



**YOUNGSTOWN
STATE
UNIVERSITY**

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

**Charles T. George, Chair
Capri S. Cafaro, Vice Chair
All Trustees are Members**

**Wednesday, September 1, 2021
4:00 p.m. or immediately following
previous meeting**

**Kilcawley Center
Presidents' Suites**

AGENDA

- A. Disposition of Minutes for Meetings Held June 2, 2021; and June 30, 2021**
- B. Old Business**
- C. Committee Items**

1. Intercollegiate Athletics Action Item

C.1.a. = Tab 1

a. Resolution to Ratify Personnel Actions

University policies require that the Chief Human Resources Officer provide a summary of appointments, promotions, and other personnel actions for intercollegiate athletics staff and coaching positions, for April 16, 2021, through July 15, 2021. Personnel actions for intercollegiate athletics staff and coaching are contingent upon approval of the Board of Trustees.

Ron Strollo, Executive Director of Athletics, will report.

2. Intercollegiate Athletics Discussion Item

C.2.a. = Tab 2

a. Fiscal Year 2019-20 Financial Analysis of Benchmark Institutions

Ron Strollo, Executive Director of Athletics, will report.

3. University Affairs Consent Items*

C.3.a. = Tab 3

a. Resolution to Modify Equal Opportunity and Affirmative Action Recruitment and Employment Policy, 3356-2-02

C.3.b. = Tab 4

b. Resolution to Modify Courtesy Vehicle Program Policy, 3356-3-09

C.3.c. = Tab 5

c. Resolution to Modify Licensing of University Names and Marks Policy, 3356-5-12

*Items listed under the Consent Agenda require Board approval; however they may be presented without discussion as these items include only non-substantive changes.

- C.3.d. = Tab 6 d. Resolution to Modify Nepotism and Potential Conflicts in Employment Situations Policy, 3356-7-26**

4. University Affairs Action Items

- C.4.a. = Tab 7 a. Resolution to Rescind Development and Authorization of Institutional Procedures Policy, 3356-1-10**
Cynthia Kravitz, Associate Vice President and Chief Human Resources Officer, will report.

- C.4.b. = Tab 8 b. Resolution to Modify and Retitle Divisional Administrative Procedures Policy, 3356-1-11**
Cynthia Kravitz, Associate Vice President and Chief Human Resources Officer, will report.

- C.4.c. = Tab 9 c. Resolution to Ratify Personnel Actions**
University policies require that the Chief Human Resources Officer provide a summary of appointments, promotions, and other personnel actions for faculty and professional/administrative staff, for April 16, 2021, through July 15, 2021. Personnel actions for faculty and professional/administrative staff are contingent upon approval of the Board of Trustees.
Cynthia Kravitz, Associate Vice President and Chief Human Resources Officer, will report.

5. University Affairs Discussion Item

- a. Litigation, Personnel and Collective Bargaining Update**
Holly Jacobs, Vice President for Legal Affairs and Human Resources, will provide a summary of current litigation and personnel matters, as well as a collective bargaining update.

D. New Business

E. Adjournment



YOUNGSTOWN
STATE
UNIVERSITY

**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 June 3, 2021, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2020-2021 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-7-36, Hiring and Selection Process, Contracts and Compensation for Intercollegiate Athletic Coaches; 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University; and 3356-7-42, Selection of Professional/Administrative Staff;

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

**Board of Trustees Meeting
September 2, 2021
YR 2022-**

SUMMARY OF PERSONNEL ACTIONS
Athletics Employees
4/16/21 through 7/15/21

Appointments – 4

New Positions –1 *(Notated with an asterisk *)*

- Professional Administrative Excluded – 1

Replacement Positions – 3

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

Separations – 6

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

Salary Adjustments – 16

- Professional Administrative Excluded – 16

Reinstatements – 6

- Professional Administrative Excluded – 6

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 4/16/21 THROUGH 7/15/21
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Kosnosky, Michael	ACE	Athletic Facilities Specialist	Athletic Facilities Rental	7/6/2021	1.00	\$ 26,499.20
Burk, Tyler*	Excluded	Assistant Director of Compliance	Athletic Administration	6/1/2021	1.00	\$ 43,500.00
Reagan, Kelsey	Excluded	Assistant Coach Swimming	Swimming & Diving - Women's	4/16/2021	1.00	\$ 35,000.00
Spencer, Jaysen	Externally Funded	Director	Athletic Administration	6/16/2021	1.00	\$ 45,000.00
*New Positions						

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 4/16/21 THROUGH 7/15/21
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	TYPE OF SEPARATION
Webber, Jason	ACE	Athletic Facilities Specialist	Athletic Facilities Rental	4/18/2021	1.00	\$ 26,894.40	Resign
Lapso, Steven	APAS	Assistant Athletic Trainer	Training Room	5/31/2021	1.00	\$ 44,133.77	Resign
Cavaiani, Jessica	Excluded	Assistant Coach Swimming	Swimming & Diving - Women's	6/10/2021	1.00	\$ 35,000.00	Resign
Slay, Jason	Excluded	Assistant Coach Basketball Men's	Basketball - Men's	6/18/2021	1.00	\$ 103,020.00	Resign
Wollet, Emily	Excluded	Associate Director	Athletic Administration	7/15/2021	1.00	\$ 53,960.85	Resign
Spiegel, Allan	Externally Funded	Special Assistant to Executive Director of Athletics	Athletic Administration	6/9/2021	1.00	\$ 35,568.00	Resign

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 4/16/21 THROUGH 7/15/21
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Bujnoch, Austen	Excluded	Assistant Football Coach	Football	7/1/2021	1.00	\$ 60,900.00	1.00	\$ 50,000.00
Campbell, Brian	Excluded	Head Softball Coach	Softball	7/1/2021	1.00	\$ 60,898.86	1.00	\$ 53,570.40
Gorby, Brian	Excluded	Head Coach Track and CC	Track - Men's	7/1/2021	1.00	\$ 68,588.63	1.00	\$ 63,750.00
Harvey, Evan	Excluded	Assistant Football Coach QC	Football	7/1/2021	1.00	\$ 41,155.73	1.00	\$ 35,568.00
Hernandez, Ulises	Excluded	Head Coach Men's Tennis	Men's Tennis	7/1/2021	1.00	\$ 35,447.64	1.00	\$ 30,906.00
Kuberski, Doug	Excluded	Head Coach Bowling	Women's Bowling	7/1/2021	1.00	\$ 40,683.83	1.00	\$ 34,854.42
McClendon, Kenneth	Excluded	Assistant Football Coach	Football	7/1/2021	1.00	\$ 60,900.00	1.00	\$ 50,000.00
Mettille, Tyler	Excluded	Assistant Coach Track Field	Track - Women's	7/1/2021	1.00	\$ 45,616.14	1.00	\$ 40,126.80
Miklos, Nathan	Excluded	Head Coach Women's Golf	Golf - Women's	7/1/2021	1.00	\$ 42,939.58	1.00	\$ 39,171.30
Rupe, Eric	Excluded	Assistant Coach Track Field CC	Track - Men's	7/1/2021	0.50	\$ 12,007.46	0.25	\$ 6,003.73
Schaefer, Joseph	Excluded	Assistant Football Coach	Football	7/1/2021	1.00	\$ 91,756.00	1.00	\$ 80,000.00
Sommers, Matthew	Excluded	Assistant Coach Director Sports Performance	Training Room	7/1/2021	1.00	\$ 47,705.00	1.00	\$ 45,000.00
Sopel, Mickael	Excluded	Head Coach Women's Tennis	Women's Tennis	7/1/2021	1.00	\$ 53,724.29	1.00	\$ 52,406.28
Spalding, Devon	Excluded	Assistant Football Coach	Football	7/1/2021	1.00	\$ 46,209.95	1.00	\$ 35,568.00
Tomei, Megan	Excluded	Assistant Coach Track Field Throws	Track - Women's	7/1/2021	1.00	\$ 40,541.32	1.00	\$ 35,037.00
Zilles, Sara	Excluded	Assistant Softball Coach	Softball	7/1/2021	1.00	\$ 40,745.34	1.00	\$ 36,828.62

