



**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

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

**BACKGROUND MATERIALS
Wednesday, March 6, 2024**

- 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. Supplemental Pay Assignments** **Tab 4**

- 5. Report on Search Waivers** **Tab 5**

- 6. Retirement Plan Committee Report of ARP, 403(b) and 457(b)** **Tab 6**

Human Resources Operations

Employment, Organizational Development, Compensation and Classification, HRIS

The 2024 Voluntary Separation or Retirement Program (VSRP) was offered to faculty members in specific majors identified by the Office of Academic Affairs. Eligible faculty members may submit Applications for review through February 15, 2024. Applicants will be notified if their VSRP application was approved or denied by February 19, 2024.

The Office of Human Resources Operations Team is currently working with the Office of Academic Affairs and IT Services to roll out and implement a new electronic process in Faculty Success by Watermark for faculty performance evaluations. In addition, all faculty have been assigned by Academic Major in the Banner System that pulls directly into the Faculty by Success Watermark System. Faculty Seniority Lists have also been updated to include academic majors.

Supervisors for Professional Administrative and Classified employees are currently completing electronic employee evaluations in the new Perform Module of the University's Workforce Management Platform NEOED for calendar year 2023. Supervisors will also be creating an evaluation plan and establishing employee goals for the 2024 calendar year.

Benefits, Training, Wellness

Human Resources is excited to announce its 2024 Wellness Challenges and Training Schedule. Each month, Human Resources will offer challenges as part of the university wellness program and training as part of our employee training program.

The Human Resources Department will offer monthly in-person training to all faculty and staff. In addition to the monthly offerings, we will begin a six-part management training series in June.

Benefits is preparing the 1095's for benefit eligible employees to be available for the 2023 tax season. Employees may elect to have their forms accessible electronically through self-service banner or a paper form mailed to them. The 1095c form provides employees with minimum essential coverage information required by the Affordable Care Act.

Labor and Employee Relations

Current as of 1/12/2024

ACE:

Clean copy of YSU/ACE labor agreement is being printed. Working on new seniority system for ACE; retention points vs. seniority based on service time.

APAS:

Prepping for APAS negotiations in March 2024. Pending discipline for Anne Lally.

FOP:

Step 3 Grievance #/Date Filed	Subject Matter/Issue	Date Heard	Disposition of Grievance
#80 6/5/23	Service Time for Vacation Accruals Rendin Fellows	1/9/24	Step 2 Grievance will be issued in the near future. It is anticipated that the grievance will be settled during upcoming negotiations.
#82 7/18/23	Hold Over/Force Out Chelsea Wolfe	7/24/23	Grievance denied at Step 1 on 7/26/23. Grievance was settled and grievance was withdrawn.
#83 9/19/23	Ohio State Football Game Overtime	N/A	Grievance was settled and grievance was withdrawn.

Prepping for FOP negotiations in March 2024.

YSU/OEA:

YSU/OEA CBA has been printed and distributed. Two faculty disciplines concerning failure to properly complete Outside Consulting/Employment Form resulted in resignations.

Equal Opportunity and Title IX

The Title IX Office sent out their annual Ohio Department of Higher Education survey in January 2024 to all students, staff, and faculty. The goal of the survey is to gather data regarding our overall campus culture. We will receive those results at the end of the academic year. The Title IX Office also has been busy with trainings. As of December 17, in-person trainings were completed fall semester across campus and we currently have more scheduled for spring semester.

April is Sexual Assault Awareness Month and the theme for this year is *Building Connected Communities*. The Title IX Office and Dean of Students partner to host different events throughout the month of April focused on Sexual Assault prevention. We will be partnering with the HR Wellness Program to offer information and trainings to our staff too. A list of events will be sent out to the campus community and all students, staff and faculty are welcomed to participate.



