

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

**John R. Jakubek, Chair
David C. Deibel, Vice Chair
All Trustees are Members
Randy J. Dunn, *Ex-Officio***

**Thursday, December 5, 2013
3:00 p.m. or immediately following
previous meeting**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Disposition of Minutes for Meetings Held September 10, 2013; and October 9, 2013**
- B. Old Business**
- C. Committee Items**
 - 1. Human Resources**
 - a. Human Resources Action Items**
 - 1) Resolution to Modify Outside Consulting Services – Faculty Policy, 7004.01** Tab 1
Holly Jacobs, The University’s General Counsel, will report.
 - 2) Resolution to Modify Outside Consulting Services – Exempt Professional/
Administrative Staff, Including Deans and Chairs Policy, 7015.08** Tab 2
Holly Jacobs, The University’s General Counsel, will report.
 - b. Authorization for New Positions**
 - 1) Resolution to Approve the Creation and Recruitment of Associate Director
of Information Technology Services (ITS) - Operations** Tab 3
Gene Grilli, Vice President for Finance and Administration, will report.
 - 2) Resolution to Approve the Creation and Recruitment of Director of
Veterans/Military Affairs** Tab 4
Randy J. Dunn, President, and Jack Fahey, Vice President for Student Affairs, will
report.

- 3) Resolution to Approve the Recruitment of Provost and Vice President for Academic Affairs** **Tab 5**
Randy J. Dunn, President, will report.

- 4) Resolution to Ratify Appointments** **Tab 6**
Summary of appointments, promotions, and other personnel actions for faculty, classified civil service and professional/administrative staff and intercollegiate athletics coaching positions for August 10, 2013, through November 8, 2013. Board of Trustees approval is required for faculty, professional/administrative staff and intercollegiate athletics coaching position appointments. Gene Grilli, Vice President for Finance and Administration, and Kevin Reynolds, Chief Human Resources Officer, will report.

c. Human Resources Discussion Items

- 1) Report of Collective Bargaining and Negotiations Subcommittee**
A verbal report of the Collective Bargaining and Negotiations Subcommittee will be presented. John R. Jakubek will report.
- 2) Report of Intercollegiate Athletics Subcommittee**
A verbal report of the Intercollegiate Athletics Subcommittee will be presented. David C. Deibel will report.

2. General Counsel Update

a. General Counsel Update Discussion Item

- 1) Litigation Report** **Tab 7**
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.1.

AGENDA TOPIC: Resolution to Modify Outside Consulting Services – Faculty Policy, 7004.01

STAFF CONTACT(S): Holly A. Jacobs, General Counsel

BACKGROUND: This policy clarifies the consulting obligations of the Faculty in accordance with state law.

SUMMARY AND ANALYSIS: This policy clarifies the support of the University for faculty participation in consulting activities. Faculty must complete an Outside Consulting form on an annual basis and submit it for approval to the Chair and Dean. University facilities, supplies and resources may not be utilized in the provision of consulting services, unless approved in writing by the Provost and Vice President of Finance and Administration. Faculty must avoid any conflict of commitment with their faculty position at the University.

RESOLUTION:

**RESOLUTION TO MODIFY
OUTSIDE CONSULTING SERVICES – FACULTY POLICY**

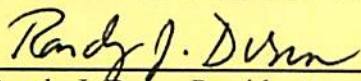
WHEREAS, the Institutional Policies are being reviewed and updated on an ongoing basis; and

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 Consulting Services, policy number 7004.01 of the *University Guidebook*, to be retitled as Outside Consulting Services – Faculty, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

RECOMMEND APPROVAL:


Randy J. Dunn, President

**Board of Trustees Meeting
December 18, 2013
YR 2014-**

UNIVERSITY GUIDEBOOK

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|------------------------------|--|
| Title of Policy: | Outside Consulting Services – Faculty |
| Responsible Division/Office: | Finance and Administration/Human Resources |
| Approving Officer: | Vice President for Finance & Administration; Provost |
| Revision History: | April 1999; December 2013 |
| Resolution Number(s): | YR 1999-106; YR 2014- |
| Board Committee: | University Affairs |
| EFFECTIVE DATE: | December 18, 2013 |
| Next Review: | 2018 |

Policy: The University supports faculty participation in activities in the government, industry, and other private institutions that generally serve the academic interest of the University. Students, the University, and the State of Ohio generally benefit from experiences faculty bring to the classroom and the recognition that such experiences bring to the faculty and University. Therefore, faculty may provide professional consulting services to entities or individuals outside the University and receive compensation for such services as long as the services do not create a conflict of commitment with the performance of their University duties, conflict with applicable University policy, or violate any state or federal statute or applicable research or grant funding guidelines.

Purpose: The purpose of this policy is to establish guidelines under which faculty may engage in outside paid consulting services and the reporting requirements which arise when faculty engage in such services outside of their University duties and in their areas of general professional expertise. This policy does not apply to external professional activities that are expected of faculty in their professional roles, such as work on peer review panels and advisory bodies for other universities or publishers.

Definition: In general, consulting is defined as professional activity related to the person's field or discipline, where a fee-for-service or equivalent relationship with a third party exists.

Procedures:

1. This policy does not apply to Professional/Administrative staff, including Deans and Chairs.

2. Generally, the proportion of a faculty member's professional effort devoted to consulting should not exceed one business day per week. Acceptance of a faculty appointment at the University requires that the faculty member make a commitment to the University consistent with the faculty appointment and academic rank. Outside consulting should not conflict with the overriding commitment made to the University.
3. Prior to the commencement of any consulting activity, faculty must fully complete and receive approval of an Outside Consulting Form (Form). In order to insure that a consulting arrangement is in compliance with this policy, the Form must be completed on an annual basis for each new and on-going consulting arrangement and shall be submitted for approval/disapproval to the Department Chair and College Dean prior to the commencement of any consulting activity. The Form shall be retained in the Office of Human Resources.
4. University facilities, supplies, equipment, and resources, including letterhead, (collectively referred to as "resources") may not be utilized when providing consulting services without appropriate compensation and prior written approval of the Vice President for Finance and Administration and the Provost. Faculty shall not use the University name or the fact that they are affiliated with the University in a manner that suggests that the University approves the product or service that is the subject of the consulting or that would suggest University involvement or approval of the consulting activity, purpose or findings.
5. Under Ohio law, the University owns any intellectual property that results from research or investigation conducted by employees within the scope of their employment or with funding, equipment, or infrastructure provided by or through the University. Approval for the use of University resources does not negate the University's rights to and interest in discoveries, inventions or patents pursuant to Ohio law.
6. Consulting services may not be offered for activities provided by the University as part of its usual operation. Faculty may not enter into consulting arrangements that compete with the interests and work of the University.
7. Faculty are responsible for any damages or claims for damages which may arise in connection with their outside consulting activities. The limited immunity conferred by Section 9.86 of the Ohio Revised Code does not apply to consulting activities.
8. Faculty providing consulting services should also refer to University Guidebook Policies 7001.01, - Conflict of Interest, and 5013.01, - Licensing of University Names and Marks.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

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| Subject: Consulting Services | |
| Title of Policy: | Outside Consulting Services – Faculty |
| Responsible Division/Office: | Finance and Administration/Human Resources |
| Approving Officer: | Vice President for Finance & Administration; Provost |
| Revision History: | April 1999; December 2013 |
| Resolution Number(s): | YR 1999-106; YR 2014- |
| Board Committee: | University Affairs |
| EFFECTIVE DATE: | December 18, 2013 |
| Next Review: | 2018 |

| | |
|--|---|
| Developed by: G. L. Mears | Authorized by: Leslie H. Cochran |
| Title: Executive Vice President | Title: President |
| Date: April, 1999 | EFFECTIVE: June 11, 1999 |

Policy: The University supports faculty participation in activities in the government, industry, and other private institutions that generally serve the academic interest of the University. Students, the University, and the State of Ohio generally benefit from experiences faculty bring to the classroom and the recognition that such experiences bring to the faculty and University. Therefore, faculty may provide professional consulting services ~~University employees are permitted to offer professional consulting services~~ to entities or individuals outside the University and receive compensation for such services as long as the services do not ~~interfere with the performance of University duties, violate any statutes, or involve a conflict of interest~~ create a conflict of commitment with the performance of their University duties, conflict with applicable University policy, or violate any state or federal statute or applicable research or grant funding guidelines.