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 4/16/21 THROUGH 7/15/21
REINSTATEMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Davis, Shane	Excluded	Assistant Coach Baseball	Baseball	7/1/2021	1.00	\$ 24,495.20
Penniman, Richard	Excluded	Assistant Coach Track Field	Track - Women's	7/12/2021	0.25	\$ 6,858.48
Reese, Daniel	Excluded	Asst Coach Men's Basketball	Basketball - Men's	7/1/2021	1.00	\$ 52,282.65
Rupe, Eric	Excluded	Asst Coach Track Field CC	Track - Men's	7/1/2021	0.50	\$ 12,007.46
Smith, Rollen	Excluded	Asst Football Coach - Dir Opr	Football	7/1/2021	0.25	\$ 10,456.53
Townsend, David	Excluded	Assistant Coach Track Field	Track - Women's	7/1/2021	0.50	\$ 15,624.75

**President's Division
Intercollegiate Athletics
Draft 08-27-2021**

James Tressel
President

Ronald Strollo
Executive Director

Vacant
Associate General Counsel for
Athletics

Nicole Kent-Strollo
Dean of Students

Tory Lindley
Performance Excellence

Tim Stuart
Business, Facility, and External
Relations

Football, Men's Basketball, Women's
Basketball

Vacant
Athletic Trainers

Rebecca Fink
Academic Counseling-Compliance/
SWA

Steve Pinciario
Business/Ticket Office

Trevor Parks
Communications

Jaysen Spencer
Academics

Sport Supervision – all other sports

Rick Love
Corporate Sponsorship

Matt Rollins
Facilities

Strength and Conditioning

Volleyball

Tom Morella
Penguin Club/Fundraising

Lacrosse

**YOUNGSTOWN STATE UNIVERSITY
INTERCOLLEGIATE ATHLETICS
2019-20 FINANCIAL ANALYSIS
EXPENDITURES**

MISSOURI VALLEY CONFERENCE / MVFC

	# of Full-time Undergrads	Men's Basketball Expenses	Women's Basketball Expenses	Football Expenses	Total Expenses
Average	10.892	2,764,276	1,394,030	5,012,723	20,278,952
YSU	8,576	1,702,113	1,173,181	4,478,597	16,292,051
<i>Difference</i>	<i>(2,316)</i>	<i>(1,062,163)</i>	<i>(220,849)</i>	<i>(534,126)</i>	<i>(3,986,901)</i>

MID AMERICAN CONFERENCE

	# of Full-time Undergrads	Men's Basketball Expenses	Women's Basketball Expenses	Football Expenses	Total Expenses
Average	14.234	2,301,050	1,620,635	8,295,272	29,467,038
YSU	8,576	1,702,113	1,173,181	4,478,597	16,292,051
<i>Difference</i>	<i>(5,658)</i>	<i>(598,937)</i>	<i>(447,454)</i>	<i>(3,816,675)</i>	<i>(13,174,987)</i>

HORIZON LEAGUE

	# of Full-time Undergrads	Men's Basketball Expenses	Women's Basketball Expenses	Total Expenses	League Sponsored Sports
Average	10.962	2,473,278	1,445,938	14,504,058	8,901,975
YSU	8,576	1,702,113	1,173,181	16,292,051	7,624,361
<i>Difference</i>	<i>(2,386)</i>	<i>(771,165)</i>	<i>(272,757)</i>	<i>1,787,993</i>	<i>(1,277,614)</i>

**YOUNGSTOWN STATE UNIVERSITY
INTERCOLLEGIATE ATHLETICS
2019-20 FINANCIAL ANALYSIS
REVENUES**

MISSOURI VALLEY CONFERENCE / MVFC

	Total Football Expenses	Total Earned Football Revenue	% of Earned Income vs. Total Expenses	Total Institutional Investment
Average	5,012,723	1,176,242	23%	3,836,481
YSU	4,478,597	1,773,381	40%	2,705,216
<i>Difference</i>	<i>(534,126)</i>	<i>597,139</i>	<i>17%</i>	<i>(1,131,265)</i>

HORIZON LEAGUE – MEN’S BASKETBALL

	Total Men’s Basketball Expenses	Total Earned Men’s Basketball Revenue	% of Earned Income vs. Total Expenses	Total Institutional Investment
Average	2,236,543	581,800	26%	1,654,743
YSU	1,702,113	666,203	39%	1,035,910
<i>Difference</i>	<i>(534,430)</i>	<i>84,403</i>	<i>13%</i>	<i>(618,833)</i>

HORIZON LEAGUE - TOTAL

	Total Athletically Generated Revenue	Total Expenses	% of Income vs. Total Expenses	Total Institutional Investment
Average	2,295,708	14,504,058	16%	12,208,350
YSU	4,603,905	16,292,051	28%	11,688,146
<i>Difference</i>	<i>2,308,197</i>	<i>1,787,993</i>	<i>12%</i>	<i>(520,204)</i>

YOUNGSTOWN STATE UNIVERSITY
INTERCOLLEGIATE ATHLETICS
2019-20 FINANCIAL ANALYSIS

MVFC / MID AMERICAN / HORIZON LEAGUE

	2019-20 Unallocated Expenses	2003-04 Unallocated Expenses	Difference
Average	6,710,646	3,204,446	3,506,200
YSU	3,987,450	2,286,006	1,701,444
<i>Difference</i>	<i>(2,723,196)</i>	<i>(918,440)</i>	<i>(1,804,756)</i>

	2019-20 Total Expenses	2003-04 Total Expenses	Difference
Average	21,643,924	10,156,622	11,487,302
YSU	16,292,051	8,284,384	8,007,667
<i>Difference</i>	<i>(5,351,873)</i>	<i>(1,872,238)</i>	<i>(3,479,635)</i>

Per the EADA – Cumulative Peers spreadsheet

	Spending Per Student- Athlete	Spending Per Student-Athlete (Less Scholarships)	Institutional Funding Per Student-Athlete
MVFC Average	47,587	36,115	29,646
YSU	36,448	25,388	25,940
<i>Difference</i>	<i>(11,139)</i>	<i>(10,727)</i>	<i>(3,706)</i>
MAC Average	68,755	50,715	52,267
YSU	36,448	25,388	25,940
<i>Difference</i>	<i>(32,307)</i>	<i>(25,327)</i>	<i>(26,327)</i>

Per the EADA Analysis spreadsheets

YOUNGSTOWN STATE UNIVERSITY
INTERCOLLEGIATE ATHLETICS
2019-20 FINANCIAL ANALYSIS

MVC / MID AMERICAN / HORIZON LEAGUE

Men's Sports	YSU Rank	Total Sponsored		Peer Average Expenses	YSU Expenses	Difference
Baseball	19	21		\$879,193	\$543,896	(\$335,297)
Men's Basketball	27	27		\$2,449,749	\$1,702,113	(\$747,636)
Men's Track & Field	12	17		\$515,550	\$452,619	(\$62,931)
Football	13	18		\$7,063,886	\$4,478,597	(2,585,289)
Men's Golf	18	21		\$279,039	\$189,385	(\$89,654)
Men's Swimming	10	11		\$392,813	\$200,228	(\$192,585)
Men's Tennis	11	13		\$290,936	\$195,441	(\$95,495)
Total Men				\$11,871,166	\$7,762,279	(\$4,108,887)

Women's Sports	YSU Rank	Total Sponsored		Peer Average Expenses	YSU Expenses	Difference
Women's Basketball	27	27		\$1,516,585	\$1,173,181	(\$343,404)
Bowling	1	1		\$0	\$201,643	201,643
Women's Track & Field	16	26		\$655,225	\$642,988	(\$12,237)
Women's Golf	19	23		\$309,417	\$227,051	(\$82,366)
Soccer	26	27		\$736,573	\$521,950	(\$214,623)
Softball	22	25		\$687,513	\$480,530	(\$206,983)
Women's Swimming	18	20		\$663,385	\$410,140	(\$253,245)
Women's Tennis	16	21		\$378,413	\$277,037	(\$101,376)
Volleyball	22	26		\$783,821	\$607,802	(\$176,019)
Total Women				\$5,730,932	\$4,542,322	(\$1,188,610)



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY
EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION RECRUITMENT
AND EMPLOYMENT POLICY,
3356-2-02**

WHEREAS, University Policies are 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; and

WHEREAS, the Equal Opportunity and Affirmative Action Recruitment and Employment policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Equal Opportunity and Affirmative Action Recruitment and Employment, policy number 3356-2-02, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
September 2, 2021
YR 2022-**

3356-2-02 Equal opportunity and affirmative action recruitment and employment.