YOUNGSTOWN
STATE
UNIVERSITY

SUMMARY OF PERSONNEL ACTIONS

Classified Employees

10/16/2023 through 1/15/2024

Separations – 8

- Classified Civil Service – 7
- FOP – 1

Appointments – 9

- Classified Civil Service – 7
- Classified Excluded – 2

Reclassifications/Position Adjustments – 4

- Classified Civil Service – 2
- FOP – 2

Promotions – 2

- Classified Excluded – 2

Salary Adjustments – 2

- Classified Civil Service – 1
- FOP – 1

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/2023 THROUGH 1/15/2024
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Cucchiara, Samantha	ACE	Accountant/Examiner 3	University Bursar	12/18/2023	1.00	\$ 36,462.40
Gulu, Debbie	ACE	Clerk	Parking Services	10/23/2023	1.00	\$ 27,560.00
Johnston, Ashley	ACE	Academic Operations Specialist 2	Dean Cliffe College of Creative Arts	11/20/2023	1.00	\$ 35,360.00
Mercado, Dayaneira	ACE	Business Operations Specialist 1	Health Professions	10/23/2023	0.75	\$ 24,180.00
Moser-Flatley, Carla	ACE	Academic Operations Specialist 2	Dean Bitonte College of Health & Human Services	12/18/2023	1.00	\$ 35,360.00
O'Dell, Tatiana	ACE	Data Administration Specialist 1	Alumni Engagement	10/30/2023	1.00	\$ 37,419.20
Varley, Michael	ACE	Boiler Technician	Facilities Maintenance	11/20/2023	1.00	\$ 54,828.80
Curry, Afton	Excluded	Office Support Specialist HR	Human Resources	12/4/2023	1.00	\$ 45,219.20
Meaney, Kathleen	Excluded	Intermittent Academic Leader	Community Engagement	11/20/2023	0.40	\$ 20,800.00

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/2023 THROUGH 1/15/2024
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Cucchiara, Samantha	ACE	Accountant/Examiner 3	University Bursar	12/18/2023	1.00	\$ 36,462.40
Gulu, Debbie	ACE	Clerk	Parking Services	10/23/2023	1.00	\$ 27,560.00
Johnston, Ashley	ACE	Academic Operations Specialist 2	Dean Cliffe College of Creative Arts	11/20/2023	1.00	\$ 35,360.00
Mercado, Dayaneira	ACE	Business Operations Specialist 1	Health Professions	10/23/2023	0.75	\$ 24,180.00
Moser-Flatley, Carla	ACE	Academic Operations Specialist 2	Dean Bitonte College of Health & Human Services	12/18/2023	1.00	\$ 35,360.00
O'Dell, Tatiana	ACE	Data Administration Specialist 1	Alumni Engagement	10/30/2023	1.00	\$ 37,419.20
Varley, Michael	ACE	Boiler Technician	Facilities Maintenance	11/20/2023	1.00	\$ 54,828.80
Curry, Afton	Excluded	Office Support Specialist HR	Human Resources	12/4/2023	1.00	\$ 45,219.20
Meaney, Kathleen	Excluded	Intermittent Academic Leader	Community Engagement	11/20/2023	0.40	\$ 20,800.00

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/2023 THROUGH 1/15/2024
RECLASSIFICATIONS/POSITION ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	APPOINTMENT DATES	NEW FTE /OLD FTE	NEW SALARY	PREVIOUS SALARY
Boardman, Kenneth	ACE	Groundskeeper 3/ Groundskeeper 2	Grounds	12/3/2023	1.00	\$ 40,435.20	\$ 38,521.60
Goist, Carol	ACE	Business Operations Specialist 1/ Clerk	Parking Services	12/17/2023	1.00	\$ 32,240.00	\$ 27,560.00
Kane, Caitlin	FOP	University Police Officer 2/ University Police Officer 1	YSU Police	12/3/2023	1.00	\$ 47,028.80	\$ 43,097.60
Stoner, Hope	FOP	University Police Officer 2/ University Police Officer 1	YSU Police	12/3/2023	1.00	\$ 47,028.80	\$ 43,097.60

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/2023 THROUGH 1/15/2024
PROMOTIONS

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Barber, Debbie	Excluded	Senior Human Resources Generalist/ Human Resources Generalist	Human Resources	12/17/2023	1.00	\$ 47,028.80	\$ 44,324.80
Mazzocco, Linda	Excluded	Human Resources Generalist/ Benefits Management Analyst	Human Resources	12/31/2023	1.00	\$ 44,595.20	\$ 42,473.60

