

**RESOLUTION TO RESCIND  
SUPPLEMENTARY PAY FOR FACULTY TEACHING AT  
DISTANT OFF-CAMPUS SITES POLICY, 3356-10-19  
(PREVIOUS POLICY NUMBER 1019.01)**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby rescind the Institutional Policy governing Supplementary Pay for Faculty Teaching at Distant Off-Campus Sites, policy number 3356-10-19 (Previous Policy Number 1019.01) of the *University Guidebook*, shown as Exhibit P, attached hereto.

**3356-10-19     Supplementary pay for faculty teaching at distant off-campus sites.**

Previous Policy Number:     1019.01  
Responsible Division/Office:     Academic Affairs  
Responsible Officer:     Provost and VP for Academic Affairs  
Revision History:     December 1999; March 2007; December 2011  
Board Committee:     Academic Quality and Student Success  
**Effective Date:**     **December 14, 2011**  
Next Review:     2016

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- (A) Policy statement. On occasion, it is necessary and appropriate to have full-time faculty teach at instructional sites located beyond a fifty-mile radius from the Youngstown campus and to offer supplementary pay.
- (B) Parameters.
- (1) Only full-time faculty engaged in teaching regular for-credit Youngstown state university courses at sites located beyond a fifty-mile radius from the Youngstown campus are eligible for supplementary pay.
  - (2) Faculty engaged in teaching regular for-credit Youngstown state university courses at sites located beyond a fifty-mile radius from the main campus may be reimbursed for travel expenses in accordance with rule 3356-3-05 of the Administrative Code).
  - (3) Faculty teaching off-campus classes are subject to all applicable provisions of the “Agreement between Youngstown State University and the Youngstown State University Chapter of the Ohio Education Association.”
  - (4) Should the teaching of a class off-campus trigger an approved overload assignment, the faculty member shall receive overload compensation as provided in the agreement.
  - (5) Supplemental pay shall be determined as follows:

- (a) A teaching assignment involving one travel day (one roundtrip) per week for a full academic term will qualify for five hundred dollars;
- (b) An assignment involving two or more travel days per week for a full academic term will qualify for one thousand dollars; and
- (c) An assignment involving more than two travel days per week per term will make the faculty member eligible for an overnight stay to reduce the travel to two travel days.

**RESOLUTION TO MODIFY AND RETITLE  
SUPPLEMENTARY PAY POLICY, 3356-7-46  
(PREVIOUS POLICY NUMBER 7023.01)**

**WHEREAS**, the Institutional Policies are being reviewed and re-conceptualized 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 Supplementary Pay, policy number 3356-7-46 (Previous Policy Number 7023.01) of the *University Guidebook*, to be retitled as Supplemental Pay for Faculty and Professional/Administrative Staff, shown as Exhibit Q attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-7-46 Supplemental~~ry~~ pay~~;~~ for faculty and professional/administrative staff.

Previous Policy Number: 7023.01  
Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for ~~Finance and Administration~~ Legal Affairs and Human Resources  
Revision History: 1999; December 2003; June 2010; December 2015  
Board Committee: University Affairs  
**Effective Date:** ~~June 11, 2010~~ December 16, 2015  
Next Review: 20~~15~~20

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- (A) Policy statement. On occasion, it is necessary and appropriate to have employees perform services not included in the employee's assigned duties and responsibilities ~~above and beyond their normal scope of duties~~ and to pay employees for these additional services. This policy does not apply to supplemental payment compensation for externally-funded grants, sponsored programs and contracts. See university policy 3356-7-48.
- (B) Definition. For the purpose of supplemental~~ry~~ pay, an "employee" is defined as any faculty or; professional/administrative staff, ~~or classified civil service staff.~~
- (C) Parameters.
- (1) ~~Assignments of additional duties for s~~Supplemental~~ry~~ pay assignments are intended to enable the university to generally deal with short-term staffing needs ~~problems~~ involving unusual circumstances or; unanticipated situations, or assignments of additional duties beyond the scope of the assigned duties. ~~occasions when normal staffing practices will not suffice.~~ Such assignments will generally not be approved as a routine matter or on a continuing or reoccurring basis and may not exceed six months for professional/administrative staff, or one academic year for faculty. ~~in duration.~~ In special circumstances, with the approval of the president, these time limitations is ~~six-month period can~~ may be extended. ~~for an additional six-month period.~~
- (2) Supplemental~~ry~~ payments to an employee during any fiscal year may not exceed the lesser of either twenty per cent as calculated on the affected employee's full-time salary basis or ten thousand dollars. ~~However, contractual or grant agreements governing externally funded activities and/or which provide special incentives to perform activities beyond an employee's normal scope of work may supersede this monetary limitation.~~ University policy 3356-7-48 "Supplemental pay from externally funded grants, sponsored programs and contracts for faculty and professional/administrative staff" governs supplemental pay in those situations.

