



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**BOARD OF TRUSTEES  
UNIVERSITY AFFAIRS COMMITTEE**

**Anita A. Hackstedde, Chair**

**James E. "Ted" Roberts, Vice Chair**

**All Trustees are Members**

**BACKGROUND MATERIALS**

**Wednesday, March 6, 2019**

- |  |              |
|--|--------------|
| <b>1. Human Resources Update</b>   | <b>Tab 1</b> |
| This report will provide an update on current accomplishments and priorities for moving forward with Human Resources Department operations; and provide the status of all Unfair Labor Practices, Grievances and Arbitrations. |              |
| <b>2. Human Resources Update on Position Searches</b>  | <b>Tab 2</b> |
| This report will provide a list of all searches in progress.   |              |
| <b>3. Classified Civil Service Personnel Actions</b>   | <b>Tab 3</b> |
| This is a summary of all personnel actions approved by the Chief Human Resources Officer serving as the appointing authority for classified staff.   |              |
| <b>4. Report on Search Waivers</b>   | <b>Tab 4</b> |



YOUNGSTOWN  
STATE UNIVERSITY

## HUMAN RESOURCES - NEWSLETTER

WINTER 2019



### BENEFITS

#### **1095-C Forms**

Check in your mailbox for your 1095-C! The Form 1095-C is part of the ACA (Affordable Care Act) annual

HR  
STAFFING  
UPDATES

employer requirement that confirms your employer offered healthcare coverage. On the form it will indicate the coverage that eligible employees and their dependents are enrolled and the months they were enrolled for the previous year.

The form will be sent out to employees homes before March 4, 2019.

Your 1095-C contains information that will be collected when you file your tax return. Be sure to store the form in a safe place where you can locate it when you are ready to do your taxes.

If you have not received your 1095-C by March 4, 2019, contact the Benefits Department to request a copy. If you recently moved and did not update your address with HR in time, it might have been sent to your previous address.

Contact the Benefits Department if you have any questions: Stacey Luce at 330.941.1322 or [seluce@ysu.edu](mailto:seluce@ysu.edu) OR Linda Mazzocco at 330.941.3748 or [lkmazzocco@ysu.edu](mailto:lkmazzocco@ysu.edu).

*Please help us to welcome our new employee to the Office of Human Resources.*



### **Cynthia Kravitz**

*Associate Vice President  
and Chief Human Resources  
Officer*

[cakravitz@ysu.edu](mailto:cakravitz@ysu.edu)

330.941.2742

Many of you know Ms. Kravitz from her work at the University as our Director of Equal Opportunity and Policy Development. Ms. Kravitz was hired into that position in 2013. In that role, she also served as an Associate General Counsel and as the University's Title IX Coordinator, developing the University's education and compliance program for Title IX.

Prior to coming to YSU, Ms.

## EMPLOYMENT

### **New Employment Policies**

**Unscheduled Leave Policy** (Policy 3356-7-16) allows nonessential employees to take unscheduled leave\* without a request or pre-approval from their supervisor. The ability to take unscheduled leave occurs when YSU is placed in "unscheduled leave" status by the YSU President due to extreme weather conditions or other emergency circumstances. Essential employees are required to work unless specifically notified by their supervisor not to report. (\*Leave without pay cannot be used unless no other appropriate leave time is available; sick leave cannot be used unless the absence meets the sick leave criteria.)

**Relocation Allowance for New Employees** (Policy 3356-7-54) is available for new full-time faculty and professional administrative staff including athletic coaches whose old home is at least 50 miles from the YSU campus. A relocation allowance must be

negotiated at the time of an offer of employment and included in the offer or appointment letter. The request and approval process for relocation expenses is part of the electronic hiring process.

## **Modified Employment Policies**

**Workplace and Off-Campus Violence, Threats, and Disruptive Behavior** (Policy 3356-7-04) was modified to apply to both workplace and off-campus behavior that is sufficiently severe or intimidating to result in or create a reasonable risk of property damage, physical injury, death, or psychological harm. This includes family and relationship violence and stalking. Employees have the on-going responsibility to inform the Chief Human Resources Officer within 7 calendar days if they have been identified as a perpetrator in a police report, criminally charged with, arrested for, criminally convicted of or sentenced for a crime involving regardless of where it occurs. In addition, any employee or student who has received or is the subject of a protection order and/or temporary restraining order must inform their immediate supervisor (employee), the office of student conduct (student) and the YSU Police Department.