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/2023 THROUGH 1/15/2024
SALARY ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Cerimele, Richard	ACE	Groundskeeper 2	Grounds	12/31/2023	0.60	\$ 20,841.60	1.00	\$ 34,736.00
Satterthwaite, Travis	FOP	University Police Officer 2/ University Police Officer 1	YSU Police	12/3/2023	1.00	\$ 53,580.80	1.00	\$ 51,833.60



YOUNGSTOWN
STATE
UNIVERSITY

SUMMARY OF PERSONNEL ACTIONS
Supplemental and Secondary Pay Assignments
10/16/2023 through 1/15/2024

Supplemental Pay Assignments – 72

General/Restricted Funded Assignments – 57

- Professional Administrative – 15
- Professional Administrative Externally Funded – 1
- Full-time Faculty – 28
- Part-time Faculty – 12
- Department Chair – 1

Grant Funded Assignments – 15

- Professional Administrative – 2
- Full-time Faculty – 7
- Part-time Faculty – 5
- Department Chair – 1

Faculty Secondary Appointments – 24

- Full-time Faculty – 21
- Department Chair – 3

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL, ADDITIONAL AND SECONDARY PAY ASSIGNMENTS
10/16/2023 - 1/15/2024
GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Baker	Stephanie	Professional Administrative	Office of Dean of Students	10/26/2023	11/1/23 - 04/30/24	\$ 4,200.00
Eisnaugle	Sarah	Professional Administrative	PAGES	10/26/2023	11/06/23 - 02/26/24	\$ 2,400.00
Tervo	Kellie	Professional Administrative	BCHHS Deans office	11/17/2023	12/11/23 - 05/10/24	\$ 2,750.00
Milliron	Kari	Professional Administrative	BCHHS Deans office	11/17/2023	10/30/23 - 01/31/24	\$ 4,830.00
Bruce	Cindi	Professional Administrative	BCHHS Deans office	11/17/2023	10/30/23 - 01/31/24	\$ 4,480.00
Leonelli	Ashley	Professional Administrative	College of Graduate Studies	11/22/2023	11/27/23- 02/29/24	\$ 3,357.20
Dobson	Rachael	Externally Funded	Rich Center for Autism	11/30/2023	08/2/23 - 06/30/23	\$ 2,300.00
Vigliotti	Cynthia	Faculty	English and World Languages	12/12/2023	01/3/2024	\$ 250.00
Pettite	Nicole	Faculty	English and World Languages	12/12/2023	01/3/2024	\$ 250.00
McCormick	Daniel	Professional Administrative	Communications	12/12/2023	11/08/23 - 02/28/24	\$ 4,350.00
Milliron	Kari Lynn	Professional Administrative	Dean - BCHHS	12/15/2023	02/01/24 - 07/31/24	\$ 5,865.00
Reichert	Lisa	Professional Administrative	Controllers Office	12/27/2023	01/01/24 - 06/30/24	\$ 3,750.00
Hoffmaster	Steven	Professional Administrative	Controllers Office	12/27/2023	01/01/24 - 03/31/24	\$ 2,500.00
Cody	Kathy	Professional Administrative	College of Graduate Studies	12/22/2023	01/02/24 - 02/29/24	\$ 2,107.80
Benton	Terry	Part-time Faculty	English and World Languages	1/8/2024	01/08/24 - 05/03/24	\$ 3,532.00
Janek	Mary	Part-time Faculty	Chemical and Biological Sciences	1/10/2024	01/08/24 - 05/24/24	\$ 1,500.00
Bowyer	Brittany	Professional Administrative	Finance & Business Operations	1/12/2024	01/16/24 - 07/15/24	\$ 3,000.00
Moore	Rebecca	Professional Administrative	Maag Library	1/18/2024	01/16/24 - 07/15/24	\$ 6,000.00
Holdridge	Shannon	Professional Administrative	Dean Cliffe College	1/23/2024	01/01/24 - 05/31/24	\$ 3,500.00
Seanger	Christina	Professional Administrative	WCBA Dean	1/25/2024	01/25/24 - 05/31/24	\$ 2,000.00
Carucci	Christine	Part-time Faculty	Dana School of Music	11/3/2023	11/5/2023	\$ 75.00
Umble	James	Part-time Faculty	Dana School of Music	11/3/2023	11/04/23 - 11/05/23	\$ 630.00
Granville	Bradley	Part-time Faculty	Dana School of Music	11/3/2023	11/04/23 - 11/05/23	\$ 350.00
Onitsuka	Yukitada	Part-time Faculty	Dana School of Music	11/15/2023	11/17/23 - 11/18/23	\$ 200.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL, ADDITIONAL AND SECONDARY PAY ASSIGNMENTS
10/16/2023 - 1/15/2024
GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS

Cruz	Courtney	Faculty	Teacher Education & Leadership	11/17/2023	07/01/23 - 08/01/23	\$ 2,000.00
LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Jeffords	Charles	Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 1,000.00
Mlakar	Melissa	Part-time Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 1,250.00
Jeffords	Charles	Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 750.00
Beese	Jane	Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 250.00
Schafer	Holly	Part-time Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 500.00
Myers	Nate	Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 250.00
Larwin	Karen	Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 250.00
Larwin	Karen	Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 250.00
Calcagni	Laura	Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 250.00
Shortreed	Mary	Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 750.00
McClusky	Paula	Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 750.00
Shields	Cynthia	Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 500.00
Weaver	Amy	Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 750.00
Shields	Cynthia	Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 750.00
Varga	Barbara	Part-time Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 375.00
Thomas	Wendy	Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 375.00
Shields	Cynthia	Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 750.00
Thomas	Wendy	Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 1,250.00
Han-Haas	Helen	Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 12,500.00
Hoon	Jeong	Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 10,000.00
Eunni	Rangamohan	Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 3,200.00
Cummins	Lauren	Faculty	Distance Education	11/20/2023	10/25/23 - 12/10/23	\$ 750.00
Walker	Jennifer	Faculty	Distance Education	11/20/2023	10/6/23 - 12/16/23	\$ 3,125.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL, ADDITIONAL AND SECONDARY PAY ASSIGNMENTS
10/16/2023 - 1/15/2024
GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS

Carucci	Joe	Faculty/Chair	Distance Education	11/20/2023	08/28/23 - 10/05/23	\$ 1,875.00
Johnson	Janis	Part-time Faculty	Teacher Education & Leadership	12/21/2023	01/08/24 - 05/04/24	\$ 3,075.00
LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Green	Karen	Part-time Faculty	Teacher Education & Leadership	12/22/2023	10/01/23 - 11/30/23	\$ 600.00
Yang	Xiaolou	Faculty	Distance Education	1/9/2024	08/21/23 -12/18/23	\$ 1,000.00
Myers	Nate	Faculty	Distance Education	1/9/2024	08/21/23 -12/18/23	\$ 2,000.00
Myers	Nate	Faculty	Distance Education	1/9/2024	08/21/23 -12/18/23	\$ 2,000.00
Myers	Nate	Faculty	Distance Education	1/9/2024	08/21/23 -12/18/23	\$ 2,000.00
Louth	Paul	Faculty	Distance Education	1/9/2024	08/21/23 -12/18/23	\$ 2,000.00
Foster	Susan	Part-time Faculty	Dana School of Music	1/10/2024	01/16/24 - 04/28/24	\$ 2,000.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL, ADDITIONAL AND SECONDARY PAY ASSIGNMENTS
10/16/2023 - 1/15/2024
GRANT FUNDED SUPPLEMENTAL PAY ASSIGNMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Wilson	Marcelle	Part-time Faculty	History	10/19/2023	07/01/23 - 11/10/23	\$ 900.75
Bonhomme	Brian	Faculty	History	10/19/2023	07/01/23 - 11/10/23	\$ 900.75
Pallante	Martha	Faculty	History	10/19/2023	07/01/23 - 11/10/23	\$ 900.75
DeBlasio	Donna	Part-time Faculty	Humanities & Social Sciences	10/19/2023	07/01/23 - 11/10/23	\$ 900.75
Ge	Weiqing	Faculty	Grad Studies in Health and Rehab Sciences	12/13/2023	07/01/23 - 08/15/23	\$ 3,979.00
Farris	Jaelyn	Part-time Faculty	Psychological Services and Counseling	12/22/2023	09/01/23 - 05/15/24	\$ 6,155.00
Matanin	Marcia	Faculty	Teacher Education & Leadership	1/4/2024	07/01/23 - 08/15/23	\$ 2,000.00
Li	Frank	Department Chair	Engineering	1/9/2024	01/01/24 - 05/15/24	\$ 6,342.00
Borra	Venkata Shesha Vamsi	Faculty	Engineering	1/10/2024	08/16/23 - 01/15/24	\$ 8,992.00
Matanin	Marcia	Faculty	Teacher Education & Leadership	1/16/2024	08/16/23 - 05/15/24	\$ 10,000.00
Krivosh	Patti	Part-time Faculty	Teacher Education & Leadership	1/16/2024	09/1/23 - 12/15/23	\$ 1,250.00
Krivosh	Patti	Part-time Faculty	Teacher Education & Leadership	1/16/2024	01/16/24 - 05/15/24	\$ 1,250.00
Rae	Allison	Professional Administrative	Excellence Training Center	1/16/2024	01/01/24 - 06/30/24	\$ 9,000.00
Loveland	Scot	Professional Administrative	APEX	1/30/2024	01/16/24 - 08/31/24	\$ 5,000.00
Cruz	Courtney	Faculty	Teacher Education & Leadership	1/30/2024	09/16/24 - 05/15/24	\$ 1,500.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL, ADDITIONAL AND SECONDARY PAY ASSIGNMENTS
10/16/2023 - 1/15/2024
FACULTY SECONDARY APPOINTMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	DEPARTMENT	JOB TITLE	BEGIN DATE	END DATE	PAYMENT AMOUNT
Bateman	Patrick	Faculty	Management and Marketing	Director, MBA Program	8/16/2023	8/15/2024	\$17,000.00
Bateman	Patrick	Faculty	Management and Marketing	Project Manager - Curriculum Chair	6/1/2023	5/31/2024	\$10,000.00
Blank	Sheila	Faculty	Centofanti School of Nursing	Interdisciplinary Initiatives Coordinator	8/28/2023	6/30/2024	\$11,000.00
Brozina	S. Cory	Faculty	Rayen College of Engineering	Associate Director, Rayen School of Engineering	7/1/2023	6/30/2024	\$10,000.00
Clutter	Susan	Faculty	Chemical and Biological Sciences	IRB Co-Chair	8/16/2023	8/15/2024	\$1,000.00
Coldren	Jeffrey	Department Chair	Psychological Sciences and Counseling	Coordinator, BCOE Teacher Data System	7/1/2023	6/30/2024	\$9,000.00
Coldren	Jeffrey	Department Chair	Psychological Sciences and Counseling	James P. Tressel Endowed Chair in Leadership	7/1/2023	6/30/2024	\$12,000.00
Cooper, Jr.	Chester	Faculty	Chemical and Biological Sciences	YSU Faculty Athletic Representative	5/7/2023	5/4/2024	\$2,250.08
Cortes	Pedro	Faculty	Rayen School of Engineering	Friedman Endowed Chair in Engineering	8/16/2023	5/15/2024	\$35,000.00
Durrell	Patrick	Faculty	Physics, Astronomy, Geology and Environmental Sciences	Warren M. Young Endowed Chair in Physics and Astronomy	8/16/2023	5/15/2024	\$3,213.00
Earnhardt	Adam	Faculty	Provost VP- Academic Affairs	Coordinator, General Education	5/7/2023	5/4/2024	\$14,296.27
Fluker	Amy	Faculty	Humanities and Social Sciences	Robert W. Reeder I Memorial Endowed Professorship in History	8/16/2023	8/15/2024	\$6,682.50
Fowler	Kendra	Faculty	Management and Marketing	BSBA Assessment Coordinator	6/1/2023	5/31/2024	\$4,500.00
Fuller	Adam	Faculty	Humanities and Social Sciences	Clayman Professor of Judaic and Holocaust Studies	9/16/2023	8/15/2024	\$9,000.00
Islam	Anwarul	Faculty	Rayen School of Engineering	Director, Engineering Accreditation	1/1/2024	6/30/2024	\$5,000.00
Korenic	Robert	Faculty	School of Computer Science, Information, and Engineering Technology	Associate Director, School of CSIET	7/1/2023	6/30/2024	\$10,000.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL, ADDITIONAL AND SECONDARY PAY ASSIGNMENTS
10/16/2023 - 1/15/2024
FACULTY SECONDARY APPOINTMENTS

