



**YOUNGSTOWN
STATE
UNIVERSITY**

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

**Thursday, June 6, 2019
7:45 a.m.**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Disposition of Minutes for Meetings Held March 6, 2019; and June 5, 2019**
- B. New Business**
- C. Committee Item**

1. University Affairs Action Items

a. Personnel Actions

- Tab C.1.a.1. 1. Resolution to Approve the Reclassification of Mike Sherman to Vice President, Institutional Effectiveness & Board Professional**
James P. Tressel, President, will report.
- Tab C.1.a.2. 2. Resolution to Approve the Reclassification of Amy Cossentino to the Dean of the Honors College**
James P. Tressel, President, will report.

- D. Old Business**
- E. Adjournment**



**YOUNGSTOWN
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**RESOLUTION TO APPROVE THE RECLASSIFICATION OF MIKE SHERMAN
TO VICE PRESIDENT, INSTITUTIONAL EFFECTIVENESS & BOARD
PROFESSIONAL**

WHEREAS, the duties of the Special Assistant to the President have been realigned and redesigned to emphasize the full impact of, and need for, a strategic alignment of thinking as well as the services of a Board Professional; and

WHEREAS, a recommendation has been made to reclassify the position to Vice President, Institutional Effectiveness & Board Professional pursuant to 3356-9-01; and

WHEREAS, the position of Vice President, Institutional Effectiveness & Board Professional is an Executive Officer position pursuant to University Policy Number 3356-9-01; and

WHEREAS, University Policy Number 3356-9-01 sets forth the selection procedures for selecting an Executive Officer and allows for modification; and

WHEREAS, a revised position description identifying the duties and responsibilities of the Vice President, Institutional Effectiveness & Board Professional has been attached.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the appointment effective July 1, 2019 of Dr. Mike Sherman as the Vice President, Institutional Effectiveness & Board Professional through the reclassification process.

**Board of Trustees Meeting
June 6, 2019
YR 2019-**

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

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Issued: 07/19

Salary Range: L12 Excluded

Reviewed By: MM/MS/JT/HJ

FLSA Review: Exempt

Hiring Range: \$132,678 - \$179,176

TITLE: Vice President, Institutional Effectiveness & Board Professional

DEPARTMENT: Office of the President

JOB SUMMARY:

Serves as a member of the President's Cabinet; provides leadership, vision, and direction in the administration of a comprehensive array of initiatives, services, and policies related to institutional research, strategic planning implementation and assessment, and an integrated and over-arching approach to institutional effectiveness. Works with institutional leadership to develop, implement, and enhance systems and processes to achieve the mission and realize the vision by supporting evaluation of process and changes in key performance indicators. Supports the Office of the President internally and externally. Serves as the Board Professional for the Youngstown State University Board of Trustees. Plans, manages, and evaluates operational, financial, and personnel activities of a variety of departments across campus.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Leads an institutional effectiveness agenda via an integrated planning and collaborative approach to achieve institutional goals and objectives including convening individuals and/or groups as appropriate, representing the institution internally and externally to advance and enhance its position in higher education; completes other duties as designated to facilitate the success of the responsibilities of the Office of the President and of the position. Communicates effectively in written form as well as in public settings; maintains composure and acts diplomatically; maintains confidentiality.

As a Board Professional, supports the successful functioning of the Board of Trustees; understands the role and responsibilities of a Board to support orientation, training and development that helps optimize board discussions and deliberations and involvement in mission-critical and vision-achieving decisions. Keeps current on knowledge of local, state, and federal higher education issues, policies, regulations, and trends. Remains current on the roles and responsibilities of Board Professionals to optimize support of the Board of Trustees.

In performing the duties of Board Professional, the appropriate offices of the university will assist with various aspects of supporting this role such as noticing meetings, creating meeting minutes, maintaining attendance records and the official records of the Board of Trustees, collaborate with the President, their staff, and other officers of the University, as well as

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

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with the officers and members of the Board of Trustees; helps Trustees promote the proper maintenance and successful continuous operation of the University.

Supports the creation of processes and procedures to conduct data analytics for descriptive, predictive, and prescriptive purposes; assesses progress on strategic initiatives and key performance indicators; supports accurate submission, by all levels of the University, of the necessary reports for agencies at the local, state, and federal levels and for accreditations; supports a collaborative and shared-responsibility framework for data governance that will optimize the use of analytics for informed decision-making.

Partners with information technology services to assure enterprise systems support an integrated planning, implementation, and assessment environment; educates and convenes internal and external constituencies about institutional data analysis and analytics capabilities; communicates and collaborates on matters related to Institutional Research.