- (3) To allow for accurate and transparent financial analysis and reporting and for audit purposes, supplemental~~ry~~ payments should be made from the appropriate ~~and designated supplemental~~ account code in the university's financial system. Such payments shall be made to the employee ~~as a lump sum payment~~ on a ~~biweekly or~~ semimonthly basis.

Supplemental pay assignments must be approved in advance by the employee or the faculty member's manager in any situation in which the assignment is for work for another university department.

(D) Procedures.

- (1) A department/unit supervisor with the approval of the ~~or divisional~~ executive officer may authorize assignments of additional duties for supplemental pay when ~~encountering~~ short-term staffing problems ~~that~~ cannot be met through normal staffing practices ~~may explore the possibility of assigning additional duties to an employee.~~
- (2) Requests ~~to make for~~ supplemental~~ry~~ payments ~~should~~~~must~~ be approved prior to any work being assigned or undertaken. Exceptions may be granted for emergency situations documented by the department supervisor and affirmed by the division executive officer. ~~Such emergency situations shall not exceed one biweekly or semimonthly pay period.~~
- (3) ~~The division executive officer may authorize assignments of additional duties for supplementary pay.~~ Funds necessary to cover the cost of supplemental~~ry~~ payments will be provided from ~~within the~~ department's ~~division affected supplemental pay account.~~
- (4) ~~Faculty~~ Bargaining unit members should refer to their collective bargaining agreements for additional supplemental pay procedures and requirements.
- (5) The ~~office~~ department of human resources will develop necessary administrative procedures, including a "Supplemental Pay" and form and guidelines for supplemental pay s in order to process and manage supplemental~~ry~~ payments.

**3356-7-46 Supplemental pay for faculty and professional/administrative staff.**

Previous Policy Number: 7023.01  
Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: 1999; December 2003; June 2010; December 2015  
Board Committee: University Affairs  
**Effective Date: December 16, 2015**  
Next Review: 2020

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- (A) Policy statement. On occasion, it is necessary and appropriate to have employees perform services not included in the employee's assigned duties and responsibilities and to pay employees for these additional services. This policy does not apply to supplemental payment compensation for externally-funded grants, sponsored programs and contracts. See university policy 3356-7-48.
- (B) Definition. For the purpose of supplemental pay, an "employee" is defined as any faculty or professional/administrative staff.
- (C) Parameters.
- (1) Supplemental pay assignments are intended to enable the university to generally deal with short-term staffing needs involving unusual circumstances or unanticipated situations, or assignments of additional duties beyond the scope of the assigned duties. Such assignments will generally not be approved as a routine matter or on a continuing or reoccurring basis and may not exceed six months for professional/administrative staff, or one academic year for faculty. In special circumstances, with the approval of the president, these time limitations may be extended.
  - (2) Supplemental payments to an employee during any fiscal year may not exceed the lesser of either twenty per cent as calculated on the affected employee's full-time salary basis or ten thousand dollars. University policy 3356-7-48 "Supplemental pay from externally funded grants, sponsored programs and contracts for faculty and professional/administrative staff" governs supplemental pay in those situations.
  - (3) To allow for accurate and transparent financial analysis and reporting and for audit purposes, supplemental payments should be made from the appropriate account code in the university's financial system. Such payments shall be made to the employee on a semimonthly basis.

Supplemental pay assignments must be approved in advance by the employee or the faculty member's manager in any situation in which the assignment is for work for another university department.

(D) Procedures.

- (1) A department/unit supervisor with the approval of the divisional executive officer may authorize assignments of additional duties for supplemental pay when short-term staffing problems cannot be met through normal staffing practices.
- (2) Requests for supplemental payments should be approved prior to any work being assigned or undertaken. Exceptions may be granted for emergency situations documented by the department supervisor and affirmed by the division executive officer.
- (3) Funds necessary to cover the cost of supplemental payments will be provided from the department's supplemental pay account.
- (4) Bargaining unit members should refer to their collective bargaining agreements for additional supplemental pay procedures and requirements.
- (5) The office of human resources will develop necessary administrative procedures, including a "Supplemental Pay" form and guidelines for supplemental pay in order to process and manage supplemental payments.