**Background Checks** (Policy 3356-7-44) was modified so that employees have a continuing and on-going duty to inform the Chief Human Resources Officer if they have been convicted of or arrested for a criminal offense (other than a minor traffic violation), or if they have been identified as a perpetrator in a police report, involving violence, family and relationship violence, stalking, menacing, intimidation, or possession of a deadly weapon.

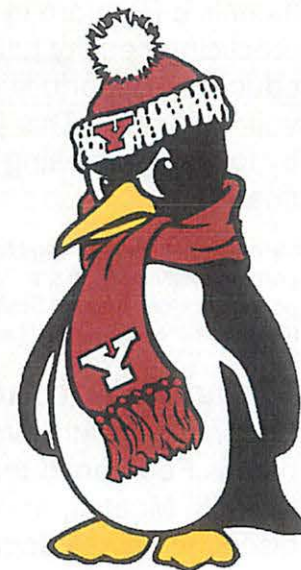
### **Fringe Benefits, Excluded**

#### **Professional/Administrative Employees Fee**

**Remission Program** (Policy 3356-7-31) was modified to align with benefits of other employee groups and allow only for instructional fee remission for former full-time and .75 FTE retired employees and their spouses and dependents (up to end of the academic year when age 25 is reached).

**Fringe Benefits for Part-Time Faculty** (Policy 3356-7-33) was updated and modified with no substantial

Kravitz served as the Managing Attorney in the Youngstown Office of the Ohio Attorney General for 5 years where she advised Ohio public colleges and universities on employment law issues. She has also worked in the Human Resources Department for AVI Food Systems, Inc., and as the Human Resources Officer for Kravitz Bagels, Inc.



change.

View the full policies on the [Human Resources website](#).

## Emergency Alert System

All faculty and staff will receive text alerts and email messages. This is an "opt-out" system. If you need to update or remove any of the information listed, please visit [www.getrave.com/login/ysu](http://www.getrave.com/login/ysu), use your MyYSU credentials to login and edit your information on the My Account tab. You can also use this area to add two additional cell phone numbers and two additional email addresses to receive alerts.

## LIVING WELL

### 2019 Living Well Incentive Program

Start earning points towards the **2019 Living Well Incentive Program** in the Living Well portal by practicing healthy habits, partaking in health education opportunities, and being proactive about your self-care. This year make your health a priority by focusing on being healthy by choice, not by chance.

**\*\*Reminder\*\*** Benefit eligible employees can access the Living Well portal directly through the **Penguin portal**. Once signed in to **Penguin portal**, click on "Faculty/Staff" and then scroll down to "Employee Resources" and click on "Living Well portal."

### Weight Watchers @ Work Kick-Off

Upcoming **Weight Watchers @ Work** 26 week series begins February 6 through July 31. Sign up at the Kick-Off Meeting and receive a 10% registration discount; payroll deduction is available.

- **Meeting Location Schedule**
- **Living Well Weight Watchers @ Work Reimbursement**
- **Medical Mutual Weight Watchers Reimbursement**



View other upcoming wellness events and resources in the Living Well portal or visit [www.yсу.edu/wellness](http://www.yсу.edu/wellness).

## ORGANIZATIONAL DEVELOPMENT

### **Performance Evaluations**

All ACE and excluded classified employees and their supervisors must begin using PeopleAdmin Performance Evaluations. This will streamline the evaluation process and enable supervisors to engage in communication with their staff regarding performance expectations for their position with Youngstown State University. The evaluation is based on the previous year's performance and must be completed no later than February 28, 2019. The Office of Human Resources will monitor compliance. Evaluations will be accessible in the system, making personal record-keeping easier. The evaluations are available in the **PeopleAdmin portal**.