~~RESOLUTION NUMBER: YR 1999 – 106~~

Purpose: ~~Consulting services not only benefit the entities or individuals receiving such services, they help to broaden the experience base of the person offering the service, they enhance the professional stature of that person in their chosen field of study, and they expand and enrich the reputation of the University.~~ The purpose of this policy is to establish guidelines under which faculty may engage in outside paid consulting services and the reporting requirements which arise when faculty engage in such services outside of their University duties and in their areas of general professional expertise. This policy

does not apply to external professional activities that are expected of faculty in their professional roles, such as work on peer review panels and advisory bodies for other universities or publishers.

Definition: In general, consulting is defined as professional activity related to the person's field or discipline, where a fee-for-service or equivalent relationship with a third party exists.

Procedures:

1. This policy does not apply to Professional/Administrative staff, including Deans and Chairs.
2. Generally, the proportion of a faculty member's professional effort devoted to consulting should not exceed one business day per week. Acceptance of a faculty appointment at the University requires that the faculty member make a commitment to the University consistent with the faculty appointment and academic rank. Outside consulting should not conflict with the overriding commitment made to the University.
3. Prior to the commencement of any consulting activity, faculty must fully complete and receive approval of an Outside Consulting Form (Form). In order to insure that a consulting arrangement is in compliance with this policy, the Form must be completed on an annual basis for each new and on-going consulting arrangement and shall be submitted for approval/disapproval to the Department Chair and College Dean prior to the commencement of any consulting activity. The Form shall be retained in the Office of Human Resources.
4. University facilities, supplies, equipment, and resources, including letterhead, (collectively referred to as "resources") may not be utilized when providing consulting services ~~as long as advanced arrangements including full reimbursement have been made with the appropriate~~ without appropriate compensation and prior written approval of the Vice President for Finance and Administration ~~or~~ and the Provost. Faculty shall not use the University name or the fact that they are affiliated with the University in a manner that suggests that the University approves the product or service that is the subject of the consulting or that would suggest University involvement or approval of the consulting activity, purpose or findings.
5. Under Ohio law, the University owns any intellectual property that results from research or investigation conducted by employees within the scope of their employment or with funding, equipment, or infrastructure provided by or through the University. Approval for the use of University resources does not negate the University's rights to and interest in discoveries, inventions or patents pursuant to Ohio law.

6. Consulting services may not be offered for activities provided by the University as part of its usual operation. Faculty may not enter into consulting arrangements that compete with the interests and work of the University.
7. ~~Under certain circumstances, compensation for consulting services provided by University officials may conflict with existing statutes. University employees are encouraged to obtain outside advice when stipend/honorarium is received that exceeds normal expense reimbursement.~~ Faculty are responsible for any damages or claims for damages which may arise in connection with their outside consulting activities. The limited immunity conferred by Section 9.86 of the Ohio Revised Code does not apply to consulting activities.
8. ~~Employees~~ Faculty providing consulting services should also refer to University Guidebook Policies 7001.01, - Conflict of Interest, and 5013.01, - Licensing of University Names and Marks, ~~and those covered by collective bargaining agreements should refer to the appropriate agreement. Exempt professional/administrative staff should also refer to 7015.08 Fringe Benefits Provision for Consulting Services of Exempt Professional/Administrative Staff.~~

AGENDA ITEM: C.1.a.2.

AGENDA TOPIC: Resolution to Modify Outside Consulting Services – Exempt Professional/Administrative Staff, Including Deans and Chairs Policy, 7015.08

STAFF CONTACT(S): Holly A. Jacobs, General Counsel

BACKGROUND: This policy clarifies the consulting obligation of the Exempt Staff, including Deans and Chairs, in accordance with state law.

SUMMARY AND ANALYSIS: This policy requires that Exempt Staff, including Deans and Chairs, complete an Outside Consulting form within thirty days of performing consulting services and submit it for approval to the supervisor and Provost or Vice President. Consulting work may not interfere with one's assigned duties, violate Ohio's conflict of interest laws or other university policy. Employees may use approved vacation or personal leave. University facilities, supplies and resources may not be utilized in the provision of consulting services, unless approved in writing by the Provost and Vice President of Finance and Administration. Exempt Staff must avoid conflicts of interest in accordance with state law.

RESOLUTION:

**RESOLUTION TO MODIFY OUTSIDE CONSULTING
SERVICES – EXEMPT PROFESSIONAL/ADMINISTRATIVE STAFF,
INCLUDING DEANS AND CHAIRS POLICY**

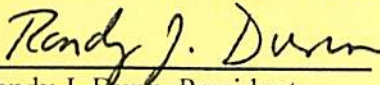
WHEREAS, the Institutional Policies are being reviewed and updated on an ongoing basis; and

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 Fringe Benefits – Provision for Consulting Services of Exempt Professional/Administrative Staff, policy number 7015.08 of the *University Guidebook*, to be retitled as Outside Consulting Services of Exempt Professional/Administrative Staff, Including Deans and Chairs, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

RECOMMEND APPROVAL:



Randy J. Dunm, President

Board of Trustees Meeting
December 18, 2013
YR 2014-

UNIVERSITY GUIDEBOOK

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|------------------------------|---|
| Title of Policy: | Outside Consulting Services – Exempt Professional/Administrative Staff, Including Deans and Chairs |
| Responsible Division/Office: | Finance and Administration/Human Resources |
| Approving Officer: | Vice President for Finance & Administration; Provost |
| Revision History: | April 1999; December 2013 |
| Resolution Number(s): | YR 1999-109; YR 2014- |
| Board Committee: | University Affairs |
| EFFECTIVE DATE: | December 18, 2013 |
| Next Review: | 2018 |

Policy: University staff are expected to primarily devote their work activities to their assigned University work responsibilities. They may, however, engage in consulting services with outside entities or individuals and receive compensation for such services provided that the services do not interfere with the performance of their assigned University responsibilities, create a conflict of interest, or violate University policy or Ohio Ethics Laws. Such consulting services benefit the entities or individuals receiving such services and also help to broaden the experience base and enhance the professional stature of the person offering the service, and expand and enrich the reputation of the University.

Purpose: The purpose of this policy is to establish guidelines which allow staff to engage in consulting activities with outside entities or individuals while continuing to fulfill their work responsibilities and commitment to the University.

Definition: In general, consulting is defined as professional activity related to the person's field or discipline, where a fee-for-service or equivalent relationship with a third party exists.

Parameter: Exempt professional/administrative staff who earn leave may use vacation or personal leave for the purpose of providing off-campus consulting services appropriate to their University position, professional expertise, or academic discipline. Exempt professional/administrative staff may use off-duty periods to perform consulting, however, all applicable forms and approval requirements under this policy remain in effect.