**RESOLUTION TO MODIFY AND RETITLE  
SUPPLEMENTAL PAY FROM GRANTS AND SPONSORED  
PROGRAMS FOR FACULTY AND  
PROFESSIONAL/ADMINISTRATIVE STAFF POLICY, 3356-7-48  
(PREVIOUS POLICY NUMBER 7023.03)**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Supplemental Pay from Grants and Sponsored Programs for Faculty and Professional/Administrative Staff, policy number 3356-7-48 (Previous Policy Number 7023.03) of the *University Guidebook*, to be retitled as Supplemental Pay from Externally Funded Grants, Sponsored Programs and Contracts for Faculty and Professional/Administrative Staff, shown as Exhibit R attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-7-48 Supplemental pay from externally funded grants, ~~and~~ sponsored programs and contracts for faculty and professional/administrative staff.

Previous Policy Number: 7023.03  
Responsible Division/Office: ~~Human Resources~~ Office of Research  
Responsible Officer: Provost and Vice President for Finance and Administration ~~Academic Affairs~~  
Revision History: December 2008; December 2015  
Board Committee: University Affairs  
**Effective Date:** ~~December 17, 2008~~ 16, 2015  
Next Review: ~~2015~~ 20

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- (A) Policy statement. ~~Assignment of duties associated with e~~ Externally-funded grants and contracts are intended to enable the university and its employees to participate in scholarly, creative activities. ~~On occasion,~~ In support of these activities it is necessary and appropriate to have employees perform services above and beyond their normal scope of duties and for those employees to receive to pay ~~employees~~ for these additional services.
- ~~(B) Background. This policy compliments the following board policies:~~
- ~~(1) Rule 3356-7-46 of the Administrative Code.~~
  - ~~(2) Rule 3356-7-47 of the Administrative Code.~~
- ~~(C) Definition. "Supplementary payment compensation" is defined here for faculty and for professional/administrative staff. For classified civil service staff, this issue is dealt with under a separate board policy and follows the guidelines of the Fair Labor Standards Act ("FLSA").~~
- ~~(D)~~ B Parameters. ~~Assignment of duties associated with externally-funded grants and contracts is intended to enable the university and its employees to participate in scholarly, creative activities.~~ The sponsors of grant awards ~~impose~~ establish guidelines and compliance requirements ~~which are designed~~ to serve their stakeholders and/or taxpayer public interests. All supplemental payment requests from externally funded grants.

sponsored programs and contracts (through the office of grants and sponsored programs research) must be preapproved prior to the inception of the activities for which compensation is sought. The parameters and criteria defining the salary compensation rate structure are determined by university policy, including trustee policies and collective bargaining agreements, as well as and federal compliance regulations.

(1) Payment to faculty.

~~(a) — Youngstown state university — Ohio education association agreement (“YSU-OEA”), article 24.1, “(Faculty Development and Research) External Funding: Faculty members who receive grants for research and other activities which subsidize a portion of the faculty member's salary shall receive a workload reallocation (i.e., reassigned teaching time) providing such specific arrangements were approved by the provost prior to the submission of the grant proposal.”~~

~~(b) Excerpt from federal regulation office of management and budget (“OMB”) A-21. Supplemental pay compensation must be reasonable. The U.S. OMB “Circular A-21— Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions” reads Per Title 2, CFR 200.400 to 200.43, the “Uniform Administrative Cost Requirements, Cost Principals, and Audit Requirements for Federal Awards”.~~

~~“The pay level for salary rates for periods during and outside the Academic Year: Under current regulations, faculty compensation on sponsored program appointments may never exceed the institutionally established base salary, excluding incidental work, for regular employees serving on sponsored programs.” (Please note that this phrase should be interpreted to read as: “except for” incidental work.)~~ “charges for work performed on Federal awards by faculty members during the academic year are allowable at the Institutional Base Salary (IBS) rate. Except as noted in paragraph (h)(1)(ii) of this section, in no event will charges to Federal awards, irrespective of the basis of

computation, exceed the proportionate share of the IBS for that period. This principle applies to all members of faculty at an institution. IBS is defined as the annual compensation paid by an Institute of Higher Education (IHE) for an individual's appointment, whether that individual's time is spent on research, instruction, administration, or other activities. IBS excludes any income that an individual earns outside of duties performed for the IHE. Unless there is prior approval by the Federal awarding agency, charges of a faculty member's salary to a Federal award must not exceed the proportionate share of the IBS for the period during which the faculty member worked on the award.

