

**BOARD OF TRUSTEES  
UNIVERSITY AFFAIRS COMMITTEE**

**Leonard D. Schiavone, Chair**

**Harry Meshel, Vice Chair**

**All Trustees are Members**

**James P. Tressel, *Ex-Officio***

**Thursday, February 19, 2015  
3:00 p.m. or immediately following  
previous meeting**

**Tod Hall  
Board Meeting Room**

**AGENDA**

**A. Disposition of Minutes for Meetings Held December 4, 2014; and December 16, 2014**

**B. Old Business**

**C. Committee Items**

**1. University Affairs Action Items**

- a. Resolution to Approve Sexual Misconduct Policy, 3356:02-03.1** **Tab 1**  
Cynthia Kravitz, Director of Equal Opportunity and Policy Compliance, will report.
- b. Resolution to Modify Military (Uniformed Service) Leave Policy, 3356:07-12** **Tab 2**  
**(Previous Policy Number 7002.08)**  
Kevin Reynolds, Chief Human Resources Officer, will report.
- c. Resolution to Modify Bereavement Leave, Exempt Professional** **Tab 3**  
**Administrative Staff and Department Chairpersons Policy, 3356:07-15**  
**(Previous Policy Number 7002.11)**  
Kevin Reynolds, Chief Human Resources Officer, will report.
- d. Resolution to Modify Multiple Year Contracts for Executive Level Officers,** **Tab 4**  
**Administrative Officers, and Other Designated Professional/Administrative**  
**Staff Policy, 3356:07-35 (Previous Policy Number 7016.01)**  
Holly Jacobs, the University's General Counsel, will report.
- e. Resolution to Approve the Creation and Recruitment of a Dean of the** **Tab 5**  
**Honors College**  
Dr. Martin Abraham, Interim Provost and Vice President for Academic Affairs,  
will report.

- f. **Resolution to Approve the Recruitment of a Dean of the College of Creative Arts and Communication** **Tab 6**  
Dr. Martin Abraham, Interim Provost and Vice President for Academic Affairs, will report
- g. **Resolution to Approve the Creation and Recruitment of an Associate Vice President for Student Success** **Tab 7**  
Jack Fahey, Vice President of Student Success and Student Experience, will report.
- h. **Resolution to Approve the Creation and Recruitment of an Associate Vice President for Student Experience** **Tab 8**  
Jack Fahey, Vice President of Student Success and Student Experience, will report.
- i. **Resolution to Ratify Personnel Actions** **Tab 9**  
University policies require that the Chief Human Resources Officer provide a summary of appointments, promotions, and other personnel actions for faculty and professional/administrative staff, including intercollegiate athletics coaching positions, for November 1, 2014, through January 15, 2015. Personnel actions for faculty and professional/administrative staff are contingent upon approval of the Board of Trustees.  
Holly Jacobs, the University's General Counsel, and Kevin Reynolds, Chief Human Resources Officer, will report.

## 2. University Affairs Discussion Items

- a. **Rules Filing Update** **Tab 10**  
Cynthia Kravitz, Director of Equal Opportunity and Policy Compliance, will report.
- b. **Website Accessibility Update**  
Holly Jacobs, the University's General Counsel, will report.
- c. **Report of Collective Bargaining and Negotiations Subcommittee**  
A verbal report of the Collective Bargaining and Negotiations Subcommittee will be presented. Leonard D. Schiavone will report.
- d. **Report of Intercollegiate Athletics Subcommittee**  
A verbal report of the Intercollegiate Athletics Subcommittee will be presented. Harry Meshel will report.
- e. **Litigation Update**  
The University's General Counsel, Holly Jacobs, will provide a summary of litigation, personnel, and collective bargaining concerning YSU.

## D. New Business

## E. Adjournment

**AGENDA ITEM: C.1.a.**

**AGENDA TOPIC:** Resolution to Approve Sexual Misconduct Policy, 3356:02-03.1

**STAFF CONTACT(S):** Cynthia Kravitz, Director of Equal Opportunity and Policy Compliance

**BACKGROUND:** As a recipient of federal funds, Youngstown State University is bound by the requirements of Title IX which states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance". The U.S. Department of Justice (DOE) through its Office of Civil (OCR) rights enforces Title IX.

**SUMMARY AND ANALYSIS:** The DOE/OCR through its published "Dear Colleague Letters" and complaint investigations has brought renewed focus on Title IX and sexual misconduct in higher education. This has led to an on-going review of the practices and policies of colleges/universities and whether these institutions are meeting their Title IX Compliance requirements. The Sexual Misconduct Policy was drafted as part of the University's on-going Title IX Compliance efforts and serves to educate, define prohibited behavior, provide reporting options, and available resources.

**RESOLUTION:**

**RESOLUTION TO APPROVE  
SEXUAL MISCONDUCT POLICY, 3356:02-03.1**

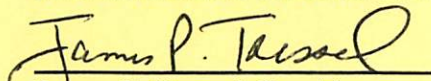
**WHEREAS,** the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

**WHEREAS,** this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS,** action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Sexual Misconduct policy number 3356:02-03.1 of the *University Guidebook*, shown as Exhibit \_\_\_ attached hereto.

**RECOMMEND APPROVAL:**

  
James P. Tressel, President

**Board of Trustees Meeting  
March 11, 2015  
YR 2015-**

**NEW POLICY**

|                              |   |
|------------------------------|---|
| Responsible Division/Office: | Equal Opportunity and Policy Compliance             |
| Responsible Officer:         | Director of Equal Opportunity and Policy Compliance |
| Revision History:            | March 2015  |
| Board Committee:             | University Affairs                                  |
| EFFECTIVE DATE:              | March XX, 2015                                      |
| Next Review:                 | 2020  |

**(A) Policy Statement.** Youngstown State University (University) is committed to fostering and maintaining an environment of tolerance, mutual respect and concern for all members of the campus community. Consistent with these values and applicable law, including Title IX, the University prohibits and will not tolerate sexual misconduct in any University program or activity. The University will take appropriate steps to eliminate sexual assault and misconduct, prevent its recurrence, and address its effects.

**(B) Purpose.** To provide the University community with a clearly articulated set of behavioral standards, common understandings of definitions, descriptions of prohibited conduct, relevant information, and reporting options in order to foster a climate free from sexual misconduct.

**(C) Scope.** This Policy applies to all students, faculty, employees (including student employees), volunteers, and third parties, campus visitors, or other individuals engaged in any University activity or program, regardless of sexual orientation or gender identity, and whether on or off campus.

**(D) Definitions** (for purposes of this policy).

(1) **Sexual Misconduct.** A broad range of behaviors including sexual assault, dating and domestic violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or is carried out through force, threat, intimidation or coercion. (For purposes of this policy, conduct prohibited under this policy shall generally be referred to as “sexual misconduct”).

(2) **Sexual Assault.** Any intentional, non-consensual and/or coerced sexual contact. Physical resistance need not occur to meet the definition of sexual assault.

(3) **Consent.** Sexual activity requires consent, which is defined as positive, unambiguous, voluntary and on-going agreement to engage in a specific activity. Consent must be freely and affirmatively given. Consent cannot be obtained from someone through coercion, or from someone who is unconscious, asleep, or whose judgment is impaired by the use of a drug or alcohol, or diminished by an intellectual, mental or physical condition or disability.

## 3356:02-03.1 Sexual Misconduct Policy

- (4) Coercion. Intimidation, physical or psychological threat, or pressure used to force another to engage in sexual acts.
- (5) Stalking. Repeated behaviors or activities whether in person, online, or through any other means which threaten or endanger the safety, physical or mental health, life or property of another or creates a reasonable fear of such threat or action.
- (6) Dating Violence. Violence or abusive behavior (sexual, physical, or threat of violence) committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on a consideration of the length and type of relationship, and the frequency of interaction between the persons involved in the relationship.
- (7) Domestic violence. Violence or abusive behavior (sexual, physical, or threat of violence) used to maintain control or power within a current or former relationship and which is committed by any of the following:
- (a) A current or former spouse or intimate partner of the victim;
  - (b) A person with whom the victim shares a child in common;
  - (c) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - (d) By any other person against an adult or youth victim under the domestic or family violence laws of the State of Ohio (See O.R.C. § 2919.25 Domestic Violence).
- (8) Sexual Exploitation. Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, non-consensual video or audio-taping of sexual activity, permitting others to secretly observe or record consensual activity, or engaging in voyeurism.
- (9) Sex Offenses. See Chapter 2907 of the Ohio Revised Code which defines “Sex Offenses” under Ohio law.

**(E) Coordination with Discrimination/Harassment Policy.** The University recognizes that in certain circumstances harassment/discrimination related to an individual’s race, color, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, religion, or veteran/military status, may occur in conjunction with sexual misconduct. Targeting individuals on the basis of these characteristics is a violation of University Policy 3356:02-03. In these circumstances, the University will coordinate its responses and efforts in order to address these issues.

**(F) Privacy vs. Confidentiality.** Privacy and confidentiality have distinct meanings under this policy.

(1) **Privacy.** Privacy generally means that information related to a report of sexual misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those University employees who “need to know” in order to assist in the active review, investigation or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

(2) **Confidentiality.** Confidentiality means that information shared by an individual with a particular campus or community professional cannot be revealed to any other individual without the express permission of the individual. These professionals include medical and mental health providers, ordained clergy, and rape crisis counselors. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others

**(G) Reporting.** The University encourages anyone who has experienced sexual misconduct to report the incident to the reporting source of their choice in order to obtain information and support and so the University can respond appropriately. Prompt reporting may preserve options that delayed reporting does not, including the preservation of physical evidence, crisis counseling, and immediate police response. Additionally, delayed reporting may affect the options available to the individual and the University.

(1) **Confidential Reporting.** An individual who desires that the details of an incident be kept confidential may speak with professional, licensed counselors who provide mental-health counseling on campus. Pastoral or clergy and medical professionals also have legally protected roles involving confidentiality. Confidential Services are available on campus at Counseling Services (Jones Hall-Room 3009, 330-941-3527), the Student Health Clinic (Kilcawley House 1st floor, 330-941-3489), and through the Employee Assistance Program (800-227-6007).

(2) **Responsible Employees and Mandatory Reporting.** Under Title IX, the University is required to take immediate and corrective action if a “responsible employee” knew or, in the exercise of reasonable care, should have known about sexual misconduct, or sex based discrimination or harassment that creates a hostile environment. A “responsible employee” is an employee who:

- (a) Has the authority to take action to redress the harassment; or
- (b) Has been given the duty to report to appropriate University officials any misconduct by students, employees, or third parties; or
- (c) An individual could reasonably believe has the authority or responsibility to take action.

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Employees with supervisory and leadership responsibilities on campus are considered “responsible employees” and include, but are not limited to managers, supervisors, directors, assistant/associate directors, faculty members with supervisory or advisory duties over students or employees (including student employees), resident assistants, program coordinators, coaches, deans and department chairs. A “responsible employee” is considered a mandatory reporter under this policy and when he or she becomes aware of sexual misconduct must notify the Title IX Coordinator promptly but no later than five (5) working days of becoming aware of the information. When a responsible employee is contacted by a student regarding possible sexual misconduct, the responsible employee must inform the student of the responsible employee’s reporting requirement.