Supports the success of all aspects of strategic planning, implementation, assessment, reporting, and adjusting the plan that includes consulting with academic, student support, and administrative areas from an integrated planning perspective including the perspective that YSU is a learning organization. Helps to create an environment of integrated planning that aligns resources (talent, operational, capital, etc.) with strategies and tactics to achieve goals and objectives; helps to assure predictive and prescriptive analytics are utilized to improve all aspects of policies and operations; helps create an environment of data-informed and consultative decision-making; helps to strengthen a foundation of shared governance/responsibility and consequential leadership for achieving goals.

Supervises employees that carry out functions associated with assigned areas; evaluates staffing needs; assigns and reviews work; establishes timeframes for the completion of assigned tasks; trains and orients new employees; approves/disapproves requests for paid leaves; interviews candidates for employment and recommends hiring; evaluates employee work performance; receives and responds to grievances; provides assistance with the development of unit work procedures and policies; recommends and provides staff development opportunities.

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

SUPERVISION EXERCISED: Supervision is exercised over professional/administrative and classified staff.

REPORTS TO: President

REQUIRED CERTIFICATIONS AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

SEDENTARY: work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary

criteria are met.

MINIMUM QUALIFICATIONS:

Master's degree; minimum of fifteen (15) years of experience in college/university administration at the Dean's level or higher; seven (7) years of higher education supervisory experience; experience planning and managing budgets in excess of \$20 million; strong analytical skills, research knowledge and experience.

PREFERRED QUALIFICATIONS:

Doctoral degree in an academic discipline; significant experience as a faculty member at the level of professor; experience as a senior higher education administrator at the vice president level or higher; demonstrated experience and competency in a shared governance and collective bargaining environment; demonstrated experience proactively implementing analytics that have positively impacted academic excellence, student success and engagement with the community; significant experience associated with strategic planning, implementation, and assessment of progress in achieving the goals and objectives of the strategic plan of a higher education institution; demonstrated experience of positive outcomes of supporting the office of the President of a higher education institution; experience and successful outcomes of interactions with a Board of Trustees of a higher education institution.

I hereby acknowledge that I have reviewed this position description and fully understand my job duties and responsibilities in their entirety.

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
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**RESOLUTION TO APPROVE THE RECLASSIFICATION OF AMY COSSENTINO
TO THE DEAN OF THE HONORS COLLEGE**

WHEREAS, the duties of the Senior Director of the Honors College have been realigned and redesigned to emphasize the full breadth and impact of the Honors College; and

WHEREAS, a recommendation has been made to reclassify the position to the Dean of the Honors College pursuant to 3356-9-02; and

WHEREAS, the position of Dean of the Honors College 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 Dean of the Honors College has been attached.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the appointment effective July 1, 2019 of Dr. Amy Cossentino as the Dean of the Honors College through the reclassification process.

**Board of Trustees Meeting
June 6, 2019
YR 2019-**

PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION

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Issue Date: 07/19

Salary Range: A10 Excluded

Reviewed By: MM/AC

FLSA Review: Exempt

Hiring Range: \$97,275 - \$131,366

TITLE: Dean

DEPARTMENT: Honors College

JOB SUMMARY:

Guides strategic planning in support of academic excellence, student success, and community engagement initiatives for the college. Leads and develops a comprehensive value-added curricular and co-curricular experience resulting in a first-choice destination for academically talented high school and transfer students. Functions as a primary ambassador and collaborator to internal and external constituencies including faculty, fellow Deans, prospective students, current students, as well as their parents, community members, alumni, employers, YSU Foundation, and donors.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Provides leadership in strategic planning, vision, fiscal management, and in developing and implementing operations and long-term continuous assessment and evaluation for the Honors College.

Creates programming and services to foster Honors student development and support student mastery of learning outcomes. Directs, develops, and implements recruitment strategies for the Honors College. Works with University staff as needed to support student retention and increase graduation rates. Directs outreach programs, plans and evaluates course offerings, communicates with internal and external constituencies, and develops marketing and informational procedures and materials associated with the Honors College. Responsible for operational function and effectiveness of the Honors College.

Supervises staff; assigns and reviews work; establishes timeframes for the completion of assigned tasks; trains and orients new employees; approves/disapproves requests for paid leaves; determines staffing needs and makes recommendations for additional staffing; interviews candidates for employment and makes recommendations for hire; evaluates employee work performance; receives and responds to grievances; provides assistance with the development of unit work procedures and policies.

Develops procedures for daily operations and implements necessary changes; establishes Honors College policies and develops record keeping procedures for handling student records and information while ensuring student confidentiality. Monitors program applications and data management systems to ensure proper processing and handling of prospective student applications, student academic progress, and community service engagement. Develops training manual and staff training sessions to aid employees in reaching goals. Acts as signature authority of department budget, develops budget recommendations, and monitors budget; determines needs and acts accordingly; authorizes purchases.