Procedures:

1. Exempt professional/administrative staff considering service as a consultant should first discuss their interest with their immediate supervisor. This preliminary discussion should include the impact such service may have on duties and assignments and the anticipated time commitment and length of service. If there is agreement that the service may be pursued, the staff member must fully complete the Professional/Administrative Staff Outside Consulting Form (Form) and submit the form to his/her supervisor for approval/disapproval. Generally, the Form should be submitted to the supervisor at least 30 days prior to the time when consulting services are to begin.
2. If the supervisor supports the request, an endorsed copy of the request is forwarded to the next level. This process continues until the request, with endorsements, is received by the Provost or appropriate Vice President. The Form shall be retained in the Office of Human Resources.
3. Final approval for authorization is the Provost or appropriate Vice President.
4. University facilities, supplies, equipment, and resources, including letterhead, (collectively referred to as "resources") may not be utilized when providing consulting services without appropriate compensation and prior written approval of the Vice President for Finance and Administration and the Provost or appropriate Vice President. A staff member may not use the University name or the fact that they are affiliated with the University in a manner that suggests that the University approves the product or service that is the subject of the consulting or that would suggest University involvement or approval of the consulting activity, purpose or findings.
5. Exempt professional/administrative staff providing consulting services should refer to University Guidebook Policies 7001.01, - Conflict of Interest, 7004.01, - Consulting Services, and 5013.01, - Licensing of University Names and Marks.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

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| Subject: Title of Policy: | Fringe Benefits – Provision for Outside Consulting Services of – Exempt Professional/Administrative Staff, Including Deans and Chairs |
| Responsible Division/Office: | Finance and Administration/Human Resources |
| Approving Officer: | Vice President for Finance & Administration; Provost |
| Revision History: | April 1999; December 2013 |
| Resolution Number(s): | YR 1999-109; YR 2014- |
| Board Committee: | University Affairs |
| EFFECTIVE DATE: | December 18, 2013 |
| Next Review: | 2018 |

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|--|---|
| Developed by: G. L. Mears | Authorized by: Leslie H. Cochran |
| Title: Executive Vice President | Title: President |
| Date: April, 1999 | EFFECTIVE: June 11, 1999 |

Policy: ~~The University is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education; to take advantage of events, activities and performances offered; and to otherwise enhance each employee's standard of living. University staff are expected to primarily devote their work activities to their assigned University work responsibilities. They may, however, engage in consulting services with outside entities or individuals and receive compensation for such services provided that the services do not interfere with the performance of their assigned University responsibilities, create a conflict of interest, or violate University policy or Ohio Ethics Laws. Such consulting services benefit the entities or individuals receiving such services and also help to broaden the experience base and enhance the professional stature of the person offering the service, and expand and enrich the reputation of the University.~~

~~RESOLUTION NUMBER: YR 1999-109~~

Purpose: ~~Consulting services not only benefit the entities or individuals receiving such services, they help to broaden the experience base of the person offering the service, they enhance the professional stature of that person in their chosen field of study, and they expand and enrich the reputation of the University. The purpose of this policy is to establish guidelines which allow staff to engage in consulting activities with outside entities or individuals while continuing to fulfill their work responsibilities and commitment to the University.~~

Definition: In general, consulting is defined as professional activity related to the person's field or discipline, where a fee-for-service or equivalent relationship with a third party exists.

Parameter: Exempt professional/administrative staff who earn leave may use ~~up to twelve vacation or personal days per year leave~~ for the purpose of providing off-campus consulting services appropriate to their University position, professional expertise, or academic discipline. ~~Exempt professional/administrative staff may use off-duty periods to perform consulting, however, all applicable forms and approval requirements under this policy remain in effect. These days cannot be carried forward from one year to the next.~~

Procedures:

1. Exempt professional/administrative staff considering service as a consultant should first discuss their interest with their immediate supervisor. This preliminary discussion should include the impact such service may have on duties and assignments ~~and the anticipated time commitment and length of service.~~ If there is agreement that the service may be pursued, the staff member must fully complete the Professional/Administrative Staff Outside Consulting Form (Form) and submit the form to his/her supervisor for approval/disapproval. Generally, the Form should be submitted to the supervisor at least 30 days prior to the time when consulting services are to begin.
- ~~2. If there is agreement that such service may be pursued, the supervisor will alert the appropriate administrative and/or executive officer to that possibility.~~
- ~~3. A written request to serve in an off-campus consultant capacity shall be submitted to the individual's supervisor in as far in advance as possible. This request should specify the duration of the service and how the University responsibilities will be addressed.~~
4. If the supervisor supports the request, an endorsed copy of the request is forwarded to the next level. This process continues until the request, with endorsements, is received by the Provost or appropriate Vice President. ~~The Form shall be retained in the Office of Human Resources.~~
5. Final approval for authorization is the Provost or ~~appropriate~~ Vice President.
- ~~6. University facilities, supplies, equipment, and resources, including letterhead, (collectively referred to as "resources") may not be utilized when providing consulting services without appropriate compensation and prior written approval of the Vice President for Finance and Administration and the Provost or appropriate~~

Vice President. A staff member may not use the University name or the fact that they are affiliated with the University in a manner that suggests that the University approves the product or service that is the subject of the consulting or that would suggest University involvement or approval of the consulting activity, purpose or findings.

7. Exempt professional/administrative staff providing consulting services should refer to **University Guidebook Policies** 7001.01, - Conflict of Interest, 7004.01, - Consulting Services, and 5013.01, - Licensing of University Names and Marks.

AGENDA ITEM: C.1.b.1.

AGENDA TOPIC: Resolution to Approve the Creation and Recruitment of Associate Director of Information Technology Services (ITS) - Operations

STAFF CONTACT(S): Eugene Grilli, Vice President for Finance and Administration, and Ken Schindler, Associate Vice President for Information Technology Services/Chief Technology Officer

BACKGROUND:

ITS merged three technical groups under a single Director level Manager. This includes two server teams and the Telecom-Networking team. Given:

1. The need to provide a single integrated technical vision for voice networking, data networking and server architecture.
2. The incumbent Director may opt to retire in 9 months (he has not openly expressed his plans).
3. The Telecom supervisor's expressed intent to retire at the end of FY 14.
4. The resignation of the Director of Network Telecommunications and Security.

The Associate Director of ITS Operations which is currently filled by with an interim appointment now needs to be filled on a permanent basis. For additional clarification, the position description is attached.

SUMMARY AND ANALYSIS:

We are requesting that position and funding previously dedicated to the vacated Director's position be allocated to making the Associate Director's position permanent.

Beyond the daily supervision of server support staff, this position is charged with providing a single integrated technical vision for voice networking, data networking, and server architecture and translating this vision into a viable and sustainable infrastructure supporting the core technology needs of the University.

The position will remain a P/A exempt in the H9 band so the current director's salary will suffice to fill this position.

In summary, this position will:

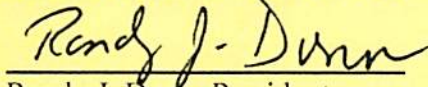
1. Research and recommend (voice and data) Networking and Server technologies and priorities for upgrade projects.
2. Supervise the Server Team on a day-to-day basis, as well as participate in server administration.
3. Function as Manager of ITS-Operations in the Manager's absence.

RESOLUTION:

**RESOLUTION TO APPROVE THE CREATION AND
RECRUITMENT OF THE ASSOCIATE DIRECTOR OF
INFORMATION TECHNOLOGY SERVICES (ITS) - OPERATIONS**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the University to recruit an Associate Director of Information Technology Services (ITS) - Operations.

RECOMMEND APPROVAL:



Randy J. Durn, President

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 1 of 2



YOUNGSTOWN STATE UNIVERSITY

Issue Date: 11/13

Salary Range: G8
(\$86,696 Mid)

Reviewed By: KS/SL

TITLE: Associate Director of Information Technology Services (ITS) - Operations

DEPARTMENT: Information Technology Services (ITS)

JOB SUMMARY:

To provide direction for the University in the design, implementation, monitoring, and support of campus (voice and data) networking and server infrastructure, and related services including Internet, Wi-Fi, and cellular services; with the goal of providing cost-effective high-quality services that enhance the teaching & research mission of the University.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Supervises Server Administration team.

Participates in server administration planning and day to day support.

Monitors campus network voice and data traffic, identifies current or potential capacity issues, and recommends solutions ranging from point solutions to global solutions.

