



**BOARD OF TRUSTEES  
UNIVERSITY AFFAIRS COMMITTEE**

**Anita A. Hackstedde, Chair  
James E. "Ted" Roberts, Vice Chair  
All Trustees are Members**

**BACKGROUND MATERIALS  
Wednesday, September 5, 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; and provide the status of all Unfair Labor Practices, Grievances and Arbitrations.
- 2. Human Resources Update on Position Searches** **Tab 2**  
This report will provide a list of all searches in progress.
- 3. Classified Civil Service Personnel Actions** **Tab 3**  
This is a summary of all personnel actions approved by the Chief Human Resources Officer serving as the appointing authority for classified staff.
- 4. Summary of Staffing Levels by Race and Gender** **Tab 4**  
This report provide a comparison of the workforce demographics in terms of Race and Gender for the periods of April 1- June 30, 2017 and April 1- June 30, 2018.
- 5. Report on Search Waivers** **Tab 5**

## **HUMAN RESOURCES UPDATE**

### **Human Resources Reorganization:**

In a collaboration with our IT department, the Manager of Training and Development will transfer to IT. The junior position to the Manager is vacant.

The functions of classification, compensation, and HR – management related training initiatives were consolidated under the newly created Director of Organizational Development. The junior position in Training and Development has been reclassified to an Organization and Development Officer position.

This strategic restructuring will better serve the university's ever increasing needs, create greater efficiency, and optimize our limited departmental resources.

The assessment of the department structure is on-going and may lead to other changes.

### **Health Care and Benefit Management Initiative:**

The vacant Benefits Manager position was filled on July 9, 2018. Goals for the new manager are in development. There is optimism that new leadership will move this important department forward.

HR took advantage of the transition to the flat 15% health care premium cost sharing structure to conduct a special, one-time open enrollment. This allowed those who cover a spouse on the YSU plan as a secondary dependent to delete them July 1, 2018 or to enroll themselves and dependents in a less costly alternative plan.

Leadership of the four unions were given an advance notice and responded to our invitation to inform their membership about the special open enrollment.

A Benefits Fair was conducted, bring in all medical and insurance vendor along with OPERS and STRS, and all of the retirement fund providers for direct vendor communication.

The University has joined other state universities in amending its EAP to allow for expert second opinions; research on diagnosis and treatment options; identifying regional specialists; facilitated appointments to centers of excellence and best match specialists; and gathering and coordinating medical records.

### **Health Care Advisory Committee (HCAC) Initiative:**

HR led an initiative to amend the HCAC charter to reduce the meeting schedule from 10 to 6 calendar year meetings; accept a recommendation to allow for electronic voting; and for Human Resources to provide a summary of each meeting to all members and archive on the HR web site.

**Internal Efficiency Review:**

HR has begun to review and improve its form letters, appointment letters, and use electronic distribution vs. paper.

Other initiatives will include documenting processes and operating procedures, which will be posted on the HR website.

**Fiduciary Duty Requirements:**

In coordination with Legal Affairs, Finance & Business Affairs, and the IUC, HR is working to implement a significant compliance plan to meet the challenges of the growing number of lawsuits vs. colleges and universities being filed related to retirement plans and vendors. The University must meet and precisely document its duty of loyalty, prudence, and adherence to plan documents.

## Current Postings – 7/15/18

### 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
- Part-time Faculty – Teacher Education

#### 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
- Part-time Instructor Criminal Justice and Forensic Sciences
- Assistant or Associate Professor, Physical Therapy (Tenure Track)
- Part-time Undergraduate Faculty – Merchandising – Fashion & Interiors

## **College of Health and Human Services Continued**

- Lecturer – Kinesiology and Sport Science (Term)
- Part-time Undergraduate Faculty – Dietetics Programs
- Part-time Faculty – Kinesiology and Sport Science
- Part-time Faculty – Kinesiology and Sport Science, Fundamentals of Fitness
- Part-time Faculty – Health & Human Services 1510/1511 First Year Experience Course

## **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
- Part-time Graduate Faculty – Social Gerontology
- Part-time Faculty – Politics and International Relations
- Part-time Faculty – Philosophy
- Part-time Faculty – Linguistics/TESOL
- Lecturer – English – Composition (Term)
- Lecturer – English (Term)
- Part-time Faculty – Sociology, Anthropology, Gerontology (On-line Graduate Course)
- Part-time Faculty – Sociology, Anthropology, Gerontology (Undergraduate Courses)

