



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**BOARD OF TRUSTEES  
UNIVERSITY AFFAIRS COMMITTEE**

**Anita A. Hackstedde, Chair  
Charles T. George, Vice Chair  
All Trustees are Members**

**Wednesday, March 1, 2023  
3:30 p.m. or immediately following  
previous meeting**

**Board Room  
Tod Hall**

**AGENDA**

- A. Disposition of Minutes for Meeting on January 27, 2023**
- B. Old Business**
- C. Committee Items**

**1. University Affairs Consent Items\***

- C.1.a. = Tab 1      a. Resolution to Modify Civic Leave with Pay, Excluded Professional/Administrative and Excluded Classified Staff Policy, 3356-7-11**
- C.1.b. = Tab 2      b. Resolution to Modify Unscheduled Leave Policy, 3356-7-16**
- C.1.c. = Tab 3      c. Resolution to Modify Distinguished Service Awards, Full-time Excluded Professional/Administrative Employees and Full-time Excluded Classified Employees Policy, 3356-7-27**
- C.1.d. = Tab 4      d. Resolution to Modify President's Leadership Merit Awards Policy, 3356-7-28**

**2. University Affairs Action Items**

- C.2.a. = Tab 5      a. Resolution to Modify Employee Health Insurance Programs Policy, 3356-7-22**  
Cynthia Kravitz, Associate Vice President and Chief Human Resources Officer, will report.
- C.2.b. = Tab 6      b. 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, including intercollegiate athletics coaching positions for October 16, 2022, through January 15, 2023. 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.

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

### **3. University Affairs Discussion Items**

- C.3.a. = Tab 7**    **a. Affirmative Action Plan**  
Dana Lantz, Director, Equal Opportunity and Policy Compliance, will report.
- C.3.b. = Tab 8**    **b. Support Area Assessment: International Programs**  
Nate Myers, Associate Provost for International and Global Initiatives, will report.
- C.3.c. = Tab 9**    **c. Support Area Assessment: Registrar**  
Jeanne Herman, Associate Vice President for Institutional Effectiveness, and  
Tysa Egleton, University Registrar, will report.
- C.3.d. = Tab 10**   **d. Support Area Assessment Schedule for 2023**  
Mike Sherman, Vice President for Institutional Effectiveness and Board Professional, will  
report.

### **4. University Affairs Executive Session**

- 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 MODIFY  
CIVIC LEAVE WITH PAY, EXCLUDED  
PROFESSIONAL/ADMINISTRATIVE AND EXCLUDED CLASSIFIED  
STAFF POLICY, 3356-7-11**

**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 approve the modification of the University Policy stated above and attached hereto.

**Board of Trustees Meeting  
March 2, 2023  
YR 2023-**

**3356-7-11 Civic leave with pay, excluded professional/administrative and excluded classified staff.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: October 1998; March 1999; March 2013;  
September 2018; March 2023  
Board Committee: University Affairs  
**Effective Date: March 2, 2023**  
Next Review: 2028

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive healthcare; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Parameters.
- (1) As provided in rule 123:1-34-03 of the Administrative Code and section 124.135 of the Revised Code, employees shall be granted civic leave with full pay and benefits when:
- (a) Subpoenaed to appear before any court or other legally constituted body authorized to compel the attendance of witnesses, where the employee is not a party to the action;
  - (b) Summoned for jury duty by any court of competent jurisdiction; or
  - (c) The university appoints or approves an appointment to serve in an unpaid position on an advisory board or commission or to solicit for charities for which university payroll deductions are made. This policy does not apply to situations where employees are being compensated by a third party, i.e., expert witness testimony.

- (2) Employees required to appear or serve for only part of a day for court or jury duty may be obligated to return to a scheduled work assignment following dismissal by the court.
  - (3) Employees who are appellants in any action before the state personnel board of review (SPBR) and are in active pay status at the time of a scheduled hearing before SPBR may be granted civic leave with full pay and benefits for purposes of attending the hearing.
- (C) Procedures.
- (1) Employees shall provide written notification of civic leave to the supervisor as far in advance of the leave as possible. Documentation regarding the leave (e.g., a copy of the summons or subpoena) shall be attached to the notification.
  - (2) Employees may retain any money received as compensation or expense reimbursement for jury duty or court attendance compelled by subpoena.
  - (3) Employees covered by collective bargaining should refer to their respective agreement.

**3356-7-11 Civic leave with pay, excluded professional/administrative and excluded classified staff.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: October 1998; March 1999; March 2013;  
September 2018; March 2023  
Board Committee: University Affairs  
**Effective Date:** ~~September 6, 2018~~ March 2, 2023  
Next Review: ~~2023~~ 2028

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive healthcare; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Parameters.
- (1) As provided in rule 123:1-34-03 of the Administrative Code and section 124.135 of the Revised Code, employees shall be granted civic leave with full pay and benefits when:
- (a) Subpoenaed to appear before any court or other legally constituted body authorized to compel the attendance of witnesses, where the employee is not a party to the action;
  - (b) Summoned for jury duty by any court of competent jurisdiction; or
  - (c) The university appoints or approves an appointment to serve in an unpaid position on an advisory board or commission or to solicit for charities for which university payroll deductions are made. This policy does not apply to situations where employees are being compensated by a third party, i.e., expert witness testimony.

- (2) Employees required to appear or serve for only part of a day for court or jury duty may be obligated to return to a scheduled work assignment following dismissal by the court.
  - (3) Employees who are appellants in any action before the state personnel board of review (“SPBR”) and are in active pay status at the time of a scheduled hearing before SPBR may be granted civic leave with full pay and benefits for purposes of attending the hearing.
- (C) Procedures.
- (1) Employees shall provide written notification of civic leave to the supervisor as far in advance of the leave as possible. Documentation regarding the leave (e.g., a copy of the summons or subpoena) shall be attached to the notification.
  - (2) Employees may retain any money received as compensation or expense reimbursement for jury duty or court attendance compelled by subpoena.
  - (3) Employees covered by collective bargaining should refer to their respective agreement.