Multiple training sessions have been scheduled in the Kilcawley Training Room for supervisors and employees. Those sessions can be found on the **YSU Course Calendar**. You can also find a link to the Course Calendar on the **Organizational Development website**. Please attend one of the training/office hour sessions to address any questions you may have or contact the Office of Organizational Development at 330.941.3148.

## LABOR RELATIONS

### **APAS Collective Bargaining Agreement**

The 2018 -2021 YSU/APAS Collective Bargaining Agreement is now available on the **Labor Relations website**.



YOUNGSTOWN  
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## HUMAN RESOURCES - TALENT ACQUISITION

Dear Faculty & Staff,

The Office of Human Resources announces that we are accepting internal applications for the position of Network Engineer in the department of IT Infrastructure Services.

If you wish to be considered for the position, please submit your application and supporting materials **online** via the University's applicant tracking system.

*We are pleased to announce that the applicant portal now supports a single sign-on (SSO) feature and you are encouraged to utilize your established YSU Portal credentials to complete your application. When logging in, please make the selection of "Current employees select this link to log in", as displayed below.*



YOUNGSTOWN  
STATE UNIVERSITY

Office of Human Resources

Office of Organizational Development  
Classified Performance Evaluations

**Classified Employees and Supervisors,**

As you may know, effective January 2019, all ACE and excluded classified employees and their supervisors must begin using PeopleAdmin Performance Evaluations. This will streamline the evaluation process and enable supervisors to engage in communication with their staff regarding performance expectations for their position with Youngstown State University.

Use of PeopleAdmin Performance evaluations is now required for classified performance evaluations. The evaluation is based on the previous year's performance and must be completed no later than February 28, 2019. The Office of Human Resources will monitor compliance.

It is easy to use, cost effective, and more environmentally conscious than the old method of using paper forms. Evaluations will be accessible in the system, making personal record-keeping easier. The evaluations are available in the PeopleAdmin portal, <https://jobs.ysu.edu/portal>.

**Please note the following steps:**

1. Supervisors create a performance plan.
2. Employees acknowledge the plan.
3. A progress check-in occurs mid-year.





## Employee Wellness Events & Information

### 2019 Living Well Incentive Program

Start earning points towards the **2019 Living Well Incentive Program** in the Living Well portal by practicing healthy habits, partaking in health education opportunities, and being proactive about your self-care. This year make your health a priority by focusing on being healthy by choice, not by chance!

**\*\*Reminder\*\*** Benefit eligible employees can access the Living Well portal directly through MyYSU portal. Once signed in to MyYSU, click on the "Faculty/Staff" tab and then scroll down to "Employee Resources." Click on "Living Well portal" to take you directly into the wellness portal. Or you can also access it by logging in to [wellness.ysu.edu](http://wellness.ysu.edu).

Our first Living Well Challenge for the New Year is Lean & Mean: The Sequel. Two years ago we did Lean and Mean in 2017 with great participation! For 2019, let's start the New Year right with Lean and Mean: The Sequel! We will be working to lose 3% body weight over the course of 8 weeks through healthy activity and sound nutrition. Register in the portal today to participate with co-workers as a team or participate as an individual. The challenge takes place from

[Subscribe to our email list](#)

## IMPACT Solutions Work Life Seminar & Webinars

**Happiness:** Most people want to be happy. But most people don't know they can make changes to get happier. New research shows you can train yourself to be happy. In this seminar, participants will learn: myths about happiness; the science behind happiness; and skills to get more joy in life. We hope you [join us](#) to learn how you can choose to increase your happiness!

\*NEW in 2019, **IMPACT Webinars** (additional opportunity for Living Well Incentive points). January's Webinar is *Do Your Bucket List: 7 Ways to Up Your Focus on Things that Matter*.

*Learn more about how to access **IMPACT Solutions** & our Employee Assistance Work Life Benefit.*

## Adult CPR/AED Training

This February, Living Well is focusing on prevention. This is your opportunity to learn more about the lifesaving skills of CPR & AED use. Learn more about training opportunities on February 12 and 22.

