



**YOUNGSTOWN
STATE
UNIVERSITY**

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

**John R. Jakubek, Chair
Capri S. Cafaro, Vice Chair
All Trustees are Members**

**BACKGROUND MATERIALS
Wednesday, March 4, 2020**

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

Office of Human Resources Update
March 2019

Benefits.

The final review of bids for the administration of the University's medical and prescription plans is underway. The RFP, which was released on October 23, 2019, requested bids for the administration of each plan separately and for a bid on the combined administration of the medical and prescription plans.

Talent Acquisition, Processing & Employee Records/Human Resources Information System (HRIS).

As the Office of Human Resources continues its transition away from paper, two notable changes have occurred:

- The electronic on-boarding process for part-time faculty has been successfully tested with the Department of Health Professions. Beginning in the summer of 2020, the electronic on-boarding process for part-time faculty will go "live" campus-wide. The change from paper to electronic will allow users to access the on-boarding process at their convenience and will save users and the University time and resources.
- Employees are now able to complete or make updates to their federal tax withholdings electronically through Self Service Banner.

Equal Opportunity, Title IX and Policy Development.

On January 16, 2020 Molly O'Malley became the University's Associate Director of Equal Opportunity, Title IX and Policy Development. In this role, Ms. O'Malley will also serve as the University's Title IX Coordinator and will concentrate on outreach, programming and education along with investigations. Ms. O'Malley is a graduate of YSU and comes to YSU from Northeast Ohio Medical University (NEOMED) where she served as the Assistant Director for Diversity, Equity and Inclusion and Title IX Coordinator.

Labor and Employee Relations/Unfair Labor Practices, Grievances and Arbitrations.

ACE

- Grievance #756 challenging the denial of unpaid leave has advanced to arbitration; arbitration rescheduled from 12/3/2019 to 3/26/2020.
- Grievances #759 and #760 challenging respectively reclassifications and pay increases in IT Services; arbitration scheduled for 3/12/2020.
- State Employment Relations Board Case #: 2019-ULP-10-0193. Subject matter is the same as Grievance #759 & #760. Parties agreed to defer the ULP until arbitration award is issued for Grievance #759 & #760.

FOP

- Grievance #66 challenging the involuntary disability separation of YSU Police Department Sergeant. Step 3 heard on 1/28/2020 by Director of Labor and Employee Relations, Kevin Kralj.

OEA

- Grievance #362 -370 challenging intent to terminate through Article 12.6 of Collective Bargaining Agreement. University moved forward with termination.
- Grievance #371 alleges that separation of faculty member due to inability to perform the essential functions of the position must follow corrective action process of Article 12.6.

APAS

- No Activity

2019 Employee Turnover and Attrition Rates.

- Employee Turnover Rate 9.6%
- Employee Attrition Rate 8.7%

Current Postings – 1/15/20

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 Faculty – 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 – Health & Physical Education Methods 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 Faculty - Criminal Justice and Forensic Sciences
- Part-time Undergraduate Faculty – Merchandising – Fashion & Interiors
- Part-time Undergraduate Faculty – Dietetics Programs
- Part-time Faculty – Health & Human Services 1510/1511 First Year Experience Course
- Part-time Instructor – Human Ecology, Early Childhood-PreK

College of Health and Human Services Continued

- Assistant Professor, Athletic Training (Tenure Track)
- Lecturer, Kinesiology and Sport Science – Exercise Science (Term)
- Part-time Faculty – Kinesiology and Sport Science – Activity Courses
- Part-time Faculty – Kinesiology and Sport Science –Therapeutic Exercises
- Assistant/Associate Professor, Physical Therapy (Tenure Track)

College of Liberal Arts and Social Sciences

- Part-time Faculty – English
- Part-time Faculty – Sociology
- Part-time Faculty – Psychology
- Part-time Faculty – Honors
- Part-time Faculty – Introduction to Sociology
- Part-time Instructor – Gerontology
- Part-time Instructor – History
- Part-time Faculty – 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
- Part-time Faculty – French
- Part-time Faculty – American Sign Language
- Part-time Faculty – Spanish Phonetics/Distance Learning

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 Faculty – Music Theory
- Part-time Instructor – Director of Dana Gospel Choir