~~Previous Policy Number: 2001.02~~

Responsible Division/Office: Equal Opportunity, Title IX and Policy Development

~~Responsible Officer: Vice President for Legal Affairs and Human Resources~~

Responsible Officer: Director, Equal Opportunity, Title IX and Policy Development

Revision History: August 2010; March 2011; September 2016; September 2021

Board Committee: University Affairs

Effective Date: ~~September 15, 2016~~ September 2, 2021

Next Review: ~~2021~~2026

- (A) Policy statement. Youngstown state university is committed to the principles of affirmative action and equality of treatment and opportunity without regard to sex (including pregnancy), race, religion, color, age, national origin, sexual orientation, gender identity and/or expression, disability, veteran or military status or any other basis protected by law (protected class status).
- (B) Principles.
- (1) It is the responsibility of the entire university to create a campus environment that values all individuals and groups, to provide for equality of opportunity, and to maintain openness to diversity of ideas and experiences.
 - (2) The commitment of the university is ~~promulgated~~directed, in part, by the affirmative action plan.
 - (3) The affirmative action plan outlines the parameters of the university's affirmative action practices in recruitment and employment, which are reported regularly to the board of trustees.
- (C) Procedures.

- (1) University employment and personnel actions and access to university-sponsored training, education, tuition assistance, social and recreational programs will be administered in accordance with applicable state and federal regulations, executive orders, and university policies.
- (2) The office of equal opportunity, [Title IX](#) and policy development is responsible for the development and implementation of the university's equal opportunity and affirmative action policies and for receiving complaints of discrimination or harassment based on protected class status.
- (3) The office of equal opportunity, [Title IX](#) and policy development in coordination with the office of human resources shall monitor recruitment and employment practices for compliance with applicable legal requirements and university policies.
- (4) The office of equal opportunity, [Title IX](#) and policy development in conjunction with the office of human resources may require additional and/or specific efforts outside of the standard employment search process in furtherance of the university's equal employment and affirmative action goals. Such efforts include but are not limited to the drafting of job postings, the selection of applicants for interview, and advertisement and recruitment methods.
- (5) Specific information regarding equal opportunity recruitment and employment is found on the office of equal opportunity, [Title IX](#) and policy development website at <http://cms.ysu.edu/administrative-offices/equal-opportunity-and-policy-compliance/equal-opportunity-and-policy>.
- (6) The university's affirmative action plan is available for viewing in the office of equal opportunity, [Title IX](#) and policy development.

3356-2-02 Equal opportunity and affirmative action recruitment and employment.

Responsible Division/Office: Equal Opportunity, Title IX and Policy Development
Responsible Officer: Director, Equal Opportunity, Title IX and Policy Development
Revision History: August 2010; March 2011; September 2016; September 2021
Board Committee: University Affairs
Effective Date: September 2, 2021
Next Review: 2026

- (A) Policy statement. Youngstown state university is committed to the principles of affirmative action and equality of treatment and opportunity without regard to sex (including pregnancy), race, religion, color, age, national origin, sexual orientation, gender identity and/or expression, disability, veteran or military status or any other basis protected by law (protected class status).
- (B) Principles.
- (1) It is the responsibility of the entire university to create a campus environment that values all individuals and groups, to provide for equality of opportunity, and to maintain openness to diversity of ideas and experiences.
 - (2) The commitment of the university is directed, in part, by the affirmative action plan.
 - (3) The affirmative action plan outlines the parameters of the university's affirmative action practices in recruitment and employment, which are reported regularly to the board of trustees.
- (C) Procedures.
- (1) University employment and personnel actions and access to university-sponsored training, education, tuition assistance, social and recreational programs will be administered in accordance with

applicable state and federal regulations, executive orders, and university policies.

- (2) The office of equal opportunity, Title IX and policy development is responsible for the development and implementation of the university's equal opportunity and affirmative action policies and for receiving complaints of discrimination or harassment based on protected class status.
- (3) The office of equal opportunity, Title IX and policy development in coordination with the office of human resources shall monitor recruitment and employment practices for compliance with applicable legal requirements and university policies.
- (4) The office of equal opportunity, Title IX and policy development in conjunction with the office of human resources may require additional and/or specific efforts outside of the standard employment search process in furtherance of the university's equal employment and affirmative action goals. Such efforts include but are not limited to the drafting of job postings, the selection of applicants for interview, and advertisement and recruitment methods.
- (5) Specific information regarding equal opportunity recruitment and employment is found on the office of equal opportunity, Title IX and policy development website at <http://cms.ysu.edu/administrative-offices/equal-opportunity-and-policy-compliance/equal-opportunity-and-policy>.
- (6) The university's affirmative action plan is available for viewing in the office of equal opportunity, Title IX and policy development.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY
COURTESY VEHICLE PROGRAM POLICY,
3356-3-09**

WHEREAS, University Policies are 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; and

WHEREAS, the Courtesy Vehicle Program policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Courtesy Vehicle Program, policy number 3356-3-09, shown as Exhibit ___ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
September 2, 2021
YR 2022-**

3356-3-09 Courtesy vehicle program.

~~Previous Policy Number: 3008.01~~
Responsible Division/Office: Athletics
Responsible Officer: Vice President for Legal Affairs and
~~Human~~
Resources: [Executive Director of Athletics](#)
Revision History: September 1999; March 2007; September 2011;
June 2016; [September 2021](#)
Board Committee: University Affairs
Effective Date: ~~June 15, 2016~~ [September 2, 2021](#)
Next Review: ~~2021~~ [2026](#)

- (A) Policy statement. Youngstown state university (“university”) may participate with area car dealerships to secure vehicles (“courtesy vehicles”) for the use of athletic department coaches and university staff in order to recruit student-athletes, attend and engage in community programs, participate in fundraising for the university, and aid in the performance of university functions. In accepting the use of such vehicles, the university is authorized to make any appropriate expenditure for the protection and maintenance of these vehicles. Specifically, the university has a program in place for the acceptance of courtesy vehicles to be used by university employees. The program is monitored by the executive director of athletics and the director of environmental and occupational health and safety.
- (B) Parameters.
- (1) The executive director of athletics, or designee, is responsible for assigning the vehicles to specific individuals. The vehicles may be used for both business and personal use. Drivers should consult the university’s travel rules regarding business travel reimbursement.
 - (2) In order to comply with state and federal tax regulations, drivers must track personal mileage use.
 - (3) The vice president for finance and business operations, or designee, is responsible for signing the lease agreements for all of

the courtesy vehicles.

- (4) The executive director of athletics has primary responsibility to notify the director of environmental and occupational health and safety ("EOHS") each time vehicle changes are made so that the insurance coverage can be modified accordingly. The director of EOHS is responsible for the insurance program that provides coverage for vehicles in the program and is responsible for ensuring that drivers have been certified to drive a courtesy vehicle and have been educated on the insurance program. Drivers may be responsible for a deductible for property damage while driving a courtesy vehicle.
- (5) Leases must be in the university's name so that vehicles can be covered by the institution's insurance policy.
- (6) University staff are personally responsible for all traffic offense fines, citations, and violations, and for the care and upkeep of the courtesy vehicle, including but not limited to vehicle registration, maintenance, parts, equipment, and repairs.

(C) Procedures.

- (1) Upon picking up a courtesy vehicle from the dealership, authorized personnel must comply with the EOHS insurance program requirements, including but not limited to defensive driving courses and annual driving record reviews.
- (2) The executive director of athletics must inform the office of EOHS when the vehicle is returned to the dealership.
- (3) Athletics staff member must immediately report any changes in his/her license status (restrictions, suspensions, revocations, expirations) and vehicle accidents or damage to the executive director of athletics. The executive director of athletics will inform the office of EOHS of these changes.

3356-3-09 Courtesy vehicle program.