For purposes of this policy faculty members who solely provide classroom instruction with no student or employee supervisory or advisory duties are not considered “responsible employees” under this policy; however, they are strongly encouraged to report an alleged occurrence of sexual misconduct as well.

(3) Filing a Complaint with the University’s Title IX Coordinator.

(a) Individuals who believe they have been subjected to or who reasonably believe sexual misconduct has occurred should contact the Title IX Coordinator for information and/or to file a complaint. The Title IX Coordinator, or his/her designee, will make an assessment of any risk of harm to individuals or to the campus community and will take reasonable steps necessary, including interim protective measures, and to provide for the safety of individuals involved and the campus community. Thereafter, the Title IX Coordinator, or his/her designee, will conduct an investigation depending on a variety of factors, including but not limited to; the reporting individual’s wish to pursue an investigation, the risk posed to the individuals involved and the campus community by not proceeding, whether there have been other complaints of sexual misconduct involving the same alleged individual[s], and the nature of the allegation.

(b) To promote timely and effective review and investigation, complaints of possible sexual misconduct should be made immediately or as soon as reasonably possible. The Title IX Coordinator will review a complaint whenever it is made, however, a lapse of time may make it more difficult to gather relevant and reliable information and to address the behavior. Complaints involving potential Title IX violations will follow the Title IX Grievance Procedures which are available on the University’s Title IX webpage [www.titleix@ysu.edu](http://www.titleix@ysu.edu).

(4) Student Conduct Process. If the alleged perpetrator of sexual misconduct is a student, an individual may seek resolution through the student conduct process. A report to Student Life/Student Conduct (330-941-4703) can be made regardless of whether or not a criminal complaint is pursued. For a more comprehensive review of the Student Code of Conduct, including timeliness of reporting, please go to [www.ysu.edu/thecode.pdf](http://www.ysu.edu/thecode.pdf).

(5) Law Enforcement.

(a) Individuals who are victims of sexual misconduct are strongly encouraged to contact the Youngstown State University Police Department (“University Police”) in order to receive information and to pursue criminal charges. The University Police can be contacted at 330-941-3527; Campus Emergencies Dial 911. Reports can also be made to the City of Youngstown Police Department: 330-747-7911 or 911.

(b) An individual who does not wish to pursue action within the criminal justice system should still consider making a report to the University Police Department. The University Police can file a report on the details of an incident without revealing the identity of the victim. This allows the University to take steps pursuant to the Clery Act to keep reports.

(6) The University as Reporting Party. On some occasions, the University will assume the function of the reporting party. This approach may be taken when sufficient information is provided that allows the University to reach the threshold determination that an individual poses a substantial and likely threat of harm to the safety or well-being of an individual, members of the campus community, or the performance of normal university functions.

(7) Anonymous Reporting. Although the University encourages victims to talk to someone, the University provides online anonymous reporting options. Individuals may file an anonymous report with the Youngstown State University Police Department at <http://web.yosu.edu/police/>, with the Title IX Coordinator at <http://web.usu.edu/title IX/>, or with Student Life/Student Conduct at [http://web.yosu.edu/contentm/easy\\_pages/view.php?page\\_id=1149&sid=25&menu\\_id=4296](http://web.yosu.edu/contentm/easy_pages/view.php?page_id=1149&sid=25&menu_id=4296).

**(H) Interim Measures.** The Title IX Coordinator, Office of Student Life (330-941-4703) and/or the Office of Human Resources can assist an individual who has been subjected to sexual misconduct with appropriate interim measures that are reasonably available to alleviate the presence of a hostile environment. These measures can be taken regardless of whether an individual chooses to formally report an incident or crime and can include no-contact orders, changes in housing, work schedules or assignments, and interim suspensions or administrative leaves. Failure to comply with interim measures is a violation of this policy and may result in corrective measures, even if the initial report of sexual misconduct is later not proven.

**(I) Non-Retaliation.** Retaliation against any individual in the University community either for alleging sexual assault or misconduct or for cooperating in the review or investigation of a compliant is a strictly prohibited by University Policy and state and federal law. Anyone who believes he/ she has been the victim of retaliation should immediately contact the Office of Equal Opportunity and Policy Compliance or the Office of Human Resources. Any person found to have retaliated against another for reporting, participation, or cooperation in an investigation will



## 3356:02-03.1 Sexual Misconduct Policy

be in violation of this policy and will be subject to corrective measures independent of the merits of the underlying allegation.

**(J) Prevention and Education Programs:** The University shall provide programs and/or training (collectively referred to as “training[s]”) for employees and students designed to prevent and promote awareness of sexual misconduct. The trainings shall be consistent with applicable legal requirements and University policies. The Office of Human Resources, with oversight from the Title IX Coordinator, or his/her designee, shall provide training for employees; and the Office of Student Affairs, with oversight from the Title IX Coordinator, or his/her designee, shall provide training for students.

**(K) False Allegations.** It is a violation of this policy for anyone to intentionally report information or allegations that they know or reasonably should know to be untrue or false. However, failure to prove an allegation is not equivalent to a false allegation and no person shall be penalized for good faith reporting of concerns under this policy.

**(L) Consequences of Violations of this Policy.** Any employee or student who violates this policy will be subject to corrective action, consistent with University policies and applicable collective bargaining agreements and conduct codes. Corrective action can include termination for employees and expulsion for students. Third parties who violate this policy will be subject to appropriate University action including but not limited to removal from University property and criminal prosecution.

**(M) Support and Assistance:**

(1) On campus.

(a) Youngstown State University Counseling Center  
Jones Hall-Room 3009/330.941.3737

(b) Student Health Clinic  
Kilcawley House – First Floor/330.941.3489

(c) Youngstown State University Police  
330.941.3527 (24 hour line)/Campus Emergencies Dial 911

(d) Title IX Coordinator/Cynthia A. Kravitz  
Youngstown State University  
One University Plaza, Tod Hall-Room 315  
Youngstown, Ohio 44555  
Telephone 330-941-2340 or -2216  
Fax 330-941-2394  
[cakravitz@ysu.edu](mailto:cakravitz@ysu.edu)

(e) To be escorted to/from vehicle or classes  
Student Security Services of YSU Police Department/ 330.941.1515

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## (2) Off-Campus.

(a) The Rape Crisis & Counseling Center  
330.782.3936 (24 hour Hotline)

(b) Rape, Abuse, & Incest National Network  
[www.rainn.org](http://www.rainn.org)

(c) St. Elizabeth's Hospital/Medical Center  
330.746.7211 (24 hour medical services)

(d) Valley Care/Northside Medical Center  
330.884.1000 (24 hour medical services)

(3) Title IX Website. For more information on Title IX and sexual misconduct please see the University's Title IX webpages at <http://web.usu.edu/title IX/>.

**AGENDA ITEM: C.1.b.**

**AGENDA TOPIC:** Resolution to Modify Military (Uniformed Service) Leave Policy, 3356:07-12 (Previous Policy Number 7002.08)

**STAFF CONTACT(S):** Kevin Reynolds, Chief Human Resources Officer

**BACKGROUND:** Policy 7002.08 establishes compensation and leave rights for members of the military who are called to active service and conforms to the requirements established under the Uniformed Services Employment and Reemployment Rights Act of 1994 (38 U.S.C. 4301, et seq.) and Chapters 5903 and 5923 of the Ohio Revised Code Chapter 123: 1-34 of the Ohio Administrative Code

**SUMMARY AND ANALYSIS:** Policy 7002.08 was reviewed pursuant to the 5 year policy review process. The policy format was updated and there were no substantive revisions.

**RESOLUTION:**

**RESOLUTION TO MODIFY  
MILITARY (UNIFORMED SERVICE)  
LEAVE POLICY, 3356:07-12  
(PREVIOUS POLICY NUMBER 7002.08)**

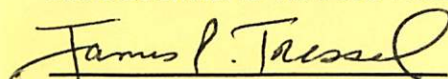
**WHEREAS,** the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

**WHEREAS,** this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS,** action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Military (Uniformed Service) Leave, policy number 3356:07-12 (Previous Policy Number 7002.08) of the *University Guidebook*, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**RECOMMEND APPROVAL:**

  
James P. Tressel, President

**Board of Trustees Meeting  
March 11, 2015  
YR 2015-**

NUMBER

**7002.08**

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## ~~UNIVERSITY GUIDEBOOK~~

|                              |  |
|------------------------------|--|
| <b>Title of Policy:</b>      | <del>Military (Uniformed Service) Leave</del>                    |
| Responsible Division/Office: | Human Resources  |
| Approving Officer:           | Vice President for Finance and Administration                    |
| Revision History:            | October 1998; December 2010; <u>March 2015</u>                   |
| <b>Resolution Number(s):</b> | <del>YR 1998-16; YR 1999-105; YR 2011-53</del>                   |
| Board Committee:             | <del>Internal-University</del> Affairs                           |
| <b>EFFECTIVE DATE:</b>       | <del>December 15, 2010</del> <u>March 11, 2015</u>               |
| Next Review:                 | <del>202013 (Changed to 2015 Per Guidebook Policy 0001.00)</del> |

**(A) Policy Statement:** ~~The purpose of this policy is to demonstrate the University's support for its employees who are part of the uniformed services and to outline the rights and responsibilities of such employees. As defined in Section 5923.05 of the Ohio Revised Code, "Uniformed services means the armed forces, the Ohio organized militia when engaged in active duty for training, inactive duty training, or full-time national guard duty, the commissioned corps of the public health service, and any other category of persons designated by the president of the United States in time of war or emergency [WUH]."~~ Youngstown State University recognizes the need to have a policy that addresses the employment and reemployment rights of full and part time employees who serve in the military. It is the policy of the University to comply with the Uniformed Services Employment and Reemployment Act of 1994 (USERRA) (as revised) and applicable state laws which protect job rights and benefits for veterans and members of the reserves.

**(B) Purpose.** The purpose of this policy is to demonstrate the University's support for its employees who are part of the uniformed services and to outline the rights and responsibilities of such employees.

**(C) Scope.** This policies applies to employees included in the definition section of this policy.

**(D) Definition.** As defined in Section 5923.05 of the Ohio Revised Code, "Uniformed services means the armed forces, the Ohio organized militia when engaged in active duty for training, inactive duty training, or full-time national guard duty, the commissioned corps of the public

3356:07-12 Military (Uniform Service) Leave

(Previous Policy Number 7002.08)

health service, and any other category of persons designated by the president of the United States in time of war or emergency .”

