



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**BOARD OF TRUSTEES  
UNIVERSITY AFFAIRS COMMITTEE**

**Charles T. George, Chair  
Anita A. Hackstedde, Vice Chair  
All Trustees are Members**

**BACKGROUND MATERIALS  
Wednesday, March 2, 2022**

- |  |              |
|--|--------------|
| <b>1. Human Resources Update</b>   | <b>Tab 1</b> |
| 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. |              |
| <b>2. Human Resources Update on Position Searches</b>  | <b>Tab 2</b> |
| This report will provide a list of all searches in progress.   |              |
| <b>3. Classified Civil Service Personnel Actions</b>   | <b>Tab 3</b> |
| This is a summary of all personnel actions approved by the Chief Human Resources Officer serving as the appointing authority for classified staff.   |              |
| <b>4. Report on Search Waivers</b>   | <b>Tab 4</b> |

**Office of Human Resources Update**  
**March 2022**

**Benefits**

The parameters of the University sponsored healthcare plan will change effective July 1, 2022. On campus and virtual meetings will be held throughout the month of March to provide employees with up-to-date information on the new PPO plan\* and the Consumer Driven Health Plan.

\*Significant changes to the PPO plan include:

- In-Network Co-Insurance costs will be covered at 85% University and 15% Employee (formerly 90%/10% respectively).
- Out-of-Network Insurance costs will be covered at 60% University and 40% Employee (Formerly 70%/30% respectively).
- Employees will pay 18% of the premium costs for healthcare, vision, and dental insurance coverage. Current employee premium cost is 15%.

The Actuarial evaluation for the 2021-2022 premiums is underway. The evaluation is based on 24 months of claims and health care inflation trends along with the percentage of claims over \$225,000, which has increased from 27.56% to 34.46% of claims, it is currently estimated that healthcare premiums will increase between 6-8%.

The YSU Wellness Program received the 2021 [Healthy Business Council of Ohio Gold Well Work Place Award](#) and the [American Heart Association's 2021 Silver Workplace Health Achievement Recognition Award](#).

**Human Resources Operations (Talent Acquisition, Compensation, Organizational Development)**

Human Resources Operations is implementing and tracking the current faculty Separation Agreement Program.

Implementation of the new HR software program, NEOED is ongoing and will continue through 2022.

**Equal Opportunity/Title IX**

Affirmative Action plan has been finalized. Employment Recruitment and Outreach Plan has been updated to provide additional efforts to align with the Affirmative Action plan areas noted as underutilizing minorities and/or females.

**Labor and Employee Relations/Outstanding Unfair Labor Practices, Grievances and Arbitrations**  
**ACE**

- #766 Air Filter installation process. Resolved at Step 2, Administration response accepted.

**FOP**

- #65 Police Sergeant involuntary disability separation. Advanced to arbitration.
- #66 Shift Vacancies. Arbitration scheduled for 3/8/2022. Grievance will be withdrawn following CBA ratification.
- #69 Pay during initial University response to COVID-19 pandemic. Arbitration scheduled for 2/28/2022
- #71 Overtime pay. Arbitration scheduled for 3/29/2022.
- #73 Order accrued leave utilized during FMLA. Will be withdrawn following CBA ratification.

**FOP Negotiations**

- The FOP ratified the new CBA on 2/3/2022. Board of Trustees review and approval in process.

**OEA Arbitrations**

- Grievance #377 Calculation of minimum salary in reference to Distinguished Professor Award. Arbitration held October 2021; briefs submitted 1/28/2022.