YSU accepts the federal definition of "incidental" work as any work in excess of normal for the individual for which supplemental compensation is paid by the institution under institutional policy. To be consistent with the faculty collective bargaining agreement (~~"CBA"~~) between Youngstown state university ("YSU") and the Ohio Education Association (hereinafter referred to as YSU/YSU-OEA CBA), compensation for incidental work is at the equivalent rate as overload pay ~~(as currently described in article 4.7 of the CBA for the 2008–2011 contract year)~~. "Overload" refers to those activities beyond the standard twenty-four workload hours during an academic year that are normally assigned. Based on YSU/YSU-OEA CBA language, for overload, twelve workload hours are equivalent to the normal workload of a full-time faculty member normally employed for forty hours/week.

(e**b**) Faculty salary rate structure (for federal and state grants):

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- (i) During the academic year, external grant funds ~~will be~~ are used to provide workload reallocation (~~or~~ reassigned time or supplemental pay). ~~On rare occasion, a~~ A faculty member ~~is permitted to~~ may receive supplemental ~~ry~~ pay, for project activities that do not overlap with regular workload assignments or other grant-related activities with

appropriate documentation. Further Aadditional compensation can ~~only~~ be provided for those activities defined as “incidental work,” as described above and shall be paid at a rate consistent with standard overload pay. “Overload” refers to those activities beyond the standard twenty-four workload hours during an academic year that are normally assigned. ~~Therefore, for supplemental compensation during an academic year, activities beyond the standard twenty-four workload hours are permitted at a rate established as the dollar amount per workload hour (as described in the current YSU/YSU-OEA CBA).~~

- (ii) ~~During summer months, YSU faculty are typically only paid for teaching duties, as there is no reassigned time for research.~~ Dependent upon the guidelines of the federal grant sponsors, faculty may receive up to three months of additional salary. ~~(not counting summer vacation).~~ Supplemental pay from externally funded grants, sponsored programs, and contracts may not be received by faculty and professional/administrative staff while on leave from the university. ~~These p~~Payments are to be ~~paid~~ at a rate ~~dependent~~ based upon the individual’s ~~prorated~~ institutional base salary (IBS). This rate structure may not exceed the university-established base salary (according to “OMB” circular “A” 21 Title 2, C.F.R. 200, the “Uniform Administrative Cost Requirements, Cost Principals, and Audit Requirements for Federal Awards”). ~~The Youngstown state university/Youngstown state university—Ohio education association CBA~~ YSU/YSU-OEA CBA specifies a maximum of nine teaching hours to be full-time for summer. For payment purposes in the summer, nine workload hours is considered full-time; with the nine hours being a combination of teaching hours plus research hours (hence, three credit hours is the equivalent of one month induring the summer). Any additional compensation is based on the overload rate

described above, for grant project activities with appropriate documentation.

- (~~d~~c) Payments from private sources including businesses: There are no upper salary rate limits on payments received from the private business sector. However, the minimum payments may not be ~~at a rate~~ less than ~~that~~those charged to federal grants and contracts. During the academic year, ~~these~~ sponsor funds will first be used to cover re-assigned teaching time. ~~As a guide, a~~Additional compensation during the academic year or summer will use a minimum of the pro-rated annual salary or the overload rate. ~~(described in this rule)~~. The sponsored program agreement with a company must be pre-approved and finalized through the associate ~~provost~~vice-president for research. Specific duties ~~involving~~associated with this compensation cannot be the same or overlap with those funded by~~of~~ an existing, concurrent ~~external grant, project, sponsored program, or contract~~.
- ~~(e) — The “Academic Affairs Policy for Supplemental Pay for Research Active Faculty” is incorporated by reference and available at the school of graduate studies and research (append).~~
- (2) Payment to full time professional/administrative staff:
- (a) Under most circumstances, ~~these individuals~~full time professional/administrative staff ~~may~~are not be eligible for ~~any~~ supplemental pay, since these employees have twelve-month full-time appointments or "salaried" positions. Full time professional/~~A~~administrative staff cannot request supplemental pay compensation for any function that is part of their job description and duties, ~~and~~. ~~Therefore, they~~ are not eligible for additional compensation for externally-funded activities, except when those activities may be classified as supplemental and incidental work and are that is unrelated to their current duties, such as filling short term staffing needs, or in support of other unanticipated situations.