## **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

## **College of Creative Arts & Communication Continued**

- Part-time Vocal Instructor
- Part-time Vocal Instructor – Classical Voice
- Part-time Instructor – Jazz Studies
- Part-time Instructor – Visual Arts
- Part-time Faculty – First Year Experience Course in College of Creative Arts & Communication
- Part-time Faculty – Dana School of Music
- Part-time Instructor of Horn

## **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
- 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 – First 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
- Part-time Faculty – EUT Power Plant Technology Instructor
- Assistant Professor, Mechanical Industrial & Manufacturing Engineering – Industrial & Systems (Tenure Track)
- Lecturer – School of Technology, First Year Engineering Technology (Term)
- Part-time Faculty – Industrial Engineering
- Part-time Faculty – Mechanical Engineering – Solid Mechanics
- Part-time Faculty – Mechanical Engineering – Thermal Fluids
- Lecturer – Chemistry (Term)

## **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
- Part-time Instructor – Master of Business Administration
- Part-time Instructor – Marketing/Center for Nonprofit Leadership
- Lecturer – Accounting and Finance (Term)

## **Professional/Administrative**

- Academic Advisor 1 – CCAC
- Coordinator of Graduate Admissions
- Director, Career Development
- Housing Coordinator
- Research Analyst
- Assistant Coach, Men's and Women's Tennis
- Coordinator, Communications & Magazine Editor
- Staff Architect
- Associate Director, Student Conduct
- Coordinator, Theater Productions
- Assistant Coach, Track & Field Throws
- Associate Vice President & Chief Human Resources Officer
- Director, Research Services
- Manager, Procurement
- Counselor, Financial Aid
- Assistant Coach, Baseball
- Associate General Counsel, Research & EEO Compliance
- Supervisor, International Admissions & Immigration Unit
- Coordinator, Membership & Guest Services
- Instrumentation Specialist
- Assistant Director, Facility Operations

## **Classified Civil Service**

- Executive Secretary 1 – Dean Education

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

**Appointments – 7**

- Classified Civil Service –5
- Classified Non-Bargaining – 1
- Externally Funded Non-Bargaining – 1

**Separations – 14**

- Classified Civil Service – 9
- Externally Funded Non-Bargaining – 5

**Reclassifications/Position Adjustments – 1**

- Externally Funded Non-Bargaining – 1

**Transfers – 1**

- Classified Civil Service – 1

**Salary Adjustments – 20**

- Classified Civil Service – 5
- Classified Non-Bargaining – 1
- FOP – 11
- FOP Excluded – 3



**YOUNGSTOWN STATE UNIVERSITY**  
**CLASSIFIED EMPLOYEE**  
**PERSONNEL ACTIONS 4/16/18 THROUGH 7/15/18**  
**APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Hudzik, Stefanie	ACE	Museum Specialist	Smith Museum Operation	6/25/2018	0.50	\$ 14,372.80
Kimmel, Pamela	ACE	Administrative Assistant 1	Enrollment Management	6/25/2018	0.75	\$ 22,791.60
Latimer, Christopher	ACE	Maintenance Repair Worker 2	Facilities Maintenance	4/16/2018	1.00	\$ 30,867.20
McNickle, Sarah	ACE	Financial Aid Loan Specialist	Financial Aid and Scholarships	5/14/2018	1.00	\$ 34,548.80
Osborn, Brandi	ACE	Human Resources Analyst 1	Human Resources	5/14/2018	1.00	\$ 35,464.00
Gill, Ryan	Externally Funded Non-ACE	Temporary Site Coordinator	Ctr for Human Services Dev Andrews Student Recreation &	5/1/2018	0.74	\$ 31,820.00
Derenburger, Jessica	Non-ACE	Administrative Assistant 1 Temp	Wellness Center	7/3/2018	1.00	\$ 27,768.00

**YOUNGSTOWN STATE UNIVERSITY**  
**CLASSIFIED EMPLOYEE**  
**PERSONNEL ACTIONS 4/16/18 THROUGH 7/15/18**  
**SEPARATIONS**