YOUNGSTOWN  
STATE  
UNIVERSITY

**RESOLUTION TO MODIFY  
UNSCHEDULED LEAVE POLICY, 3356-7-16**

**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 approve the modification of the University Policy stated above and attached hereto.

**Board of Trustees Meeting  
March 2, 2023  
YR 2023-**

**3356-7-16      **Unscheduled leave policy.****

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: March 1999; January 2012; December 2018;  
March 2023  
Board Committee: University Affairs  
Effective Date: **March 2, 2023**  
Next Review: 2028

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- (A) Policy statement. As a comprehensive university with a resident student community, Youngstown state university (university) must maintain certain essential functions and services regardless of whether the university, or a portion of the university, has been closed due to inclement weather or other extraordinary circumstances. When unscheduled leave is in effect, nonessential employees may elect to work or take accrued leave or leave without pay. Under unscheduled leave, employees are not required to provide usual advance notice when they have determined travel to or remaining on campus may reasonably jeopardize their safety.
- (B) Purpose. To provide consistent guidelines and procedures for employees and students to follow when an emergency situation necessitates the declaration of unscheduled leave.
- (C) Scope. This policy applies to all employees, including student employees and students of the university, with the exception of employees deemed to be essential employees.
- (D) Definitions.
  - (1) “Unscheduled leave” - accrued leave that nonessential university employees may take in the event of extreme weather or similar emergency circumstances which prevents them from reporting to or continuing work as usual. Sick leave cannot be utilized for unscheduled leave unless the absence meets the university criteria for use of sick leave.
  - (2) “Essential function or service” - a function or service designated as indispensable to the continued and safe operation of the university.

Essential functions and services include but are not limited to snow removal, public safety, telecommunications, environmental, student residence, and food services. Essential functions and services may vary depending on circumstances.

- (3) “Essential employee” - an employee whose presence is required regardless of the existence of an emergency and whose absence from duty could endanger the safety and/or well-being of the campus population and/or physical plant.

(E) Parameters.

- (1) The use of unscheduled leave is only available when the president, or his/her designee, has invoked the unscheduled leave policy.
- (2) Supervisors will specifically notify essential personnel when they are required to report for work during a period of unscheduled leave. Notification requiring an employee to report to work is based on the specific emergency circumstances and the function or service designated as essential under these emergency circumstances.
- (3) Individuals utilizing unscheduled leave do not need to request and have leave preapproved; however, they are responsible for notifying their supervisor, or in the case of students, their instructor, when they intend to take leave or be absent from class.
- (4) The type of leave taken must be consistent with other university policies and/or bargaining unit agreements. Employees may not use sick leave for an unscheduled leave absence unless the absence meets the criteria established for sick leave by their bargaining unit agreement or other board of trustees’ policy.
- (5) Leave without pay may only be utilized if the employee has no other appropriate leave time available.
- (6) This policy may be invoked for the entire campus, only certain buildings or areas of campus, for an entire day(s) or portion of a day(s).

- (7) This policy may be invoked when the university is operating in “classes cancelled” status.
- (F) Procedures.
- (1) The president, or his/her designee, has the authority to invoke this policy. The decision to invoke this policy will be communicated to the campus community via normal electronic media.
  - (2) Supervisors will establish reasonable procedures for nonessential employees to follow to notify their departments if unscheduled leave is taken.
  - (3) All leave taken must be reported and approved on either the bi-weekly time sheet or the semi-monthly leave report as applicable.
  - (4) Faculty members seeking to cancel classes during declared unscheduled leave must follow their department procedures.
- (G) Policy violation. Employees who fail to adhere to the requirements of this policy without sufficient justification, will be subject to appropriate disciplinary action.
- (H) Students. Students should consult course syllabi and the university’s e-bulletin for procedures regarding absence from class.

**3356-7-16      Unscheduled leave policy.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: March 1999; January 2012; December 2018;  
March 2023  
Board Committee: University Affairs  
**Effective Date:** ~~December 6, 2018~~ March 2, 2023  
Next Review: ~~2023~~ 2028

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- (A) Policy statement. As a comprehensive university with a resident student community, Youngstown state university (“~~university~~”) must maintain certain essential functions and services regardless of whether the university, or a portion of the university, has been closed due to inclement weather or other extraordinary circumstances. When unscheduled leave is in effect, nonessential employees may elect to work or take accrued leave or leave without pay. Under unscheduled leave, employees are not required to provide usual advance notice when they have determined travel to or remaining on campus may reasonably jeopardize their safety.
- (B) Purpose. To provide consistent guidelines and procedures for employees and students to follow when an emergency situation necessitates the declaration of unscheduled leave.
- (C) Scope. This policy applies to all employees, including student employees and students of the university, with the exception of employees deemed to be essential employees.
- (D) Definitions.
- (1) “~~Unscheduled leave.~~” - ~~Leave~~ accrued leave that nonessential university employees may take in the event of extreme weather or similar emergency circumstances which prevents them from reporting to or continuing work as usual. Sick leave cannot be utilized for unscheduled leave unless the absence meets the university criteria for use of sick leave.
- (2) “~~Essential function or service.~~” ~~A~~ - a function or service designated as indispensable to the continued and safe operation of

the university. Essential functions and services include but are not limited to snow removal, public safety, telecommunications, environmental, student residence, and food services. Essential functions and services may vary depending on circumstances.

- (3) “Essential employee.” ~~“An”~~ - an employee whose presence is required regardless of the existence of an emergency and whose absence from duty could endanger the safety and/or well-being of the campus population and/or physical plant.

(E) Parameters.

