

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

James E. "Ted" Roberts, Chair

David C. Deibel, Vice Chair

All Trustees are Members

James P. Tressel, *Ex-Officio*

BACKGROUND MATERIALS

Wednesday, June 1, 2016

- 1. Human Resources Update** **Tab 1**
This report will provide an update on current accomplishments and priorities for moving forward with Human Resources Department operations.
- 2. Human Resources Update on Position Searches** **Tab 2**
This report will provide a list of all searches in progress.
- 3. ULP's/Grievances** **Tab 3**
This report will provide the status of all Unfair Labor Practices and Grievances.
- 4. Classified Civil Service Personnel Actions** **Tab 4**
This is a summary of all personnel actions approved by the Chief Human Resources Officer serving as the appointing authority for classified staff.
- 5. Summary of Staffing Levels by Race and Gender** **Tab 5**
These reports provide a comparison of the workforce demographics in terms of Race and Gender for the periods of January 1-March 31, 2015 and January 1-March 31, 2016; and a comparison of the workforce demographics in terms of Race and Gender for the periods of August 1, 2014-to April 30, 2014 and August 1, 2015-April 30, 2016.
- 6. Report on Search Waivers for Strategic Hiring** **Tab 6**
This report will show strategic hiring activity pursuant to policy 3356-2-04 (Previous Policy Number 2004.01).
- 7. Report on Staff Development Leave** **Tab 7**
This report will provide a list of employees who were granted Staff Development Leave for academic year 2016-2017.

OFFICE OF HUMAN RESOURCES UPDATE
JUNE 1, 2016

Employment, Processing, and Employee Records:

Jennifer Lewis coordinated the relocation of personnel records from Jones Hall to Tod Hall with the Office of Human Resources move. Currently evaluating records in basement and attic storage against the Records Retention Policy and completing Certificates of Records Destruction for documents based on the Retention Schedule.

Implementing of a new employee Onboarding Process to increase employee productivity and retention is in process.

HRIS:

Electronic benefits self-service enrollment on line is in development.

Electronic Personnel Action Form (part of electronic hiring) is in testing.

Affordable Care Act data for 2015 is completed; 2016 data is in development.

Document Management (scanning electronic files into Banner) is in testing.

Benefits:

Marcie Patton, Manager, Compensation and Benefits, successfully navigated an initiative to conduct a dependent audit through the approval process for the HCAC. The project will begin in the early Fall when faculty are back on campus. Advance communications will be soon sent and an overall communication plan is being finalized.

The planning phase of Open Enrollment for voluntary life and LTD benefits has begun.

A meeting with senior leadership is being scheduled to discuss the proposed renewal data from MMO. Findley Davies will assist in any final negotiations about the final renewal. The process should conclude in time to take the renewal information to the HCAC on May 25th.

Training & Development:

Training and Development (T&D) is in the second round of interviews for the addition of a Training & Development Coordinator.

Planning committee meetings are scheduled for the Part-time Faculty Orientation and the New Employee Orientation.

Ellucian Recruiter, WebFocus 8.x and Online Performance Reviews are new technologies recently added to the T&D course offering.

A new course registration system was implemented in March that offers greater tracking and reporting capabilities.

Upcoming training initiatives include Records Retention and Public Records training on September 20th presented by the Auditor of State and a customer service training program pilot with a small group in June.

Labor Relations:

Al Boggs, Director of Labor Relations, is finalizing a mediated agreement to resolve approximately 100 outstanding grievances dating back as far as 2008-2009.

Implementation of the new labor agreement is in process, including the coordination of system changes required to support the changes in leave accruals and payouts.

The career ladder initiative for the Student Advisor positions has concluded with acceptance of the structure by the APAS leadership. We may have job audit requests over the conversion to the new structure. An m.o.u. will be prepared to bring the new job descriptions, classifications, and pay grades into the labor agreement.

The initiative for updating the inclusion/exclusion appendices in both the ACE and APAS agreements is in process.

Current Postings – 1/16/16 to 4/15/16

Faculty

College of Education

- Part-time Instructor – Student Teaching Supervisor – Teacher Education
- Part-time Faculty – Teacher Education
- Part-time Instructor, Student Teaching Supervisor – Counseling, Special Education and School Psychology
- Instructor/Field Education Coordinator
- Part-time Faculty – Educational Technology Graduate Program
- Part-time Faculty – Educational Technology Undergraduate Program
- Part-time Faculty – Counseling, Special Education and School Psychology
- Part-time Instructor – Early Childhood-PreK