Researches and investigates new and emerging networking and server technologies. Conducts acceptance testing and acquires evaluation units when necessary; and interacts with vendors for the purpose of investigating new equipment and services.

Develops and recommends strategic networking and technology directions for the University's Information Technology Services unit. Assists in the development and responsibly directs the implementation of policies and procedures related to network and server technology, and related services such as Internet, Wi-Fi and cellular services.

Recommends, designs, and reviews networking technology architecture with University leadership and stakeholders; communicate the role and value of the network to the university; present the business case for technology investments.

Works with University departments to understand and document current and future requirements in the development of scalable and cost-effective technology solutions.

Establishes and maintains mutual understanding of needs and scope of data and voice network technology infrastructure, security and related services. Documents network architecture and technology infrastructure topology.

Assists University departments with design and implementation tasks related to building projects, technology infrastructure, security and related services. Assists technology staff in the troubleshooting of escalated and/or complex problems.

Represents ITS on various committees and working groups in support of University initiatives.

Represents YSU in various local, state and national organizations as appointed.

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 2 of 2

TITLE: Associate Director of Information Technology Services (ITS) - Operations

OTHER FUNCTIONS & RESPONSIBILITIES:

Performs other tasks and duties as assigned.

SUPERVISION EXERCISED:

Provides day to day Administrative, functional, and project supervision of Server Administration Team. Provides day to day supervision of Operations Team in the absence of the Operations Manager.

REPORTS TO: Manager of ITS Operations

PHYSICAL REQUIREMENTS:

Ability to lift, move and/or carry computing equipment, related peripherals and other items of similar weight (approximately 30 to 40 pounds) or less.

MINIMUM QUALIFICATIONS:

Bachelor's degree required, with minimum 5 years of experience in data and voice network technology infrastructure, server administration, and related services.

PREFERRED QUALIFICATIONS:

Technical and/or managerial experience in college and/or university administration. Master's degree or higher.

AGENDA ITEM: C.1.b.2

AGENDA TOPIC: Resolution to Approve the Creation and Recruitment of Director of Veterans/Military Affairs

STAFF CONTACTS: Randy J. Dunn

BACKGROUND: As outlined in previous communication with the Board of Trustees, there is a need to clarify the Board's intentions in regard to the position establishment, search, and hiring of a *Director* of Veterans/Military Affairs, which would constitute a second professional staff person within that administrative unit. There is a single staff member, a *Coordinator* of Veterans/Military Affairs, working in that unit currently.

SUMMARY AND ANALYSIS: In March 2013, an attempt was made to hire two individuals in Coordinator positions for Veterans/Military Affairs—a unit within the Division of Student Affairs. Originally, that hire was to be for one individual only; however, given a strong candidate pool, the second position at the Coordinator level went forward based upon a decision by then-President Anderson to reallocate a vacant Student Affairs position for the second hire.

However, because of a collective bargaining agreement issue, the University was precluded from hiring two coordinators at that time based upon one search. Once the relevant labor issues were worked through, Vice President Jack Fahey eventually moved forward with a second coordinator search.

Since that time, it seems apparent that there remain various schools of thought among Trustees as to whether the University should 1) do a second staff hire for V/MA at all; 2) do the second staff hire, but at the Coordinator level as earlier authorized; or 3) use the opportunity provided by a second position to instead bring in a staff person at the Director level for V/MA. At this time and given various interpretations to this point, staff is seeking direction on how to proceed.

If the Board determines to proceed with a second Coordinator hire, we hope that might be accomplished fairly quickly with an appointment, based upon the second search that has already been done. If the determination is to hire a Director, a new search will need to be commenced.

Attached is a worksheet that lays out some staffing and cost considerations that may be helpful to your deliberations. (At the time of this writing, research is continuing within Human Resources to assign the grade/salary range for the Director position and that can be shared with the BOT when more specific information is available—such is not listed at this time on the attached position description as referenced below.)

Doing the second hire, even at just a Coordinator level, does provide a comparable level of staffing with our Ohio peer institutions. However, having two equal staffers can create authority issues.

Having a Director elevates V/MA on the campus and in the region, and gives it a higher profile. Beyond the obvious added cost, there may also be a challenge or uncertainty in attracting highly qualified candidates at that level.

We have also prepared a position description that would apply to the Director's position. If a hire is accomplished at the Director level, a revised Coordinator's position description would then also be needed—from what exists presently with only a sole staffer in V/MA. Those respective descriptions are also appended to these materials for Board review.

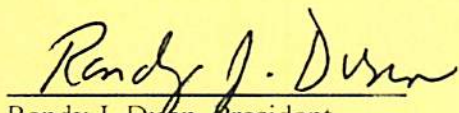
For purposes of getting this item to the Board for a final disposition on how to proceed, it is being forwarded here as a recommendation. However, if the determination is made due to cost or other considerations to not expand staffing at this time, I feel confident we can still deliver a level of programs and services to our veteran students that is valuable. The decision may ultimately be one of optimality.

RESOLUTION:

**RESOLUTION TO APPROVE THE CREATION AND RECRUITMENT OF THE DIRECTOR
OF VETERANS/MILITARY AFFAIRS**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the University to recruit a Director of Veterans/Military Affairs.

RECOMMEND APPROVAL:



Randy J. Dunn, President
Board of Trustees Meeting
December 18, 2013
YR 2014-

STAFFING AND COST BACKGROUND FOR VETERANS/MILITARY AFFAIRS AT YSU

Current Veterans Staffing Configuration at IUC Universities

Akron U.

*Assoc. Director, Transfer and Adult Student Enrollment Center

Two Coordinators for V/MA

Cleveland State

Coordinator

Counselor

Kent State

*Assistant Director, Adult and Veteran Services

Graduate Assistant

Toledo

*Director, Adult, Transfer, Military Admissions

Wright State

Associate VP, Military Affairs

Director, Veteran and Military Center (Ph.D.-level position)

Assistant Director of Veterans Affairs

(*On some campuses the Veterans/Military program is also part of another office.)

Staffing Cost Projections

Two Coordinators

| | <i>Salary</i> | <i>Cost w/Benefits</i> |
|--|------------------|------------------------|
| Current Coordinator | \$56,793 | \$76,671 |
| Additional Coordinator | <u>\$51,000</u> | <u>\$68,850</u> |
| Total | \$107,793 | \$145,521 |
| Projected Savings | | (\$30,000) |
| in Financial Aid (loss of .5 fte if candidate in FA takes vets processing & certification to V/MA) | | |
| End Cost | | \$115,521 |

Director and Coordinator

| | <i>Salary</i> | <i>Cost w/Benefits</i> |
|---------------------|------------------|------------------------|
| Director | \$65,000 | \$87,750 |
| Current Coordinator | <u>\$56,793</u> | <u>\$76,671</u> |
| Total | \$121,793 | \$164,421 |

Higher Level Director and Coordinator

| | <i>Salary</i> | <i>Cost w/Benefits</i> |
|---------------------|------------------|------------------------|
| Director | \$95,000 | \$128,850 |
| Current Coordinator | <u>\$56,793</u> | <u>\$76,671</u> |
| Total | \$121,793 | \$204,921 |

(NOTE: Director salaries are estimates only based upon what we know about Ohio ranges for these positions.)

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 1 of 2

Issue Date:

Salary Range:

Reviewed By:

FLSA Review:

TITLE: Director – Veterans/Military Affairs

DEPARTMENT: Student Affairs

JOB SUMMARY:

To plan, manage, and evaluate the operational, financial, and personnel activities of the Veterans/Military Center.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Develop, monitor, evaluate, and maintain supportive programming for YSU veteran/military students.

Recruit, retain, and graduate prospective students by developing and implementing a comprehensive recruitment/retention/progress program.