- (1) The use of unscheduled leave is only available when the president, or his/her designee, has invoked the unscheduled leave policy.
- (2) ~~Essential personnel are required to report for work when unscheduled leave is declared, unless they are specifically notified not to report by their supervisor.~~ Supervisors will specifically notify essential personnel when they are required to report for work during a period of unscheduled leave. Notification requiring an employee to report to work is based on the specific emergency circumstances and the function or service designated as essential under these emergency circumstances.
- (3) Individuals utilizing unscheduled leave do not need to request and have leave preapproved; however, they are responsible for notifying their supervisor, or in the case of students, their instructor, when they intend to take leave or be absent from class.
- (4) The type of leave taken must be consistent with other university policies and/or bargaining unit agreements. Employees may not use sick leave for an unscheduled leave absence unless the absence meets the criteria established for sick leave by their bargaining unit agreement or other board of trustees’ policy.
- (5) Leave without pay may only be utilized if the employee has no other appropriate leave time available.
- (6) This policy may be invoked for the entire campus, only certain buildings or areas of campus, for an entire day(s) or portion of a day(s).

- (7) This policy may be invoked when the university is operating in “classes cancelled” status.
- (F) Procedures.
- (1) The president, or his/her designee, has the authority to invoke this policy. The decision to invoke this policy will be communicated to the campus community via normal electronic media.
  - (2) Supervisors will establish reasonable procedures for nonessential employees to follow to notify their departments if unscheduled leave is taken.
  - (3) All leave taken must be reported and approved on either the bi-weekly time sheet or the semi-monthly leave report as applicable.
  - (4) Faculty members seeking to cancel classes during declared unscheduled leave must follow their department procedures.
- (G) Policy violation. Employees who fail to adhere to the requirements of this policy without sufficient justification, will be subject to appropriate disciplinary action.
- (H) Students. Students should consult course syllabi and the university’s e-bulletin for procedures regarding absence from class.



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO MODIFY  
DISTINGUISHED SERVICE AWARDS, FULL-TIME EXLUDED  
PROFESSIONAL/ADMINSTRATIVE EMPLOYEES AND FULL-TIME  
EXLUDED CLASSIFIED EMPLOYEES POLICY, 3356-7-27**

**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 approve the modification of the University Policy stated above and attached hereto.

**Board of Trustees Meeting  
March 2, 2023  
YR 2023-**

**3356-7-27 Distinguished service awards, full-time excluded professional administrative employees and full-time excluded classified employees.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: October 1998; October 2010; June 2016;  
December 2021; March 2023  
Board Committee: University Affairs  
**Effective Date: March 2, 2023**  
Next Review: 2028

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- (A) Policy statement. Youngstown state university (university) recognizes employees for outstanding performance of duties that contributes to the good of the university and grants awards for such achievement.
- (B) Scope. This policy applies to full-time excluded professional administrative employees and to full-time excluded classified employees. This policy does not apply to academic department chairpersons. See rule 3356-7-53 of the Administrative Code (university policy 3356-7-53, "Excellence awards for department chairpersons").
- (C) Parameters.
- (1) Up to four awards may be granted annually to full-time excluded professional/administrative employees whose performance at the university has been identified as outstanding.
  - (2) Full-time excluded professional administrative employee award recipients shall receive two thousand dollars divided as follows:
    - (a) A cash award of one thousand, and
    - (b) One thousand dollars added to the individual's base salary in the following contract year.
  - (3) One award may be granted annually to a full-time excluded classified employee whose performance at the university has been identified as outstanding.

- (4) A full-time excluded classified award recipient shall receive a cash award of one thousand four hundred dollars.
- (5) The president, provost, vice presidents, deans, and executive directors are not eligible for consideration for distinguished service awards.

(D) Procedures.

- (1) To be eligible to receive a distinguished service award, an individual must be nominated during the “Call for Nominations” process, which is annually initiated in December.
- (2) Staff members, faculty, students, or alumni may make nominations.
- (3) The provost and each vice president will appoint a person from each division to serve as a committee to review nominations and recommend award recipients. The nominations will be reviewed and awarded by a committee comprised of the divisional vice presidents.
- (4) The committee will seek input from the supervisors of the nominees.
- (5) The committee will forward the names of the award recipients to the office of human resources.
- (6) Announcement of the awards will be presented to the university affairs committee of the board of trustees at the March board of trustees meeting.

**3356-7-27 Distinguished service awards, full-time excluded professional administrative employees and full-time excluded classified employees.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: October 1998; October 2010; June 2016;  
December 2021; March 2023  
Board Committee: University Affairs  
**Effective Date:** ~~December 2, 2021~~ March 2, 2023  
Next Review: ~~2026~~ 2028

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- (A) Policy statement. Youngstown state university (“~~university~~”) recognizes employees for outstanding performance of duties that contributes to the good of the university and grants awards for such achievement.
- (B) Scope. This policy applies to full-time excluded professional administrative employees and to full-time excluded classified employees. This policy does not apply to academic department chairpersons. See rule 3356-7-53 of the Administrative Code (university policy 3356-7-53, “Excellence awards for department chairpersons-~~for awards to academic chairs~~”; ~~rule 3356-7-53 of the Administrative Code.~~).
- (C) Parameters.
- (1) Up to four awards may be granted annually to full-time excluded professional/administrative employees whose performance at the university has been identified as outstanding.
  - (2) Full-time excluded professional administrative employee award recipients shall receive two thousand dollars divided as follows:
    - (a) A cash award of one thousand, and
    - (b) One thousand dollars added to the individual’s base salary in the following contract year.
  - (3) One award may be granted annually to a full-time excluded classified employee whose performance at the university has been

identified as outstanding.

- (4) A full-time excluded classified award recipient shall receive a cash award of one thousand four hundred dollars.
- (5) The president, provost, vice presidents, deans, and executive directors are not eligible for consideration for distinguished service awards.

(D) Procedures.