College of Health and Human Services

- Part-time Instructor – Food & Nutrition
- Instructor/ Field Education Coordinator – Social Work
- Assistant Professor – Social Work
- Part-time Instructor – Social Work
- Part-time Faculty – Physical Therapy
- Part-time Faculty – Dental Hygiene
- Part-time Faculty – Medical Assisting Technology
- Part-time Faculty – Respiratory Care
- Part-time Faculty – Allied Health
- Part-time Faculty – Master of Health and Human Services
- Part-time Faculty – Nursing Clinical
- Part-time Faculty – Emergency Medical Services
- Part-time Faculty – Medical Laboratory Programs
- Part-time Faculty – Health and Physical Education Instructor
- Part-time Faculty – Health Informatics
- Part-time Faculty – Human Performance and Exercise Science
- Part-time Faculty – Public Health
- Part-time Faculty – HPES Aerobic Activities
- Part-time Faculty – Hospitality Management
- Part-time Faculty – Public Health – Environmental Health and Safety
- Assistant Professor – Dietetics and Director, Dietetic Technician Associates Program

College of Liberal Arts and Social Sciences

- Part-time Faculty Instructor – English
- Part-time Faculty – Reading and Study Skills
- Part-time Faculty Instructor – Sociology
- Part-time Faculty Instructor – Psychology
- Assistant Professor – ABA/Clinical Psychology
- Part-time Faculty – Honors
- Part-time Faculty – Introduction to Sociology

College of Creative Arts & Communication

- Part-time Instructor – Spanish
- Part-time Faculty – Photography
- Part-time Faculty – Communication Studies, Telecommunication Studies, and Journalism
- Assistant Professor – Telecommunication Studies (Sports Broadcasting)
- Assistant/Associate Professor – Digital Media (Tenure Track)
- Part-time Instructor – Trumpet
- Part-time Faculty – Theater and Dance
- Part-time Instructor – Viola
- Cross-Appointed, Tenure Track Assistant Professor – Spanish and Applied Linguistics

College of Science, Technology, Engineering and Mathematics

- Part-time Instructor – Mathematics
- Associate/Professor – Mechanical and Industrial Engineering
- Part-time Faculty – Physics
- Part-time Instructor – Mechanical Engineering Technology
- Assistant Professor – Civil & Environmental Engineering
- Assistant Professor – Chemistry
- Part-time Instructor – Mechanical Engineering
- Part-time Faculty – Chemistry
- Part-time Instructor – Electrical and Computer Engineering
- Part-time Faculty – Computer Science and Information Systems
- Part-time Faculty – Civil/Environmental and Chemical Engineering
- Assistant Professor – Mechanical Engineering
- Part-time Instructor – Mechanical Engineering
- First Year Engineering Program Director

College of Business Administration

- Assistant Professor – Manufacturing Management
- Assistant Professor – Technology Management
- Assistant or Associate Professor – Marketing (Tenure Track)
- Assistant or Associate Professor – Accounting
- Part-time Instructor – Management
- Part-time Instructor – Marketing
- Part-time Instructor – Accounting/Finance
- Part-time Instructor – Marketing/Center for Nonprofit Leadership
- Part-time Instructor – Management/Human Resource Management
- Part-time Instructor – Management (Undergraduate Courses)

Professional/Administrative

- Director, Internal Audit and Risk Management
- Dean & Professor, College of Creative Arts and Communication
- Digital Content Designer
- Career and Academic Advisor 2
- Associate Director, Student Conduct
- Assistant Coach, Swimming and Diving
- Senior Career and Academic Advisor 1
- Assistant Director for Programing
- Assistant Coach, Strength and Conditioning
- Director, Career and Academic Advising
- Academic Information System Specialist

Externally Funded Positions

- Instruction Specialist 1 – Rich Center for Autism
- Instruction Specialist Part-time – Rich Center for Autism

Classified Civil Service

- No current postings

Unclassified Service

- Intermittent University Police Officer 1
- Dispatcher 1 – Intermittent

LABOR RELATIONS ACTIVITY SUMMARY
to
The YOUNGSTOWN STATE UNIVERSITY BOARD of TRUSTEES
June 1, 2016

FEBRUARY 17, 2016 – PRESENT

ACE GRIEVANCES

No new grievances

APAS GRIEVANCES

85 February 29, 2016

Disputed job audit conclusion

86 March 23, 2016

Claim of Federal Christmas Holiday accrues
to APAS

87 March 23, 2016

Disputed disciplinary action

FOP GRIEVANCES

No new grievances

OEA GRIEVANCES

No new grievances

SUMMARY OF PERSONNEL ACTIONS
Classified Employees
1/16/16 through 4/15/16

Appointments – 1

- Classified Civil Service –1

Separations – 8

- Classified Civil Service –7
- Classified Non-Bargaining FOP – 1

Reclassifications – 0

Promotions – 2

- Classified Civil Service – 1
- FOP – 1

Transfers – 0

Salary Adjustments – 3

- ACE – 1
- FOP – 2

Displacements – 0

Layoffs – 0

Recalls – 0

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 1/16/16 THROUGH 4/15/16
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Dionne Corley	ACE	Customer Service Assistant 1	Undergraduate Admissions	1/25/2016	1.00	\$ 32,760.00