Larwin	Karen	Faculty	Teacher Education and Leadership Studies	IRB Chair	8/16/2023	8/15/2024	\$2,000.00
LAST NAME	FIRST NAME	EMPLOYMENT TYPE	DEPARTMENT	JOB TITLE	BEGIN DATE	END DATE	PAYMENT AMOUNT
Li	Frank	Department Chair	Rayen School of Engineering	Eynon-Beyer Memorial Chair in Metallurgy	8/16/2023	5/15/2024	\$10,000.00
Matanin	Marcia	Faculty	Teacher Education and Leadership Studies	Coordinator BCOE Partnerships and Accreditation	7/1/2023	6/30/2024	\$40,000.00
O'Connell	Joan	Faculty	Health Professions	Program Director	1/8/2024	5/11/2024	\$2,500.00
Ovaska	Tomi	Faculty	Economics	Paul J. Thomas Endowed Chair in Economics	1/1/2024	6/30/2024	\$7,500.00
Pallante	Martha	Faculty	Humanities and Social Sciences	Charles Darling Distinguished Chair in American Social History	8/16/2023	8/15/2024	\$27,218.75
Zhang	Yiyang	Faculty	Lariccia School of Accounting & Finance	Lariccia Family Professorship	1/1/2024	6/30/2024	\$7,500.00

Office of Human Resources Administrative Policy

2024-1 Supplemental Pay Assignments

Responsible Division/Office:	Office of Human Resources
Responsible Officer:	Chief Human Resources Officer
Revision History:	2023
Effective Date:	September 2023
Next Review:	2028

(A) Summary. Supplemental pay assignments are utilized when it is necessary and appropriate to have a current University employee perform services not included in the employee's assigned duties and responsibilities and to pay employees for these additional services.

(B) Supplemental Payment Definition. Payments that enable the University to generally deal with short-term staffing needs that require the assignment of additional duties on a limited basis beyond the scope of an employee's primary position. Supplemental pay may include the assignment of acting or interim duties on a limited basis in addition to their primary position or short-term staffing needs that require the assignment of work or additional duties outside the scope of an employee's primary position.

(C) Purpose. To establish procedures for the Office of Human Resources to manage supplemental pay assignments.

(D) Parameters.

a. Eligibility.

- i.** All full and Part-time Professional Administrative and Faculty employees may be assigned supplemental pay.
- ii.** Part-time faculty may only be assigned supplemental pay assignments during a semester when they have a current active primary position.
- iii.** Hourly employees are not eligible for supplemental pay assignments due to overtime considerations outside of the supplemental payment process.

b. Length of Appointment.

- i.** Supplemental payments for faculty may not exceed one (1) academic year.
- ii.** Payments for Professional Administrative employees may not exceed six (6) months.
- iii.** In special circumstances with the approval of the president these timelines may be extended.

c. Payment Types

- i.** Assignments outside the scope of an employee's primary position may include, but are not limited to, the following payment types:
 - a.** Acting or Interim duties for a limited nature for a limited period of time.
 - b.** Online Course Development and Re-development – procedures determined by the department of Cyberlearning.
 - c.** Faculty payments for use of a Virtual Assistant – calculated based on enrollment cap, total enrollments, and number of workload hours.
 - d.** Mentoring – Outside of full-time faculty service requirements.
 - e.** Honors Institute Instruction.

Office of Human Resources Administrative Policy

- f. Performing Arts – Event Performances, Camps, or related activities.
- g. Athletic Camps – Payments made for university run athletic camps.
- h. Student Teaching Supervision.
- i. Personal Care Attendant (Rich Center).
- j. Incentive Payments – Payments to employees provided for in employment agreements.
- k. Distinguished Service Awards.
- l. Faculty Off Campus Travel/Study Abroad in accordance with the OEA agreement.

d. Compensation.