- (1) To be eligible to receive a distinguished service award, an individual must be nominated during the "Call for Nominations" process, which is annually initiated in December.
- (2) Staff members, faculty, students, or alumni may make nominations.
- (3) The provost and each vice president will appoint a person from each division to serve as a committee to review nominations and recommend award recipients. The nominations will be reviewed and awarded by a committee comprised of the divisional vice presidents.
- (4) The committee will seek ~~written~~ input ~~off~~from the supervisors of ~~all persons nominated for an award~~the nominees.
- (5) The committee will forward the names of the award recipients ~~recommended by the committee will be forwarded~~ to the office of human resources.
- (6) ~~Announcement and presentation~~ of the awards ~~occurs at the annual staff awards dinner.~~
- ~~(7) Annually a list of all recipients of the distinguished service award~~ will be presented to the university affairs committee of the board of trustees at the March board of trustees meeting.



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO MODIFY  
PRESIDENT'S LEADERSHIP MERIT AWARDS POLICY, 3356-7-28**

**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 approve the modification of the University Policy stated above and attached hereto.

**Board of Trustees Meeting  
March 2, 2023  
YR 2023-**

**3356-7-28 President's leadership merit awards.**

Responsible Division/Office: Office of the President  
Responsible Officer: President and AVP for University Relations  
Revision History: December 1998; October 2010; March 2018;  
March 2023  
Board Committee: University Affairs  
**Effective Date: March 2, 2023**  
Next Review: 2028

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- (A) Policy statement. Youngstown state university (university), through its president, recognizes executive and administrative officers that have made distinctive contributions to the university's mission and ideals beyond the regular performance of duties and responsibilities.
- (B) Scope. This policy applies to executive and administrative level officers of the university as defined in rules 3356-9-01 and 3356-9-02 of the Administrative Code (university policies 3356-9-01, "Selection and evaluation of executive level officers of the university" and 3356-9-02, "Selection and annual evaluation of administrative officers of the university," respectively). This policy excludes the president of the university, who is ineligible to receive the presidential award.
- (C) Parameters.
- (1) In order to be eligible, an executive or administrative officer must be a current full-time employee who has worked at the university for at least two consecutive years, not including temporary employment.
  - (2) Prior winners may not be considered for the award more than every five years.
  - (3) Award recipients will have made a distinctive contribution to the university in one or more of the following areas:
    - (a) Service
    - (b) Innovation

- (c) Teamwork/collaboration
  - (d) Leadership
  - (e) Student success
- (4) Leadership merit award(s) for outstanding service and commitment to the university is typically announced during the regular June meeting of the board of trustees but may be announced at any other regular board of trustees meeting.
  - (5) The leadership award allows the president to utilize an annual stipend of up to three thousand dollars to recognize executive and administrative officers.
- (D) Procedure.
- (1) The president shall receive nomination(s) of executive or administrative level officer(s) for this award from the divisional vice presidents. After review of the nominations, the president may then select which nominee(s) will receive this award.
  - (2) Prior to making the award, the president will provide the names of the recipient(s) to the board of trustees.

**3356-7-28 President's leadership merit awards.**

Responsible Division/Office: Office of the President  
Responsible Officer: President and AVP for University Relations  
Revision History: December 1998; October 2010; March 2018;  
March 2023  
Board Committee: University Affairs  
**Effective Date:** ~~March 15, 2018~~ March 2, 2023  
Next Review: ~~2023~~ 2028

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- (A) Policy statement. Youngstown state university (~~“university”~~), through its president, recognizes executive and administrative officers that have made distinctive contributions to the university’s mission and ideals beyond the regular performance of duties and responsibilities.
- (B) Scope. This policy applies to executive and administrative level officers of the university as defined in rules 3356-9-01 and 3356-9-02 of the Administrative Code (~~corresponding~~ university policies 3356-9-01, “Selection and evaluation of executive level officers of the university” and 3356-9-02, “Selection and annual evaluation of administrative officers of the university,” respectively). This policy excludes the president of the university, who is ineligible to receive the presidential award.
- (C) Parameters.
- (1) In order to be eligible, an executive or administrative officer must be a current full-time employee who has worked at the university for at least two consecutive years, not including temporary employment.
  - (2) Prior winners may not be considered for the award more than every five years.
  - (3) Award recipients will have made a distinctive contribution to the university in one or more of the following areas:
    - (a) Service
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- (c) Teamwork/collaboration
  - (d) Leadership
  - (e) Student success
- (4) Leadership merit award(s) for outstanding service and commitment to the university is typically announced during the regular June meeting of the board of trustees but may be announced at any other regular board of ~~trustee's~~ trustees meeting.
- (5) The leadership award allows the president to utilize an annual stipend of up to three thousand dollars to recognize executive and administrative officers.
- (D) Procedure.
- (1) The president ~~may select an~~ shall receive nomination(s) of executive or administrative level officer(s) of for this award from the university to divisional vice presidents. After review of the nominations, the president may then select which nominee(s) will receive this award.
  - (2) Prior to making the award, the president will provide the names of the recipient(s) to the board of trustees.



YOUNGSTOWN  
STATE  
UNIVERSITY

**Explanation of Modifications to *University Policy*:**

**3356-7-22 Employee Health Insurance Program.**

The language in this policy was changed to allow the University more flexibility to establish and negotiate premium funding rates and coverage tiers for health and prescription insurance coverage. The Board of Trustees continues to retain approval of the percentage funding rates for health and prescription insurance rates. Additionally, updates were made to the policy to include current electronic links and to simplify and clarify policy language.

**Board of Trustees Meeting  
March 2, 2023  
YR 2023-**



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO MODIFY  
EMPLOYEE HEALTH INSURANCE PROGRAMS POLICY, 3356-7-22**

**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 approve the modification of the University Policy stated above and attached hereto.