Administer and maintain the new Veterans Center. Establish a campus presence for the advocacy of veteran/military issues and where veteran/military students feel welcomed.

Advise, assist students and prospects about their program of study, eligible courses, funding options, grades, and eligibility requirements under various VA Chapters. Assist students with paperwork processing.

Form, recruit, monitor, and evaluate undergraduate classes for veterans only.

Interact on behalf of students who are called to duty to assure no financial or academic penalties are assessed due to deployment.

Maintain established VA Web page.

Advise the Vice President for Student Affairs and others on issues affecting YSU students who are veterans/military.

To assist veteran/military students and their families in their transition to the University.

To ensure that veteran/military students receive the support services necessary to be successful in their academic endeavors.

Market the Center to ensure that it becomes widely known as a place that enhances the success of veteran/military students.

Select, train, supervise, and evaluate staff.

Oversee budget. Authorize expenditures.

Develop and implement policies/procedures in compliance with state and federal laws, OBOR guidelines, and existing University policies.

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 2 of 2

TITLE: Director – Veterans/Military Affairs

Process sensitive certificates and submit special requests to state and federal offices as needed.

Maintain relationships with county, state, and federal agencies to facilitate referrals/recruitments/partnerships.

Be aware of all changes in federal and state laws and policies and procedures as applied to all VA and DOD educational benefits. Update all literature, forms, and web pages as needed.

Establish a working relationship with Ohio's GI Promise Liaison for the OBOR and IUC Veterans Coordinators.

Maintain advisory councils made up of campus and community representatives to advise OVA in regard to local, regional, state, and national veterans' issues.

Oversee a Student Affairs working group made up of representatives from the Office of Financial Aid and Scholarships, Admissions, Registration, Career Services, Student Accounts, Marketing, and other associated offices.

Form a grant writing team to apply for financial support to assist in sustaining veteran programs and initiatives.

Regularly assess the effectiveness of all activities as well as the needs of students.

OTHER FUNCTIONS & RESPONSIBILITIES:

Performs other related duties as assigned.

SUPERVISION EXERCISED:

One P/A Staff

TITLE: Director – Veterans/Military Affairs

REPORTS TO:

Vice President for Student Affairs

MINIMUM QUALIFICATIONS:

Master's degree in business, Higher Education, Counseling, Social Work or related field required, with minimum five years of experience in higher education administration, including at least two years working directly with veteran/military students.

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 1 of 2

Issue Date:

Salary Range:

Reviewed By:

FLSA Review:

TITLE: Coordinator – Veterans/Military Affairs

DEPARTMENT: Student Affairs

JOB SUMMARY:

To assist with establishing and administering programs that assist prior and current military students in obtaining their college education.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Advise, assist students and prospects about their program of study, eligible courses, funding options, grades, and eligibility requirements under various VA Chapters. Assist students with paperwork processing.

Develop, monitor, evaluate, and maintain supportive programming for YSU students of prior and current military service.

Verify enrollment status, review transcripts from other post-secondary institutions for previous certification of courses in assisting students to be accepted by YSU.

Monitor student headcount, student progress, and student success.

Meet 1:1 to recruit prospective students and to assist in matriculation and VA and DOD Educational Benefit selection.

Assist with administering and maintaining the new Veterans Center.

Maintain VA Web page.

Develop, implement, and monitor programs that address veteran's issues, concerns, and needs as they pertain to the University.

Assist veterans and their families in their transition to the University.

Ensure that veterans receive the support services necessary to be successful in their academic endeavors.

Assist the University in the recruitment and retention of veteran students.

Assist veteran students in forming and implementing an academic/career plan.

Implement policies/procedures in compliance with state and federal laws.

Form, recruit, monitor, and evaluate undergraduate classes for veterans only.

Interact on behalf of students who are called to duty to assure no financial or academic penalties are assessed due to deployment.

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 2 of 2

TITLE: Coordinator – Veterans/Military Affairs

Process sensitive certifications and submit special requests to state and federal offices as needed.

Be aware of all changes in federal laws, policies, and procedures as applied to all VA and DOD educational benefits. Update all literature, forms, and web pages as needed.

Maintain relationships with county, state, and federal agencies to enhance referrals/recruitments/partnerships.

Establish a working relationship with Ohio's GI Promise Liaison for the OBOR and IUC Veterans Coordinators.

OTHER FUNCTIONS & RESPONSIBILITIES:

Performs other related duties as assigned.

SUPERVISION EXERCISED:

None

TITLE: Coordinator – Veterans/Military Affairs

REPORTS TO:

Director, Veterans/Military Affairs

MINIMUM QUALIFICATIONS:

Master's degree in business, teaching, or related field required, with minimum two years of experience in higher education administration.

PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION

Page 1 of 3

Issue Date:

Salary Range:

Reviewed By:

FLSA Review:

TITLE: Coordinator – Veterans/Military Affairs

DEPARTMENT: Student Affairs

JOB SUMMARY:

To assist with establishing and administering programs that assist prior and current military students in obtaining their college education.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

~~Conduct meetings and provide University Administration with options and suggestions to policies and procedures that support veterans and current military students at YSU.~~

~~Process sensitive certifications and submitting special request to State and Federal offices.~~

Advise, assist students and prospects about their program of study, eligible courses, funding options, grades, and eligibility requirements under various VA Chapters. Assist students with paperwork processing.

Develop, monitor, evaluate, and maintain supportive programming for YSU students of prior and current military service.

Verify enrollment status, reviews internal and external transcripts from other post-secondary institutions for previous certification of courses in assisting students to be accepted by YSU.

Monitor student headcount, student progress, and student success. track changes in grades, status and parts of term and curriculum.

Meet 1:1 to recruit prospective students and to assist in matriculation and VA and DOD Educational Benefit selection.

Assist with administering and maintaining the new Veterans Center.

Maintain VA Web page.

Develop, implement, and monitor programs that address veteran's issues, concerns, and needs as they pertain to the University.

Assist veterans and their families in their transition to the University.

Ensure that veterans receive the support services necessary to be successful in their academic endeavors.

Assist the University in the recruitment and retention of veteran students.

Assist veteran students in forming and implementing an academic/career plan.

PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION

Page 2 of 3

TITLE: Coordinator – Veterans/Military Affairs

~~Develop and implement policies/procedures in compliance with state and federal laws.~~

~~Develop, monitor, evaluate, and maintain supportive programming for YSU students of prior and current military service.~~

~~Meet 1:1 to recruit prospective students and to assist in matriculation and VA and DOD Educational Benefit selection.~~

~~Maintain relationships with county, state and federal agencies for referrals/recruitments/partnerships.~~

Form, recruit, monitor, and evaluate undergraduate classes for veterans only.

Interact on behalf of students who are called to duty to assure no financial or academic penalties are assessed due to deployment.

Process sensitive certifications and submit special requests to state and federal offices as needed.

Be aware of all changes in federal laws, and policies, and procedures as applied to all VA and DOD educational benefits. Update all literature, forms, and web pages as needed.

Maintain relationships with county, state, and federal agencies to enhance referrals/recruitments/partnerships.

Establish a working relationship with Ohio's GI Promise Liaison for the OBOR and IUC Veterans Coordinators.