- i. A justification of compensation must be provided with any supplemental pay request. The justification must describe how the payment amount was calculated and must be reasonable and consistent with the work being performed.
- ii. Funds necessary to cover the cost of the supplemental payments will be provided from the department's supplemental pay account.
- iii. If an employee is assigned an Acting or Interim assignment in addition to their current full-time assignment, the following pay schedule has been established:
 - 1. Vice President (Executive Officers) \$1,000 per month
 - 2. Associate. Vice President, Associate Provost, Dean \$900 per month
 - 3. Executive Director \$800 per month
 - 4. Director \$700 per month
 - 5. Manager or Associate Director \$600 per month
 - 6. Coordinator \$500 per month
- iv. Supplemental pay assignments for Acting or Interim assignments shall not be approved as a routine matter or on a reoccurring basis.
- v. Supplemental Pay Assignments to employees during any fiscal year shall not exceed \$5,000 unless approved by the President.
- vi. Compensation shall not be paid for duties, activities or service that is within the scope of an employee or faculty member's primary position.

e. Approvals.

- i. Employees may not perform any work assigned until the supplemental pay assignment is fully approved.
 - 1. Exceptions may be granted for emergency situations documented by the department supervisor and affirmed by the division executive officer.
- ii. Employees must agree to and cannot be unilaterally assigned a supplemental pay assignment.
- iii. Assignments must be approved by the following:
 - 1. Supervisor assigning work.
 - 2. Employees primary position supervisor.
 - 3. Financial Manager for the account being charged.
 - 4. Controller's Office – restricted funds/gifts/endowments and/or Academic Budget Officer
 - 5. Division Officer.
 - 6. Office of Human Resources
 - 7. Supplemental Pay Committee – Full-time Faculty payments over \$500.
 - 8. VP Finance & Business Operations – payments over 5,000.
 - 9. President – payments over \$5,000.

Office of Human Resources Administrative Policy

- f. Part-time Hours.** If the employee assigned the additional duties is employed on a part-time basis, the number of hours per week required to complete the assignment must be identified.
- g. Bargaining Unit Members.** Bargaining unit members should refer to their collective bargaining unit agreements for supplemental pay assignment procedures and requirements.
- h. Faculty Reassigned Time.**

 - i.** Faculty members cannot receive supplemental payment for activities when reassigned time was provided. Reassigned time is compensated under the faculty nine (9) month base salary.

 - 1.** Exceptions may be granted for the following reasons:

 - a.** Both reassigned time and supplemental pay assignment are specifically required under a grant or an endowment.
 - b.** The Provost or their designee determines it is in the best interest of the University and approves a combination of partial reassigned time and partial supplemental pay assignment to accomplish the additional duties assigned.

Office of Human Resources Administrative Policy

2024-2 Secondary Faculty Appointment

Responsible Division/Office:	Office of Human Resources
Responsible Officer:	Chief Human Resources Officer
Revision History:	2023
Effective Date:	September 2023
Next Review:	2028

(A) Summary. Faculty Secondary appointments are utilized when it is necessary and appropriate to have a current Full-time Faculty Member perform services not included in the faculty member's assigned duties and responsibilities and to pay full-time faculty for these additional services.

(B) Secondary Appointment Definition. Payments that enable the University to generally deal with staffing needs that require the assignment of work or additional duties beyond the scope of a faculty member's primary position.

(C) Purpose. To establish procedures for the Office of Human Resources to manage faculty secondary appointments.

(D) Parameters.

a. Eligibility.

- i. Current full-time faculty members in active status.
- ii. Department Chairs may be eligible for secondary appointment when requested and approved by the Provost and Vice President for Academic Affairs.
- iii. Faculty on sabbatical or FIL are not eligible for secondary appointments.
- iv. Faculty on leave are not eligible for secondary appointments.

b. Payment Types.

- i. Faculty secondary appointments are utilized for the following assignments:
 - a. To act as a Director, Associate Director, Program Manager, Coordinator or similar position for programs, partnerships, or other department activities.
 - b. Endowed Chair or Professorship positions.

c. Length of Appointment.

- i. Appointments may be assigned at the conclusion of the academic year to ensure work is continued and services are provided over the summer outside of the faculty member's 9-month appointment.
- ii. Program Director, Associate Director, Manager, Coordinator, or similar positions may be considered during the academic year when it is in the best interests of the university.
- iii. Faculty may be appointed to an Endowed chair or professorship appointment for up to a one-year period.

Office of Human Resources Administrative Policy

d. Compensation.