**Board of Trustees Meeting  
March 2, 2023  
YR 2023-**

**3356-7-22 Employee health insurance programs.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: March 1998; December 2011; June 2015;  
December 2016; March 2018; March 2023  
Board Committee: University Affairs  
**Effective Date: March 2, 2023**  
Next Review: 2028

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- (A) Policy statement. The board of trustees authorizes all of the university's employee health care insurance programs. This policy is intended to authorize participation in the medical, prescription drug, dental and vision plan options for professional/administrative and other non-bargaining employees of the university.
- (B) Health care advisory committee. A health care advisory committee (HCAC) with representation from all bargaining units and non-bargaining employees from each of the university divisions is established in accordance with the HCAC September 2011 policy and guidelines. The charge of the committee is to review and assess existing medical, dental, prescription drug, and vision benefit plan options and other cost-controlling measures.
- (C) Plan design and benefit levels.
- (1) Bargaining unit employees are eligible for medical, dental, prescription drug, and vision coverage in accordance with the applicable collective bargaining agreement.
  - (2) Eligible employees who are not covered by a collective bargaining agreement are eligible for medical, dental, prescription drug, and vision coverage as identified in the Employee Benefits section of the office of human resources website.
- (D) Premium sharing.
- (1) Bargaining unit employees who choose to enroll in the medical, prescription drug, dental or vision plan will be required to

contribute toward the cost of coverage in accordance with the applicable collective bargaining agreement.

- (2) Eligible employees who are not covered by a collective bargaining agreement and who choose to enroll in the university's health insurance plans will be required to share in the cost of coverage as follows:
  - (a) Employees will contribute, via payroll deduction, an aggregate percent of the funding level as recommended by the office of human resources or negotiated through collective bargaining and approved by the board of trustees. Annual funding level percentages will be identified for the new plan year.
  - (3) Payments shall be deducted in equal amounts from each eligible participant's paychecks.
- (E) Working spouse/coordination of benefits.
  - (1) Working spouses of university employees who have access to group medical and/or prescription coverage which is sponsored, maintained and/or provided by the spouse's current employer, former employer (if retirees), or business for self-employed individuals other than sole proprietors, collectively or individually, (referred to as employer coverage), are required to enroll for primary coverage at least at the single coverage level unless he/she is entitled to medicare as of January 1, 2015. These spouses are only permitted to have secondary access to university group medical and/or prescription drug plan (referred to as university coverage). The use of the word spouse in this policy refers to a legal spouse.

For purposes of this section, in instances where the spouse's employer makes no monetary contribution for employer coverage, such plans will not be considered to be employer coverage. This is intended to apply to situations in which the spouse is a current employee in a business but not to situations in which the spouse is a business owner, including partner of a company and/or firm, is a self-employed individual (other than a sole proprietor) in a business, or a retiree in a group medical and/or prescription drug insurance plan.

- (2) The requirement of paragraph (E)(1) of this rule does not apply to any spouse who works less than twenty-five hours per week and is required to pay more than fifty percent of the single premium rate or five hundred dollars per month, whichever is greater, in order to participate in employer coverage.
  - (3) An employee's spouse who fails to enroll in their employer coverage, as outlined above, will remain on the university coverage for secondary coverage.
  - (4) In the event the spouse is a medicare beneficiary and medicare is secondary to the university coverage and medicare is primary to the spouse's employer coverage, the university coverage will be the primary coverage. Sections 3902.11 to 3902.14 of the Revised Code shall govern the implementation and interpretation of these coordination of benefits rules.
- (F) Upon becoming eligible, the employee's spouse must enroll in employer coverage unless he/she is exempt from this requirement in accordance with the exemptions stated in this policy.
- (G) All employees choosing to enroll, whose spouse participates in the university's group medical and/or prescription drug insurance coverage, shall, upon request, complete and submit to the plan a written certification verifying whether his/her spouse is eligible for and enrolled in employer coverage. If any employee fails to complete and submit the certification form during the annual certification process, such employee's spouse will be removed from university coverage. Any information not completed or provided on the certification form may be requested from the employee.
- (H) If an employee submits false material information or fails to timely advise the plan via the chief human resources officer or designee, of a change in the eligibility of the employee's spouse for employer coverage within thirty days of notification of such eligibility, and such false information or failure results in the provision of university coverage to which the employee's spouse is not entitled, the employee's spouse will be disenrolled from university coverage. Such disenrollment may be retroactive to the date as of which the employee's spouse became ineligible for plan coverage, as determined by the administrator for the university coverage.

The administrator shall provide at least thirty days advance written notice of any proposed retroactive disenrollment. In the event of retroactive disenrollment, the employee will be personally liable to the applicable university coverage for reimbursement of benefits and expenses, including attorney's fees and costs incurred by the university coverage as a result of the false information or failure. Additionally, if the employee submits false information in this context, the employee may be subject to disciplinary action up to and including termination of employment.

- (I) The details of the working spouse limitations and coordination of benefits requirements are available on the office of human resources website at Employee Benefits.
- (J) For purposes of salary deduction toward insurance premium cost sharing, families in which both spouses are employed by the university have the option either to be treated as only one employee, employee plus one or family coverage, or to select individual coverage and for each to pay the single salary share for premium.
- (K) If one spouse works for the university and the other does not, the children may remain on the university insurance. If both spouses work for the university and choose employee plus one or family coverage, the spouses will determine which employee pays for the employee plus one or family coverage.
- (L) An employee may opt out of health insurance benefits (medical, prescription drug, dental and/or vision) coverage upon submission of sufficient evidence, in accordance with the provisions of this rule, of such coverage from another source.