Responsible Division/Office: Athletics
Responsible Officer: Vice President for Legal Affairs and
Human Resources; Executive Director of
Athletics
Revision History: September 1999; March 2007; September 2011;
June 2016; September 2021
Board Committee: University Affairs
Effective Date: September 2, 2021
Next Review: 2026

- (A) Policy statement. Youngstown state university (“university”) may participate with area car dealerships to secure vehicles (“courtesy vehicles”) for the use of athletic department coaches and university staff in order to recruit student-athletes, attend and engage in community programs, participate in fundraising for the university, and aid in the performance of university functions. In accepting the use of such vehicles, the university is authorized to make any appropriate expenditure for the protection and maintenance of these vehicles. Specifically, the university has a program in place for the acceptance of courtesy vehicles to be used by university employees. The program is monitored by the executive director of athletics and the director of environmental and occupational health and safety.
- (B) Parameters.
- (1) The executive director of athletics, or designee, is responsible for assigning the vehicles to specific individuals. The vehicles may be used for both business and personal use. Drivers should consult the university’s travel rules regarding business travel reimbursement.
 - (2) In order to comply with state and federal tax regulations, drivers must track personal mileage use.
 - (3) The vice president for finance and business operations, or designee, is responsible for signing the lease agreements for all of

the courtesy vehicles.

- (4) The executive director of athletics has primary responsibility to notify the director of environmental and occupational health and safety ("EOHS") each time vehicle changes are made so that the insurance coverage can be modified accordingly. The director of EOHS is responsible for the insurance program that provides coverage for vehicles in the program and is responsible for ensuring that drivers have been certified to drive a courtesy vehicle and have been educated on the insurance program. Drivers may be responsible for a deductible for property damage while driving a courtesy vehicle.
- (5) Leases must be in the university's name so that vehicles can be covered by the institution's insurance policy.
- (6) University staff are personally responsible for all traffic offense fines, citations, and violations, and for the care and upkeep of the courtesy vehicle, including but not limited to vehicle registration, maintenance, parts, equipment, and repairs.

(C) Procedures.

- (1) Upon picking up a courtesy vehicle from the dealership, authorized personnel must comply with the EOHS insurance program requirements, including but not limited to defensive driving courses and annual driving record reviews.
- (2) The executive director of athletics must inform the office of EOHS when the vehicle is returned to the dealership.
- (3) Athletics staff member must immediately report any changes in his/her license status (restrictions, suspensions, revocations, expirations) and vehicle accidents or damage to the executive director of athletics. The executive director of athletics will inform the office of EOHS of these changes.



**RESOLUTION TO MODIFY
LICENSING OF UNIVERSITY NAMES AND MARKS POLICY,
3356-5-12**

WHEREAS, University Policies are 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; and

WHEREAS, the Licensing of University Names and Marks policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Licensing of University Names and Marks, policy number 3356-5-12, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
September 2, 2021
YR 2022-**

3356-5-12 Licensing of university names and marks.

~~Previous Policy Number: 5013.01~~
Responsible Division/Office: Athletics
Responsible Officer: Vice President for Legal Affairs and
~~Human~~
Resources: [Executive Director of Athletics](#)
Revision History: March 1999; October 2010; June 2016;
[September 2021](#)
Board Committee: University Affairs
Effective Date: ~~June 15, 2016~~ [September 2, 2021](#)
Next Review: ~~2021~~ [2026](#)

- (A) Policy statement. Youngstown state university has registered or otherwise protected the names, logos, symbols, indicia, insignia, trade names, service marks, and trademarks (collectively, identity marks) of the university and its programs. The department of athletics is responsible for licensing and monitoring ~~of~~ the identity marks of the university.
- (B) Purpose. To protect the university's identity marks, to promote the university in a consistent and positive manner, and to provide information and guidelines for the university's identity marks.
- (C) Scope. This policy applies to use of university identity marks, whether for internal or external use and whether for commercial or noncommercial purposes.
- (D) Guidelines.
 - (1) Commercial use of the university's identity marks must conform to the official university sanctioned identity marks.
 - (2) Royalty commissions received through the sale of licensed items will be used for student scholarships.
 - (3) The department of athletics is responsible for monitoring the appropriate use of university identity marks by external (non-university) users to ensure that the institution is promoted positively and that the products meet quality standards.

- (4) Internal use of university identity marks by university departments, offices or units for the promotion of the university, such as stationary or business cards, catalogs, promotional publications, or other university publications, must adhere to the official university identity marks as determined by the office of marketing and communications and the department of athletics.
 - (5) The university reserves the right to take appropriate action when confronted with unauthorized use of its identity marks. Such actions may include confiscation of the goods, financial penalties, cease and desist orders and other legal action.
 - (6) The university does not license the use of its name for the following purposes:
 - (a) Sexually suggestive, obscene, or disparaging products;
 - (b) Inherently dangerous products.
- (E) Procedures.
- (1) Any individual, business, or organization interested in using the ~~university's name, nicknames, abbreviations, logos, seal, mascots, slogans, etc.,~~ identity marks should contact the department of athletics.
 - (2) A copy of the intended design and the product on which it is to be displayed must be submitted to the department of athletics through the university licensing agent for review and approval.
 - (3) Anyone planning to purchase goods or services incorporating ~~the university name or other symbols~~ identity marks should confirm that the vendor is an authorized licensee.
 - (4) If appropriate, a licensing agreement will be executed between the university licensing agent and the individual, business, or organization.
 - (5) In special instances, such as a limited distribution of an item that will not be sold for profit, licensing requirements may be waived in

writing and signed by the vice president for finance and business operations, or designee.

- (6) Licensing guidelines and authorized licensee lists may be obtained from the ~~office of university relations~~department of athletics.
- (7) Additional procedures for using university ~~symbols~~identity marks (i.e., publications) and related information can be ~~found on the website of the office of marketing and communications at~~ <http://web.yzu.edu/marketcomm> obtained from the Chief marketing officer.

3356-5-12 Licensing of university names and marks.

Responsible Division/Office: Athletics
Responsible Officer: Vice President for Legal Affairs and Human Resources; Executive Director of Athletics
Revision History: March 1999; October 2010; June 2016; September 2021
Board Committee: University Affairs
Effective Date: September 2, 2021
Next Review: 2026

- (A) Policy statement. Youngstown state university has registered or otherwise protected the names, logos, symbols, indicia, insignia, trade names, service marks, and trademarks (collectively, identity marks) of the university and its programs. The department of athletics is responsible for licensing and monitoring the identity marks of the university.
- (B) Purpose. To protect the university's identity marks, to promote the university in a consistent and positive manner, and to provide information and guidelines for the university's identity marks.
- (C) Scope. This policy applies to use of university identity marks, whether for internal or external use and whether for commercial or noncommercial purposes.
- (D) Guidelines.
 - (1) Commercial use of the university's identity marks must conform to the official university sanctioned identity marks.
 - (2) Royalty commissions received through the sale of licensed items will be used for student scholarships.
 - (3) The department of athletics is responsible for monitoring the appropriate use of university identity marks by external (non-university) users to ensure that the institution is promoted positively and that the products meet quality standards.

- (4) Internal use of university identity marks by university departments, offices or units for the promotion of the university, such as stationary or business cards, catalogs, promotional publications, or other university publications, must adhere to the official university identity marks as determined by the office of marketing and communications and the department of athletics.
 - (5) The university reserves the right to take appropriate action when confronted with unauthorized use of its identity marks. Such actions may include confiscation of the goods, financial penalties, cease and desist orders and other legal action.
 - (6) The university does not license the use of its name for the following purposes:
 - (a) Sexually suggestive, obscene, or disparaging products:
 - (b) Inherently dangerous products.
- (E) Procedures.
- (1) Any individual, business, or organization interested in using the university's identity marks should contact the department of athletics.
 - (2) A copy of the intended design and the product on which it is to be displayed must be submitted to the department of athletics through the university licensing agent for review and approval.
 - (3) Anyone planning to purchase goods or services incorporating university identity marks should confirm that the vendor is an authorized licensee.
 - (4) If appropriate, a licensing agreement will be executed between the university licensing agent and the individual, business, or organization.
 - (5) In special instances, such as a limited distribution of an item that will not be sold for profit, licensing requirements may be waived in writing and signed by the vice president for finance and business operations, or designee.

- (6) Licensing guidelines and authorized licensee lists may be obtained from the department of athletics.
- (7) Additional procedures for using university identity marks (i.e., publications) and related information can be obtained from the Chief marketing officer.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY
NEPOTISM AND POTENTIAL CONFLICTS IN EMPLOYMENT
SITUATIONS POLICY,
3356-7-26**

WHEREAS, University Policies are 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; and

WHEREAS, the Nepotism and Potential Conflicts in Employment Situations policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Nepotism and Potential Conflicts in Employment Situations, policy number 3356-7-26, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
September 2, 2021
YR 2022-**

3356-7-26 Nepotism and potential conflicts in employment situations.