~~Administer and maintain the new Veterans Center.~~

~~Maintain established VA Web page.~~

~~To establish a campus presence in the place of origin for the advocacy of veterans issues, and to advise the Vice President for Student Affairs on issues affecting YSU students who are veterans.~~

~~To establish an on-campus presence where veterans feel welcomed.~~

~~To develop, implement and monitor programs that address veterans' issues, concerns, and needs as they pertain to the University.~~

~~To assist veterans and their families in their transition to the University.~~

~~To ensure that veterans receive the support services necessary to be successful in their academic endeavors.~~

~~To assist the University in the recruitment and retention of veteran students.~~

~~Assist veteran students in forming and implementing an academic/career plan.~~

~~Maintain an advisory council made up of campus and community representatives to advise OVA in regard to local, regional, state, and national veterans issues.~~

~~Oversee a Student Affairs working group made up of representative from the Office of Financial Aid and Scholarships, Admissions, Registration, Career Services, Student~~

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 3 of 3

~~Accounts, and other associated offices~~

~~Form a grant writing team to apply for financial support to assist the University and the Office of Veterans Affairs in sustaining veteran programs and initiatives.~~

~~Construct and maintain databases and statistics reflective of YSU' veterans.~~

~~Design, implement, and assess surveys that identify veteran populations for the purpose of program development.~~

OTHER FUNCTIONS & RESPONSIBILITIES:

Performs other related duties as assigned.

SUPERVISION EXERCISED:

None

TITLE: Coordinator – Veterans/~~Military~~ Affairs

REPORTS TO:

~~Vice President for Student Affairs~~ Director, Veterans/~~Military~~ Affairs

MINIMUM QUALIFICATIONS:

Master's degree in business, teaching, or related field required, with minimum two years of experience in higher education administration.

AGENDA ITEM: C.b.3

AGENDA TOPIC: Resolution to Approve the Recruitment of Provost and Vice President for Academic Affairs

STAFF CONTACT: Randy J. Dunn

BACKGROUND: As the position of Provost and Vice President of Academic Affairs will be vacated upon the retirement of Dr. Ikram Khawaja on June 30, 2014, it is necessary to proceed with a national search to select a new Provost for Youngstown State University.

SUMMARY AND ANALYSIS: A desk review of the position description for Provost and VPAA was undertaken for approval purposes by the Board, but additional preferred qualifications could complement the posted announcement as the requisite Search Advisory Committee undertakes its work to determine an optimal profile for the final candidate recommended.


Given the timeframe we are working under at this point—assuming a July 1, 2014 start date for the new hire—I am recommending we *not* waive University Guidebook Policy No. 9001.01 which states that “[a] national search firm shall be utilized in a search for a divisional executive officer or General Counsel, unless expressly waived by the Board of Trustees.” In consulting with numerous individuals within the Division of Academic Affairs on this point, there was a strong consensus of opinion that an established firm could be particularly helpful in expanding the pool of qualified candidates given our somewhat later time period for the search, plus the difficulty of attracting a national audience to Youngstown (an analogous situation to the 2013 YSU Presidential Search). If the Board agrees with this aspect of the recommendation, one of the first orders of business will be to accept proposals from qualified firms to assist in the process.

RESOLUTION:

RESOLUTION TO APPROVE THE RECRUITMENT OF A PROVOST/VICE PRESIDENT
FOR ACADEMIC AFFAIRS

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the University to contract with a national search firm and recruit a Provost/Vice President for Academic Affairs.

RECOMMEND APPROVAL:



Randy J. Dunn, President
Board of Trustees Meeting
December 18, 2013
YR 2014-

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 1 of 2



YOUNGSTOWN STATE UNIVERSITY

Developed/Revised: 11/13
Salary Range: A13
(\$199,971 Mid)
Reviewed By: DS/CLT
RFLSA Review: Exempt

TITLE: Provost and Vice President Academic Affairs
DEPARTMENT: Office of the Provost and Vice President for Academic Affairs

JOB SUMMARY:

To serve as chief academic officer, providing leadership for the Division of Academic Affairs which includes six college and the School of Graduate Studies and Research, as well as the library, institutional research and assessment, international studies, the center of teaching and learning, and outreach and continuing education endeavors of the University. Reports directly to the President; serves as member of the President's Cabinet and as chief executive officer in absence of the President.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Plays a leadership role in University planning initiatives; fosters an environment that stimulates outstanding teaching, scholarship and creative activity; leads academic affairs participation in enrollment management initiatives; manages the academic affairs budget; coordinates faculty recruitment, employment, and development; provides leadership for academic program review and development; coordinates academic public services; and supervises the integrity of academic records.

Supervises, plans and asses programmatic, fiscal, and personnel activities of Division of Academic Affairs. Works closely with academic deans and Associate Provosts I advancing academic enterprise and in guiding strategic planning process of University. Promotes quality of academic programs and academic support services, and development and assessment of academic programs. Provides vision and leadership in development, assessment and revision of academic policies.

Serves as appointing authority for faculty, department chairpersons, and academic professional/administrative staff.

Leads the development and implementation of the Academic Strategic Plan and the reaccreditation process by the Higher Learning Commission scheduled for 2008.

Works closely with academic senate in promoting academic priorities and advancing academic program development and academic policy throughout university.

Supervises and evaluates administrative agendas and performance of academic deans, associate provosts, and executive directors, directors and/or coordinators of programs/endeavors within academic affairs division. Works with these officers to develop shared vision and agenda for executing University's strategic objectives and priorities. Oversees and convenes Deans Council.

Oversees the tenure and promotion processes and makes recommendations to president relative to granting of tenure and promotion.

Oversees Sabbatical and Faculty Improvement Leave evaluation process and awards Sabbatical/FIL leaves as well as chair sabbaticals and Research Professorships.

Oversees and convenes University academic council to discuss and review significant needs, proposals and policies for advancing academic affairs throughout University.

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 2 of 2

TITLE: Provost and Vice President Academic Affairs

Works closely with council of chairs addressing needs and priorities of academic departments. Assists department chairs in developing annual chairpersons retreat and in assessing and improving academic policies relating to academic departments.

Appoints and supervises the Director of Faculty Relations.

Recommends member of administration's bargaining and negotiating team. Monitors activities and provides oversight of the negotiation process. Advises president on union negotiation issues.

Advises the president on all academic matters. Serves as chief executive officer in the absence of the president.

OTHER FUNCTIONS & RESPONSIBILITIES:

Performs other related duties as assigned.

SUPERVISION EXERCISED:

Administrative supervision over two associate provosts; one graduate dean; six undergraduate deans; one executive director of library; two directors (Center for International Programs and University Scholars & Honors Program); and one coordinator of the General Education Program; and functional supervision over staff in Office of the Provost and Vice President for Academic Affairs.

REPORTS TO: President

MINIMUM QUALIFICATIONS:

Terminal degree required with successful record of college teaching experience, and other credentials appropriate for rank and tenure in an academic department. Significant prior academic administrative experience appropriate for a Provost/Vice President for Academic Affairs-level position. Significant experience in budget management and strategic planning, ability to communicate the academic mission to internal and external audiences.

AGENDA ITEM: C.1.b.4.

AGENDA TOPIC: Resolution to Ratify Appointments

STAFF CONTACT(S): Gene Grilli, Vice President for Finance and Administration, 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: Summary of appointments, promotions, and other personnel actions for faculty, classified civil service and professional/administrative staff and intercollegiate athletics coaching positions for August 10, 2013, through November 8, 2013. Board of Trustees approval is required for faculty, professional/administrative staff and intercollegiate athletics coaching position appointments.

RESOLUTION:

RESOLUTION TO RATIFY
APPOINTMENTS

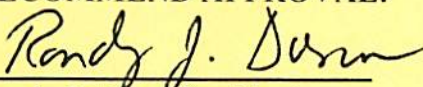
WHEREAS, the *Policies of the Board of Trustees* direct the President to appoint such employees as are necessary to effectively carry out the operation of the University; and

WHEREAS, new appointments have been made subsequent to the September 10, 2013, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2013-2014 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 appointments as listed in Exhibit ___ attached hereto.