**3356-7-22 Employee health insurance programs.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: March 1998; December 2011; June 2015;  
December 2016; March 2018; March 2023  
Board Committee: University Affairs  
**Effective Date:** ~~March 15, 2018~~ March 2, 2023  
Next Review: ~~2023~~ 2028

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- (A) Policy statement. The board of trustees authorizes all of the university's employee health care insurance programs. This policy is intended to authorize participation in the medical, prescription drug, dental and vision plan options for professional/administrative and other non-bargaining employees of the university.
- (B) Health care advisory committee. A health care advisory committee ("~~HCAC~~") with representation from all bargaining units and non-bargaining employees from each of the university divisions is established in accordance with the HCAC September 2011 policy and guidelines. The charge of the committee is to review and assess existing medical, dental, prescription drug, and vision benefit plan options and other cost-controlling measures.
- (C) Plan design and benefit levels.
- (1) Bargaining unit employees are eligible for medical, dental, prescription drug, and vision coverage in accordance with the applicable collective bargaining agreement.
  - (2) Eligible employees who are not covered by a collective bargaining agreement are eligible for medical, dental, prescription drug, and vision coverage as identified in the ~~"Benefits"~~ section on Employee Benefits section of the office of human resources website.
- (D) Premium sharing.
- (1) Bargaining unit employees who choose to enroll in the medical, prescription drug, dental or vision plan will be required to

contribute toward the cost of coverage in accordance with the applicable collective bargaining agreement.

- (2) Eligible employees who are not covered by a collective bargaining agreement and who choose to enroll in the university's health insurance plans will be required to share in the cost of coverage as follows:
  - (a) Employees will contribute, via payroll deduction, an aggregate ~~of fifteen per cent~~ percent of the funding level: ~~Funding rates will be established for three tiers: the employee only, employee plus one dependent, and family (employee plus two or more dependents) contracts. A flat percentage of salary that is required for funding level to be reached will be identified each July first as recommended by the office of human resources or negotiated through collective bargaining and approved by the board of trustees. Annual funding level percentages will be identified for the new plan year.~~
  - ~~(b) — Notwithstanding the foregoing formula, employees shall pay no more or no less than the following percentages of the funding rates effective July 1, 2017 through June 30, 2018:
    - (i) — Minimum of ten per cent, and
    - (ii) — Maximum of twenty per cent.~~
  - ~~(c) — Effective July 1, 2018 and thereafter, employees will contribute via pay deduction fifteen per cent of the cost of the employee only, employee plus one dependent, and family (employee plus two or more dependents) of the full premium for fully insured components, or for self-insured components, the established fully insured equivalent rate.~~
- (3) Payments shall be deducted in equal amounts from each eligible participant's ~~semimonthly~~ paychecks.

## (E) Working spouse/coordination of benefits.

- (1) ~~As a condition of eligibility for coverage under the university's group medical and/or prescription drug plan (referred to as "university coverage"), if an employee's spouse is eligible for~~ Working spouses of university employees who have access to group medical and/or prescription coverage which is sponsored, maintained and/or provided by the spouse's current employer, former employer (if retirees), or business for self-employed individuals other than sole proprietors, collectively or individually, (referred to as "employer coverage"), ~~the spouse must~~ are required to enroll for primary coverage at least at the single coverage in his/her employer coverage level unless he/she is entitled to medicare as of January 1, 2015. These spouses are only permitted to have secondary access to university group medical and/or prescription drug plan (referred to as university coverage). The use of the word "spouse" in this policy refers to a legal spouse.

For purposes of this section, in instances where the spouse's employer makes no monetary contribution for employer coverage, such plans will not be considered to be employer coverage. This is intended to apply to situations in which the spouse is a current employee in a business but not to situations in which the spouse is a business owner, including partner of a company and/or firm, is a self-employed individual (other than a sole proprietor) in a business, or a retiree in a group medical and/or prescription drug insurance plan.

- (2) The requirement of paragraph (E)(1) of this rule does not apply to any spouse who works less than twenty-five hours per week and is required to pay more than fifty ~~per cent~~ percent of the single premium ~~fund~~ ing rate or five hundred dollars per month, whichever is greater, in order to participate in employer coverage.
- (3) An employee's spouse who fails to enroll in their employer coverage, as outlined above, ~~shall be ineligible for~~ will remain on the university coverage for secondary coverage.
- (4) ~~Upon the spouse's enrollment in employer coverage, that coverage will become the primary plan and the university coverage will become the secondary plan, according to the primary plan's~~

~~coordination of benefits and participation rules. Notwithstanding the foregoing, in~~ In the event the spouse is a medicare beneficiary and medicare is secondary to the university coverage and medicare is primary to the spouse's employer coverage, the university coverage will be the primary coverage. Sections 3902.11 to 3902.14 of the Revised Code shall govern the implementation and interpretation of these coordination of benefits rules.

- (F) Upon becoming eligible, the employee's spouse must enroll in employer coverage unless he/she is exempt from this requirement in accordance with the exemptions stated in this policy.
- (G) All employees choosing to enroll, whose spouse participates in the university's group medical and/or prescription drug insurance coverage, shall, upon request, complete and submit to the plan a written certification verifying whether his/her spouse is eligible for and enrolled in employer coverage. If any employee fails to complete and submit the certification form during the annual certification process, such employee's spouse will be removed ~~immediately~~ from university coverage. Any information not completed or provided on the certification form may be requested from the employee.
- (H) If an employee submits false material information or fails to timely advise the plan via the chief human resources officer or designee, of a change in the eligibility of the employee's spouse for employer coverage within thirty days of notification of such eligibility, and such false information or failure results in the provision of university coverage to which the employee's spouse is not entitled, the employee's spouse will be disenrolled from university coverage. Such disenrollment may be retroactive to the date as of which the employee's spouse became ineligible for plan coverage, as determined by the administrator for the university coverage.

The administrator shall provide at least thirty days advance written notice of any proposed retroactive disenrollment. In the event of retroactive disenrollment, the employee will be personally liable to the applicable university coverage for reimbursement of benefits and expenses, including attorney's fees and costs incurred by the university coverage as a result of the false information or failure. Additionally, if the employee submits false information in this context, the employee may be subject to disciplinary action up to and including termination of employment.