~~Previous Policy Number: 7013.01~~

Responsible Division/Office: Human Resources

Responsible Officer: ~~VP/AVP for Legal Affairs and~~ Human Resources;
[Director of Equal Opportunity, Title IX and
Policy Development](#)

Revision History: December 1998; December 2010; June 2016;
December 2016; [September 2021](#)

Board Committee: University Affairs

Effective Date: ~~December 1, 2016~~ [September 2, 2021](#)

Next Review: ~~2021~~ [2026](#)

- (A) Policy statement. The university fosters an environment in which all individuals are treated with mutual respect and trust. Employment practices are designed to ensure fair and equitable treatment for all employees, as well as creating confidence in the integrity of the hiring process. Employment practices that may provide unfair advantage, real or perceived, because of personal relationships or positions of influence are prohibited. Employees may not authorize, or use the authority or influence of their position to authorize, any of the employment practices as defined herein for the benefit of a family member or business associate.
- (B) Definitions.
- (1) Nepotism is the practice of applying favoritism, without regard to merit, through authority or influence by someone in a position of power or authority toward family members or other for whom the employee has a relationship or is legally responsible. Favoritism is shown by giving preferential treatment in any employment practice to family members as defined in this policy.
 - (2) Employment practices include: the ability or power to effectively hire, transfer, suspend, lay off, recall, promote, discharge; assign or reassign duties; reward, discipline, or influence grievances/appeals.
 - (3) Family members are defined as: parents, grandparents, children of any age, grandchildren, spouse, or siblings (regardless of where these family members reside) and anyone to whom he or she is

related by blood or marriage (aunts, uncles, nieces, nephews, cousins, and in-laws) and who is also residing in the same household with the employee.

- (4) University officials include: members of the board of trustees, executive officers, administrative officers, and other employees in a position to in any way affect employment practices.
- (5) Business associate includes: any individuals, companies, or organizations with which the official is acting together to pursue a common business purpose. Examples would be partners in a partnership, co-owners of a business, an outside employer, and co-members of an LLC.

(C) Parameters.

- (1) Employment practices are fundamentally based on the fulfillment of appropriate qualifications and performance standards. Thus, while there is no prohibition of family members and business associates being employed simultaneously at the university, there are restrictions as to whether an employee may authorize employment practices that directly affect another family member or business associate.
- (2) Division (A)(1) of section 2921.42 of the Revised Code provides that no public (university) official shall knowingly authorize or employ the authority or influence of his/her office to secure authorization of any public contract in which he/she, a family member, or any business associates has an interest. Violation of this section may constitute a felony.
- (3) University officials have the responsibility to exercise their control, influence, or authority in a manner that maintains confidence in the integrity of the university's administrative and personnel decision-making. This responsibility includes avoiding the appearance of a conflict of interest between personal and university interests (see rule 3356-7-01 of the Administrative Code).

- (4) University officials shall not attempt to influence an employment practice that directly affects a family member or business associate.
 - (5) Normally the university will not hire, transfer, promote, or employ family members in such capacity in which they would directly supervise or be in a position to initiate or participate in institutional decisions involving direct benefit to a family member. However, should that occur, the conflict must be disclosed and the university should determine the action steps to be taken to manage the conflict. The employee should apprise the supervisor and in consultation with the appropriate dean/vice president and chief of human resources officer, resolve the situation and avoid the conflict.
 - (6) If a relationship develops during the course of employment that would create a conflict, the appropriate supervisor, in consultation with the appropriate dean/vice president and the chief human resources officer, will confer with the individuals involved to resolve the situation and avoid the conflict.
 - (7) In rare and unusual situations when it is determined to be in the best interest of the university, exceptions may be made. Such exceptions are to be made through the provost or appropriate vice president and with the approval of the president.
- (D) Procedures.
- (1) The university requires full disclosure of any relationship as defined above at the time of application or at any time that such a relationship might occur during the course of employment.
 - (2) Employees maintain an obligation to ensure that all employment practices are based on appropriate professional qualifications and performance standards.
 - (3) If there is any indication, real or perceived, that employment practices may be contrary to these parameters or procedures, it is the responsibility of the employee to bring the situation to the attention of the immediate supervisor.

- (4) Upon receiving notification of such possible influence, the immediate supervisor and appropriate dean/vice president will consult with the chief human resources officer.
- (5) An employee who violates this policy may be subject to disciplinary action and the employment practice may be reversed.

3356-7-26 Nepotism and potential conflicts in employment situations.

Responsible Division/Office: Human Resources
Responsible Officer: AVP for Human Resources; Director of Equal Opportunity, Title IX and Policy Development
Revision History: December 1998; December 2010; June 2016; December 2016; September 2021
Board Committee: University Affairs
Effective Date: September 2, 2021
Next Review: 2026

- (A) Policy statement. The university fosters an environment in which all individuals are treated with mutual respect and trust. Employment practices are designed to ensure fair and equitable treatment for all employees, as well as creating confidence in the integrity of the hiring process. Employment practices that may provide unfair advantage, real or perceived, because of personal relationships or positions of influence are prohibited. Employees may not authorize, or use the authority or influence of their position to authorize, any of the employment practices as defined herein for the benefit of a family member or business associate.
- (B) Definitions.
- (1) Nepotism is the practice of applying favoritism, without regard to merit, through authority or influence by someone in a position of power or authority toward family members or other for whom the employee has a relationship or is legally responsible. Favoritism is shown by giving preferential treatment in any employment practice to family members as defined in this policy.
 - (2) Employment practices include: the ability or power to effectively hire, transfer, suspend, lay off, recall, promote, discharge, assign or reassign duties, reward, discipline, or influence grievances/appeals.
 - (3) Family members are defined as: parents, grandparents, children of any age, grandchildren, spouse, or siblings (regardless of where these family members reside) and anyone to whom he or she is related by blood or marriage (aunts, uncles, nieces, nephews).

cousins, and in-laws) and who is also residing in the same household with the employee.

- (4) University officials include: members of the board of trustees, executive officers, administrative officers, and other employees in a position to in any way affect employment practices.
- (5) Business associate includes: any individuals, companies, or organizations with which the official is acting together to pursue a common business purpose. Examples would be partners in a partnership, co-owners of a business, an outside employer, and co-members of an LLC.

(C) Parameters.

- (1) Employment practices are fundamentally based on the fulfillment of appropriate qualifications and performance standards. Thus, while there is no prohibition of family members and business associates being employed simultaneously at the university, there are restrictions as to whether an employee may authorize employment practices that directly affect another family member or business associate.
- (2) Division (A)(1) of section 2921.42 of the Revised Code provides that no public (university) official shall knowingly authorize or employ the authority or influence of his/her office to secure authorization of any public contract in which he/she, a family member, or any business associates has an interest. Violation of this section may constitute a felony.
- (3) University officials have the responsibility to exercise their control, influence, or authority in a manner that maintains confidence in the integrity of the university's administrative and personnel decision-making. This responsibility includes avoiding the appearance of a conflict of interest between personal and university interests (see rule 3356-7-01 of the Administrative Code).
- (4) University officials shall not attempt to influence an employment practice that directly affects a family member or business associate.

- (5) Normally the university will not hire, transfer, promote, or employ family members in such capacity in which they would directly supervise or be in a position to initiate or participate in institutional decisions involving direct benefit to a family member. However, should that occur, the conflict must be disclosed and the university should determine the action steps to be taken to manage the conflict. The employee should apprise the supervisor and in consultation with the appropriate dean/vice president and chief human resources officer, resolve the situation and avoid the conflict.
 - (6) If a relationship develops during the course of employment that would create a conflict, the appropriate supervisor, in consultation with the appropriate dean/vice president and the chief human resources officer, will confer with the individuals involved to resolve the situation and avoid the conflict.
 - (7) In rare and unusual situations when it is determined to be in the best interest of the university, exceptions may be made. Such exceptions are to be made through the provost or appropriate vice president and with the approval of the president.
- (D) Procedures.
- (1) The university requires full disclosure of any relationship as defined above at the time of application or at any time that such a relationship might occur during the course of employment.
 - (2) Employees maintain an obligation to ensure that all employment practices are based on appropriate professional qualifications and performance standards.
 - (3) If there is any indication, real or perceived, that employment practices may be contrary to these parameters or procedures, it is the responsibility of the employee to bring the situation to the attention of the immediate supervisor.
 - (4) Upon receiving notification of such possible influence, the immediate supervisor and appropriate dean/vice president will consult with the chief human resources officer.