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 1/16/16 THROUGH 4/15/16
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	CONTRACT/ APPOINTMENT		
	TYPE	POSITION TITLE		DATES	FTE	SALARY
Mary Dota	ACE	Temporary Customer Service Assistant 1	Jambar	2/29/2016	0.37	\$ 12,121.20
Susan George	ACE	Administrative Assistant 1	Career Services	3/31/2016	1.00	\$ 48,651.20
Carla Mays	ACE	Secretary	Dean STEM	2/5/2016	0.50	\$ 16,619.20
Joyce O'Connell	ACE	Temporary Administrative Assistant 1	Electrical and Computer Engineering	4/15/2016	0.25	\$ 11,804.00
Michael Roberts	ACE	Database Analyst 3	Computer Services	4/8/2016	1.00	\$ 70,241.60
Laura Robich	ACE	Administrative Assistant 1 Intermittent Network Services	Kilcawley Center	1/22/2016	1.00	\$ 36,108.80
Wesley Stanton	ACE	Technician 1	Media and Academic Computing	3/25/2016	0.50	\$ 22,609.60
Harold Goist	FOP	Intermittent Police Officer 1	Police	3/31/2016	0.50	\$ 17,617.60

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 1/16/16 THROUGH 4/15/16
RECLASSIFICATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
None							

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 1/16/16 THORUGH 4/15/16
PROMOTIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT	NEW		PREVIOUS
				APPT. DATES	FTE	SALARY	SALARY
Steven Richards	ACE	STEM Laboratory Specialist	STEM	4/3/2016	1.00	\$ 52,977.60	\$ 49,961.60
Danica Buzard	FOP	Temporary Sergeant	Police	3/6/2016	1.00	\$ 49,982.40	\$ 44,532.80

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 1/16/16 THROUGH 4/15/16
TRANSFERS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
None						

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 1/16/16 THROUGH 4/15/16
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Danica Buzard	FOP	Police Officer 2 (Temporary appointment ended)	Police	3/20/2016	1.00	\$ 44,532.80	1.00	\$ 49,982.40
Joseph Schialdone	FOP	Police Officer 2 (Temporary appointment ended) Secretary (Temporary increase 2/29/16 to 06/30/16)	Police	3/6/2016	1.00	\$ 44,532.80	1.00	\$ 49,982.40
Harriet Reed	ACE		Student Experience	2/29/2016	1.00	\$ 48,942.40	0.50	\$ 24,471.20

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 1/16/16 THROUGH 4/15/16
DISPLACEMENTS RESULTING FROM LAYOFF**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE	FTE	NEW DEPARTMENT	DATE DISPLACED
None					

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 1/16/16 THROUGH 4/15/16
LAYOFFS AS A RESULT OF POSITION ABOLISHMENT

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF LAYOFF	FTE	SALARY
None						

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 1/16/16 TO 4/15/2016
RECALLS FROM LAYOFF

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	RECALLED DATE	FTE	SALARY
None						

Youngstown State University
 Snap Shot of Staffing Levels By Race and Gender
 From January 1-March 31, 2015/2016

Mar. 31, 2015	Caucasian		African American		Hispanic		Asian		Native American		Unknown**		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Faculty*	210	166	15	14	4	1	29	19	0	0	2	3	463
Professional/ Admin.	144	137	13	12	4	2	3	3	0	2	9	6	335
Classified	102	145	10	18	4	6	0	0	0	1	15	23	324
Externally Funded	19	42	0	6	1	0	1	1	0	0	0	1	71
Total	475	490	38	50	13	9	33	23	0	3	26	33	1193

Mar. 31, 2016	Caucasian		African American		Hispanic		Asian		Native American		Unknown**		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Faculty*	196	160	13	13	3	2	28	19	0	0	0	0	434
Professional/ Admin.	148	146	11	13	4	3	3	3	0	2	0	0	333
Classified	113	157	10	20	4	6	0	0	0	1	0	0	311
Externally Funded	30	78	1	6	0	1	0	1	0	0	0	0	117
Total	487	541	35	52	11	12	31	23	0	3	0	0	1195**

Difference	Caucasian		African American		Hispanic		Asian		Native American		Unknown**		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Faculty*	-14	-6	-2	-1	-1	1	-1	0	0	0	-2	-3	-29
Professional/ Admin.	4	9	-2	1	0	1	0	0	0	0	-9	-6	-2
Classified	11	12	0	2	0	0	0	0	0	0	-15	-23	-13
Externally Funded	11	36	1	0	-1	1	-1	0	0	0	0	-1	46
Total	12	51	-3	2	-2	3	-2	0	0	0	-26	-33	2**

Guidelines provided by U.S. Office of Management & Budget

Caucasian, not of Hispanic origin - Origins in any of the original peoples in Europe, North Africa or the Middle East

African American, not of Hispanic origin - Origins in any black racial group

Hispanic - Origins of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture, regardless of race.