- i.** A justification of compensation must be provided with each secondary appointment request. The justification must describe how the payment amount was calculated and must be reasonable and consistent with the work being performed.
- ii.** Funds necessary to cover the cost of faculty secondary appointments will be provided from the department's budget (course, college or program fees, endowments, grant, or general funds).
- iii.** Payments to employees shall not exceed \$5,000. In special circumstances, with the approval of the President, these fiscal limitations may be exceeded.
- iv.** Compensation shall not be paid for duties, activities or service that is within the scope of an employee or faculty member's primary position.

e. Approvals.

- i.** Employees may not perform any work assigned until the secondary appointment is fully approved.
 - 1.** Exceptions may be granted for emergency situations documented by the department supervisor and affirmed by the Provost and Vice President of Academic Affairs.
- ii.** Employees must be willing to accept the secondary appointment.
- iii.** Assignments must be approved by the following:
 - 1.** Department Chair/Director assigning work
 - 2.** Dean
 - 3.** Financial Manager for the account being charged
 - 4.** Controller's Office – restricted funds/gifts/endowments
 - 5.** Academic Budget Officer
 - 6.** Provost and Vice President of Academic Affairs
 - 7.** Office of Human Resources
 - 8.** VP Finance & Business Operations – payments over \$5,000
 - 9.** President – payments over \$5,000

f. Faculty Reassigned Time.

- i.** Faculty members cannot receive supplemental payment for activities when reassigned time was provided. Reassigned time is compensated under the faculty nine (9) month base salary.
 - 1.** Exceptions may be granted for the following reasons:
 - a.** Both reassigned time and supplemental pay assignment are specifically required under a grant or an endowment.
 - b.** The Provost or designee determines it is in the best interest of the University and approves a combination of partial reassigned time and partial supplemental pay assignment to accomplish the additional duties assigned.



TO: Board of Trustees, Youngstown State University
Dr. Sergul A. Erzurum
Mr. Richard C. Fryda
Mr. Charles T. George
Dr. Anita A. Hackstedde
Mr. Bill Johnson
Mr. Joseph J. Kerola
Mrs. Jocelyne Kollay Linsalata
Mrs. Laura A. Lyden
Mr. Michael A. Peterson
Mr. Allen L. Ryan, Esq.
Mrs. Molly S. Seals
Mr. Eric A. Spiegel
Ms. Julie L. Centofanti, Student Trustee
Ms. Natalie M. Dando, 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 2024 Board of Trustees Meeting

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, 2023, through and including December 15, 2023.

No Search Waivers were approved during this time period.

Youngstown State University (YSU)
ARP, 403(b) and 457(b) Retirement Plans
Activity Report
of
Fiduciary Committee
to
Board of Directors
December 28, 2023

The Fiduciary Committee (Committee) was appointed by the Board of Trustees of YSU to be the fiduciary committee for the ARP, 403(b) and 457(b) Retirement Plans (Plan). This report is provided periodically to inform the Board, at a high level, of the activities of the Committee.

The Committee actively carried out its responsibilities during the 12-month period from January 1, 2023, to December 31, 2023 (Reporting Period), taking the following actions, among others:

1. The Committee met twice during the Reporting Period.
2. The Committee reviewed semi-annual reports from its independent investment advisor, and investment co-fiduciary, on the investments offered in the Plan. This reporting included a review of the following elements, among others: (a) any matters affecting the Plan's investment firms, (b) any matters affecting the investment managers and their staff, (c) any variance from the investment manager's stated investment style, (d) performance of the investments relative to peers and an appropriate benchmark, (e) risk and (f) costs.
3. At each semi-annual meeting the Committee's independent investment advisor provided an overview of the domestic and international capital markets.
4. The Committee received a detailed report on the underlying investments that make up the Plan's target date retirement fund offering.
5. Working with the Committee's independent investment advisor, one investment change was made. The Federated Hermes Kaufman Small Cap Growth Fund R6 (FKALX) was replaced with Harbor Small Cap Growth Retirement (HNSGX).
6. The Committee periodically reviewed plan participant demographic information from the plan recordkeeper.
7. From time to time the Committee received education on investment-related items.
8. The Committee received semi-annual updates on legal and regulatory developments that affect the Plan.

9. Minutes were kept of each meeting.

Neve McCall, VP for Finance / CFO

1-3-2024

Date signed

Neve McCall, Committee Chair

1-3-2024

Date signed