- (5) **An employee who violates this policy may be subject to disciplinary action and the employment practice may be reversed.**



Explanation to Rescind *University Policy*:

3356-1-10 Development and Authorization of Institutional Procedures Policy

This policy is being recommended for rescission and will be replaced with updated policy 3356-1-11 Divisional administrative procedures.

Board of Trustees Meeting
September 2, 2021
YR 2022-



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO RESCIND
DEVELOPMENT AND AUTHORIZATION OF INSTITUTIONAL
PROCEDURES POLICY, 3356-1-10**

WHEREAS, University 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 University Policy governing Development and Authorization of Institutional Procedures, policy number 3356-1-10, shown as Exhibit __, attached hereto.

**Board of Trustees Meeting
September 2, 2021
YR 2022-**

TO BE RESCINDED

3356-1-10 Development and authorization of institutional procedures.

Previous Policy Number: 0002.00
Responsible Division/Office: Office of the President
Responsible Officer: President
Revision History: June 1997; March 2010; March 2016
Board Committee: University Affairs
Effective Date: March 16, 2016
Next Review: 2021

- (A) Policy statement. The university's board of trustees empowers the president to adopt and implement rules and regulations consistent with board policies which are necessary for the operation of the university.
- (B) Purpose. To provide guidance for the establishment of institutional procedures to insure the effective operation of the university.
- (C) Definition. "Institutional procedures" are defined as operating guidelines established by the university to assist in the implementation of university policies established by the board of trustees.
- (D) Parameters.
 - (1) An institutional procedure shall describe the scope and directive of the procedures and reference any applicable board policy.
 - (2) Institutional procedures may be developed or revised by the president, his/her designee, or the individual accountable for any department or unit (chairperson, director, executive director, etc.). Senates, councils, and committees may also develop or revise institutional procedures through the appropriate department or unit.
 - (3) Accuracy of the procedures is the responsibility of the individual accountable for the development of the procedure.
- (E) Procedures.

- (1) A new institutional procedure shall be noted as such during the review process. Proposed revisions to an existing institutional procedure shall be clearly identified and contrasted with existing language.
- (2) A draft of a new or revised procedure shall be forwarded to the appropriate divisional vice president for timely review and feedback. After review within the division, the appropriate vice president shall forward the procedure to the president to determine if further review is necessary.
- (3) The president may utilize a university body to facilitate discussion and obtain campus-wide perspective and input.
- (4) After all reviews have been completed, the appropriate divisional vice president, or his/her designee, shall insure that the procedure includes a designation of the responsible division/office, an effective date, and is published on the web page of the division/office responsible for its implementation.
- (5) Institutional procedures should be reviewed on a regular basis to insure relevance and applicability.



YOUNGSTOWN
STATE
UNIVERSITY

Explanation of Modifications to University Policy:

3356-1-11 Divisional Administrative Procedures Policy

This policy is being modified to provide University-wide guidance for the development of administrative procedures necessary to implement the policies of the Board of Trustees and to administer the University.

**Board of Trustees Meeting
September 2, 2021
YR 2022-**



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY AND RETITLE
DIVISIONAL ADMINISTRATIVE PROCEDURES POLICY,
3356-1-11**

WHEREAS, University 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;

WHEREAS, the Divisional Administrative Procedures policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing Divisional Administrative Procedures, policy number 3356-1-11, to be retitled as Development and Authorization of Administrative Procedures, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
September 2, 2021
YR 2022-**

3356-1-11 ~~Divisional administrative procedures.~~ Development and authorization of administrative procedures.

~~Previous Policy Number: 0005.00~~

Responsible Division/Office: Office of the President

Responsible Officer: President

Revision History: March 2000; March 2010; March 2016;
September 2021

Board Committee: University Affairs

Effective Date: ~~March 16, 2016~~ September 2, 2021

Next Review: ~~2021~~ 2026

- (A) Policy statement. The Youngstown state university board of trustees has endorsed the collegial system of governance and recognizes that the day-to-day internal administration of the university is best achieved by delegating formal authority to the president, who, in turn, delegates appropriate authority to various administrative officers to establish administrative procedures to execute the plans and programs of the university and administer university affairs. The president delegates to the divisions of the university responsibility and authority for academic affairs, business and financial affairs, development and community affairs, and student affairs finance and business operations, and legal affairs and human resources.
- (B) Purpose. To provide guidance for the establishment of administrative procedures and to establish a process for the divisions of the university to promulgate procedures to execute the plans and programs of the university and administer university affairs.
- (C) Definition. Divisional administrative procedures (“administrative procedures”) are operational guidelines established by divisions of the university to assist in the implementation of university policies and the goals and objectives of the division. Administrative procedures may impact the entire university community.
- (D) Parameters.

- (1) The drafting and review of administrative procedures shall follow, to the extent possible, the format contained in rule 3356-1-09 of the Administrative Code (“Development and issuance of university policies”).
- (2) An administrative procedure shall describe the scope and directive of the procedure and reference any applicable board policy.
- (3) An administrative procedure shall identify which division authorized the procedure, the department or unit within the division that is responsible for implementation of the procedure, and its effective date.
- ~~(3)(4)~~ ——— Administrative procedures may be developed or revised by the individual accountable for any department or unit (chairperson, director, executive director, etc.). Divisional councils or committees may also develop or revise administrative procedure through the appropriate department or unit. ~~When revising existing administrative procedures, proposed modifications should be clearly identified and contrasted with existing language.~~ Accuracy of the administrative procedures is the responsibility of the individual accountable for the department or unit involved with development of these administrative procedures.
- ~~(4)(5)~~ ——— In the event of a conflict between a university policy and an administrative procedure, the university policy shall take precedence. The division shall notify the office of equal opportunity and policy development of the conflict, and the office of equal opportunity and policy development shall inform the board of trustees in order that the board of trustees may take appropriate action.
- ~~(5)~~ ——— ~~Accuracy of the administrative procedures is the responsibility of the individual accountable for the department or unit involved with development or revision of these administrative procedures.~~

(E) Procedures.

- (1) A new administrative procedure shall be noted as such during the review process. Proposed revisions to an existing procedure shall be clearly identified and contrasted with existing language.
- (2) A draft of the new or revised administrative procedure shall be forwarded to ~~departments, units, councils, committees, or others affected~~ the appropriate divisional administrator, for timely review and feedback to the divisional vice president. When the scope of the administrative procedures extends beyond the division, the draft will be forwarded to the appropriate division(s) for review.
- (3) After the review is completed, a final draft of the administrative procedure shall be forwarded to the president and vice presidents to determine if further review is necessary.
- (4) The president may facilitate discussion and obtain campus-wide perspective and input by presenting the administrative procedure to an appropriate university body.
- (5) Upon completion of the review and drafting process, the appropriate vice president, or designee, shall insure that the administrative procedure is in the appropriate format and is posted on the website of the appropriate division, department, or unit.

3356-1-11 Development and authorization of administrative procedures.

Responsible Division/Office: Office of the President
Responsible Officer: President
Revision History: March 2000; March 2010; March 2016;
September 2021
Board Committee: University Affairs
Effective Date: September 2, 2021
Next Review: 2026

- (A) Policy statement. The Youngstown state university board of trustees has endorsed the collegial system of governance and recognizes that the day-to-day internal administration of the university is best achieved by delegating formal authority to the president, who, in turn, delegates appropriate authority to various administrative officers to establish administrative procedures to execute the plans and programs of the university and administer university affairs. The president delegates to the divisions of the university responsibility and authority for academic affairs, business and financial affairs, development and community affairs, and student affairs finance and business operations, and legal affairs and human resources.
- (B) Purpose. To provide guidance for the establishment of administrative procedures and to establish a process for the divisions of the university to promulgate procedures to execute the plans and programs of the university and administer university affairs.
- (C) Definition. Divisional administrative procedures (“administrative procedures”) are operational guidelines established by divisions of the university to assist in the implementation of university policies and the goals and objectives of the division. Administrative procedures may impact the entire university community.
- (D) Parameters.