Asian or Pacific Islander - Origins in any of the original peoples of the Far East, SE Asia, the Indian Subcontinent, or Pacific Islands

American Indian or Alaskan Native - Origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition

*Faculty includes full-time faculty, department chairs and other faculty exempt from the bargaining unit, does not include part-time faculty

** For the September Board of Trustees meeting, a category for employees identifying as Multi-Race will be included. Not included in the above chart are those employees who currently identify as Multi-Race: Professional/Administrative 1 Male; Classified 1 Male; and Externally Funded 1 Female. This brings the total employees to 1198.

Youngstown State University

Comparison of Staffing Levels By Race and Gender

August 1, 2014-April 30, 2015 and August 1, 2015-April 30, 2016

2014-2015	Caucasian		African American		Hispanic		Asian		Native American		Multi-Racial		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Faculty*	204	169	14	13	3	2	29	20	0	0	0	0	454
Professional/ Admin.	146	145	12	13	4	2	3	3	0	2	1	1	332
Classified	118	163	11	17	4	6	0	0	0	1	1	0	321
Externally Funded	18	47	0	6	1	0	1	1	0	0	0	1	75
Total	486	524	37	49	12	10	33	24	0	3	2	2	1182

2015-2016	Caucasian		African American		Hispanic		Asian		Native American		Multi-Racial		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Faculty*	206	171	14	14	3	2	29	20	0	0	0	0	459
Professional/ Admin.	154	151	13	13	5	3	3	3	0	2	1	2	350
Classified	117	162	10	20	4	6	0	0	0	1	1	0	321
Externally Funded	31	79	1	7	0	1	0	1	0	0	0	1	121
Total	508	563	38	54	12	12	32	24	0	3	2	3	1251

Difference	Caucasian		African American		Hispanic		Asian		Native American		Multi-Racial		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Faculty*	2	2	0	1	0	0	0	0	0	0	0	0	5
Professional/ Admin.	8	6	1	0	1	1	0	0	0	0	0	1	18
Classified	-1	-1	-1	3	0	0	0	0	0	0	0	0	0
Externally Funded	13	32	1	1	-1	1	-1	0	0	0	0	0	46
Total	22	39	1	5	0	2	-1	0	0	0	0	1	69

Guidelines provided by U.S. Office of Management & Budget

Caucasian, not of Hispanic origin - Origins in any of the original peoples in Europe, North Africa or the Middle East

African American, not of Hispanic origin - Origins in any black racial group

Hispanic - Origins of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture, regardless of race

Asian or Pacific Islander - Origins in any of the original peoples of the Far East, SE Asia, the Indian Subcontinent, or Pacific Islands.

American Indian or Alaskan Native - Origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition

*Faculty includes full-time faculty, department chairs and other faculty exempt from the bargaining unit; does not include part-time faculty

Office of Equal Opportunity and Policy Development
Hiring Activity under Policy 3356-2-04
Search Waivers for Hiring of Faculty and Professional/Administrative Staff

Requestor: Tammy King, Associate Dean College of Health and Human Services
Department/Unit: Deans Office
Position: Temporary Academic Advisor
Rationale: Temporary help pending decision regarding possible centralized advising for undetermined and conditionally admitted students.
Hired: Ronald Allen Markowitz

Requestor: Adam C. Earnhardt, Associate Professor and Acting Chair
Department/Unit: Communications
Position: Temporary Instructor
Rationale: Original search was for a tenured track faculty position but was changed to a temporary position with limited time for a search.
Hired: David Davis

Requestor: Jeff Buchanan, Professor
Department/Unit: English
Position: English Festival Coordinator
Rationale: Temporary, short-term appointment to plan and organize the English Festival.
Hired: Melanie Lowe

**EMPLOYEES GRANTED
STAFF DEVELOPMENT LEAVE
ACADEMIC YEAR 2016-2017**

NAME

DEPARTMENT

Association of Professional/Administrative Staff:

No applications received.

Professional/Administrative Exempt:

No applications received.