**APAS**

- No Activity

**PERSONNEL ACTION MINORITY/FEMALE SNAPSHOT REPORT 10/1-12/31/2021**

EMPLOYMENT INTO JOB GROUP	JOB GROUP	SEPARATIONS FROM JOB GROUP
Employment into Job Group 0	Executive  Total Group 29 3% of Total Group are Minority (100% of Minority are African American)  55% of Total Group are Female	Separations from Job Group 0
Employment into Job Group 4  0% Minority  50% Female	Administrative/Managerial  Total Group 132  5% of Total Group are Minority (14% of Minority are African American, 29% are Hispanic)  51% of Total Group are Female	Separations from Job Group 1  0% Minority  100% Female
Employment into Job Group 1  0% Minority  0 % Female	Faculty Full-Time (Professor, Assistant Professor, Associate Professor, Lecturer, Senior Lecturer, Visiting Professor)  Total Group 370  22% of Total Group are Minority (29% of Minority are African American, 10% are Hispanic)  47% of Total Group are Female	Separations from Job Group 4  25% Minority (0% African American, 0% Hispanic)  100% Female
Employment into Job Group 10  10% Minority (0% African American, 100 % Hispanic)  80% Female	Professional Salaried including Athletic Professionals  Total Group 344  15% of Total Group are Minority (51% of Minority are African American, 22% of Minority are Hispanic)  56% of Total Group are Female	Separations from Job Group 2  50% Minority (100% African American, % Hispanic)  0% Female
Employment into Job Group 3  0% Minority  33% Female	Clerical/Secretary  Total Group 123  12% of Total Group are Minority (60% of Minority are African American, 33% are Hispanic)  89% of Total Group are Female	Separations from Job Group 1  0% Minority  100% Female

**PERSONNEL ACTION MINORITY/FEMALE SNAPSHOT REPORT 10/1-12/31/2021**

EMPLOYMENT INTO JOB GROUP	JOB GROUP	SEPARATIONS FROM JOB GROUP
<p>Employment into Job Group 2</p> <p>0% Minority</p> <p>100% Female</p>	<p>Technical/Paraprofessional (IT, Library, WYSU, Communication)</p> <p>Total Group 60</p> <p>10% of Total Group are Minority (50% of Minority are African American, 17% are Hispanic)</p> <p>42% of Total Group are Female</p>	<p>Separations from Job Group 0</p>
<p>Employment into Job Group 0</p>	<p>Skilled Craft</p> <p>Total Group 7</p> <p>0% of Total Group are Minority</p> <p>14% of Total Group are Female</p>	<p>Separations from Job Group 0</p>
<p>Employment into Job Group 4</p> <p>0% Minority</p> <p>0% Female</p>	<p>Service/Maintenance</p> <p>Total Group 50</p> <p>14% of Total Group are Minority (86% of Minority are African American, 14% are Hispanic)</p> <p>4% of Total Group are Female</p>	<p>Separations from Job Group 0</p>
<p>Employment into Job Group 0</p>	<p>Full-time Protective Service/Police excluding Intermittent Protective Services/Police</p> <p>Total Group 23</p> <p>26% of Total Group are Minority (50% of Minority are African American, 50% Hispanic)</p> <p>26% Female</p>	<p>Separation from Job Group 0</p>

Employee Turnover Rate 0.8%



## Current Postings 10/16/2021 – 1/15/2022

### Faculty

#### Beeghly College of Liberal Arts, Social Sciences, and Education

- Part-time Faculty – Counseling and School Psychology
- Part-time Faculty – 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 – Health & Physical Education Methods Instructor
- Part-time Faculty – Special Education Instructor
- Part-time Faculty – Teacher Education
- Part-time Faculty – English
- Part-time Faculty – Sociology
- Part-time Faculty – Psychology
- Part-time Faculty – Honors
- Part-time Faculty – Introduction to Sociology
- Part-time Instructor – History
- Part-time Faculty – Geography
- Part-time Instructor – Women’s and Gender Studies
- Part-time Instructor – Spanish
- Part-time Instructor – Hebrew
- Part-time Instructor – Religious Studies
- Part-time Faculty – Politics and International Relations
- Part-time Faculty – Philosophy
- Part-time Faculty – Linguistics/TESOL
- Part-time Faculty – First Year Experience Course, College of Liberal Arts and Social Sciences
- Part-time Faculty – Italian
- Part-time Faculty – Africana Studies
- Part-time Faculty – American Studies
- Part-time Faculty – French
- Part-time Faculty – American Sign Language
- Part-time Faculty – Spanish Phonetics/Distance Learning
- Part-Time Faculty, First Year Student Services
- Part-time Faculty – Humanities and Social Sciences – Political Science

## **Beeghly College of Liberal Arts, Social Sciences, and Education - continued**

- Part-Time Faculty, PAGES – Geology
- College Credit Plus Instructor – History
- Part-Time Faculty, Medical Practices
- Continuing Education Instructor – English ESOL
- College Credit Plus Instructor – English
- Part-Time Faculty – Social Work