- (1) The drafting and review of administrative procedures shall follow, to the extent possible, the format contained in rule 3356-1-09 of the Administrative Code (“Development and issuance of university policies”).
 - (2) An administrative procedure shall describe the scope and directive of the procedure and reference any applicable board policy.
 - (3) An administrative procedure shall identify which division authorized the procedure, the department or unit within the division that is responsible for implementation of the procedure, and its effective date.
 - (4) Administrative procedures may be developed or revised by the individual accountable for any department or unit (chairperson, director, executive director, etc.). Divisional councils or committees may also develop or revise administrative procedure through the appropriate department or unit. Accuracy of the administrative procedures is the responsibility of the individual accountable for the department or unit involved with development of these administrative procedures.
 - (5) In the event of a conflict between a university policy and an administrative procedure, the university policy shall take precedence. The division shall notify the office of equal opportunity and policy development of the conflict, and the office of equal opportunity and policy development shall inform the board of trustees in order that the board of trustees may take appropriate action.
- (E) Procedures.
- (1) A new administrative procedure shall be noted as such during the review process. Proposed revisions to an existing procedure shall be clearly identified and contrasted with existing language.
 - (2) A draft of the new or revised administrative procedure shall be forwarded to the appropriate divisional administrator, for timely review and feedback to the divisional vice president. When the scope of the administrative procedures extends beyond the

division, the draft will be forwarded to the appropriate division(s) for review.

- (3) After the review is completed, a final draft of the administrative procedure shall be forwarded to the president and vice presidents to determine if further review is necessary.
- (4) The president may facilitate discussion and obtain campus-wide perspective and input by presenting the administrative procedure to an appropriate university body.
- (5) Upon completion of the review and drafting process, the appropriate vice president, or designee, shall insure that the administrative procedure is in the appropriate format and is posted on the website of the appropriate division, department, or unit.



YOUNGSTOWN
STATE
UNIVERSITY

**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 June 3, 2021, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2020-2021 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University; 3356-7-42, Selection of Professional/Administrative Staff; and 3356-7-43, Externally Funded Professional/Administrative Staff;

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

Board of Trustees Meeting
September 2, 2021
YR 2022-

SUMMARY OF PERSONNEL ACTIONS
Professional Administrative and Faculty Employees
4/16/21 through 7/15/21

Appointments – 21

New Positions – 7 *(Notated with an asterisk *)*

- Professional Administrative Staff – 6
- Professional Administrative Excluded – 1

Replacement Positions – 14

- Professional Administrative Staff – 10
- Professional Administrative Excluded – 3
- Faculty – 1

Separations – 25

- Professional Administrative Staff – 4
- Professional Administrative Excluded – 5
- Faculty – 16

Reclassifications/Position Adjustments – 8

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

Promotions – 10

- Professional Administrative Staff – 4
- Professional Administrative Excluded – 6

Salary Adjustments – 18

- Professional Administrative Staff – 9
- Professional Administrative Excluded – 9

Transfers – 2

- Professional Administrative Staff – 2

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/21 THROUGH 7/15/21
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE			CONTRACT/ APPOINTMENT	
	TYPE	POSITION TITLE	DEPARTMENT	DATES	FTE SALARY
Bibler, Cheri*	APAS	Business Systems Admin 1	IT Application Services	7/1/2021	1.00 \$ 65,975.00
Erjavec, Veronica	APAS	Coordinator	Housing	6/1/2021	1.00 \$ 35,568.00
Gaston, Christopher*	APAS	Student Systems Admin	Registration & Records	6/1/2021	1.00 \$ 55,000.00
Gran, Zackary	APAS	Coordinator, Grants Accounting	Controller's Office	6/21/2021	1.00 \$ 46,500.00
Hartenstein, Kevin	APAS	Coordinator Center Student Progress	Academic Success Center	5/17/2021	1.00 \$ 36,000.00
Hazy, Virginia*	APAS	Program Coordinator Strategic Comm	Dean Cliffe College of Creative Arts	7/12/2021	1.00 \$ 60,000.00
Korda, Dalton	APAS	Temporary Coordinator Facility Ops	Kilcawley Center	5/16/2021	1.00 \$ 35,568.00
Kroliski, Joel*	APAS	Business Systems Admin 1	IT Application Services	4/19/2021	1.00 \$ 55,567.00
Markowski, Dale	APAS	Coordinator	Housing	6/1/2021	1.00 \$ 35,568.00
Merlino, Aaron	APAS	Information Security Engineer	IT Security Services	6/16/2021	1.00 \$ 73,488.00
Muir, Lauren*	APAS	Coordinator, Gifts Accounting	Controller's Office	6/3/2021	1.00 \$ 46,500.00
Queen, Michael*	APAS	Coordinator Student Involvement	Student Activities	7/1/2021	1.00 \$ 36,540.00
Rogers Limpose, Melissa	APAS	Broadcast Engineer	WYSU - FM	6/16/2021	1.00 \$ 42,615.00
Shaffer, Samantha	APAS	Coordinator Student Conduct	Housing	6/16/2021	1.00 \$ 45,000.00
Stanley, Jacob	APAS	Coordinator	Undergraduate Admissions	6/16/2021	1.00 \$ 35,568.00
Phillips, Desja	APAS	Academic Advisor 1	Dean BCHHS	5/24/2021	0.50 \$ 14,843.14
Basich, Christopher*	Excluded	Intermittent Microsite Content Developer	Teacher Education	7/6/2021	0.50 \$ 26,000.00
Gocala, John	Excluded	Intermittent Academy Co-Commander	Peace Officers Training Academy	7/1/2021	0.50 \$ 32,240.00
Hollabaugh, Lorraine	Excluded	Executive Assistant	Dean of Students	5/3/2021	1.00 \$ 43,000.00
Sweeney, Stanley	Excluded	Director Kilcawley Ctr Student Union	Kilcawley Center	6/16/2021	1.00 \$ 75,000.00
Campbell, Matthew	Faculty	Assistant Professor/Program Director	Master of Athletic Training	5/11/2021	1.00 \$ 71,750.00
*New Positions					

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/21 THROUGH 7/15/21
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	SEPARATION TYPE
Blinn, Shanna	APAS	Academic Advisor 2	Dean - WCBA	4/30/2021	1.00	\$ 46,112.44	Resigned
Hancharenko, Michael	APAS	Information Security Architect	IT Security Services	5/21/2021	1.00	\$ 85,609.72	Resigned
Hartwig, Katilyn	APAS	Coord Social Media Digital Mktg	Marketing & Communications	6/4/2021	1.00	\$ 40,209.02	Resigned
Jiang, Shuiping	APAS	Asst Director International Admissions Recruitment	International Programs Office	6/25/2021	1.00	\$ 58,794.22	Resigned
Clowes, Josephine	Excluded	Executive Assistant - Provost	Provost VP - Academic Affairs	7/15/2021	1.00	\$ 67,663.96	Retired
King, Tammy	Excluded	Associate Dean BCHHS	Dean - BCHHS	7/15/2021	1.00	\$ 105,726.86	Retired
O'Malley, Molly	Excluded	Associate Director	Human Resources	4/30/2021	1.00	\$ 55,000.00	Resigned
Pieren, Jennifer	Excluded	Temp Program Administrator	Health Professions	7/15/2021	1.00	\$ 65,000.00	Temp Appt Ended
Weir, Mark	Excluded	Director	Equal Opp. Policy Compliance	7/15/2021	1.00	\$ 90,842.50	Resigned
Bosso, Frank	Faculty	Professor	Kinesiology and Sport Science	5/31/2021	1.00	\$ 89,517.81	Retired
Disotell, Kevin	Faculty	Assistant Professor	Mechanical Engineering	5/14/2021	1.00	\$ 76,696.00	Resigned
Falcone, Alyssa	Faculty	Ives Visiting Professor	World Languages and Cultures	5/15/2021	1.00	\$ 60,000.00	Non-renewal
Husain, Shakir	Faculty	Professor	Civil Environmental & Chemical Engineering	5/15/2021	1.00	\$ 110,780.47	Retired
Jerryson, Michael	Faculty	Professor	Philosophy & Religious Studies	7/9/2021	1.00	\$ 84,467.00	Deceased
Lyons, Joseph	Faculty	Associate Professor	Master Health Human Services	5/9/2021	1.00	\$ 71,500.00	Retired
Mithy, Sharmin	Faculty	Lecturer	Mechanical Engineering	5/15/2021	1.00	\$ 28,000.00	Temp Appt Ended
Mossayebi, Faramarz	Faculty	Professor	Electrical Engineering	7/10/2021	1.00	\$ 107,176.00	Deceased
Payne, Brandt	Faculty	Associate Professor & Director	Dana School of Music	5/8/2021	1.00	\$ 78,230.71	Resigned
Reese, Steven	Faculty	Professor	English	5/15/2021	1.00	\$ 94,342.41	Retired
Saunders-Smith, Gail	Faculty	Associate Professor	Teacher Education	5/31/2021	1.00	\$ 70,893.43	Retired
Shaklee, Ronald	Faculty	Professor	Geography	5/15/2021	1.00	\$ 96,378.95	Retired
Walker, Gary	Faculty	Professor	Biology	6/30/2021	1.00	\$ 89,140.95	Retired
Walter, Phillip	Faculty	Lecturer	Electrical Engineering	5/15/2021	1.00	\$ 29,000.00	Resigned
Wardeh, Muhammad	Faculty	Lecturer	Mechanical Engineering	5/15/2021	1.00	\$ 28,000.00	Temp Appt Ended
Wright, Amy	Faculty	Lecturer	Theater and Dance	5/15/2021	1.00	\$ 44,587.50	Non-renewal