- (b) ~~In rare circumstances, w~~When supplemental compensation ~~may~~is to be paid, the rate of pay will be based on a pro-rated or ~~the~~-equivalent hourly basis. Compensation is permitted and ~~shall be based,~~shall not exceed the lesser up to a maximum of twenty percent of the ~~earned~~ annual salary or ten thousand dollars during any fiscal year. The specific duties and timeline, on the externally-funded grant or contract must be detailed clearly and pre-approved.
- (c) Department chairs:
- (i) During the summer terms, ~~D~~department chairs (having twelve-month appointments) may wish to undertake grant-funded work that can generate supplemental pay during the summer terms. Chairs are permitted to receive ~~three~~six workload hours of salary at their respective faculty rate, ~~or in combination, the sponsor funds can be used to buy out the reassigned teaching duties.~~
- (ii) During the academic year, ~~funds from external sponsors may be used to supplant the teaching obligations (as reassigned time) of the chairs.~~ ~~C~~chairs may receive supplemental pay for incidental work for project activities during evenings and on weekends, with appropriate documentation.

(3) See Rule 3356-7-46 of the Administrative Code (university policy 3356-7-46 Supplemental Pay) for further information on supplemental pay.

(~~EC~~) Procedures.

- (1) Requests to make and/or receive supplemental compensation, from an external grant, ~~or~~ sponsored program, or contract must be ~~pre-~~approved prior to any work being assigned or undertaken. The request for payment must be a justifiable expenditure, as documented in the formal grant budget awarded by the external sponsoring agency. In all cases, supplemental compensation to

faculty, administrative staff and department chairs is subject to the approval by their respective dean, unit head, vice president, or the provost. The principal investigator (PI) authorizes payment to an employee on a form (“Request for Grant-Funded Supplemental Pay”), which must be submitted to the associate ~~provost~~vice-president for research for ~~pre~~-approval, prior to any grant work being initiated.

- (2) Both the PI and the payee attest that the activities for supplemental compensation were performed as described. The PI and payee are expected to document their times spent on federally funded grant activities, as instructed by the office of ~~grants accounting~~research. The university will develop and maintain the necessary administrative procedures to process and manage supplemental payments.



**3356-7-48 Supplemental pay from externally funded grants, sponsored programs and contracts for faculty and professional/administrative staff.**

Previous Policy Number: 7023.03  
Responsible Division/Office: Office of Research  
Responsible Officer: Provost and Vice President for Academic Affairs  
Revision History: December 2008; December 2015  
Board Committee: University Affairs  
**Effective Date: December 16, 2015**  
Next Review: 2020

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- (A) Policy statement. Externally-funded grants and contracts enable the university and its employees to participate in scholarly, creative activities. In support of these activities it is necessary and appropriate to have employees perform services above and beyond their normal scope of duties and for those employees to receive pay for additional services.
- (B) Parameters. The sponsors of grant awards establish guidelines and compliance requirements to serve their stakeholders and/or taxpayer public interests. All supplemental payment requests from externally funded grants, sponsored programs and contracts (through the office of research) must be approved prior to the activities for which compensation is sought. The parameters and criteria defining salary compensation are determined by university policy, collective bargaining agreements, and federal compliance regulations.
- (1) Payment to faculty.
- (a) Per Title 2, CFR 200.400 to 200.43, the “Uniform Administrative Cost Requirements, Cost Principals, and Audit Requirements for Federal Awards”:
- “charges for work performed on Federal awards by faculty members during the academic year are allowable at the Institutional Base Salary (IBS) rate. Except as noted in paragraph (h)(1)(ii) of this section, in no event will charges

to Federal awards, irrespective of the basis of computation, exceed the proportionate share of the IBS for that period. This principle applies to all members of faculty at an institution. IBS is defined as the annual compensation paid by an Institute of Higher Education (IHE) for an individual's appointment, whether that individual's time is spent on research, instruction, administration, or other activities. IBS excludes any income that an individual earns outside of duties performed for the IHE. Unless there is prior approval by the Federal awarding agency, charges of a faculty member's salary to a Federal award must not exceed the proportionate share of the IBS for the period during which the faculty member worked on the award.

YSU accepts the federal definition of "incidental" work as any work in excess of normal for the individual for which supplemental compensation is paid by the institution under institutional policy. To be consistent with the faculty collective bargaining agreement between Youngstown state university ("YSU") and the Ohio Education Association (hereinafter referred to as YSU/YSU-OEA CBA), compensation for incidental work is at the equivalent rate as overload pay. "Overload" refers to those activities beyond the standard twenty-four workload hours during an academic year that are normally assigned. Based on YSU/YSU-OEA CBA language, for overload, twelve workload hours are equivalent to the normal workload of a full-time faculty member normally employed for forty hours/week.