## Wellness Education Series

Do you find yourself confused when reviewing your explanation of benefits (EOB)? Do you know what a deductible is, or about coinsurance and max out of pocket, and how they apply to the benefits? If you are interested in learning more about your Medical Mutual health care benefits, then register for **Learn More About Your Health Plan** taking place on February 21.

## More Wellness Opportunities Across Campus & Beyond

- Sports Nutrition Presentation by Nancy Clark, MS, RD, CSSD
- YMCA of Youngstown \*No Joining Fee Special\*

**Contact:** Carrie Clyde, Wellness Coordinator at 330-941-3360 or [crcl Clyde@ysu.edu](mailto:crcl Clyde@ysu.edu).

*For more information about upcoming events, visit our [website](#) or [Living Well portal](#).*

[Subscribe](#) to our email list



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## OFFICE OF HUMAN RESOURCES

**Date:** Jan. 29, 2019

**To:** Senior leadership

**From:** Cynthia Kravitz, Associate Vice President, Human Resources

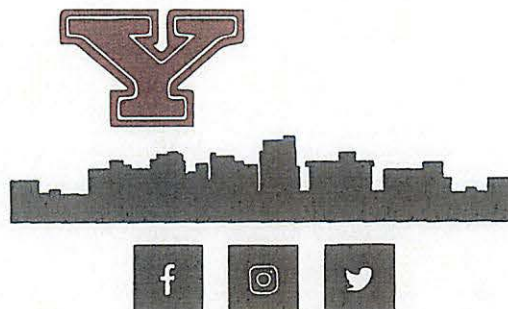
**Topic:** Unscheduled leave policy

With frigid temperatures forecast over the next couple of days, it is important that all employees, and especially their supervisors, are well aware of the university's new **unscheduled leave policy**.

Under the policy, if the president declares unscheduled leave status for the campus, non-essential employees may choose to either report to work as usual or utilize leave pursuant to the policy.

So, for example, if classes are cancelled, and if the president declares unscheduled leave status, non-essential employees are expected to report to work unless they use unscheduled leave.

For more information, please also review the university's Cancellation and Closing Procedures.



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## Current Postings – 1/15/19

### Faculty

#### College of Education

- Part-time Instructor – Student Teaching Supervisor – Teacher Education
- Part-time Instructor – Student Teaching Supervisor – Counseling, School Psychology and Educational Leadership
- Part-time Faculty – Counseling, School Psychology and Educational Leadership
- Part-time Instructor – Early Childhood-PreK
- Part-time Instructor – Reading & Study Skills
- Part-time Instructor – Approaches to Professional Assessment Praxis Core
- Part-time Instructor – Early Childhood Education/Early Childhood Intervention Specialist
- Part-time Instructor – Literacy Education Instructor
- Part-time Instructor – Middle Childhood Education
- Part-time Instructor – First Year Experience Education Course
- Part-time Instructor – Health & Physical Education Instructor
- Part-time Instructor – Adolescent/Young Adult Education
- Part-time Faculty – Special Education Instructor
- Part-time Faculty – Teacher Education

#### College of Health and Human Services

- Part-time Instructor – Food & Nutrition Programs
- Part-time Faculty – Dental Hygiene
- Part-time Faculty – Medical Assisting Technology
- Part-time Faculty – Respiratory Care
- Part-time Faculty – Allied Health
- Part-time Faculty – Master of Health and Human Services
- Part-time Nursing – Clinical Faculty
- Part-time Faculty – Emergency Medical Services
- Part-time Faculty – Health Informatics
- Part-time Faculty – Public Health
- Part-time Faculty – Hospitality Management
- Part-time Faculty – Public Health – Environmental Health and Safety
- Part-time Instructor – First Year Experience Course in Health & Human Services
- Part-time Instructor – Pharmacology for Nurse Anesthetist Students
- Part-time Faculty – Medical Laboratory Programs
- Part-time Instructor – Social Work Lakeland and Lorain CC Campuses
- Part-time Instructor – Social Work
- Part-time Instructor – Health & Physical Education Methods Instructor
- Part-time Instructor – Criminal Justice and Forensic Sciences
- Part-time Undergraduate Faculty – Merchandising – Fashion & Interiors