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/21 THROUGH 7/15/21
RECLASSIFICATIONS/POSITION ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Haskins, Jacob	APAS	Case Manager/Housing Coordinator	Dean of Students/Housing	6/1/2021	1.00	\$ 43,000.00	\$ 35,519.90
Wells, Brian	APAS	Senior Academic Advisor 1/ Academic Advisor 2	Dean Bitonte College of Health & Human Services	5/1/2021	1.00	\$ 50,626.97	\$ 45,626.97
Davidson, Katrena	Excluded	AVP Finance and Controller/ Controller	Controller's Office	5/16/2021	1.00	\$ 124,115.41	\$ 118,205.15
Gordon, Amy	Excluded	Director/ Manager	Comprehensive Testing Center	5/1/2021	1.00	\$ 56,559.00	\$ 45,066.04
Lewis-Aey, Jennifer	Excluded	Executive Director, HR Operations/ Director	Human Resources	6/1/2021	1.00	\$ 105,000.00	\$ 84,991.50
Morrone, Ross	Excluded	Chief Marketing Officer/ Director	Marketing & Communications	6/1/2021	1.00	\$ 92,000.00	\$ 77,780.10
Cripe, M. Kathleen	Faculty	Department Chair & Assoc. Professor/ Associate Professor	Teacher Education & Leadership Studies	7/1/2021	1.00	\$ 95,569.43	\$ 72,887.43
Matanin, Marcia	Faculty	Department Chair & Professor/ Professor	Teacher Education & Leadership Studies	7/1/2021	1.00	\$ 91,653.94	\$ 112,538.80

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/21 THROUGH 7/15/21
PROMOTIONS**

EMPLOYEE NAME	NEW EMPLOYEE TYPE/OLD EMPLOYEE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
Hinebaugh, Lorraine	APAS	Software Integration Architect/ Software Integration Engineer	IT Application Services	5/1/2021	1.00	\$ 85,202.61	\$ 77,456.92
McNickle, Sarah	APAS	Systems Admin 1 Educator Prep/ Financial Aid Loan Specialist	Dean - BCLASSE/Financial Aid and Scholarships	4/26/2021	1.00	\$ 48,376.00	\$ 35,776.00
Wells, Nicole	APAS	Clinical Coordinator Graduate/ Senior Academic Advisor 1	Nursing/Dean - HHS	5/1/2021	1.00	\$ 47,000.00	\$ 46,900.03
Zupcsan, Michael	APAS	IT Customer Services Architect/ Technology Support Engineer	IT Customer Services	5/1/2021	1.00	\$ 84,510.00	\$ 73,556.28
Cupp, Olivia	Excluded	Director/ Associate Director	Housing	7/1/2021	1.00	\$ 74,095.00	\$ 55,408.80
Gardner, Ann	Excluded	Associate Director/ Assistant Director	Human Resources/ General Counsel	7/1/2021	1.00	\$ 73,080.00	\$ 57,794.22
Greco, Michael	Excluded	Associate Director/ Assistant Director	Academic Success Center	4/16/2021	1.00	\$ 55,800.00	\$ 51,000.00
McNicholas, Ryan	Excluded	Director/ Associate Director	Andrews Student Recreation & Wellness Ctr	7/1/2021	1.00	\$ 71,050.00	\$ 52,379.00
Osborn, Brandi	Excluded	Classification Compensation Officer/ Human Capital Management Analyst	Human Resources	7/1/2021	1.00	\$ 53,795.00	\$ 40,684.80
Shargo, Megan	Excluded/ACE	Executive Assistant - Provost/ Academic Operations Specialist 1	Provost VP - Academic Affairs/Management	6/7/2021	1.00	\$ 44,000.00	\$ 36,025.60

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/21 THROUGH 7/15/21
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Alberti, Joseph	APAS	Tech Support Instruct Design	Distance Learning	7/1/2021	1.00	\$ 60,265.88	1.00	\$ 59,265.88
Beverly, Michael	APAS	Program Advisor-Academic Coach	Academic Success Center	7/1/2021	1.00	\$ 60,712.30	1.00	\$ 59,712.30
Cardwell, Michael	APAS	Assistant Director Retail Operations	Kilcawley Center	7/1/2021	1.00	\$ 53,210.17	1.00	\$ 52,210.17
DeLucia, Angela	APAS	Assistant to Director	McDonough Museum	7/1/2021	1.00	\$ 41,462.17	1.00	\$ 40,462.17
Evans, Troy	APAS	Systems Architect	IT Infrastructure Services	7/1/2021	1.00	\$ 86,858.57	1.00	\$ 85,858.57
Mattiussi, Carla	APAS	Coordinator Career Development	Career Exploration & Development	7/1/2021	1.00	\$ 47,464.26	1.00	\$ 46,464.26
Moorer, Susan	APAS	Assistant Director, Student Outreach	Dean of Students	7/1/2021	1.00	\$ 65,053.70	1.00	\$ 64,053.70
Swindler, Theresa	APAS	Internship Coordinator	Social Work	7/1/2021	1.00	\$ 61,738.42	1.00	\$ 60,738.42
Wells, Nicole	APAS	Clinical Coordinator Graduate	Nursing	7/1/2021	1.00	\$ 48,705.00	1.00	\$ 47,705.00
Berlinski, Claudia	Excluded	Director	McDonough Museum	5/16/2021	0.50	\$ 35,029.50	1.00	\$ 70,059.00
Bettura, Justin	Excluded	Associate Director	IT Infrastructure Services	6/1/2021	1.00	\$ 97,101.25	1.00	\$ 88,273.86
Bettura, Justin	Excluded	Associate Director	IT Infrastructure Services	7/1/2021	1.00	\$ 99,557.77	1.00	\$ 98,557.77
Donaldson, Rosalyn	Excluded	Director ACT Prog Manager	IT Customer Services	5/16/2021	1.00	\$ 92,000.00	1.00	\$ 89,500.00
Donaldson, Rosalyn	Excluded	Director ACT Prog Manager	IT Customer Services	7/1/2021	1.00	\$ 94,380.00	1.00	\$ 93,380.00
Herman, Jeanne	Excluded	University Registrar	Registration & Records	5/16/2021	1.00	\$ 107,781.00	1.00	\$ 96,934.61
McGiffin, Maura	Excluded	Associate Director PSC	Registration & Records	7/1/2021	1.00	\$ 54,795.00	1.00	\$ 53,795.00
Page, Leslie	Excluded	Director	First Year Student Services	7/1/2021	1.00	\$ 68,199.39	1.00	\$ 67,199.39
Smith, Brien	Excluded	Provost & VP Acad. Affairs	Provost VP - Academic Affairs	7/1/2021	1.00	\$ 253,750.00	1.00	\$ 235,000.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/21 THROUGH 7/15/21
TRANSFERS**

EMPLOYEE NAME	NEW EMPLOYEE TYPE/OLD EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
Reardon, Amanda	APAS	Coordinator Campus Rec & Admissions/Coordinator Membership & Marketing	Andrews Student Recreation & Wellness Center	7/1/2021	1.00	\$ 41,005.13	\$ 41,005.13
VanSuch, Theresa	APAS	Coordinator, Grant Funds/ Coordinator Restricted Funds	Controller's Office	5/16/2021	1.00	\$ 57,794.22	\$ 57,794.22