**(D) Parameters:**

1. Employees ~~included in the above definition~~defined in this policy are eligible for uniformed services benefits and reemployment rights in accordance with state and federal law.
2. Leaves of absence for service in the uniformed services shall be granted in accordance with Chapters 5903 and 5923 of the *Ohio Revised Code* and Chapter 123: 1-34 of the *Ohio Administrative Code*.
3. Reinstatement and reemployment of employees in the uniformed services shall be in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (38 U.S.C. 4301, et seq.) and Chapter 123: 1-34 of the *Ohio Administrative Code*.

3356:07-12 Military (Uniform Service) Leave  
(Previous Policy Number 7002.08)

4. Generally, permanent public employees, as defined in Section 5923.05 of the Ohio Revised Code, who are members of uniformed services, as defined above, are entitled to a leave with pay for such time as they are performing service in the uniformed services for up to one month days in any calendar year. Paid leave may not exceed one hundred seventy-six hours in any calendar year.
5. Any permanent public employee called to the uniformed services for a period in excess of one month (176 hours) because of an executive order issued by the President of the United States or because of an act of Congress, or because of an order to perform duty issued by the Governor pursuant to Sections 5919.29 or 5923.21 of the Revised Code, may receive, during this period, the difference between the employee's gross monthly wage or salary from the University and his/her gross uniformed service pay and allowances received in a particular month.
6. Leave without pay will be granted in the event of voluntary or involuntary induction into uniformed service and in compliance with federal and state statutes.
7. Employees on uniformed service leave without pay beyond thirty days have the right to elect continuation of health care coverage for up to eighteen months, but will be responsible for the full premium for the coverage elected. Employees on uniformed service leave without pay for up to thirty days will be given the option of making direct payments of the employee's share of the health insurance premium.
8. Employees who accrue more than five years of cumulative uniformed service leaves of absence are excluded from University reemployment and fringe benefit rights, except as provided in *38 U.S.C. 4312*, as amended.

3356:07-12 Military (Uniform Service) Leave  
(Previous Policy Number 7002.08)

|                              |   |
|------------------------------|---|
| Responsible Division/Office: | Human Resources                               |
| Approving Officer:           | Vice President for Finance and Administration |
| Revision History:            | October 1998; December 2010; March 2015       |
| Board Committee:             | University Affairs                            |
| <b>EFFECTIVE DATE:</b>       | <b>March 11, 2015</b>                         |
| Next Review:                 | 2020  |

**(A) Policy Statement.** Youngstown State University recognizes the need to have a policy that addresses the employment and reemployment rights of full and part time employees who serve in the military. It is the policy of the University to comply with the Uniformed Services Employment and Reemployment Act of 1994 (USERRA) (as revised) and applicable state laws which protect job rights and benefits for veterans and members of the reserves.

**(B) Purpose.** The purpose of this policy is to demonstrate the University's support for its employees who are part of the uniformed services and to outline the rights and responsibilities of such employees.

**(C) Scope.** This policies applies to employees included in the definition section of this policy.

**(D) Definition.** As defined in Section 5923.05 of the Ohio Revised Code, "Uniformed services means the armed forces, the Ohio organized militia when engaged in active duty for training, inactive duty training, or full-time national guard duty, the commissioned corps of the public health service, and any other category of persons designated by the president of the United States in time of war or emergency ."

**(D) Parameters.**

1. Employees defined in this policy are eligible for uniformed services benefits and reemployment rights in accordance with state and federal law.
2. Leaves of absence for service in the uniformed services shall be granted in accordance with Chapters 5903 and 5923 of the *Ohio Revised Code* and Chapter 123: 1-34 of the *Ohio Administrative Code*.
3. Reinstatement and reemployment of employees in the uniformed services shall be in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (*38 U.S.C. 4301*, et seq.) and Chapter 123: 1-34 of the *Ohio Administrative Code*.

3356:07-12 Military (Uniform Service) Leave  
(Previous Policy Number 7002.08)

4. Generally, permanent public employees, as defined in Section 5923.05 of the Ohio Revised Code, who are members of uniformed services, as defined above, are entitled to a leave with pay for such time as they are performing service in the uniformed services for up to one month days in any calendar year. Paid leave may not exceed one hundred seventy-six hours in any calendar year.
5. Any permanent public employee called to the uniformed services for a period in excess of one month (176 hours) because of an executive order issued by the President of the United States or because of an act of Congress, or because of an order to perform duty issued by the Governor pursuant to Sections 5919.29 or 5923.21 of the Revised Code, may receive, during this period, the difference between the employee's gross monthly wage or salary from the University and his/her gross uniformed service pay and allowances received in a particular month.
6. Leave without pay will be granted in the event of voluntary or involuntary induction into uniformed service and in compliance with federal and state statutes.
7. Employees on uniformed service leave without pay beyond thirty days have the right to elect continuation of health care coverage for up to eighteen months, but will be responsible for the full premium for the coverage elected. Employees on uniformed service leave without pay for up to thirty days will be given the option of making direct payments of the employee's share of the health insurance premium.
8. Employees who accrue more than five years of cumulative uniformed service leaves of absence are excluded from University reemployment and fringe benefit rights, except as provided in *38 U.S.C. 4312*, as amended.



**AGENDA ITEM: C.1.c.**

**AGENDA TOPIC:** Resolution to Modify Bereavement Leave, Exempt Professional Administrative Staff and Department Chairpersons Policy, 3356:07-15 (Previous Policy Number 7002.11)

**STAFF CONTACT(S):** Kevin Reynolds, Chief Human Resources Officer

**BACKGROUND:** Policy 7002.11 establishes bereavement leave for professional/administrative excluded employees.

**SUMMARY AND ANALYSIS:** Policy 7001.11 was reviewed pursuant to the 5 year policy review process. The policy format was updated and the procedures were updated to recognize the leave reporting is conducted electronically rather than a paper process.

**RESOLUTION:**

**RESOLUTION TO MODIFY  
BEREAVEMENT LEAVE, EXEMPT PROFESSIONAL ADMINISTRATIVE STAFF  
AND DEPARTMENT CHAIRPERSONS POLICY, 3356:07-15  
(PREVIOUS POLICY NUMBER 7002.11)**

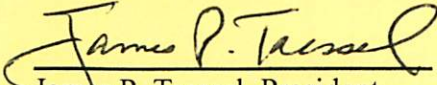
**WHEREAS,** the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

**WHEREAS,** this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS,** action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Bereavement Leave, Exempt Professional Administrative Staff and Department Chairpersons, policy number 3356:07-15 (Previous Policy Number 7002.11) of the *University Guidebook*, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**RECOMMEND APPROVAL:**

  
James P. Tressel, President

**Board of Trustees Meeting  
March 11, 2015  
YR 2015-**

3356:07-15 Bereavement Leave, Exempt Professional Administrative Staff and  
Department Chairpersons  
(Previous Policy Number 7002.11)

NUMBER  
**7002.11**

PAGE 1 of 2

**UNIVERSITY GUIDEBOOK**

**Title of Policy: Bereavement Leave, Exempt Professional Administrative Staff and Department Chairpersons**

Responsible Division/Office: Human Resources  
 Approving Officer: Vice President of Finance and Administration  
 Revision History: March 2010; March 2015  
 Resolution Number: ~~FY 2010-62~~  
 Board Committee: ~~Internal~~ University -Affairs  
 EFFECTIVE DATE: March 11, ~~2015~~, 2010  
 Next Review: ~~2020~~13 (~~Changed to 2015 Per Guidebook Policy~~  
~~0001.00~~)

**(A) Policy Statement:** The University is committed to employment practices that promote the health and welfare of its employees. Through its Leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.

**(B) Purpose.** To provide direction on the availability and appropriate use of bereavement leave by professional administrative staff and academic department chairpersons.

**(C) Scope:** This policy applies to exempt professional administrative staff and academic department chairpersons.

**(E) Definition.**

As used in this policy, immediate family is defined as the employee's spouse, qualifying domestic partner (as defined in Policy 3356:07049), children (including stillborn condition), daughters-in-law, sons-in-law, grandchildren, parents, parents-in-law, grandparents, spouse's grandparents, brothers, sisters, brothers-in-law, sisters-in-law, or legal guardian.

**(D) Parameters:**

3356:07-15 Bereavement Leave, Exempt Professional Administrative Staff and Department Chairpersons  
(Previous Policy Number 7002.11)

- (1) Up to four consecutive days of paid bereavement leave will be granted to members of the exempt professional administrative staff and academic department chairpersons upon the death of a member of his/her immediate family.
- ~~As used in this policy, immediate family is defined as the employee's spouse, qualifying domestic partner (as defined in Policy 7025.01), children (including stillborn condition), daughters-in-law, sons-in-law, grandchildren, parents, parents-in-law, grandparents, spouse's grandparents, brothers, sisters, brothers-in-law, sisters-in-law, or legal guardian[WU1].~~
- (2) Members of exempt professional administrative staff and academic department chairpersons may use one day of bereavement leave upon the death of the employee's aunt or uncle.
- (3) Employees covered by collective bargaining should refer to their respective labor agreement.

**(E) Procedures:**

1. Employees utilizing bereavement leave should notify their immediate supervisor as soon as possible.
2. Employees will ~~complete~~report the utilization of the leave~~the appropriate leave form in advance of the leave, when possible, or upon return to work.~~on their electronic leave report upon return to work.
3. ~~Employees will forward the completed form to their immediate supervisor for their approval.~~
4. ~~3.~~Supervisors may require reasonable proof to verify the request for bereavement leave.
5. ~~The Supervisor reviews and signs the form and forwards it to the Office of Human Resources, where the official leave files are maintained.~~

3356:07-15 Bereavement Leave, Exempt Professional Administrative Staff and  
Department Chairpersons  
(Previous Policy Number 7002.11)

|                              |  |
|------------------------------|--|
| Responsible Division/Office: | Human Resources                              |
| Approving Officer:           | Vice President of Finance and Administration |
| <i>Revision History:</i>     | March 2010; March 2015                       |
| Board Committee:             | University Affairs                           |
| <b>EFFECTIVE DATE:</b>       | March 11, 2015                               |
| Next Review:                 | 2020   |

**(A) Policy Statement.** The University is committed to employment practices that promote the health and welfare of its employees. Through its Leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.

**(B) Purpose.** To provide direction on the availability and appropriate use of bereavement leave by professional administrative staff and academic department chairpersons.

**(C) Scope:** This policy applies to exempt professional administrative staff and academic department chairpersons.

**(E) Definition.**

As used in this policy, immediate family is defined as the employee's spouse, qualifying domestic partner (as defined in Policy 3356:07-49), children (including stillborn condition), daughters-in-law, sons-in-law, grandchildren, parents, parents-in-law, grandparents, spouse's grandparents, brothers, sisters, brothers-in-law, sisters-in-law, or legal guardian.

**(D) Parameters.**

(1) Up to four consecutive days of paid bereavement leave will be granted to members of the exempt professional administrative staff and academic department chairpersons upon the death of a member of his/her immediate family.

(2) Members of exempt professional administrative staff and academic department chairpersons may use one day of bereavement leave upon the death of the employee's aunt or uncle.

(3) Employees covered by collective bargaining should refer to their respective labor agreement.