RECOMMEND APPROVAL:



Randy J. Dunn, President

Board of Trustees Meeting
December 18, 2013
YR 2014-

SUMMARY OF PERSONNEL ACTIONS

Appointments – 8

New Positions - 1

- Professional/Administrative - 1
 - Coordinator, Undergraduate Admissions

Replacement Positions - 7

- Professional/Administrative - 7

Separations – 5

Retirement - 1

- Classified Civil Service - 1

Resignation - 4

- Professional/Administrative - 4

**YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS**

APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL

| NAME | GENDER/RACE* | POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i> | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATE | SALARY/ FTE | COMMENTS |
|------|--------------|--|-------|------------|----------------------------------|----------------|----------|
|------|--------------|--|-------|------------|----------------------------------|----------------|----------|

None.

PROMOTIONS FOR BOARD OF TRUSTEE APPROVAL

| NAME | | SALARY INCREASE | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | | COMMENTS |
|------|--|--------------------|-------|------------|-----------------------------------|--|----------|
|------|--|--------------------|-------|------------|-----------------------------------|--|----------|

None.

TRANSFERS FOR BOARD OF TRUSTEE APPROVAL

| NAME | | | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | | COMMENTS |
|------|--|--|-------|------------|-----------------------------------|--|----------|
|------|--|--|-------|------------|-----------------------------------|--|----------|

None.

SEPARATIONS

| NAME | GENDER/RACE* | CATEGORY OF EMPLOYMENT | TITLE | DEPARTMENT | SEPARATION DATE | VACANT POSITION BUDGETED SALARY | COMMENTS |
|------|--------------|---------------------------|-------|------------|--------------------|--|----------|
|------|--------------|---------------------------|-------|------------|--------------------|--|----------|

Retirements

None.

Resignations

None.

A = Asian or Pacific Islander, origins in any of the original peoples of the Far East, Southeast Asia, Pacific Islands, or Indian subcontinent.

B = Black (not of Hispanic origin), origins in any of the black racial groups.

C = White (not of Hispanic origin), origins in the original peoples of Europe, North Africa, or the Middle East.

H = Hispanic, Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture.

N = American Indian or Alaskan Native, origins in any of the original peoples of North America.

U = Unidentified

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED PERSONNEL ACTIONS**

| APPOINTMENTS FOR INFORMATION ONLY | | | | | | | |
|-----------------------------------|--------------|--|-------|------------|-----------------------------------|----------------|----------|
| NAME | GENDER/RACE* | POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i> | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | SALARY/ FTE | COMMENTS |
| None. | | | | | | | |

| PROMOTIONS FOR INFORMATION ONLY | | | | | | | |
|---------------------------------|-----|------------|-------------------------|-------------------------------|-----------------------------------|--------------------|----------------|
| NAME | | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | PREVIOUS SALARY | COMMENTS |
| Mr. Jeffrey Logan | C/M | \$49,233 | Network Administrator 2 | Media & Academic Computing | 9/8/13 | \$48,277 1.0 | \$956 decrease |

| TRANSFERS FOR INFORMATION ONLY | | | | | | | |
|--------------------------------|--|--|-------|------------|-----------------------------------|--|----------|
| NAME | | | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | | COMMENTS |
| None. | | | | | | | |

| DEMOTIONS FOR INFORMATION ONLY | | | | | | | |
|--------------------------------|--|------------|-------|------------|-----------------------------------|--------------------|----------|
| NAME | | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | PREVIOUS SALARY | COMMENTS |
| None. | | | | | | | |

| RECLASSIFICATIONS FOR INFORMATION ONLY | | | | | | | |
|--|--|------------|----------------------------|------------------|-------------------|--------------------|----------|
| NAME | | NEW SALARY | TITLE | DEPARTMENT | EFFECTIVE DATE | PREVIOUS SALARY | COMMENTS |
| Mr. Jonathan Jenyk | | \$54,267 | Systems Analyst 1 | Student Accounts | 12/16/12 | \$51,189 | |
| Ms. Megan Shargo | | \$33,800 | Administrative Assistant 1 | YSU Police | 6/30/13 | \$30,722 | |

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED PERSONNEL ACTIONS**

| SALARY ADJUSTMENTS INFORMATION ONLY | | | | | | | |
|-------------------------------------|--|------------|--------------------------|-------------------------------|-----------------------------------|--------------------|----------------------------------|
| NAME | | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | PREVIOUS SALARY | COMMENTS |
| Ms. Anna Leko | | \$45,219 | Network Services Tech. I | Media & Academic Computing | 9/22/13 | \$37,482 | Working out of classification |

| SEPARATIONS | | | | | | | |
|-------------|--------------|--|-------|------------|--------------------|--|----------|
| NAME | GENDER/RACE* | | TITLE | DEPARTMENT | SEPARATION DATE | | COMMENTS |

Retirements

| | | | | | | | |
|-------------------|-----|--|------------------------|----------------------|---------|--|--|
| Mr. Thomas Kollar | C/M | | Purchasing Coordinator | Procurement Services | 8/31/13 | | |
|-------------------|-----|--|------------------------|----------------------|---------|--|--|

Resignations

| | | | | | | | |
|-------|--|--|--|--|--|--|--|
| None. | | | | | | | |
|-------|--|--|--|--|--|--|--|

A = Asian or Pacific Islander, origins in any of the original peoples of the Far East, Southeast Asia, Pacific Islands, or Indian subcontinent.

B = Black (not of Hispanic origin), origins in any of the black racial groups.

C = White (not of Hispanic origin), origins in the original peoples of Europe, North Africa, or the Middle East.

H = Hispanic, Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture.

N = American Indian or Alaskan Native, origins in any of the original peoples of North America.

U = Unidentified

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL/ADMINISTRATIVE
PERSONNEL ACTIONS**

| APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9) | | | | | | | |
|---|--------------|--|-------|------------|-----------------------------------|----------------|----------|
| NAME | GENDER/RACE* | POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i> | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | SALARY/ FTE | COMMENTS |

| | | | | | | | |
|------------------|-----|-------------------------|---------------------------------------|--|----------|-----------------|------------------|
| Ms. Mary Collier | F/C | Replacement \$54,810 | Director, Undergraduate Admissions | Williamson College of Business Administration | 10/13/13 | \$63,000 1.0 | \$8,190 increase |
|------------------|-----|-------------------------|---------------------------------------|--|----------|-----------------|------------------|

| PROMOTIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9) | | | | | | | |
|---|--|------------|-------|------------|-----------------------------------|--------------------|----------|
| NAME | | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | PREVIOUS SALARY | COMMENTS |

| | | | | | | | |
|------------------|--|----------|----------|--------------------------------|---------|----------|-------------------|
| Ms. Becky Varian | | \$67,000 | Director | Center for Student Progress | 11/1/13 | \$44,961 | \$22,039 increase |
|------------------|--|----------|----------|--------------------------------|---------|----------|-------------------|

| TRANSFERS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9) | | | | | | | |
|--|--|--|-------|------------|-----------------------------------|--|----------|
| NAME | | | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | | COMMENTS |

| | | | | | | | |
|-------|--|--|--|--|--|--|--|
| None. | | | | | | | |
|-------|--|--|--|--|--|--|--|

| DEMOTIONS FOR INFORMATION ONLY (in accordance with ORC 124.11 A(7) a&b) (9) | | | | | | | |
|--|--|------------|-------|------------|-----------------------------------|--------------------|----------|
| NAME | | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | PREVIOUS SALARY | COMMENTS |

| | | | | | | | |
|-------|--|--|--|--|--|--|--|
| None. | | | | | | | |
|-------|--|--|--|--|--|--|--|

| RECLASSIFICATIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9) | | | | | | | |
|--|--|------------|-------|------------|-----------------------------------|--------------------|----------|
| NAME | | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | PREVIOUS SALARY | COMMENTS |

| | | | | | | | |
|----------------|--|----------|--------------------------|-----------|---------|----------|------------------|
| Mr. Tim Stuart | | \$55,719 | Asst. Director Athletics | Athletics | 10/1/13 | \$53,065 | \$2,654 increase |
|----------------|--|----------|--------------------------|-----------|---------|----------|------------------|

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL/ADMINISTRATIVE
PERSONNEL ACTIONS**

| SALARY ADJUSTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9) | | | | | | | |
|---|--|------------|-------|------------|-----------------------------------|--------------------|----------|
| NAME | | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | PREVIOUS SALARY | COMMENTS |
| None. | | | | | | | |

| SEPARATIONS | | | | | | | |
|---------------------|--------------|---------------------------|-------|------------|--------------------|--------------------------------|----------|
| NAME | GENDER/RACE* | CATEGORY OF EMPLOYMENT | TITLE | DEPARTMENT | SEPARATION DATE | VACANT POSITION BUDGETED | COMMENTS |
| Retirements | | | | | | | |
| None. | | | | | | | |
| Resignations | | | | | | | |
| None. | | | | | | | |

A = Asian or Pacific Islander, origins in any of the original peoples of the Far East, Southeast Asia, Pacific Islands, or Indian subcontinent.