<b>EMPLOYEE</b>				<b>CONTRACT/ APPOINTMENT</b>		
<b>EMPLOYEE NAME</b>	<b>TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATES</b>	<b>FTE</b>	<b>SALARY</b>
Flinn, Samuel	ACE	Library Assistant 2	Maag Library	4/20/2018	1.00	\$ 33,009.60
George, Colleen	ACE	Administrative Assistant 1	Financial Aid and Scholarships	5/31/2018	1.00	\$ 48,172.80
Keirse, Dorothy	ACE	Storekeeper 2	Delivery Services	6/29/2018	1.00	\$ 48,484.80
Lowe, Deborah	ACE	Administrative Assistant 2	Marketing & Communications	6/29/2018	1.00	\$ 62,192.00
Lucivjansky, Rhonda	ACE	Purchasing Sys & Contract Spec	Procurement Services	5/4/2018	1.00	\$ 69,514.60
Mogg, Emily	ACE	Residence Hall Monitor	Housing & Residence Life	5/20/2018	0.50	\$ 14,768.00
Reed, Harriet	ACE	Secretary	Student Counseling Center	7/3/2018	0.75	\$ 36,894.00
Walker, Charmaine	ACE	Administrative Assistant 2	Maag Library	5/31/2018	1.00	\$ 59,488.00
Weisgarber, Dixie	ACE	Financial Aid Associate	Financial Aid and Scholarships	5/25/2018	1.00	\$ 34,798.40
DeRenzis, Dena	Externally Funded Non-ACE	Activity Leader	Ctr for Human Services Dev	4/28/2018	0.50	\$ 10,784.80
Gill, Ryan	Externally Funded Non-ACE	Academic Leader	Ctr for Human Services Dev	4/30/2018	0.74	\$ 18,844.80
Neal, Bonita	Externally Funded Non-ACE	Activity Leader	Ctr for Human Services Dev	4/20/2018	0.50	\$ 10,660.00
Storey, Nicole	Externally Funded Non-ACE	Academic Leader	Ctr for Human Services Dev	5/11/2018	0.50	\$ 18,720.00
Windham, Molly	Externally Funded Non-ACE	Academic Leader	Ctr for Human Services Dev	5/12/2018	0.50	\$ 18,844.80

**YOUNGSTOWN STATE UNIVERSITY**  
**CLASSIFIED EMPLOYEE**  
**PERSONNEL ACTIONS 4/16/18 THROUGH 7/15/18**  
**RECLASSIFICATIONS/POSITION ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Wilson, Anastasia	Externally Funded Non-ACE	Multimedia Specialist/ Occasional Service	Ward Beecher Planetarium	5/28/2018	0.50	\$ 15,600.00	\$ 15,600.00

**YOUNGSTOWN STATE UNIVERSITY**  
**CLASSIFIED EMPLOYEE**  
**PERSONNEL ACTIONS 4/16/18 THROUGH 7/15/18**  
**TRANSFERS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Reyes, Kenny	ACE	Library Assistant 2/ Library Media Technical Asst. 2	Maag Library	5/27/2018	1.00	\$ 45,697.60

**YOUNGSTOWN STATE UNIVERSITY**  
**CLASSIFIED EMPLOYEE**  
**PERSONNEL ACTIONS 4/16/18 THROUGH 7/15/18**  
**SALARY ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>NEW FTE</b>	<b>NEW SALARY</b>	<b>OLD FTE</b>	<b>PREVIOUS SALARY</b>
Grumley, Norma	ACE	Clerk 2	Parking Services	5/14/2018	0.50	\$ 20,800.00	1.00	\$ 40,622.40
Doak, David	ACE	Maintenance Repair Worker 2	Facilities Maintenance	5/30/2018	1.00	\$ 31,574.40	1.00	\$ 31,116.80
Kolarik, Connie	ACE	Electrician 1	Facilities Maintenance	5/30/2018	1.00	\$ 41,995.20	1.00	\$ 41,371.20
Pavalko, Judy	ACE	Nurse 2	Student Health Clinic	7/1/2018	1.00	\$ 88,420.80	0.75	\$ 66,315.60
Shaffer, Charles	ACE	Maintenance Repair Worker 2	Facilities Maintenance	5/30/2018	1.00	\$ 31,574.40	1.00	\$ 31,116.80
Buzard, Danica	FOP	University Police Sergeant	YSU Police	6/30/2018	1.00	\$ 57,137.60	1.00	\$ 55,036.80
Chapel, Kevin	FOP	University Police Sergeant	YSU Police	6/30/2018	1.00	\$ 57,137.60	1.00	\$ 55,036.80
Cox, Donald	FOP	Police Officer 2	YSU Police	6/30/2018	1.00	\$ 56,160.00	1.00	\$ 54,267.20
McDade, Travis	FOP	Police Officer 2	YSU Police	6/30/2018	1.00	\$ 46,030.40	1.00	\$ 44,532.80
Mehley, Mark	FOP	Police Officer 2	YSU Police	6/30/2018	1.00	\$ 46,030.40	1.00	\$ 44,532.80
Pieton, Michael	FOP	Police Officer 2	YSU Police	6/30/2018	1.00	\$ 54,267.20	1.00	\$ 52,436.80
Rogner, William	FOP	Police Officer 2	YSU Police	6/30/2018	1.00	\$ 46,030.40	1.00	\$ 44,532.80
Schialdone, Joseph	FOP	Police Officer 2	YSU Police	6/30/2018	1.00	\$ 46,030.40	1.00	\$ 44,532.80
Skovira, Adam	FOP	Police Officer 2	YSU Police	6/30/2018	1.00	\$ 46,030.40	1.00	\$ 44,532.80
Timlin, Rory	FOP	Police Officer 2	YSU Police	6/30/2018	1.00	\$ 46,030.40	1.00	\$ 44,532.80
Winbush, Thurston	FOP	Police Officer 2	YSU Police	6/30/2018	1.00	\$ 47,569.60	1.00	\$ 46,030.40
Godoy, Dennis	FOP Excluded	Univ Law Enforcement Supvr	YSU Police	6/30/2018	1.00	\$ 75,296.00	1.00	\$ 71,344.00
Remias, Bryan	FOP Excluded	Univ Law Enforcement Supvr	YSU Police	6/30/2018	1.00	\$ 75,296.00	1.00	\$ 71,344.00
Williams, Randall	FOP Excluded	Univ Law Enforcement Supvr	YSU Police	6/30/2018	1.00	\$ 75,296.00	1.00	\$ 71,344.00
Blazek, Mark	Non-ACE	Groundskeeper Supervisor	Grounds	6/10/2018	1.00	\$ 49,992.00	1.00	\$ 40,277.20