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

- Part-time Instructor – Food & Nutrition Programs
- Part-time Faculty – Dental Hygiene
- Part-time Faculty – Medical Assisting Technology
- Part-time Faculty – Allied Health
- Part-time Faculty – Master of Health and Human Services
- 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 Instructor – Social Work Lakeland and Lorain CC Campuses
- Part-time Instructor – Social Work
- Part-time Faculty – Criminal Justice
- Part-time Undergraduate Faculty – Merchandising – Fashion & Interiors
- Part-time Undergraduate Faculty – Dietetics Programs
- Part-time Faculty – Health & Human Services 1510/1511 First Year Experience Course
- Part-time Faculty – Kinesiology and Sport Science – Activity Courses
- Part-time Faculty – Kinesiology and Sport Science –Therapeutic Exercises
- Part-time Faculty – Physical Therapy – Clinical Psychology
- Part-time Faculty – Masters in Athletic Training
- Part-time Faculty – Nurse Practitioner (Online)
- Part-Time Faculty, Forensic Sciences
- Part-Time Nursing Graduate Faculty, Nursing

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

- Part-time Instructor – Viola
- Part-time Faculty – Music Theory
- Part-time Instructor – Director of Dana Gospel Choir
- Part-time Faculty – Graphic Design
- Part-time Faculty – Art History
- Part-time Faculty – Visual Arts Foundations
- Part-time Vocal Instructor

## **Cliffe College of Creative Arts & Communication - continued**

- Part-time Vocal Instructor – Classical Voice
- Part-time Instructor – Jazz Studies
- Part-time Faculty – Theatre & Dance Performance
- Part-time Faculty – First Year Experience Course in College of Creative Arts & Communication
- Part-time Faculty – Dana School of Music
- College Credit Plus Instructor – Communication Foundation

## **College of Science, Technology, Engineering and Mathematics**

- Part-time Instructor – Mathematics
- 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 Faculty – Anatomy & Physiology
- Part-time Faculty – Plant Biology
- 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 – Mammalogy
- Part-time Faculty – EUT Power Plant Technology Instructor
- Part-time Faculty – Industrial Engineering
- Part-time Faculty – Mechanical Engineering – Solid Mechanics
- Part-time Faculty – Mechanical Engineering – Thermal Fluids
- Part-time Faculty – Environmental Science
- Part-time Faculty – STEM First Year Orientation
- Part-time Faculty – Chemical Engineering
- Part-time Faculty – Forensic Sciences
- Part-time Faculty – STEM Professional Career Planning
- Assistant Professor – Electrical Engineering Technology (Tenure Track)
- College Credit Plus Instructor – Biological Sciences
- College Credit Plus Instructor Physics
- Assistant Professor – Civil Engineering (Tenure-Track)
- Assistant Professor – Mechanical Engineering (Tenure-Track)



## **College of Science, Technology, Engineering and Mathematics - continued**

- Part-time Faculty – Mechanical Engineering Technology

## **Williamson 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
- Part-time Instructor – Master of Business Administration
- Part-time Instructor – Marketing/Center for Nonprofit Leadership
- Part-time Faculty – Economics
- Part-time Faculty – Communication Studies, Telecommunication Studies, and Journalism
- Assistant/Associate Professor, Finance (Tenure-Track) – Lariccia School of Accounting & Finance
- College Credit Plus Instructor – Mathematics/Statistics

## **Professional/Administrative**

- Academic Advisor
- Assistance Coach Football- Director of Operations
- Assistant Director, Degree Completion and Credentialing Facilitator
- Associate Bursar
- Associate General Counsel
- Coordinator, Athletic Facility Operator
- Coordinator, Center of Career Management (.50 FTE)
- Coordinator, International Student Services
- Coordinator, Sales and Promotions
- Coordinator, Teacher Licensure
- Deputy Title IX Coordinator and Investigator
- Director, Internal Audit
- Coordinator, International Admissions
- Instruction Specialist
- Technology Trainer
- Senior Buyer
- Manager, Campus Technology Support
- Senior Financial Analyst
- Senior Research Scientist, Additive Manufacturing
- Technical Director, Advanced Manufacturing and Facilities Engineering
- Assistant Athletics Director
- Manager, Athletic Facilities and Programs
- Studio Coordinator and Broadcast Engineer