B = Black (not of Hispanic origin), origins in any of the black racial groups.

C = White (not of Hispanic origin), origins in the original peoples of Europe, North Africa, or the Middle East.

H = Hispanic, Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture.

N = American Indian or Alaskan Native, origins in any of the original peoples of North America.

U = Unidentified

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL/ADMINISTRATIVE (APAS)
PERSONNEL ACTIONS**

APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

| NAME | GENDER/RACE* | POSITION <i>NEW or REPLACEMENT</i> <i>(Vacated Salary)</i> | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | SALARY/ FTE | COMMENTS |
|---------------------|--------------|--|---|-----------------------------|-----------------------------------|-----------------|-------------------|
| Mr. William D'Amico | M/C | New | Coordinator | Undergraduate Admissions | 10/2/13 | \$32,000 1.0 | \$32,000 increase |
| Mr. James Benson | M/C | Replacement \$64,948 | Systems Librarian | Maag Library | 10/16/13 | \$62,000 1.0 | \$2,948 decrease |
| Ms. Rebel Mickelson | F/C | Replacement \$53,511 | Costume Shop Supervisor | Theater and Dance | 10/21/13 | \$40,920 1.0 | \$12,591 decrease |
| Mr. Brian Rella | M/C | Replacement \$56,100 | Payroll Coordinator | Payroll | 11/1/13 | \$55,000 1.0 | \$1,100 decrease |
| Mr. John Brown | M/C | Replacement \$54,455 | Assistant Director of Marketing and Promotions | Athletics | 11/12/13 | \$50,101 1.0 | \$4,354 decrease |

PROMOTIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

| NAME | | NEW SALARY | TITLE | DEPARTMENT | PREVIOUS POSITION | PREVIOUS SALARY | COMMENTS |
|-------|--|------------|-------|------------|----------------------|--------------------|----------|
| None. | | | | | | | |

TRANSFERS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

| NAME | | | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | | COMMENTS |
|-------|--|--|-------|------------|-----------------------------------|--|----------|
| None. | | | | | | | |

DEMOTIONS FOR INFORMATION ONLY (in accordance with ORC 124.11 A(7) a&b) (9)

| NAME | | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | PREVIOUS SALARY | COMMENTS |
|-------|--|------------|-------|------------|-----------------------------------|--------------------|----------|
| None. | | | | | | | |

RECLASSIFICATIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

| NAME | | NEW SALARY | TITLE | DEPARTMENT | EFFECTIVE DATE | PREVIOUS SALARY | COMMENTS |
|-----------------|--|------------|--|------------|-------------------|--------------------|------------------|
| Ms. Connie Eddy | | \$30,433 | Coordinator, Athletic Business Operations | Athletics | 8/16/13 | \$28,983 | \$1,450 increase |

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL/ADMINISTRATIVE (APAS)
PERSONNEL ACTIONS**

| SALARY ADJUSTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9) | | | | | | | |
|---|--|------------|-------|------------|----------------|-----------------|----------|
| NAME | | NEW SALARY | TITLE | DEPARTMENT | EFFECTIVE DATE | PREVIOUS SALARY | COMMENTS |

None.

| SEPARATIONS | | | | | | | |
|--------------------|--------------|--|-------|------------|-----------------|--|----------|
| NAME | GENDER/RACE* | | TITLE | DEPARTMENT | SEPARATION DATE | | COMMENTS |

Retirements

None.

Resignations

| | | | | | | | |
|--------------------------|-----|--|---------------------------------|------------------|---------|--|--|
| Ms. Jacqueline Robertson | F/B | | Counselor | Student One Stop | 8/28/13 | | |
| Mr. Joseph Cassese | M/C | | Manager of Athletic Development | Athletics | 10/5/13 | | |

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U = Unidentified

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL/ADMINISTRATIVE (Coaches)
PERSONNEL ACTIONS**

APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

| NAME | GENDER/RACE* | POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i> | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | SALARY/ FTE | COMMENTS |
|--------------------|--------------|--|--|------------|-----------------------------------|-----------------|------------------|
| Mr. Kevin Bruinsma | M/C | Replacement \$40,007 | Assistant Men's Basketball Coach, Quality Control | Athletics | 9/16/13 | 1.0 \$37,000 | \$3,007 decrease |

PROMOTIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

| NAME | | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | PREVIOUS SALARY | COMMENTS |
|-------|--|------------|-------|------------|-----------------------------------|--------------------|----------|
| None. | | | | | | | |

TRANSFERS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

| NAME | | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | PREVIOUS SALARY | COMMENTS |
|-------|--|------------|-------|------------|-----------------------------------|--------------------|----------|
| None. | | | | | | | |

DEMOTIONS FOR INFORMATION ONLY (in accordance with ORC 124.11 A(7) a&b) (9)

| NAME | | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | PREVIOUS SALARY | COMMENTS |
|-------|--|------------|-------|------------|-----------------------------------|--------------------|----------|
| None. | | | | | | | |

RECLASSIFICATIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

| NAME | | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | PREVIOUS SALARY | COMMENTS |
|-------|--|------------|-------|------------|-----------------------------------|--------------------|----------|
| None. | | | | | | | |

SALARY ADJUSTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

| NAME | | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES | PREVIOUS SALARY | COMMENTS |
|-------|--|------------|-------|------------|-----------------------------------|--------------------|----------|
| None. | | | | | | | |

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL/ADMINISTRATIVE (Coaches)
PERSONNEL ACTIONS**

| SEPARATIONS | | | | | | | |
|----------------------|--------------|--|---|------------|-----------------|--|----------|
| NAME | GENDER/RACE* | | TITLE | DEPARTMENT | SEPARATION DATE | | COMMENTS |
| Retirements | | | | | | | |
| None. | | | | | | | |
| Resignations | | | | | | | |
| Mr. Jason Pacanowski | M/C | | Assistant Men's Basketball Coach, Quality Control | Athletics | 8/21/13 | | |
| Mr. Mark Klysner | M/C | | Head Coach, Men's Tennis | Athletics | 9/3/13 | | |

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N = American Indian or Alaskan Native, origins in any of the original peoples of North America.

U = Unidentified

AGENDA ITEM: C.2.a.1.

AGENDA TOPIC: Litigation Report

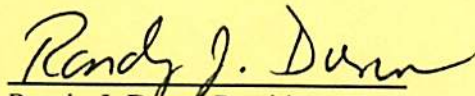
STAFF CONTACT(S): Holly A. Jacobs, General Counsel

BACKGROUND: The Board meets quarterly to discuss and review matters of litigation.

SUMMARY AND ANALYSIS: The Board will meet in executive session to discuss pending and imminent litigation, personnel and possibly collective bargaining matters.

RESOLUTION: N/A – DISCUSSION ITEM ONLY

REVIEWED AS TO FORM AND CONTENT:


Randy J. Dann, President

Board of Trustees meets in executive session to discuss.