- (b) Faculty salary rate structure (for federal and state grants).
  - (i) During the academic year, external grant funds are used to provide workload reallocation (reassigned time or supplemental pay). A faculty member may receive supplemental pay, for project activities that do not overlap with regular workload assignments or other grant-related activities with appropriate documentation. Further additional compensation can be provided for those activities defined as "incidental work," as described above and shall be

paid at a rate consistent with standard overload pay. "Overload" refers to those activities beyond the standard twenty-four workload hours during an academic year that are normally assigned.

- (ii) Dependent upon the guidelines of the federal grant sponsors, faculty may receive up to three months of additional salary. Supplemental pay from externally funded grants, sponsored programs, and contracts may not be received by faculty and professional/administrative staff while on leave from the university. Payments are to be at a rate based upon the individual's institutional base salary (IBS). This rate structure may not exceed the university-established base salary (according to Title 2, C.F.R. 200, the "Uniform Administrative Cost Requirements, Cost Principals, and Audit Requirements for Federal Awards"). The YSU/YSU-OEA CBA specifies a maximum of nine teaching hours to be full-time for summer. For payment purposes in the summer, nine workload hours is considered full-time; with the nine hours being a combination of teaching hours plus research hours (hence, three credit hours is the equivalent of one month during the summer). Any additional compensation is based on the overload rate described above, for grant project activities with appropriate documentation.
- (c) Payments from private sources including businesses: There are no upper salary rate limits on payments received from the private business sector. However, minimum payments may not be less than those charged to federal grants and contracts. During the academic year, sponsor funds will first be used to cover re-assigned teaching time. Additional compensation during the academic year or summer will use a minimum of the pro-rated annual salary or the overload rate. The sponsored program agreement with a company must be pre-approved and finalized through the associate vice-president for research. Specific duties associated with this compensation cannot be the same or overlap with those

funded by an existing, concurrent grant, sponsored program, or contract.

- (2) Payment to full time professional/administrative staff.
  - (a) Under most circumstances, full time professional/administrative staff are not eligible for supplemental pay, since these employees have twelve-month full-time appointments or "salaried" positions. Full time professional/administrative staff cannot request supplemental pay compensation for any function that is part of their job description and duties, and are not eligible for additional compensation for externally-funded activities, except when those activities may be classified as supplemental and incidental that is unrelated to their current duties, such as filling short term staffing needs, or in support of other unanticipated situations.
  - (b) When supplemental compensation is to be paid, the rate of pay will be based on a pro-rated or equivalent hourly basis. Compensation is permitted and shall not exceed the lesser of twenty percent of the annual salary or ten thousand dollars during any fiscal year. The specific duties and timeline, on the externally-funded grant or contract must be detailed clearly and pre-approved.
  - (c) Department chairs.
    - (i) During the summer terms, department chairs (having twelve-month appointments) may wish to undertake grant-funded work that can generate supplemental pay during the summer terms. Chairs are permitted to receive six workload hours of salary at their respective faculty rate.
    - (ii) During the academic year, chairs may receive supplemental pay for incidental work for project activities during evenings and on weekends, with appropriate documentation.

- (3) See Rule 3356-7-46 of the Administrative Code (university policy 3356-7-46 Supplemental Pay) for further information on supplemental pay.

(C) Procedures.

- (1) Requests to make and/or receive supplemental compensation, from an external grant, sponsored program, or contract must be approved prior to any work being assigned or undertaken. The request for payment must be a justifiable expenditure, as documented in the formal grant budget awarded by the external sponsoring agency. In all cases, supplemental compensation to faculty, administrative staff and department chairs is subject to the approval by their respective dean, unit head, vice president, or the provost. The principal investigator (PI) authorizes payment to an employee on a form (“Request for Grant-Funded Supplemental Pay”), which must be submitted to the associate vice-president for research for approval prior to any grant work being initiated.
- (2) Both the PI and the payee attest that the activities for supplemental compensation were performed as described. The PI and payee are expected to document their times spent on federally funded grant activities, as instructed by the office of research. The university will develop and maintain the necessary administrative procedures to process and manage supplemental payments.