## **College of Health and Human Services Continued**

- Part-time Undergraduate Faculty – Dietetics Programs
- Part-time Faculty – Kinesiology and Sport Science
- Part-time Faculty – Kinesiology and Sport Science – Resistance Training
- Part-time Faculty – Health & Human Services 1510/1511 First Year Experience Course

## **College of Liberal Arts and Social Sciences**

- Part-time Faculty Instructor – English
- Part-time Faculty Instructor – Sociology
- Part-time Faculty Instructor – Psychology
- Part-time Faculty – Honors
- Part-time Faculty – Introduction to Sociology
- Part-time Instructor – Gerontology
- Part-time Instructor – History
- Part-time Instructor – Geography
- Part-time Instructor – Women’s and Gender Studies
- Part-time Instructor – Spanish
- Part-time Instructor – Hebrew
- Part-time Instructor – Religious Studies
- Part-time Graduate Faculty – Social Gerontology
- Part-time Faculty – Politics and International Relations
- Part-time Faculty – Philosophy
- Part-time Faculty – Linguistics/TESOL
- Part-time Faculty – Sociology, Anthropology, Gerontology (On-line Graduate Course)
- Part-time Faculty – Sociology, Anthropology, Gerontology (Undergraduate Courses)
- Part-time Faculty – First Year Experience Course, College of Liberal Arts and Social Sciences
- Part-time Faculty – Italian
- Part-time Faculty – Africana Studies
- Part-time Faculty – American Studies

## **Cliffe College of Creative Arts & Communication**

- Part-time Faculty – Photography
- Part-time Faculty – Communication Studies, Telecommunication Studies, and Journalism
- Part-time Faculty – Theater and Dance
- Part-time Instructor – Viola
- Part-time Instructor – Music Theory
- Part-time Instructor – Director of Dana Gospel Choir
- Part-time Instructor – Graphic Design
- Part-time Instructor – Art History
- Part-time Instructor – Visual Arts Foundations

## **Cliffe College of Creative Arts & Communication Continued**

- Part-time Vocal Instructor
- Part-time Vocal Instructor – Classical Voice
- Part-time Instructor – Jazz Studies
- Part-time Instructor – Visual Arts
- Part-time Faculty – First Year Experience Course in College of Creative Arts & Communication
- Part-time Faculty – Dana School of Music
- Part-time Instructor of Horn

## **College of Science, Technology, Engineering and Mathematics**

- Part-time Instructor – Mathematics
- Part-time Faculty – Physics
- Part-time Instructor – Mechanical Engineering Technology
- Part-time Instructor – Mechanical Engineering
- Part-time Faculty – Chemistry
- Part-time Instructor – Electrical and Computer Engineering
- Part-time Faculty – Computer Science and Information Systems
- Part-time Faculty – Civil/Environmental and Chemical Engineering
- Part-time Instructor – Engineering Technology
- Part-time Instructor – Biology in the Modern World Laboratory
- Part-time Instructor – Microbiology Laboratory
- Part-time Instructor – Civil and Construction Engineering Technology
- Part-time Instructor – Anatomy and Physiology 1 Lab
- Part-time Instructor – Human Physiology and Anatomy
- Part-time Instructor – Chemistry Lab Instructor
- Part-time Instructor – Draft and Design Technology
- Part-time Instructor – First Year Engineering Orientation
- Part-time Instructor – STEM Careers
- Part-time Instructor – Electrical Engineering Technology
- Part-time Instructor – Mathematics & Statistics
- Part-time Instructor – Microbiology for Health Care Professions Laboratory
- Part-time Instructor – Anatomy and Physiology 2
- Part-time Instructor – Anatomy and Physiology 2 Lab
- Part-time Instructor – Mammalogy
- Part-time Faculty – EUT Power Plant Technology Instructor
- Lecturer, School of Technology, First Year Engineering Technology (Term)
- Part-time Faculty – Industrial Engineering
- Part-time Faculty – Mechanical Engineering – Solid Mechanics
- Part-time Faculty – Mechanical Engineering – Thermal Fluids

