-15
Professional/ Admin.	10	17	0	0	-2	1	-2	1	0	0	0	1	26
Classified	-5	-1	1	1	0	0	0	0	0	0	0	0	-1
Externally Funded	1	-6	1	2	0	0	0	-1	0	0	0	1	-2
Total	2	1	3	3	-2	1	-2	-3	0	0	0	2	5

Guidelines provided by U.S. Office of Management & Budget

Caucasian, not of Hispanic origin - Origins in any of the original people in Europe, North Africa or the Middle East

African American, not of Hispanic origin - Origins in any black racial group

Hispanic - Origins of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture, regardless of race

Asian or Pacific Islander - Origins in any of the original peoples of the Far East, SE Asia, the Indian Subcontinent, or Pacific Islands

American Indian or Alaskan Native - Origins in any of the original people of North America who maintain cultural identification through tribal affiliation or community recognition

*Faculty included full-time faculty, department chairs and other faculty exempt from the bargaining unit; does not include part-time faculty

**Office of Equal Opportunity and Policy Development
Report on Search Waivers**

Requestor: Peter Woodlock, Chair and Professor Accounting and Finance

Department/Unit: Accounting and Finance

Position: Faculty-One Term Instructor, Accounting and Finance

Rationale: Search to hire part-time faculty to teach finance and accounting courses was unsuccessful resulting in immediate and temporary need for spring 2018 semester.

Hired: Michael Villano

Number of Postings*:

- Faculty:
 - Full-time 32
 - Part-time 15

- Professional/Administrative:
 - Full-time 33
 - Part-time 0

Total Postings: 80

*Postings since last report.