- (I) The details of the working spouse limitations and coordination of benefits requirements are available ~~upon request from the human resource office~~ on the office of human resources website at Employee Benefits.
- (J) For purposes of salary deduction toward insurance premium cost sharing, families in which both spouses are employed by the -university have the option either to be treated as only one employee, employee plus one or family coverage, or to select individual coverage and for each to pay the single salary share for premium.
- (K) If one spouse works for the university and the other does not, the children may remain on the university insurance. If both spouses work for the university and choose employee plus one or family coverage, the ~~higher paid~~ spouses will determine which employee pays for the employee plus one or family coverage.
- (L) An employee may opt out of health insurance benefits (medical, prescription drug, dental and/or vision) coverage upon submission of sufficient evidence, in accordance with the provisions of this rule, of such coverage from another source.



**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 December 9, 2022, meeting of the Board of Trustees; and

**WHEREAS**, such personnel actions are in accordance with the 2022-2023 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-9-05, Faculty Rank and Tenure for Designated Administrators; 3356-9-02, Selection, Appointment, and Annual Evaluation of Administrative Officers; 3356-7-42, Selection, Appointment, and Evaluation of Professional/Administrative Staff; 3356-7-43, Externally Funded University Positions; and 3356-7-36, Hiring and Selection Process, Evaluation and Compensation for Intercollegiate Athletic Coaches;

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

**Board of Trustees Meeting  
March 2, 2023  
YR 2023-**





YOUNGSTOWN  
STATE  
UNIVERSITY

## **SUMMARY OF PERSONNEL ACTIONS**

### **Faculty**

**10/16/2022 through 1/15/2023**

#### **Separations – 6**

- Tenured Faculty – 2
- Term Faculty – 4

#### **Appointments – 2**

- Term Faculty – 2

#### **Position Adjustments – 2**

- Tenure Track Faculty – 1
- Tenured Faculty – 1

**YOUNGSTOWN STATE UNIVERSITY**  
**FACULTY**  
**PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023**  
**SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT/ PROGRAM</b>	<b>DATE OF SEPARATION</b>	<b>FTE</b>	<b>SALARY</b>	<b>SEPARATION TYPE</b>
Cali, Sabrina	Faculty - Term	Lecturer	Kinesiology and Sport Science	12/19/2022	1.00	\$ 42,734.00	Resignation
Goldberg, Randall	Faculty - Tenured	Associate Professor	Dana School of Music	12/31/2022	1.00	\$ 73,252.10	Resignation
Hu, Ou	Faculty - Tenured	Professor	Economics	12/31/2022	1.00	\$ 92,055.71	Resignation
Ramadan, Saleem	Faculty - Term	Lecturer	Mechanical Engineering	1/6/2023	1.00	\$ 58,140.00	Resignation
Tavoni, Stephen	Faculty - Term	Lecturer	Biology	12/31/2022	1.00	\$ 51,000.00	Resignation
Yancer, Sean	Faculty - Term	Lecturer	Dana School of Music	1/6/2023	1.00	\$ 44,460.45	Resignation

**YOUNGSTOWN STATE UNIVERSITY  
FACULTY  
PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023  
APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT/PROGRAM</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
<b>Term Appointments</b>						
Forbes, Joanna	Faculty - Term	Lecturer	Management	1/1/2023	1.00	\$ 44,000.00
Reed, Andrae	Faculty - Term	Lecturer	Computer Science & Information Systems	1/2/2023	1.00	\$ 59,000.00

**YOUNGSTOWN STATE UNIVERSITY  
FACULTY  
PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023  
POSITION ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>NEW EMPLOYEE TYPE/OLD EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/OLD POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Peck, Teresa	Faculty - Tenure Track / Faculty - Term	Assistant Professor / Senior Lecturer	Nursing	1/1/2023	1.00	\$ 60,000.00	\$ 57,053.52
Reale, Steven	Faculty - Tenured	Professor	Dana School of Music	8/22/2022	1.00	\$ 86,369.49	\$ 83,695.58





## SUMMARY OF PERSONNEL ACTIONS

### Professional Administrative - (Excluding Athletics)

10/16/2022 through 1/15/2023

#### Separations – 11

- Professional Administrative Staff – 7
- Professional Administrative Excluded – 2
- Professional Administrative Externally Funded – 2

#### Appointments – 9

##### New Positions – 2 *(Notated with an asterisk \*)*

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

##### Replacement Positions – 7

- Professional Administrative Staff – 5
- Professional Administrative Excluded – 1
- Professional Administrative Externally Funded – 1

#### Reclassifications/Position Adjustments – 5

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 3

#### Promotions – 7

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 5

#### Salary Adjustments – 6

- Professional Administrative – 3
- Professional Administrative Excluded – 3

#### Transfers – 1

- Professional Administrative Staff – 1

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE  
PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023  
SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATION</b>	<b>FTE</b>	<b>SALARY</b>	<b>SEPARATION TYPE</b>
Campbell, Emily	APAS	Academic Advisor 1	Dean - STEM	12/27/2022	1.00	\$38,760.00	Resigned
Haskins, Jacob	APAS	Case Manager	Student Success	11/25/2022	1.00	\$44,517.90	Resigned
Kline, Bryan	APAS	Success Coordinator	First Year Student Services	11/18/2022	1.00	\$43,000.00	Resigned
Lorenzi, Danielle	APAS	Coordinator Admissions Recruit	Dean Cliffe College of Creative Arts	11/10/2022	1.00	\$55,482.77	Resigned
McMaster, Shannon	APAS	Coordinator	Study Abroad	11/12/2022	0.50	\$21,420.00	Resigned
Russo, Carmen	APAS	Senior Counselor PSC	Registration & Records	10/21/2022	1.00	\$39,438.02	Resigned
Sak, Domonique	APAS	Coordinator Comp Sports Camps	Club Sports	12/30/2022	1.00	\$44,496.31	Resigned
Hrishenko, Michael	Excluded	Director	IT Customer Services	1/2/2023	1.00	\$117,860.85	Retirement
Page, Leslie	Excluded	Temporary Success Coordinator	First Year Student Services	1/13/2023	0.63	\$31,000.00	Temporary Appointment Ended
McDavid, Todd	Externally Funded	Regional Admissions Officer	Student Enroll & Business Services	12/15/2022	1.00	\$39,995.71	Retirement
Price, Alisha	Externally Funded	Site Coordinator	Ctr for Human Services Dev	12/16/2022	0.80	\$36,695.84	Resigned