Ensures inclusion of Honors College in university recruitment activities. Represents Honors College at University Open Houses, Penguin Preview Days, and recruitment programs. Develops, organizes, and directs recruitment strategies and programs that are specific to the Honors College. Prepares reports as necessary. Engages in professional development activities. Oversees the process for acceptance to the Honors College and exercises decision-making over honors

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POSITION DESCRIPTION**

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recruitment and admissions that takes into account the appropriate size of the incoming class aligned with available resources.

Oversees Summer Honors Institute (SHI) enrollment by liaising with constituents as needed and supervising staff coordinating the experience. Develops strategic plan for SHI to position YSU as an institution of college choice for students recognized as academically talented. Communicates prospective student information to Admissions, College Deans, and faculty for continued outreach.

Leads development of strategies for student learning and student success. Works collaboratively with peers and other constituents to design and implement co-curricular Honors programming and develop individual and group programs for retention initiatives. Coordinates with various constituents in the development and operation of Honors Orientation sessions. Demonstrates a commitment to diversity and inclusion. Directs the Honors peer mentoring program.

Directs and plans programs, operations, and services of the Honors College with an emphasis on student life and student development. Supervises staff and students facilitating residential learning communities within the Honors residence hall. Develops Honors College handbook; makes updates along with policy revisions. Assists honors students with interpretation of Code.

Works to ensure sufficient and appropriate Honors course offerings, makes recommendations for curriculum updates, and recruits and selects faculty to teach Honors courses. Serves as an ex officio member of the Honors Committee of the Academic Senate. Certifies graduation distinction information. Identifies students determined to be making inadequate progress and certifies removal from the Honors program. Supports the development of new Honors seminar offerings. Reviews and approves Contract Honors and serves as liaison between students and faculty working on contract honors. Facilitates the development of senior Honors capstone.

Oversees the development and publication of the Honors College Academic Journal – *The Emperor*, and the annual Honors College magazine – *With Honors*.

Develops Honors College learning outcomes and implements Honors College assessment strategies and activities; develops assessment plans and prepares assessment reports; coordinates with the Office of Assessment as needed.

Guides the development of student proposals for presentations at the National Collegiate Honors Council conferences; certifies Honors status of students to the National Collegiate Honors Council. Attends and presents research, new initiatives, and new course offerings from the Honors College at the National Collegiate Honors Council conferences; serves as a representative to Honors Council organizations. Ensures appropriate recognition of honors students at university and college honors and awards events.

Collaborates with College Deans, department chairpersons, and faculty to identify potential opportunities for honors courses, interdisciplinary seminars, and capstones. Selects, provides professional growth opportunities, and evaluates part-time faculty teaching honors seminars. Serves on the Honors Subcommittee for the Academic Senate involved in the development of honors curriculum and courses.

Collaborates with College Deans, Department chairpersons, and faculty to identify courses for inclusion in Summer Honors Institute. Makes decision for final annual course offerings and schedule. Acts as signature authority for annual operating budget, restricted gifts, and revenue producing accounts for Summer Honors Institute; engages in external fundraising initiatives. Sets policy for participation & participation fees. Provides input into the establishment of compensation rates for faculty and staff. Selects, trains, and supervises staff and faculty. Develops position descriptions and determines appropriate contract type. Designs and delivers educational and developmental evening programming for residential program. Supervises support staff in charge of daily operations. Identifies individuals in need of background checks. Organizes high school gifted and talented coordinator information program. Supervises staff coordinating the daily operations of the Summer Honors Institute, assessment activities, and reports.

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POSITION DESCRIPTION**

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Leads the development of community partnerships and sets policies and procedures for curricular and co-curricular community engagement. Supervises staff publicizing and organizing group volunteer activities; establishes and implements all related procedures and programs; serves as liaison with agencies and schools requesting volunteers; oversees the reporting system for student volunteerism; monitors student volunteerism and makes recommendations for improvement and policy interpretation as needed; updates and revises community service policies and reporting devices; seeks out external funding to support various programs within the college.

Serves as ambassador to University Scholar, Honors Program, and Honors College alumni. Oversees the communication, programming and development opportunities.

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

SUPERVISION EXERCISED: Supervision is exercised over staff and student employees.

REPORTS TO: Provost & Vice President, Academic Affairs

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

SEDENTARY: work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

REQUIRED CERTIFICATIONS AND/OR LICENSURES: None

MINIMUM QUALIFICATIONS:

Doctoral degree in Higher Education, Counseling, or a related field; minimum of five years of progressive administrative experience in higher education.

I hereby acknowledge that I have reviewed this position description and fully understand my job duties and responsibilities in their entirety.

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: _____