3356:07-15 Bereavement Leave, Exempt Professional Administrative Staff and  
Department Chairpersons  
(Previous Policy Number 7002.11)

**(E) Procedures.**

1. Employees utilizing bereavement leave should notify their immediate supervisor as soon as possible.
2. Employees will report the utilization of the leave on their electronic leave report upon return to work.
3. Supervisors may require reasonable proof to verify the request for bereavement leave.

**AGENDA ITEM: C.1.d.**

**AGENDA TOPIC:** Resolution to Modify Multiple Year Contracts for Executive Level Officers, Administrative Officers, and Other Designated Professional/Administrative Staff Policy, 3356:07-35 (Previous Policy Number 7016.01)

**STAFF CONTACT(S):** Holly Jacobs, the University's General Counsel

**BACKGROUND:** The Multiple Year Contracts Policy provides guidance for the issuance of multiple year contracts. Per the policy, Executive Officers, Administrative Officers and other designated staff were eligible to receive multiple year contracts. Multiple year contracts would typically be for three years. Employees on such contracts would be given a renewal contract at the beginning of the third year or a notice of non-renewal, which provided 12 months' notice.

**SUMMARY AND ANALYSIS:** The policy and practice is being modified to reduce the number of employees that receive multiple year contracts. The policy is also modified to reflect that the notice of non-renewal is limited to ninety (90) days. Multiple year contracts require Board approval.

**RESOLUTION:**

**RESOLUTION TO MODIFY  
MULTIPLE YEAR CONTRACTS FOR EXECUTIVE LEVEL OFFICERS, ADMINISTRATIVE  
OFFICERS, AND OTHER DESIGNATED PROFESSIONAL/ADMINISTRATIVE STAFF  
POLICY, 3356:07-35  
(PREVIOUS POLICY NUMBER 7016.01)**

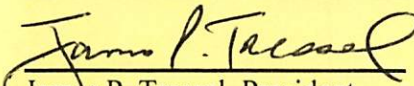
**WHEREAS,** the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

**WHEREAS,** this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS,** action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Multiple Year Contracts for Executive Level Officers, Administrative Officers, and Other Designated Professional/Administrative Staff, policy number 3356:07-35 (Previous Policy Number 7016.01) of the *University Guidebook*, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**RECOMMEND APPROVAL:**

  
James P. Tressel, President

**Board of Trustees Meeting  
March 11, 2015  
YR 2015-**

Policy 3356:07-35 Multiple Year Contracts for Executive Level Officers,  
Administrative Officers, and Other Designated Professional/Administrative Staff  
(Previous Policy Number 7016.01)

NUMBER  
7016.01

PAGE 1 of 3

**UNIVERSITY GUIDEBOOK**

**Title of Policy: ~~Multiple Year Contracts for Executive Level Officers,  
Administrative Officers, and Other Designated  
Professional/Administrative Staff~~**

Responsible Division/Office: Human Resources

Approving/Responsible Officer: Vice President for Finance and Administration

Revision History: June 1999; December 2009; April 2013; June 2013;  
March 2015

Resolution Number(s): ~~YR 1999-110; YR 2010-37; YR 2013-55; YR 2013-84~~

Board Committee: University Affairs

**EFFECTIVE DATE:** March 11, 2015 ~~June 12, 2013~~

Next Review: 2020~~18~~

~~**Policy:** The University may issue multiple year contracts, not to exceed three years in length, to executive level officers, administrative officers, and designated professional/administrative staff, with the approval of the Board of Trustees. Following performance evaluation and review, such contracts may be renewed.~~

(A) Policy Statement. To provide for institutional stability, the University may, with approval of the Board of Trustees, issue initial multiple year contracts, not to exceed three years in length, to executive level officers, selected administrative officers, and designated professional/administrative staff, and may renewal such contracts for the same or lesser term ~~with the approval of the Board of Trustees. Following performance evaluation and review, such contracts may be renewed.~~

(B) Purpose: To provide guidelines for the issuance, renewal and non-renewal of multiple year employment contracts for executive level officers, and selected administrative officers and designated professional/administrative staff positions.

(C) Scope: This policy applies only to those positions defined within this policy.

(D) Definitions

Policy 3356:07-35 Multiple Year Contracts for Executive Level Officers, Administrative Officers, and Other Designated Professional/Administrative Staff (Previous Policy Number 7016.01)

1. Executive level officers of the University (see University **Guidebook** Policy 3356:09-01~~9001.01~~) include:

(a) Provost/Vice President ~~for Academic Affairs~~

(b) Vice Presidents ~~for Student Affairs~~

~~• Vice President for Finance and Administration~~

~~•~~

~~• Vice President for University Advancement~~

~~• University General Counsel~~

~~• Other positions, designated by the President, with the approval of the Board of Trustees~~

2. Administrative officers of the University (see University **Guidebook** Policy 3356:09-02~~9002.01~~) include:

(a) Deans:

~~• College of Fine and Performing Arts~~

~~• College of Liberal Arts and Social Sciences~~

~~• College of Business Administration~~

~~• College of Health and Human Services~~

~~• College of Science, Technology, Engineering and Math~~

~~• College of Education~~

~~• School of Graduate Studies and Research~~

(b) Associate Vice Presidents:

~~• Information Technology~~

~~• Budget, Planning and Analysis/Treasurer~~

~~• Enrollment Management~~

Executive Directors:

~~• Student Life~~

~~• Student Services~~

~~• Facilities~~

~~• Human Resources~~

~~• Athletics~~

~~• Marketing and Communications~~

~~• Library Services~~

~~• Public Services Institute~~



Policy 3356:07-35 Multiple Year Contracts for Executive Level Officers,  
Administrative Officers, and Other Designated Professional/Administrative Staff  
(Previous Policy Number 7016.01)

Directors:

- ◆ ~~Equal Opportunity and Policy Compliance, and~~

3. Designated professional/administrative staff positions denotes other~~Other~~ positions designated by the President with the approval of the Board of Trustees. (These positions may include Executive Directors, Associate Provosts, and Directors).

~~3. Designated professional/administrative staff include:~~

- ◆ ~~Associate Provost positions~~
- ◆ ~~Assistant Provost positions~~
- ◆ ~~Executive Associate to the President~~
- ◆ ~~Government Relations Representative~~
- ◆ ~~Other positions designated by the President with the approval of the Board of Trustees~~

**(E) Parameters:**

- (1) Executive level officers, selected administrative officers and ~~selected~~ designated professional/ administrative staff receive initial employment contracts not to exceed three years. Such contracts ~~may be~~ are renewed for a term not to exceed three years ~~able~~ upon the recommendation of the President and the approval of the Board of Trustees. ~~at least a year prior to the ending of the contract.~~
- (2) A minimum of ninety (90) days notification regarding non-renewal of annual and/or multiple year contracts will be provided by the University.
- (3) The President of the University and athletic coaches may also receive multiple year contracts in accordance with University Guidebook Policies ~~3356:09-089008.01~~ and ~~07-367016.02~~.
- (4) Executive level and selected administrative officers are evaluated annually (University Guidebook Policies ~~3356:09--019001.01~~ and ~~3356:09-029002.01~~). Other designated professional/administrative staff are annually involved in an administrative review process.
- (5) The President shall present to the Board of Trustees other appointment plans for specific individuals when it is in the best interest of the University.
- (6) The President shall annually provide a list of all employees receiving a renewal notification and/or a subsequent multiple year contract for the approval of the Board

[Policy 3356:07-35 Multiple Year Contracts for Executive Level Officers, Administrative Officers, and Other Designated Professional/Administrative Staff \(Previous Policy Number 7016.01\)](#)

Trustees.

**(F) Procedures**

1. The length of the contract offered to executive level officers, selected administrative officers, and other designated professional/administrative staff is determined during the recruitment and selection process.
2. The process of selection and evaluation of the University President is described in University ~~Guidebook~~ Policy [3356:09-089008.01](#).
3. The process of selection and evaluation of executive level officers is described in University ~~Guidebook~~ Policy [3356:09-019001.01](#).
4. The process of selection and annual evaluation process for administrative officers is described in University ~~Guidebook~~ Policy [3356:09-029002.01](#).
5. The process of selecting other professional/administrative staff is described in University ~~Guidebook~~ Policy [3356:02-022001.02](#).
6. Coaches in intercollegiate athletics are covered by University ~~Guidebook~~ Policy [3356:07-367016.02](#).

**Policy 3356:07-35 Multiple Year Contracts for Executive Level Officers,  
Administrative Officers, and Other Designated Professional/Administrative Staff  
(Previous Policy Number 7016.01)**

|                              |  |
|------------------------------|--|
| Responsible Division/Office: | Human Resources  |
| Responsible Officer:         | Vice President for Finance and Administration                  |
| <i>Revision History:</i>     | June 1999; December 2009; April 2013; June 2013;<br>March 2015 |
| Board Committee:             | University Affairs   |
| <b>EFFECTIVE DATE:</b>       | <b>March 11, 2015</b>  |
| Next Review:                 | 2020   |

**(A) Policy Statement.** To provide for institutional stability, the University may, with approval of the Board of Trustees, issue initial multiple year contracts, not to exceed three years in length, to executive level officers, selected administrative officers, and designated professional/administrative staff, and may renewal such contracts for the same or lesser term.

**(B) Purpose.** To provide guidelines for the issuance, renewal and non-renewal of multiple year employment contracts for executive level officers, and selected administrative officers and designated professional/administrative staff positions.

**(C) Scope.** This policy applies only to those positions defined within this policy.

**(D) Definitions.**

1. Executive level officers of the University (see University Policy 3356:09-01) include:
  - (a) Provost/Vice President
  - (b) Vice Presidents
2. Administrative officers of the University (see University Policy 3356:09-02) include:
  - (a) Deans
  - (b) Associate Vice Presidents
3. Designated professional/administrative staff positions denotes other positions designated by the President with the approval of the Board of Trustees. (These positions may include Executive Directors, Associate Provosts, and Directors).

**(E) Parameters:**

**Policy 3356:07-35 Multiple Year Contracts for Executive Level Officers, Administrative Officers, and Other Designated Professional/Administrative Staff (Previous Policy Number 7016.01)**

- (1) Executive level officers, selected administrative officers and designated professional/ administrative staff receive initial employment contracts not to exceed three (3) years. Such contracts may be renewed for a term not to exceed three (3) years upon the recommendation of the President and the approval of the Board of Trustees.
- (2) A minimum of ninety (90) days notification regarding non-renewal of annual and/or multiple year contracts will be provided by the University.
- (3) The President of the University and athletic coaches may also receive multiple year Contracts in accordance with University Policies 3356:09-08 and 3356:07-36.
- (4) Executive level and selected administrative officers are evaluated annually (University Policies 3356:09--01 and 3356:09-02. Other designated professional/administrative staff are annually involved in an administrative review process.
- (5) The President shall present to the Board of Trustees other appointment plans for specific individuals when it is in the best interest of the University.
- (6) The President shall annually provide a list of all employees receiving a renewal notification and/or a subsequent multiple year contract for the approval of the Board Trustees.