**RESOLUTION TO RATIFY  
PERSONNEL ACTIONS**

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

**WHEREAS**, new appointments and other personnel actions have been made subsequent to the September 24, 2015, meeting of the Board of Trustees; and

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

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

**SUMMARY OF PERSONNEL ACTIONS**  
**Professional Administrative and Faculty Employees**  
**8/16/15 through 10/15/15**

**Appointments – 23**

**New Positions – 7**

- Professional Administrative Staff – 0
- Professional Administrative Excluded – 3
- Professional Administrative Externally Funded – 4
- Faculty – 0

**Replacement Positions – 16**

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 5
- Professional Administrative Externally Funded – 7
- Faculty – 1

**Separations – 7**

- Professional Administrative Staff – 0
- Professional Administrative Excluded – 4
- Professional Administrative Externally Funded – 2
- Faculty – 1

**Reclassifications – 0**

**Promotions – 2**

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 1
- Professional Administrative Externally Funded – 0
- Faculty – 0

**Transfers – 0**

**Salary Adjustments/Position Audits – 4**

- Professional Administrative Excluded – 3
- Professional Administrative Externally Funded – 1

**Displacements – 0**

**Layoffs – 0**

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 8/16/15 THROUGH 10/15/15  
APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Molly O'Malley	APAS	Housing Coordinator	Housing & Residence Life	9/16/2015	1.00	\$ 27,670.00
Lucas Politsky	APAS	Housing Coordinator	Housing & Residence Life	9/1/2015	1.00	\$ 28,170.00
Llancyllius Williams	APAS	Coordinator	Math Assistance Center	9/8/2015	1.00	\$ 48,000.00
Melissa Chizmar	Externally Funded	Site Coordinator	Center for Human Service Development	9/1/2015	0.60	\$ 25,500.00
Kristin DelMonaco	Externally Funded	Instruction Specialist	Rich Center for Autism	9/1/2015	1.00	\$ 21,175.00
Jean Fitch	Externally Funded	Site Coordinator	Center for Human Service Development	9/1/2015	0.60	\$ 25,500.00
Hayley Jenkins	Externally Funded	Assistant Site Coordinator	Center for Human Service Development	9/16/2015	0.60	\$ 18,720.00
Amy Klingensmith	Externally Funded	Site Coordinator	Center for Human Service Development	9/1/2015	0.60	\$ 25,500.00
Todd McDavid	Externally Funded	Regional Admissions Officer	Enrollment Management	8/16/2015	0.48	\$ 24,000.00
Patrick O'Brien	Externally Funded	Instruction Specialist	Rich Center for Autism	9/1/2015	1.00	\$ 21,175.00
Katherine Perry	Externally Funded	Instruction Specialist	Rich Center for Autism	10/1/2015	1.00	\$ 22,446.00
Kenneth Pugh	Externally Funded	Coordinator	Upward Bound	9/21/2015	1.00	\$ 30,090.00
Cathy Sankey	Externally Funded	Regional Admissions Officer	Enrollment Management	10/5/2015	0.39	\$ 16,042.00
Jo Ann Sicafuse	Externally Funded	Instruction Specialist	Rich Center for Autism	10/1/2015	1.00	\$ 21,175.00
Raymond Shaffer	Faculty	Assistant Professor	Accounting & Finance	9/1/2015	1.00	\$ 69,616.00
Kimberlee Avery	P/A Excluded	Associate Director Transfer, Recruitment & Admissions	Undergraduate Admissions	9/8/2015	1.00	\$ 60,000.00
Chelsea Gilliam	P/A Excluded	Head Women's Bowling Coach	Athletics	9/1/2015	0.75	\$ 25,000.00
Jody Kraner	P/A Excluded	Associate Director of Admissions - Operations	Undergraduate Admissions	9/16/2015	1.00	\$ 60,000.00