## **College of Business Administration**

- Part-time Instructor – Management
- Part-time Instructor – Marketing
- Part-time Instructor – Accounting/Finance
- Part-time Instructor – Management (Undergraduate Courses)
- Part-time Instructor – Legal Environment of Business
- John S. and Doris M. Andrews Endowed Chair in Accounting
- Part-time Instructor – Master of Business Administration
- Part-time Instructor – Marketing/Center for Nonprofit Leadership

## **Professional/Administrative**

- Research Analyst
- Staff Architect
- Counselor, Financial Aid
- Assistant Director, Facility Operations
- Coordinator, Technology & Training
- Instruction Specialist
- Assistant Provost, Teaching & Learning
- Associate Director, External Relations, Government Affairs, and Economic Development (MVICC)
- Assistant Coach, Soccer
- Director, Equal Opportunity and Policy Development
- Research Project Engineer
- Associate Director of Development
- Assistant Provost, Diversity & Inclusion
- Coordinator, Club Sports & Camps
- Senior Research Scientist, Additive Manufacturing

## **Classified Civil Service**

- Club Sports Team Specialist

**SUMMARY OF PERSONNEL ACTIONS**  
**Classified Employees**  
**10/16/18 through 1/15/19**

**Appointments – 7**

- Classified Non-Bargaining – 6
- Externally Funded Non-Bargaining – 1

**Separations – 13**

- Classified Civil Service – 4
- Classified Non-Bargaining – 5
- FOP – 2
- FOP Excluded – 2

**Reclassifications/Position Adjustments – 1**

- Classified Civil Service – 1

**Promotions – 1**

- Classified Civil Service – 1

**Salary Adjustments – 6**

- Classified Civil Service – 4
- Externally Funded Non-Bargaining – 2



**YOUNGSTOWN STATE UNIVERSITY**  
**CLASSIFIED EMPLOYEE**  
**PERSONNEL ACTIONS 10/16/18 THROUGH 1/15/19**  
**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>
	Externally Funded Non-					
Reed, Elizabeth	ACE	Operations Assistant	Rich Center for Autism	1/7/2019	1.000	\$ 25,480.00
Annarella, Madelyn	Non-ACE	Intermittent Academic Leader	Center for Human Services Development	11/12/2018	0.4	\$ 14,976.00
Butler, Lori	Non-ACE	Intermittent Group X Instructor	Andrews Student Recr & Wellness Center	1/6/2019	0.075	\$ 2,808.00
Grbinick, Samantha	Non-ACE	Intermittent Group X Instructor	Andrews Student Recr & Wellness Center	1/6/2019	0.075	\$ 2,808.00
Nicholas, Melissa	Non-ACE	Intermittent Academic Leader	Center for Human Services Development	11/12/2018	0.4	\$ 14,976.00
Revere, Reginald	Non-ACE	Intermittent Wellness Leader	Center for Human Services Development	1/7/2019	0.5	\$ 18,720.00
Rizvi, Jodi	Non-ACE	Intermittent Clerk 1	Undergraduate Admissions	10/29/2018	0.5	\$ 10,400.00

**YOUNGSTOWN STATE UNIVERSITY  
CLASSIFIED EMPLOYEE  
PERSONNEL ACTIONS 10/16/18 THROUGH 1/15/19  
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	CONTRACT/ APPOINTMENT		SALARY
	TYPE	POSITION TITLE		DATES	FTE	
Doak, David	ACE	Maintenance Repair Worker 2	Facilities Maintenance	1/4/2019	1.00	\$ 32,552.00
Kerchum, Alexander	ACE	Programmer Analyst 4	IT Application Services	11/2/2018	1.00	\$ 55,806.40
Pavalko, Judy	ACE	Nurse 2	Student Health Clinic	12/31/2018	1.00	\$ 89,398.40
Romack, Victor	ACE	Printing Machine Operator	Printing Services	12/31/2018	1.00	\$ 55,036.80
Harden, Clifton	Non-ACE	Intermittent Parking Facilities Attendant	Parking Services	11/7/2018	0.50	\$ 10,400.00
Horton, Jeff	Non-ACE	Intermittent Club Sports Team Specialist	Club Sports	12/28/2018	0.25	\$ 6,500.00
Kupec, Christopher	Non-ACE	Intermittent Parking Facilities Attendant 1	Parking Services	11/8/2018	1.00	\$ 14,175.20
Liles, Janel	Non-ACE	Intermittent Academic Encourager	College Access and Transition Andrews Student Recr &	12/14/2018	0.50	\$ 15,600.00
Derenburger, Jessica	Non-ACE	Temporary Administrative Asst 1	Wellness Ctr	10/31/2018	1.00	\$ 27,768.00
Fabrizio, Dominic	FOP	Police Officer 2	YSU Police	10/31/2018	1.00	\$ 56,160.00
Timlin, Rory	FOP	Police Officer 2	YSU Police	11/10/2018	1.00	\$ 46,030.40
Venters, Robert	FOP Excluded	Intermittent Police Officer 1	YSU Police	11/21/2018	0.50	\$ 17,617.60
Reents, Lawrence	FOP Excluded	Intermittent Police Officer 1	YSU Police	11/26/2018	0.50	\$ 17,617.60