**(F) Procedures**

1. The length of the contract offered to executive level officers, selected administrative officers, and other designated professional/administrative staff is determined during the recruitment and selection process.
2. The process of selection and evaluation of the University President is described in University Policy 3356:09-08.
3. The process of selection and evaluation of executive level officers is described in University Policy 3356:09-01.
4. The process of selection and annual evaluation process for administrative officers is described in University Policy 3356:09-02.
5. The process of selecting other professional/administrative staff is described in University Policy 3356:02-02.

**Policy 3356:07-35 Multiple Year Contracts for Executive Level Officers,  
Administrative Officers, and Other Designated Professional/Administrative Staff  
(Previous Policy Number 7016.01)**

6. Coaches in intercollegiate athletics are covered by University Policy 3356:07-36.

**AGENDA ITEM: C.1.e.**

**AGENDA TOPIC:** Resolution to Approve the Creation and Recruitment of a Dean of the Honors College

**STAFF CONTACT(S):** Dr. Martin Abraham, Interim Provost and Vice President for Academic Affairs

**BACKGROUND:** The academic deans did a thorough review of the Honors Program at Youngstown State University, comparing YSU's program with programs at other institutions in the state of Ohio. After this review, the deans recommended an Honors College be formed to benefit YSU in attracting a larger number of students with superior academic credentials. A resolution was presented to and approved by the Board of Trustees on December 16, 2014. The Honors College will report directly to the Office of the Provost, and therefore, should be directed by an academic dean. The Interim Provost and Vice President for Academic Affairs requests approval to recruit a Dean of the Honors College.

**SUMMARY AND ANALYSIS:** Based upon the review conducted by the deans, the Interim Provost and Vice President for Academic Affairs recommends the recruitment of a Dean of the Honors College. The President of Youngstown State University supports this recommendation.

**RESOLUTION:**

**RESOLUTION TO APPROVE THE CREATION  
AND RECRUITMENT OF A DEAN OF THE HONORS COLLEGE**

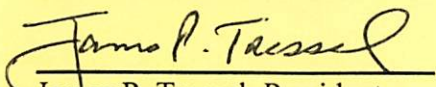
**WHEREAS,** the Board of Trustees of Youngstown State University approved the formation of an Honors College at its meeting on December 16, 2014; and

**WHEREAS,** the position of Dean is necessary to lead the transition of an Honors Program to an Honors College; and

**WHEREAS,** the position of Dean is necessary for the betterment of the university and to spearhead the development, articulation, and implementation of a comprehensive vision to make the Honors College a first-choice destination for high school students with superior academic credentials;

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Trustees of Youngstown State University does hereby approve the recruitment of a Dean of the Honors College, as recommended by the Interim Provost of Youngstown State University.

**RECOMMEND APPROVAL:**

  
James P. Tressel, President

**Board of Trustees Meeting  
March 11, 2015  
YR 2015-**



Job Description  
Dean of the Honors College

The YSU Honors College prepares high-performing students to serve as leaders and difference-makers who are engaged global citizens. The honors experience is grounded in academic and co-curricular experiences that emphasize leadership, interdisciplinary perspectives, research and scholarship, global citizenship, and engagement in the classroom, on campus, in the community, and around the world.

The Dean of the Honors College will lead the transition of the Honors Program to an Honors College. The Dean of the Honors College is responsible for the following:

- Developing a strategic plan that is aligned with the goals of YSU 2020 and positions the Honors College as an integral component of YSU's academic excellence
- Expanding the enrollment and the programming of the Honors College
- Collaborating and coordinating with the academic colleges and deans
- Recruiting honors faculty and hiring appropriate support staff
- Increasing participation in the Honors College and honors courses
- Leading the development of the honors curricular and co-curricular offerings
- Providing leadership in the development of an academic unit that is rich in cultural, social, and intellectual tradition, diversity, and inclusiveness
- Managing everyday duties and responsibilities including personnel and budget, collaboration with academic units and with the offices of Admissions and Student Scholarships, external fundraising, and other duties assigned by the Vice President for Academic Affairs.

The Dean will spearhead the development, articulation, and implementation of a comprehensive vision to make the Honors College a first-choice destination for superior high school students. In pursuit of that mission, the Dean will be a primary ambassador to all internal and external constituencies including faculty, fellow deans, prospective students, parents, advisors, alumni, donors, and employers.

Reports to the Provost.

**AGENDA ITEM: C.1.f.**

**AGENDA TOPIC:** Resolution to Approve the Recruitment of a Dean of the College of Creative Arts and Communication

**STAFF CONTACT(S):** Dr. Martin Abraham, Interim Provost and Vice President for Academic Affairs

**BACKGROUND:** On January 12, 2015, Dr. Bryan DePoy resigned as Dean of the College of Creative Arts and Communication. Dr. Michael R. Crist, Director of the Dana School of Music, is serving as Interim Dean. The College of Creative Arts and Communication is comprised of four academic departments and has approximately 880 students currently enrolled. The role of the dean is paramount in order to lead the college forward.

**SUMMARY AND ANALYSIS:** Based on the above information, the position of Dean of the College of Creative Arts and Communication is being submitted for approval.

**RESOLUTION:**

**RESOLUTION TO APPROVE THE RECRUITMENT  
OF A DEAN OF THE COLLEGE OF  
CREATIVE ARTS AND COMMUNICATION**

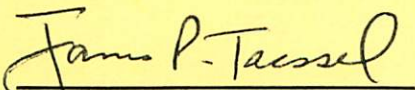
**WHEREAS,** a vacancy occurred in the College of Creative Arts and Communication upon the resignation of Dr. Bryan DePoy; and

**WHEREAS,** the College of Creative Arts and Communication is comprised of four academic departments and has an enrollment of more than 880 students; and

**WHEREAS,** the position of dean is necessary for the betterment of the college and university; and

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Trustees of Youngstown State University does hereby approve the recruitment of a Dean of the College of Creative Arts and Communication, as recommended by the Interim Provost of Youngstown State University.

**RECOMMENDED APPROVAL:**



James P. Tressel, President

**Board of Trustees Meeting  
March 11, 2015  
YR 2015-**



**AGENDA ITEM: C.1.g.**

**AGENDA TOPIC:** Resolution to Approve Creation and Recruitment of an Associate Vice President for Student Success

**STAFF CONTACT(S):** Jack Fahey, Vice President for Student Success and Student Experience

**BACKGROUND:** Jack Fahey, Vice President for Student Affairs has announced that he plans to retire in December 2015. Jonelle Beatrice, Executive Director of Student Life retired in December 2014 and has not been replaced. Matt Novotny, Executive Director of Student Services has been informed that his contract, which ends on June 30, 2015, will not be renewed.

As part of his re-organization, the President has proposed reducing these three positions to two positions: Associate Vice President for Student Success and Associate Vice President for Student Experience.

**SUMMARY AND ANALYSIS:** Based on the above, the position of Associate Vice President for Student Success is being submitted for approval.

**RESOLUTION:**

**RESOLUTION TO APPROVE  
CREATION AND RECRUITMENT OF AN  
ASSOCIATE VICE PRESIDENT FOR STUDENT SUCCESS**

**WHEREAS,** the three long-term Student Affairs administrative officers are exiting the University; and

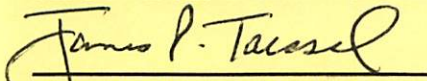
**WHEREAS,** the President is reorganizing his senior team to most efficiently accomplish the work of the University; and

**WHEREAS,** a net reduction of one administrative officer in Student Affairs will reduce University expenses; and

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Trustees of Youngstown State University does hereby approve posting the position of an Associate Vice President for Student Success, as recommended by the President of Youngstown State University; and

**BE IT FURTHER RESOLVED,** that upon hiring of the Associate Vice President for Student Success, the position of Executive Director of Student Life will be eliminated. The Vice President for Student Affairs position will be eliminated when Mr. Fahey retires.

**RECOMMEND APPROVAL:**

  
James P. Tressel, President

**Board of Trustees Meeting  
March 11, 2015  
YR 2015-**

# PROFESSIONAL/ADMINISTRATIVE STAFF POSITION DESCRIPTION

Page 1 of 2



YOUNGSTOWN STATE UNIVERSITY

Developed/Revised: 2/01/15

Salary Range: G11  
\$90,000-130,000.00

Reviewed By:

**TITLE:** Associate Vice President for Student Success

**DEPARTMENT:** Student Success

## **JOB SUMMARY:**

To provide leadership, vision, and direction in the administration of a comprehensive array of services, policies, and initiatives related to student retention, completion, and success. To plan, manage, and evaluate operational, financial, and personnel activities of the Student Success Division.

## **ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

- Provides vision, leadership, and strong strategic direction to the Division for Student Success in supporting student retention.
- Provides leadership for all parties that are engaged in retention, completion, and post-graduation success. Promotes, encourages, and measures active involvement and participation of faculty in the student success initiatives and best practices.
- Provides strong, creative, energetic strategic leadership in order to design and implement a comprehensive program of services and activities to drive student success. Formulates student success goals and objectives for the University and oversees achievement of those goals.
- Provides effective and efficient management of the Division for Student Success and its human and financial resources. Ensures that resources are allocated effectively to achieve objectives of the division. Reviews expenses, prepares periodic reports, and develops annual budget recommendations. Ensures that programs produce measurable results that are communicated to the campus community. Supervises, develops, and evaluates administrative and support staff within the student success division.
- Provides supervisory support for Office of Career Services, develops appropriate placement metrics, and coordinates reporting.
- Oversees programs of the Center for Student Progress, develops success metrics, and develops resources needed in support of student retention and completion. Coordinates planning with academic advisors to promote participation of college faculty and staff.
- Represents University with visible presence at events with students, parents, and community. Represents University through service on community boards and committees.
- Serves as primary administrator for University on campus student employment. Is directly responsible for development, coordination, and dissemination of University policies related to on-campus student employment. Directly administers development of student position descriptions, recruitment system, and appointment processes.
- Oversees Student Orientation, Advisement, and Registration Program (SOAR) as first introduction of new students to their academic career and works with Deans and designees from colleges to ensure a uniformly high quality first experience for all entering students.

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 2 of 2

**OTHER FUNCTIONS & RESPONSIBILITIES:**

Performs other related duties as assigned.

**SUPERVISION EXERCISED:**

Direct administrative supervision is exercised over approximately 30 professional/administrative and 9 FTE classified staff.

**REPORTS TO:**

President and/or Provost

**MINIMUM QUALIFICATIONS:**

A minimum of a Master's degree and substantive experience in college/university administration including supervisory experience and some teaching experience at college/ university level. A Doctorate's degree is highly desirable.