Cliffe College of Creative Arts & Communication Continued

- Part-time Faculty – Graphic Design
- Part-time Faculty – Art History
- Part-time Faculty – Visual Arts Foundations
- 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 Faculty – Dana School of Music – Tuba/Euphonium
- Part-time Faculty – Dana School of Music – Voice (Musical Theatre)

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
- Assistant Professor – Civil Engineering (Tenure Track)
- Assistant Professor – Mechanical Engineering – Dynamic Systems (Tenure Track)

College of Science, Technology, Engineering and Mathematics Continued

- Part-time Faculty – Industrial Engineering
- Part-time Faculty – Mechanical Engineering – Solid Mechanics
- Part-time Faculty – Mechanical Engineering – Thermal Fluids
- Part-time Faculty – Environmental Science
- Part-time Faculty – STEM First Year Orientation

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
- Part-time Instructor – Master of Business Administration
- Part-time Instructor – Marketing/Center for Nonprofit Leadership
- Part-time Faculty – Economics

Professional/Administrative

- Staff Architect
- Academic Advisor 2
- Instructional Designer/Educational Technologist
- Coordinator, Veterans Affairs
- School Nurse
- Network Engineer
- Coordinator, Undergraduate Admissions
- Manager, Procurement Services
- Assistant Athletic Trainer
- Coordinator, Center for Student Progress
- Assistant Director, First Year Student Services
- Coordinator, Restricted Funds

Classified

- Group X Instructor
- Activity Leader – Multiple Locations

SUMMARY OF PERSONNEL ACTIONS
Classified Employees
10/16/19 through 1/15/20

Appointments – 4

- Classified Civil Service – 2
- Classified Non-Bargaining – 1
- FOP – 1

Separations – 5

- Classified Civil Service – 2
- Classified Non-Bargaining – 2
- FOP – 1

Reclassifications/Position Adjustments – 2

- Classified Civil Service – 2

Salary Adjustments – 1

- Classified Civil Service – 1

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/19 THROUGH 1/15/20
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Burdette, Nicole	ACE	Human Resources Analyst 1	Human Resources	10/28/2019	1.00	\$ 28,620.80
Latronica, Brandon	ACE	Systems Technician 1	IT Infrastructure Services	12/16/2019	1.00	\$ 43,929.60
Satterthwaite, Travis	FOP	Police Officer 1	YSU Police	11/24/2019	1.00	\$ 40,809.60
Phlieger, Sara	Non-ACE	Intermittent Print Assistant	Printing Services	1/13/2020	0.50	\$ 14,175.20

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/19 THROUGH 1/15/20
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Frank, Linda	ACE	Administrative Assistant 2	Campus Rec & Intramural Sports	10/25/2019	1.00	\$ 52,520.00
Harding, Roy	ACE	Tech Support Technician 1	IT Customer Services	12/31/2019	1.00	\$ 68,889.60
Buzard, Danica	FOP	University Police Sergeant	YSU Police	1/8/2020	1.00	\$ 63,585.60
Derenburger, Jessica	Non-ACE	Intermittent Admin Assistant 1	Provost VP - Academic Affairs	11/27/2019	0.50	\$ 13,884.00
Palowitz, Cheryl	Non-ACE	Intermittent Activity Leader	Ctr for Human Services Dev	11/20/2019	0.50	\$ 10,660.00

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/19 THROUGH 1/15/20
RECLASSIFICATIONS/POSITION ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Capaldi, Stacey	ACE	Payroll Specialist 1/ Administrative Assistant 2	Payroll	8/18/2019	1.00	\$ 43,784.00	\$ 41,704.00
Coy, Cheryl	ACE	Administrative Assistant 1/ Secretary	Office of Research Services	1/6/2019	1.00	\$ 50,710.40	\$ 48,297.60

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 10/16/19 THROUGH 1/15/20
SALARY ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Schoenfeld, Melissa	ACE	Print Assistant	Printing Services	10/27/2019	1.00	\$ 30,472.00	1.00	\$ 30,014.40

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

There are no Search Waivers for this report

Number of Postings (November 1, 2019 – January 21, 2020)*:

- Faculty:
 - Full-time 8
 - Part-time 12

- Professional/Administrative:
 - Full-time 12
 - Part-time 0

Total Postings: 32

*Postings since last report.