## **Professional/Administrative - continued**

- Senior Research Scientist, Additive Manufacturing
- Resolution Analyst
- Technical Director, Advanced Manufacturing and Facilities Engineering
- Visiting Scientist

## **Classified**

- Local News Host and Producer – WYSU
- Academic Operations Specialist 2 – Visual and Dramatic Arts
- Accountant/Examiner 3 – University Bursar
- Accountant 3 – Controller's
- Academic Operations Specialist 1 – Dean Education
- Human Resources Generalist – Office of Human Resources
- Records Technician 1 – Registration & Records
- Carpenter 2 – Facilities
- Business Operations Specialist 2 – Excellence Training Center -MVICC
- Business Operations Specialist 1 – Academic Affairs
- Delivery and Mail Clerk – Delivery Services
- Print Assistant – Printing Services
- Academic Operations Specialist 1 – Teacher Education and Leadership Studies
- Maintenance Repair Worker 2 – Facilities
- Academic Leader – Brookfield
- Activity Leader – Multiple Locations
- Software Integration Analyst 1 – IT Application Services



## **SUMMARY OF PERSONNEL ACTIONS**

### **Classified Employees**

**10/16/2021 through 01/15/2022**

#### **Appointments – 12**

- Classified Civil Service – 11
- Externally Funded – 1

#### **Separations – 10**

- Classified Civil Service – 4
- Classified Excluded – 4
- FOP– 1
- FOP – Excluded – 1

#### **Promotions – 4**

- Classified Civil Service – 2
- Classified Excluded – 2

#### **Reclassifications/Position Adjustments – 3**

- Classified Civil Service – 3

#### **Salary Adjustments – 13**

- Classified Civil Service – 12
- Classified Excluded – 1















TO: Board of Trustees, Youngstown State University  
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Ms. Elsa Khan, Student trustee  
Ms. Galena Lopuchovsky, Student trustee

FROM: Dana Lantz, Director Equal Opportunity, Policy Development & Title IX

RE: 3356-2-04 Search waivers for hiring of faculty and professional/administrative staff report pursuant to (F)(6) for the March 2022 Board of Trustees' Meeting

DATE: January 15, 2022

Below please find the report information as required by 3356-2-04 Search waivers for hiring of faculty and professional/administrative staff pursuant to section (F)(6). The information contained herein consists of search waivers approved during the time period beginning October 16, 2021 through and including January 15, 2022.

Date approved: 1/10/22  
Requestor: Rebecca Fink  
Department: Athletics  
Position: Assistant Coach, Sports Performance  
Candidate: James Rodenberg  
Start date: 1/17/22  
Race/Gender: White/male  
Rationale: Immediate need to fill vacancy as the responsibilities of this position have a direct effect on the health and safety of the athletes.



Date approved: 12/30/21  
Requestor: Bruce Keillor  
Department: Management and Marketing  
Position: Associate Professor  
Candidate: Jeong Hoon Choi  
Start date: 8/22/22  
Race/Gender: Asian/male  
Rationale: Previously advertised as assistant professor and candidate selected. Required associate professor title. Salary did not change from search.

Date approved: 12/30/22  
Requestor: Rebecca Fink  
Department: Athletics  
Position: Assistant Coach, Football  
Candidate: Deonte' Gibson  
Start date: 1/4/22  
Race/Gender: Black/male  
Rationale: Due to two vacancies on the defensive football staff, waiver necessary to fill expeditiously.

Date approved: 11/28/21  
Requestor: Katrena Davidson  
Department: Controller's Office  
Position: Manager, general Accounting  
Candidate: Michael Hackstedde  
Start date: 1/1/22  
Race/Gender: White/male  
Rationale: Based on candidate's work performance, he is certainly promotable into this position. Providing promotional opportunities within the unit when vacancies occur is a strategic human resource retention strategy and is important for succession planning.

Date approved: 11/28/21  
Requestor: Katrena Davidson  
Department: Controller's Office  
Position: Associate Controller General Accounting  
Candidate: Steven Hoffmaster  
Start date: 1/1/22  
Race/Gender: White/male  
Rationale: Based on candidate's work performance, he is certainly promotable into this position. Providing promotional opportunities within the unit when vacancies occur is a strategic human resource retention strategy and is important for succession planning.