**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 8/16/15 THROUGH 10/15/15  
APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Ronald Markowitz	P/A Excluded	Temporary Coordinator	Center for Student Progress	10/1/2015	1.00	\$ 37,189.00
Fredrick Robinson	P/A Excluded	Assistant Coach-Men's Basketball	Athletics	9/21/2015	1.00	\$ 62,000.00
Andrew Shepard-Smith	P/A Excluded	Director	Grants & Sponsored Programs	9/16/2015	1.00	\$ 100,000.00
Jacqueline Smith	P/A Excluded	Assist Coach Swimming & Diving	Athletics	10/1/2015	1.00	\$ 32,169.00
Sara Zilles	P/A Excluded	Assistant Softball Coach	Athletics	9/16/2015	1.00	\$ 34,555.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 8/16/15 THROUGH 10/15/15  
SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATION</b>	<b>FTE</b>	<b>SALARY</b>
Rona Butler	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	8/21/2015	1.00	\$ 28,032.00
Eugene Mach	Externally Funded	Coordinator	Upward Bound	8/20/2015	1.00	\$ 30,090.00
Susan Leson	Faculty	Associate Professor	Human Ecology	9/25/2015	1.00	\$ 64,857.00
Brian DePaoli	P/A Excluded	Assistant Men's Basketball Coach	Athletics	9/8/2015	1.00	\$ 60,000.00
Thomas Finnerty	P/A Excluded	Associate Director	Center for Urban & Regional Studies	9/30/2015	1.00	\$ 71,415.30
Steve Hall	P/A Excluded	Assistant Men's Basketball Coach	Athletics	8/31/2015	1.00	\$ 62,000.00
Teri Riley	P/A Excluded	Senior Associate Provost	Provost VP - Academic Affairs	9/20/2015	1.00	\$ 137,088.00

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 8/16/15 THROUGH 10/15/15  
RECLASSIFICATIONS**

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

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 8/16/15 THORUGH 10/15/15  
PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
William D'Amico	APAS	Assistant Director	Undergraduate Admissions	9/1/2015	1.00	\$ 44,000.00	\$ 32,000.00
Kevin Bruinsma	P/A Excluded	Assistant Coach Men's Basketball	Athletics	9/21/2015	1.00	\$ 60,000.00	\$ 40,007.00

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 8/16/15 THROUGH 10/15/15  
TRANSFERS**

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

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 8/16/15 THROUGH 10/15/15  
SALARY ADJUSTMENTS/POSITION AUDITS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>NEW FTE</b>	<b>NEW SALARY</b>	<b>OLD FTE</b>	<b>PREVIOUS SALARY</b>
Amy Cossentino	P/A Excluded	Director	University Scholars & Honors Program	10/16/2015	1.00	\$ 84,849.00	1.00	\$ 79,097.00
Danielle Meyer	P/A Excluded	Director	Housing & Residence Life	8/16/2015	1.00	\$ 75,508.00	1.00	\$ 70,568.00
Trevor Parks	P/A Excluded	Director	Sports Information	8/16/2015	1.00	\$ 55,058.00	1.00	\$ 51,456.00
Patricia Veisz	P/A Externally funded	Temporary Director	WCBA	10/1/2015	0.85	\$ 62,534.00	1.00	\$ 73,569.00

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 8/16/15 THROUGH 10/15/15  
DISPLACEMENTS RESULTING FROM LAYOFF**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE</b>	<b>NEW DEPARTMENT</b>	<b>DATE DISPLACED</b>	<b>FTE</b>
None					

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 8/16/15 THROUGH 10/15/15  
LAYOFFS AS A RESULT OF POSITION ABOLISHMENT**

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



**DIVIDER**

**INFORMATION**

**OATH OF OFFICE**

**I, Charles R. Bush, M.D., promise and swear to support the Constitution of the United States and the Constitution of the State of Ohio, and to faithfully discharge the duties of the office, as a Member of the Youngstown State University Board of Trustees to which I have been appointed by Governor John R. Kasich for the term designated. This I shall do as I shall answer unto God.**

Charles R. Bush

**STATE OF OHIO**  
**COUNTY OF** Delaware

**Personally sworn to before me, a Notary Public in and for said County, and subscribed to my presence this** 15<sup>th</sup> **day of** September, **2015.**



DANIEL MOORE  
NOTARY PUBLIC  
STATE OF OHIO  
Comm. Expires  
August 22, 2016  
Recorded in  
Franklin County

Daniel Moore  
Notary Public

STATE OF OHIO  
**Executive Department**

OFFICE OF THE GOVERNOR

*Columbus*

I, John R. Kasich, Governor of the State of Ohio, do hereby appoint, Charles R. Bush, M.D., from Powell, Delaware County, Ohio, as a Member of the Youngstown State University Board of Trustees for a term beginning August 28, 2015 and ending at the close of business April 30, 2024, replacing Sudershan Garg, whose term expired.



IN WITNESS WHEREOF, I  
have here unto subscribed my name  
and caused the Great Seal of the State  
of Ohio to be affixed, at Columbus, this  
28th day of August in the year of our  
Lord, Two Thousand and Fifteen.

A handwritten signature in black ink, appearing to read "John R. Kasich", written over a horizontal line.

John R. Kasich  
Governor