**PHYSICAL REQUIREMENTS:**

None

**REQUIRED CERTIFICATIONS AND/OR LICENSURES:**

None

**AGENDA ITEM: C.1.h.**

**AGENDA TOPIC:** Resolution to Approve Creation and Recruitment of an Associate Vice President for Student Experience

**STAFF CONTACT(S):** Jack Fahey, Vice President for Student Success and Student Experience

**BACKGROUND:** Jack Fahey, Vice President for Student Affairs has announced that he plans to retire in December 2015. Jonelle Beatrice, Executive Director of Student Life retired in December 2014 and has not been replaced. Matt Novotny, Executive Director of Student Services has been informed that his contract, which ends on June 30, 2015, will not be renewed.

As part of his re-organization, the President has proposed reducing these three positions to two positions: Associate Vice President for Student Success and Associate Vice President for Student Experience.

**SUMMARY AND ANALYSIS:** Based on the above, the position of Associate Vice President for Student Experience is being submitted for approval.

**RESOLUTION:**

**RESOLUTION TO APPROVE  
CREATION AND RECRUITMENT OF AN  
ASSOCIATE VICE PRESIDENT FOR STUDENT EXPERIENCE**

**WHEREAS,** the three long-term Student Affairs administrative officers are exiting the University; and

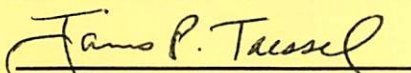
**WHEREAS,** the President is reorganizing his senior team to most efficiently accomplish the work of the University; and

**WHEREAS,** a net reduction of one administrative officer in Student Affairs will reduce University expenses; and

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Trustees of Youngstown State University does hereby approve posting the position of an Associate Vice President for Student Experience, as recommended by the President of Youngstown State University; and

**BE IT FURTHER RESOLVED,** that upon hiring of the Associate Vice President for Student Experience, the position of Executive Director of Student Services will be eliminated. The Vice President for Student Affairs position will be eliminated when Mr. Fahey retires.

**RECOMMEND APPROVAL:**

  
James P. Tressel, President

**Board of Trustees Meeting  
March 11, 2015  
YR 2015-**

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 1 of 3



**YOUNGSTOWN STATE UNIVERSITY**

**Developed/Revised:** 2/01/15

**Salary Range:** G12  
\$90,000-130,000.00

**Reviewed By:**

**TITLE:** Associate Vice President for Student Experience

**DEPARTMENT:** Student Experience

**JOB SUMMARY:**

As a member of the President's Executive Team, the Associate Vice President for Student Experience provides leadership and direction in the administration of a comprehensive array of services, policies, and initiatives designed to ensure that the student's experience at YSU is optimized. To manage, direct, and supervise activities in the Student Experience Division: Campus Recreation, Student Activities/Greek Life, Student Government, Kilcawley Center, Student Conduct, Student Health Clinic, Housing and Residence Life, and Ombudsperson. Supervise and oversee selected contracted services including, but not limited to dining, University Courtyard management, cleaning, CATV, laundry, physician services and student health insurance.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

- Provides strong, creative, energetic strategic leadership in order to design and implement a comprehensive program of services and activities for students in support of holistic approach to higher education. Formulates goals and objectives for division and oversees achievement of those goals.
- Ensures planning and development of programs and policies that encourage widespread involvement of students in many aspects of campus life, such as Homecoming and Welcome Week.
- Provides effective and efficient management of the Division for Student Experience and its human and financial resources. Ensures that resources are allocated effectively to achieve objectives of division. Reviews expenses, prepares periodic reports, and develops annual budget recommendations. Ensures that programs produce measurable results that are communicated to campus community.
- Demonstrates a strategic, proactive approach to handling student issues and addressing challenges of diverse student body. Serves as advocate and spokesperson for students to campus community. Communicates, interprets, and advises President regarding student issues, and assists with development of strategies for resolution. Counsels students and parents, and responds to their needs and concerns, as well as those of external community.
- Responsible for implementation and administration of comprehensive and ongoing Title IX training, prevention, and response programming for all students. This entails coordinating through the University's Student Experience Divisions with other departments and divisions across campus to ensure compliance with Title IX of the Educational Amendments of 1972. This is done in conjunction with and in coordination with the University Title IX Coordinator.
- Selects and evaluates staff, determines goals, and sets standards of performance for Campus Recreation, Student Activities/Greek Life, Kilcawley Center, Student Health Clinic, Housing and Residence Life, and Ombudsperson.

## PROFESSIONAL/ADMINISTRATIVE STAFF POSITION DESCRIPTION

Page 2 of 3

- Supervises procedures for use of space and monitors compliance with University policy on use of Kilcawley Center, Andrews Student Recreation and Wellness Center, and University housing facilities, including administration of University alcohol license.
- Develops applicable contract specifications, monitors vendor compliance, and serves as liaison with contracted services including, but not limited to dining, University Courtyard management, cleaning, CATV, laundry, physician services and student health insurance.
- Oversees Student Experience marketing and development of new services and serves as advisor to Student Government Association.
- Oversees student conduct. Revises Code of Conduct as needed. Ensures Division's support for VAWA Act, and Clery Act compliance.
- Represents the University with visible presence at events with students, parents, and community. Represents University through service on community boards and committees.
- Represents the Division for Student Experience to the University community, and promotes active involvement and participation of faculty in Student Affairs programs and co-curricular life of students.
- Promotes active, safe, and healthy environment for all students and enhances opportunities for academic success of students.

### OTHER FUNCTIONS & RESPONSIBILITIES:

Performs other related duties as assigned.

### SUPERVISION EXERCISED:

Administrative supervision and signature authority is exercised over staff in Housing and Residence Life, Kilcawley Center, Student Health Clinic, Campus Recreation, Student Activities/Greek Life, and Ombudsperson.

### REPORTS TO:

President

### MINIMUM QUALIFICATIONS:

Master's degree in Student personnel, Higher Education, Business Administration, or related field with 8 years of related administrative and managerial experience.

- Excellent interpersonal and communication skills, etc.
- Proficient in Windows-based software applications, etc.
- Ability to work effectively in a diverse environment.

### SPECIAL REQUIREMENTS:

Ability to meet flexible work schedule, including some evenings and weekends.

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 3 of 3

**OTHER DESIRED QUALIFICATIONS:**

- Demonstrated knowledge of student judicial processes and policies.
- Skilled in mediating disputes.

**REQUIRED CERTIFICATIONS AND/OR LICENSURES:**

None

**AGENDA ITEM: C.1.i.**

**AGENDA TOPIC:** Resolution to Ratify Personnel Actions

**STAFF CONTACT(S):** Holly Jacobs, the University's General Counsel, and Kevin Reynolds, Chief Human Resources Officer

**BACKGROUND:** The Board of Trustees of Youngstown State University shall employ, fix the compensation of, and remove the president and such professors, teachers, and other employees as may be deemed necessary. The Board shall do all things necessary for the creation, proper maintenance, and successful continuous operation of the University.

**SUMMARY AND ANALYSIS:** The Chief Human Resources Officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments and separations) to the University Affairs Committee for recommendation for approval by the Board of Trustees. Approval is required for personnel actions for faculty and professional/administrative staff, including intercollegiate athletics coaching positions, for November 1, 2014, through January 15, 2015.

**RESOLUTION:**

**RESOLUTION TO RATIFY  
PERSONNEL ACTIONS**

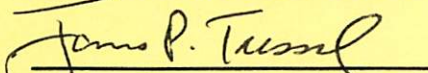
**WHEREAS,** the *Policies of the Board of Trustees* authorize the President to manage the University, including appointing such employees as are necessary to effectively carry out the operation of the University and any other necessary personnel actions; and

**WHEREAS,** new appointments and other personnel actions have been made subsequent to the December 16, 2014, meeting of the Board of Trustees; and

**WHEREAS,** such personnel actions are in accordance with the 2015-2016 Budget and with the University policy on Equal Employment Opportunity;

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Trustees of Youngstown State University does hereby ratify and confirm the personnel actions as listed in Exhibit \_\_\_ attached hereto.

**RECOMMEND APPROVAL:**

  
James P. Tressel, President

**Board of Trustees Meeting  
March 11, 2015  
YR 2015-**



**SUMMARY OF PERSONNEL ACTIONS**  
**Professional Administrative and Faculty Employees**  
**11/01/15 through 1/15/15**

**Appointments – 8**

**New Positions – 0**

**Replacement Positions – 8**

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 3
- Professional Administrative Externally Funded – 2
- Faculty – 2

**Separations – 8**

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 3
- Professional Administrative Externally Funded – 1
- Faculty – 2

**Reclassifications – 0**

**Promotions – 7**

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 1
- Faculty – 4

**Transfers – 0**

**Salary Adjustments – 0**

**Displacements – 0**

**Layoffs – 0**

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 11/01/15 THROUGH 1/15/15  
APPOINTMENTS**

| <b>EMPLOYEE NAME</b> | <b>EMPLOYEE</b>       |                               | <b>DEPARTMENT</b>                               | <b>CONTRACT/<br/>APPOINTMENT</b> |            |               |
|----------------------|-----------------------|-------------------------------|---|----------------------------------|------------|---------------|
|                      | <b>TYPE</b>           | <b>POSITION TITLE</b>         |   | <b>DATES</b>                     | <b>FTE</b> | <b>SALARY</b> |
| Marion Kalasky       | APAS                  | Learning Resource Coordinator | Nursing   | 1/2/2015                         | 1.00       | \$49,000.00   |
| Jennifer Chamberlin  | P/A Excluded          | Assistant Softball Coach      | Athletic Administration                         | 1/2/2015                         | 1.00       | \$34,555.00   |
| Mark "Bo" Pelini     | P/A Excluded          | Head Football Coach           | Athletic Administration                         | 12/17/2014                       | 1.00       | \$213,894.00  |
| Scott Martin         | P/A Excluded          | Interim Associate Dean        | Graduate Studies/Research                       | 1/1/2015                         | 0.50       | \$60,000.00   |
| W. Douglas Castle    | P/A Externally Funded | Regional Admissions Officer   | Undergraduate Admissions                        | 1/5/2015                         | 0.75       | \$17,898.75   |
| Carolyn McGlone      | P/A Externally Funded | Instructions Specialist 1     | Rich Center for Autism                          | 12/16/2014                       | 1.00       | \$21,175.00   |
| Maria Kassawat       | Faculty               | Assistant Professor           | Accounting & Finance<br>Mechanical & Industrial | 1/5/2015                         | 1.00       | \$55,672.00   |
| Stefan Moldovan      | Faculty               | Assistant Professor           | Engineering                                     | 1/12/2015                        | 1.00       | \$26,769.00   |