Youngstown State University  
 Summary of Staffing Levels By Race and Gender  
 From April 1-June 30 2017/2018

2017	Caucasian		African American		Hispanic		Asian		Native American		Multi-Race		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Faculty*	188	148	12	13	3	2	25	20	1	0	0	0	412
Professional/ Admin.	151	161	13	11	3	4	2	5	0	2	1	2	355
Classified	109	156	9	20	4	6	0	0	0	1	1	0	306
Externally Funded	22	58	1	5	0	0	0	1	0	0	0	1	88
<b>Total</b>	<b>470</b>	<b>523</b>	<b>35</b>	<b>49</b>	<b>10</b>	<b>12</b>	<b>27</b>	<b>26</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>1161</b>

2018	Caucasian		African American		Hispanic		Asian		Native American		Multi-Race		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Faculty*	188	142	13	12	3	2	26	17	1	0	0	0	404
Professional/ Admin.	156	166	10	11	1	6	2	5	0	2	2	3	364
Classified	109	154	8	19	4	5	0	0	0	1	1	0	301
Externally Funded	29	50	2	7	0	0	0	0	0	0	0	2	90
<b>Total</b>	<b>482</b>	<b>512</b>	<b>33</b>	<b>49</b>	<b>8</b>	<b>13</b>	<b>28</b>	<b>22</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>1159</b>

Difference	Caucasian		African American		Hispanic		Asian		Native American		Multi-Race		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Faculty*	0	-6	1	-1	0	0	1	-3	0	0	0	0	-8
Professional/ Admin.	5	5	-3	0	-2	2	0	-0	0	0	1	1	6
Classified	0	-2	-1	-1	0	-4	0	0	0	0	0	0	-4
Externally Funded	7	-8	1	2	0	0	0	-1	0	0	0	1	-1
<b>Total</b>	<b>12</b>	<b>-11</b>	<b>-2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>-1</b>	<b>-1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>-1</b>

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 - Origins in any of the original Black people in the United States

Hispanic

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: Joseph L. Mosca, Dean Bitonte College of Health and Human Services

Department/Unit: Social Work

Position: Assistant Professor

Rationale: Dr. Martin was interviewed and ranked second in the previous search for an Assistant Professor in Social Work. Following the search a faculty member resigned leaving a critical need for an Assistant Professor.

Hired: Audra R. Martin

Requestor: James D. Yukech, Associate Vice President and Chief Information Officer

Department/Unit: Information Technology Services (ITS)

Position: Manager, ITS Service Desk and Training

Rationale: Due to retirement and re-assignment within the ITS group, the position of ITS Manager Service Desk and Training was created to fill urgent need for first line support across campus. Ms. Donaldson possesses exceptional IT and communication skills and the ability to fulfill job functions immediately.

Hired: Rosalyn Donaldson

**Number of Postings\*:**

- Faculty:
  - Full-time 20
  - Part-time 17
  
- Professional/Administrative:
  - Full-time 22
  - Part-time 0

**Total Postings: 59**

\*Postings since last report.