**YOUNGSTOWN STATE UNIVERSITY**  
**CLASSIFIED EMPLOYEE**  
**PERSONNEL ACTIONS 10/16/18 THROUGH 1/15/19**  
**RECLASSIFICATIONS/POSITION ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Drabison, Maureen	ACE	Systems Analyst 2/ Programmer Analyst 4	IT Application Services	8/5/2018	1.00	\$ 83,075.20	\$ 79,164.80

**YOUNGSTOWN STATE UNIVERSITY**  
**CLASSIFIED EMPLOYEE**  
**PERSONNEL ACTIONS 10/16/18 THROUGH 1/15/19**  
**PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Dilanni, Christine	ACE	Administrative Assistant 2/ Administrative Assistant 1	Registration & Records/ Center for Student Progress	11/25/2018	1.00	\$ 43,388.80	\$ 41,329.60

**YOUNGSTOWN STATE UNIVERSITY**  
**CLASSIFIED EMPLOYEE**  
**PERSONNEL ACTIONS 10/16/18 THROUGH 1/15/19**  
**SALARY ADJUSTMENTS**

<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>
Burzynski, Evangeline	ACE	Human Capital Mgmt Analyst	Human Resources	12/31/2018	1.00	\$ 46,550.40	1.00	\$ 51,209.60
Hudzik, Stefanie	ACE	Museum Specialist	Smith Museum Operation	11/11/2018	0.48	\$ 14,267.14	0.50	\$ 14,861.60
James, Donna	ACE	Payroll Specialist 1	Payroll	9/11/2018	1.00	\$ 63,731.20	1.00	\$ 63,689.60
Schoenfeld, Melissa	ACE	Print Assistant	Printing Services	10/28/2018	1.00	\$ 29,764.80	1.00	\$ 29,328.00
Volinchak, Crystal	Externally Funded Non-ACE	Administrative Assistant 1	Dean - Business Administration	10/28/2018	0.50	\$ 15,808.00	1.00	\$ 31,616.00
Volinchak, Crystal	Externally Funded Non-ACE	Administrative Assistant 1	Dean - Business Administration	12/11/2018	1.00	\$ 31,616.00	0.50	\$ 15,808.00

**Office of Equal Opportunity and Policy Development  
Report on Search Waivers**

Requestor: Ronald Strollo, Executive Director

Department/Unit: Athletics

Position: Assistant Football Coach, Defensive Coordinator

Rationale: Mr. Pelini has 3 years of previous head coaching experience at the Division I level, 4 years of experience as a defensive coordinator at the BCS level and 3 years of experience as a defensive coordinator at the FCS level in addition to 18 years of collegiate football coaching experience. Coaches with similar experience are in high demand and the time required for the traditional search process reasonable impact the ability to retain Mr. Pelini.

Hired: Carl Pelini

**Number of Postings\*:**

- Faculty:
  - Full-time 4
  - Part-time 6
  
- Professional/Administrative:
  - Full-time 10
  - Part-time 0

**Total Postings: 80**

\*Postings since last report.