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 11/01/14 THROUGH 1/15/15  
SEPARATIONS**

| <b>EMPLOYEE NAME</b> | <b>EMPLOYEE TYPE</b>  | <b>POSITION TITLE</b>           | <b>DEPARTMENT</b>       | <b>DATE OF SEPARATION</b> | <b>FTE</b> | <b>SALARY</b> |
|----------------------|-----------------------|---------------------------------|-------------------------|---------------------------|------------|---------------|
| Gwenn Clark          | APAS                  | Program Coordinator             | Business Administration | 9/30/2014                 | 1.00       | \$49,044.66   |
| Mary Dimitriou       | APAS                  | Coordinator                     | Alumni and Events       | 11/28/2014                | 1.00       | \$49,676.04   |
| Jonelle Beatrice     | P/A Excluded          | Executive Director Student Life | Student Life            | 12/31/2014                | 1.00       | \$105,000.00  |
| Ross Watson          | P/A Excluded          | Assistant Football Coach        | Athletic Administration | 1/15/2015                 | 1.00       | \$45,000.00   |
| Michael Zordich      | P/A Excluded          | Assistant Football Coach        | Athletic Administration | 1/15/2015                 | 1.00       | \$60,000.00   |
| Kimberly Pettit      | P/A Externally Funded | Instruction Specialist 1        | Rich Center for Autism  | 11/7/2014                 | 1.00       | \$21,810.00   |
| Roy Counts           | Faculty               | Assistant Professor             | Accounting & Finance    | 12/31/2014                | 1.00       | \$114,240.00  |
| David Gill           | Faculty               | Assistant Professor             | Art                     | 12/31/2014                | 1.00       | \$54,849.48   |

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 11/01/14 THROUGH 1/15/15  
RECLASSIFICATIONS**

| <b>EMPLOYEE<br/>NAME</b> | <b>EMPLOYEE<br/>TYPE</b> | <b>POSITION TITLE</b> | <b>DEPARTMENT</b> | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>FTE</b> | <b>NEW<br/>SALARY</b> | <b>PREVIOUS<br/>SALARY</b> |
|--------------------------|--------------------------|-----------------------|-------------------|--|------------|-----------------------|----------------------------|
| None                     |                          |                       |                   |  |            |                       |                            |

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 11/01/14 THORUGH 1/15/15  
PROMOTIONS**

| <b>EMPLOYEE<br/>NAME</b> | <b>EMPLOYEE<br/>TYPE</b> | <b>POSITION TITLE</b>  | <b>DEPARTMENT</b>                        | <b>CONTRACT<br/>APPT.<br/>DATES</b> | <b>FTE</b> | <b>NEW<br/>SALARY</b> | <b>PREVIOUS<br/>SALARY</b> |
|--------------------------|--------------------------|--|--|-------------------------------------|------------|-----------------------|----------------------------|
| Jacquelyn Johnson        | APAS                     | Assistant Director   | Undergraduate Admissions                 | 1/12/2015                           | 1.00       | \$53,445.00           | \$ 53,445.34               |
| James Kleeh              | APAS                     | Associate Director of Open Source<br>Systems and Web Programming | Information Technology<br>Services       | 12/16/2014                          | 1.00       | \$78,000.00           | \$ 57,886.40               |
| Michael Crist            | P/A Excluded             | Interim Dean   | Creative Arts &<br>Communications        | 1/1/2015                            | 1.00       | \$135,000.00          | \$ 103,174.00              |
| James Andrews            | Faculty                  | Acting Chair   | Physics & Astronomy                      | 1/1/2015                            | 1.00       | \$101,706.00          | \$ 84,371.00               |
| Terry Benton             | Faculty                  | Assistant Professor Probationary 1                               | English                                  | 1/12/2015                           | 1.00       | \$51,238.00           | \$ 47,832.00               |
| Amanda Fehlbaum          | Faculty                  | Assistant Professor Probationary 1                               | Sociology, Anthropology &<br>Gerontology | 1/12/2015                           | 1.00       | \$51,238.00           | \$ 48,000.00               |
| Alice Wang               | Faculty                  | Acting Director  | Dana School of Music                     | 1/1/2015                            | 1.00       | \$84,834.00           | \$ 65,499.30               |

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 11/01/14 THROUGH 1/15/15  
TRANSFERS**

| EMPLOYEE      |      | POSITION TITLE | DEPARTMENT | CONTRACT/<br>APPOINTMENT |  | FTE | SALARY |
|---------------|------|----------------|------------|--------------------------|--|-----|--------|
| EMPLOYEE NAME | TYPE |                |            | DATES                    |  |     |        |
| None          |      |                |            |                          |  |     |        |

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 11/01/14 THROUGH 1/15/15  
SALARY ADJUSTMENTS**

| <b>EMPLOYEE<br/>NAME</b> | <b>EMPLOYEE<br/>TYPE</b> | <b>POSITION TITLE</b> | <b>DEPARTMENT</b> | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>NEW<br/>FTE</b> | <b>NEW<br/>SALARY</b> | <b>OLD<br/>FTE</b> | <b>PREVIOUS<br/>SALARY</b> |
|--------------------------|--------------------------|-----------------------|-------------------|--|--------------------|-----------------------|--------------------|----------------------------|
| None                     |                          |                       |                   |  |                    |                       |                    |                            |

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 11/01/14 THROUGH 1/15/15  
DISPLACEMENTS RESULTING FROM LAYOFF**

| EMPLOYEE NAME | EMPLOYEE<br>TYPE | NEW POSITION TITLE | NEW DEPARTMENT | DATE<br>DISPLACED | FTE |
|---------------|------------------|--------------------|----------------|-------------------|-----|
| None          |                  |                    |                |                   |     |



**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 11/1/14 THROUGH 1/15/15  
LAYOFFS AS A RESULT OF POSITION ABOLISHMENT**

| <b>EMPLOYEE NAME</b> | <b>EMPLOYEE TYPE</b> | <b>POSITION TITLE</b> | <b>DEPARTMENT</b> | <b>DATE OF LAYOFF</b> | <b>FTE</b> | <b>SALARY</b> |
|----------------------|----------------------|-----------------------|-------------------|-----------------------|------------|---------------|
| None                 |                      |                       |                   |                       |            |               |

**AGENDA ITEM: C.2.a.**

**AGENDA TOPIC:** Rule Filing Update

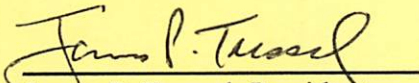
**STAFF CONTACT(S):** Cynthia Kravitz, Director of Equal Opportunity and Policy Compliance

**BACKGROUND:** Amended Substitute Senate Bill 3 changes the current rule filing procedures followed by Ohio institutions of higher education and requires that all institutional rules be re-filed with the Legislature Service Commission (LSC) by March 15, 2015 in order to remain in effect. Filing is to be done in "packets" by effective year of the rule.

**SUMMARY AND ANALYSIS:** The University has consistently filed its Board of Trustee approved polices and the By-Laws of the Board with the LSC. University policies and the Board By-Laws are currently being reviewed, formatted, numbered, and placed in "packets" for on-line filing with the LSC. Pursuant to University Policy 3356:01-09 Development and Issuance of University Policies (Previous Policy Number 0001.00) the internal/university publication of its policies and the numbering of these policies will follow LSC requirements. This process is ongoing and involves 153 separate policies.

**RESOLUTION:** N/A – DISCUSSION ITEM ONLY

**REVIEWED AS TO FORM AND CONTENT:**

  
James P. Tressel, President

UNIVERSITY POLICIES LSC NUMBER/YSU POLICY NUMBER/POLICY TITLE

| LSC NO.       | YSU NO. | TITLE   |
|---------------|---------|---|
| <b>3356:</b>  |         |   |
|               |         | <b>CHAPTER 1 GOVERNANCE</b>   |
| 01-01 to 1-08 | N/A     | Bylaws of the Board of Trustees                                     |
| 01-09         | 0001.0  | Development and Issuance of University Policies                     |
| 01-10         | 0002.00 | Development and Authorization of Institutional Procedures           |
| RESC.         | 0004.00 | Numbering of University Policies                                    |
| 01-11         | 0005.00 | Divisional Administrative Procedures                                |
|               |         | <b>CHAPTER 2 EQUAL OPPORTUNITY AND DIVERSITY</b>                    |
| 02-01         | 2001.01 | Equal Opportunity Discrimination Complaint Procedures               |
| 02-02         | 2001.02 | Equal Opportunity and Affirmative Action Recruitment and Employment |
| 02-03         | 2001.03 | Discrimination/Harassment   |
| 02-03.1       | N/A     | Sexual Misconduct-New   |
| 02-04         | 2004.01 | Search Waivers for Strategic Hiring                                 |
|               |         | <b>CHAPTER 3 BUDGET AND FINANCE</b>                                 |
| 03-01         | 3001.01 | Purchasing  |
| 03-02         | 3002.01 | Tuition and Fees, Reduction / Refund                                |
| 03-02.1       | 3002.02 | Student Tuition and Fees, Development and Assessment of             |
| 03-03         | 3003.01 | Purchasing Limits for Competitive Selection                         |
| 03-04         | 3003.02 | Contract Compliance/Administration                                  |
| 03-05         | 3004.01 | Travel Guidelines   |
| 03-06         | 3005.01 | Institutional Insurance Programs                                    |
| 03-07         | 3006.01 | Deposit of University Funds   |
| 03-08         | 3006.02 | Cash Collection Sites   |
| 03-09         | 3008.01 | Acceptance of Loaned Property/Courtesy Car Program                  |
| 03-10         | 3007.01 | Investment of University's Non-Endowment & Endowment Fundws         |
| 03-11         | 3009.01 | Operating Budget Approval and Modification                          |
| 03-12         | 3009.02 | Chargebacks   |
| 03-11.1       | 3010.01 | Budget Transfers  |
| 03-13         | 3011.01 | Business-Related and Entertainment Expense                          |
| 03-14         | 3012.01 | Debt Management   |
| 03-15         | 3013.01 | Memberships, Dues, Certifications and Licensing Fees                |
| 03-11.2       | 3014.00 | Budget Deficit Options Applicable to Excluded Employees             |
|               |         | <b>CHAPTER 4 FACILITIES</b>   |
| 04-01         | 4001.01 | Smoke-Free Environment  |
| 04-02         | 4002.01 | Surplus Property  |
| 04-03         | 4003.01 | University Facilities, Fees, Use, Priorities                        |
| 04-04         | 4004.01 | Naming of University Facilities, Colleges, and Programs             |
| 04-05         | 4005.01 | Acquisition of Real Estate  |
| 04-06         | 4006.01 | University Parking and Transportation Fees                          |
| 04-07         | 4007.01 | Selection of Design Professionals for University Capital Projects   |
| 04-08         | 4008.01 | University Police   |
| 04-09         | 4009.01 | Acceptable Use of University Technology Resources                   |

UNIVERSITY POLICIES LSC NUMBER/YSU POLICY NUMBER/POLICY TITLE

| LSC NO.      | YSU NO. | TITLE  |
|--------------|---------|--|
| <b>3356:</b> |         |  |
| 04-09.1      | 4009.02 | Social Media Use on Official and Affiliated University Sites                       |
| 04-10        | 4010.01 | University Health and Safety   |
| 04-11        | 4010.02 | Closed Circuit Television System Use   |
| 04-12        | 4011.01 | Cellular Equipment Usage   |
| 04-13        | 4012.01 | Sensitive Information  |
| 04-14        | 4012.02 | Identity Theft Red Flags   |
| 04-15        | 4013.01 | University Construction/Renovation Projects  |
| 04-16        | 4014.01 | Key Control  |
| 04-17        | 4015.01 | Display of Posters and Other Printed Materials                                     |
| 04-18        | 4016.01 | Use of University Vehicles   |
| 04-19        | 4017.01 | Use of University Equipment  |
| 04-20        | 4018.01 | Emergency Response   |
| 04-21        | 4019.01 | Public Use of University Grounds for Expressive Activity-New 10/14                 |
|              |         | <b>CHAPTER 5 ADVANCEMENT</b>   |
| 05-01        | 5001.01 | Display of the Flag of the United States of America                                |
| 05-02        | 5002.01 | Advertising Policy   |
| 05-03        | 5003.00 | Affiliated Organizations   |
| 05-03.1      | 5003.01 | YSU Foundation   |
| 05-04        | 5004.01 | Fund Raising   |
| 05-05        | 5005.01 | Agreements, Educational Partnerships, and Related Arrangements                     |
| 05-06        | 5006.01 | Electronic Media Rights  |
| 05-07        | 5007.01 | Acceptance of Gifts  |
| 05-08        | 5008.01 | WYSU   |
| 05-09        | 5009.01 | Endowment Funds  |
| 05-10        | 5011.01 | Alcoholic Beverages On Campus  |
| 05-11        | 5012.01 | University Publications  |
| 05-12        | 5013.01 | Licensing of University Names and Marks  |
| 05-13        | 5014.01 | Requests for Student Directory Information from External Organizations             |
| 05-14        | 5015.01 | University Websites  |
|              |         | <b>CHAPTER 6 INTERCOLLEGIATE ATHLETICS</b>   |
| 06-01        | 6001.01 | Scheduling of Intercollegiate Athletics Activities During Final Examination Period |
| 06-02        | 6003.01 | Intercollegiate Athletics Programs - Student Athletes                              |
| 06-03        | 6004.01 | Ensuring Board Oversight on Intercollegiate Athletics                              |
|              |         | <b>CHAPTER 7 HUMAN RESOURCES</b>   |
| 07-01        | 7001.01 | Conflicts of Interest  |
| 07-02        | 7001.02 | Americans with Disabilities Act (ADA)  |
| 07-03        | 7001.03 | Possession of Weapons on Campus  |
| 07-04        | 7001.04 | Workplace Violence   |
| 07-05        | 7002.01 | Family and Medical Leave Act (FMLA)  |
| 07-06        | 7002.02 | Leave of Absence Without Pay, Extended Child-Care, Excluded Prof/Admin             |

UNIVERSITY POLICIES LSC NUMBER/YSU POLICY NUMBER/POLICY TITLE

| LSC NO.      | YSU NO. | TITLE   |
|--------------|---------|---|
| <b>3356:</b> |         |   |
| 07-07        | 7002.03 | Professional Leave Without Pay, Excluded Professional/Administrative Staff  |
| 07-08        | 7002.04 | Leave Without Pay for Extended Serious Health Condition or Disability, Excluded Professional/Administrative Staff                     |
| 07-09        | 7002.05 | Vacation Leave, Exempted Professional/Administrative Staff & Department Chairpersons  |
| 07-10        | 7002.06 | Staff Development Leave, Exempted Professional/Administrative Leave   |
| 07-11        | 7002.07 | Civic Leave with Pay, Excluded Professional/Administrative and Excluded Classified Staff  |
| 07-12        | 7002.08 | Military (Uniformed Service) Leave  |
| 07-13        | 7002.09 | Sick Leave Accrual, Use and Conversion - Excluded Professional/Administrative and Excluded Classified Staff                           |
| 07-14        | 7002.10 | Maternity/Parental Leave - Paid Leave, Excluded Professional/Admin Staff  |
| 07-15        | 7002.11 | Bereavement Leave   |
| 07-16        | 7002.12 | Emergency Sick Leave Bank - Excluded Professional/Administrative and Excluded Classified Employees                                    |
| 07-17        | 7003.01 | Emeritus Status   |
| 07-18        | 7004.01 | Outside Consulting Services - Faculty   |
| 07-19        | 7005.01 | Solicitation and Distribution of Materials, Employees   |
| 07-20        | 7006.01 | Drug-Free Environment   |
| 07-21        | 7007.01 | Designation of Moveable University Holidays   |
| 07-22        | 7008.01 | Health Insurance Programs, Employee and Student   |
| 07-23        | 7009.01 | Collective Bargaining   |
| 07-24        | 7010.01 | Degrees, Recognition of Employee  |
| 07-25        | 7012.01 | Political Activities of Employees   |
| 07-26        | 7013.01 | Nepotism and Potential Conflicts in Employment Situations   |
| 07-27        | 7014.01 | Distinguished Service Awards, Exempted Professional/Administrative Staff  |
| 07-28        | 7014.02 | President's Leadership Merit Award  |
| 07-29        | 7014.03 | Classified Exempt Distinguished Service Award   |
| 07-30        | 7015.00 | Fringe Benefits, Full-Time Professional/Administrative Employees (Exempt)   |
| 07-31        | 7015.01 | Fringe Benefits, Excluded Professional/Administrative Employees Fee Remission Program   |
| 07-32        | 7015.04 | Fringe Benefits, Non-Credit Continuing Education Fee Remission  |
| 07-33        | 7015.05 | Fringe Benefits to Part-Time Faculty  |
| 07-34        | 7015.08 | Outside Consulting Services - Exempt Professional/Administrative Staff, Including Deans & Chairs                                      |
| 07-35        | 7016.01 | Multiple - Year Contracts for Executive Level Officers, Administrative Officers, & Other Designated Professional/Administrative Staff |
| 07-36        | 7016.02 | Hiring & Selection Process, Contracts & Compensation for Intercollegiate Athletic Coaches   |
| 07-37        | 7017.01 | Administrative Complaint Process - Professional/Administrative Exempt Employees   |

UNIVERSITY POLICIES LSC NUMBER/YSU POLICY NUMBER/POLICY TITLE

| LSC NO.      | YSU NO. | TITLE   |
|--------------|---------|---|
| <b>3356:</b> |         |   |
| 07-38        | 7018.01 | Resignation/Exit Interviews   |
| 07-39        | 7019.01 | Employee Files  |
| 07-40        | 7020.01 | Compensation and Salary Studies/Plans   |
| 07-41        | 7021.01 | Classified Civil Service Employees  |
| 07-42        | 7021.02 | Professional/Administrative Staff (Excluding Executive Level & Administrative Officers)             |
| 07-43        | 7021.04 | Externally Funded Professional/Administrative Staff   |
| 07-44        | 7021.05 | Background Check for Potential Employees  |
| 07-45        | 7022.01 | Persona Non Grata   |
| 07-46        | 7023.01 | Supplementary Pay   |
| 07-47        | 7023.02 | Payment of Employee Serving as University Consultant  |
| 07-48        | 7023.03 | Supplemental Pay from Grants and Sponsored Programs   |
| 07-49        | 7025.01 | Domestic Partner Benefits   |
| 07-50        | 7027.01 | Minors on Campus-NEW 12/14  |
| 07-51        | 7026.01 | Employee Assistance Program   |
|              |         | <b>CHAPTER 8 STUDENT AFFAIRS</b>  |
| 08-01        | 8001.01 | Student Rights, Responsibilities, and Conduct   |
| 08-01.0      | N/A     | The Code of Student Rights, Responsibilities, and Conduct   |
| 08-02        | 8002.01 | Student Media   |
| 08-03        | 8003.01 | Student Residency Status for Tuition Purposes   |
| 08-04        | 8004.01 | Privacy and Release of Student Education Records  |
| 08-05        | 8005.01 | Support & Assistance to Veterans & Service Members-NEW 12/14  |
|              |         | <b>CHAPTER 9 ADMINISTRATION AND PERSONNEL</b>   |
| 09-01        | 9001.01 | Selection and Evaluation of Executive Level Officers of the University                              |
| 09-02        | 9002.01 | Selection and Annual Evaluation of Administrative Officers of the University                        |
| 09-03        | 9003.02 | Employment of Students  |
| 09-03.1      | 9003.03 | Employment of Graduate Assistants and Teaching Assistants   |
| 09-03.2      | 9003.04 | Employment of Students - Federal Work-Study Program   |
| 09-04        | 9004.01 | Acting President  |
| 09-05        | 9005.01 | Faculty Rank and Tenure for Designated Administrators   |
| 09-06        | 9006.01 | Professional Conduct of Faculty, Department Chairpersons, and Professional/Administrative Employees |
| 09-07        | 9007.01 | Public Records Policy   |
| 09-08        | 9008.01 | Selection and Evaluation of the President of the University   |
| 09-09        | 9009.01 | Records Management  |
|              |         | <b>CHAPTER 10 ACADEMIC AFFAIRS</b>  |
| 10-01        | 1001.01 | Hiring and Selection Process for Full and Part-Time Faculty   |
| 10-02        | 1002.01 | Graduate Faculty  |
| 10-03        | 1003.01 | Affiliated Scholars   |
| 10-04        | 1004.01 | Degrees   |

UNIVERSITY POLICIES LSC NUMBER/YSU POLICY NUMBER/POLICY TITLE

| <b>LSC NO.</b> | <b>YSU NO.</b> | <b>TITLE</b>  |
|----------------|----------------|---|
| <b>3356:</b>   |                |   |
| 10-05          | 1005.01        | Honorary Degrees  |
| 10-06          | 1006.01        | Admission, Retention, and Graduation Standards  |
| 10-07          | 1007.01        | Instruction, Organization of  |
| 10-08          | 1008.01        | Sabbatical Leave for Department Chairpersons  |
| 10-09          | 1009.01        | Adjunct Faculty   |
| 10-10          | 1010.01        | Academic Senate   |
| 10-11          | 1011.01        | Continuing Education Unit   |
| 10-12          | 1012.01        | Teaching by Staff   |
| 10-13          | 1013.01        | Research Grants and Sponsored Programs  |
| 10-13.1        | 1013.02        | Cost Sharing and Over-Matching on External Grants and Contracts                                     |
| 10-13.2        | 1013.03        | Payment of Indirect Costs on External Grants and Contracts  |
| 10-13.3        | 1013.04        | Disposition of Residual Funds from External Grants and Contracts                                    |
| 10-14          | 1014.01        | Integrity in Research - Use of Human Participants   |
| 10-15          | 1015.01        | Integrity in Research - Use and Care of Animals   |
| 10-16          | 1016.01        | Research Misconduct   |
| 10-17          | 1017.01        | Objectivity in Research--Avoidance of Conflicts of Interest and/or Commitment in Sponsored Research |
| 10-18          | 1018.01        | Intellectual Property Rights  |
| 10-19          | 1019.01        | Supplementary Pay for Faculty Teaching at Distant Off-Campus Sites                                  |
| 10-20          | 1020.01        | Faculty Workload  |
|                |                |   |