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE  
PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023  
APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Henline, Emily	APAS	Academic Advisor 1	Dean - WCBA	1/3/2023	1.00	\$ 38,500.00
McCurry, Rebecca	APAS	Counselor Penguin Service Center	Registration & Records	11/16/2022	1.00	\$ 37,000.00
Merrill, Katherine	APAS	Coordinator Community Engagement and Events	Performing Arts Series	1/1/2023	1.00	\$ 60,000.00
Mims, Donquail	APAS	Coordinator Transition and Mentoring Programs	Diversity and Inclusion	12/19/2022	1.00	\$ 40,000.00
Missik, Lauren	APAS	Coordinator Community Standards and Student Conduct	Dean of Students	1/3/2023	1.00	\$ 45,000.00
Tharp, Andrea*	APAS	Assistant Director Community Engagement	Honors College	11/16/2022	0.50	\$ 22,881.00
Carter, Shane	Excluded	Temporary Associate Director International Programs	Study Abroad	1/3/2023	0.80	\$ 56,000.00
Mosca, Joseph*	Excluded	Intermittent Recruitment and Retention Advisor	Dean Bitonte College Health & Human Services	11/16/2022	0.50	\$ 24,000.00
O'Donnell, Skyler	Externally Funded	Site Coordinator	Center for Human Services Development	11/16/2022	0.80	\$ 32,000.00
<b>* New Positions</b>						

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE  
PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023  
RECLASSIFICATIONS/POSITION ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>NEW EMPLOYEE TYPE/OLD EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>NEW FTE/ OLD FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Bibler, Cheri	APAS	Senior Business Systems Administrator/ Business Systems Administrator	IT Data Analytics / IT Application Services	1/1/2023	1.00	\$ 77,725.25	\$ 74,023.95
Kroliski, Joel	APAS	Senior Business Systems Administrator/ Business Systems Administrator	IT Data Analytics / IT Application Services	1/1/2023	1.00	\$ 68,509.50	\$ 63,281.37
Geilhard, Ryan	Excluded	Director / Director	IT Customer Services / IT Infrastructure Services	1/1/2023	1.00	\$ 125,724.94	\$ 119,738.04
Hartup, Mollie	Excluded	Director / Associate Director	Honors College	11/16/2022	1.00	\$ 66,195.19	\$ 58,579.81
Rager, Lexi	Excluded / APAS	Associate Director / Assistant Director	Honors College	7/1/2022	1.00	\$ 48,363.00	\$ 43,786.98

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE  
PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023  
PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>NEW EMPLOYEE TYPE/OLD EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/OLD DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Mouse, David	APAS / ACE	Software Integration Engineer / Software Integration Analyst 2	IT Application Services	12/1/2022	1.00	\$ 69,248.40	\$ 60,216.00
Richard, LaTieya	APAS	Senior Technology Trainer / Technology Trainer	IT Training Services	1/1/2023	1.00	\$ 52,800.00	\$ 48,960.00
Greene, Barbara	Excluded	Director / Interim Director	Procurement Services	11/16/2022	1.00	\$ 84,500.00	\$ 80,600.40
Markowitz, Ronald	Excluded / APAS	Associate Director Operations & Events / Coordinator Adv. Rec.	Kilcawley Center / Andrews Student Recr. & Wellness Center	10/16/2022	1.00	\$ 57,000.00	\$ 46,454.31
Maurice, Aaron	Excluded / Classified Excluded	Classification and Compensation Administrator / Human Resources Generalist	Human Resources	12/1/2022	1.00	\$ 50,000.00	\$ 39,769.60
Miller, Megan	Excluded / APAS	Assistant Registrar / Senior Counselor Penguin Service Center	Registration & Records	12/1/2022	1.00	\$ 60,000.00	\$ 38,250.00
Wells, Tasha	Excluded	Director Data Analytics / Associate Director	IT Data Analytics / IT Customer Services	1/1/2023	1.00	\$ 105,000.00	\$ 87,120.50

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE  
PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023  
SALARY ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>NEW FTE</b>	<b>NEW SALARY</b>	<b>OLD FTE</b>	<b>PREVIOUS SALARY</b>
Gary, Sarah	APAS	Coordinator Ctr. Career Mgmt.	Dean - WCBA	11/15/2022	0.50	\$ 18,966.90	0.75	\$ 28,450.35
Krasinski, Steven	APAS	Systems Engineer	IT Infrastructure Services	12/1/2022	1.00	\$ 75,457.76	1.00	\$ 74,957.76
Miller, Carrie	APAS	Success Coordinator	First Year Student Services	1/1/2023	1.00	\$ 43,500.00	1.00	\$ 43,000.00
Hoffman, Patrick	Excluded	Director	Financial Aid and Scholarships	12/1/2022	1.00	\$ 87,000.00	1.00	\$ 82,824.00
Smith, Jessica	Excluded	Manager Scholarships Special Programs	Financial Aid and Scholarships	12/16/2022	1.00	\$ 54,220.62	1.00	\$ 51,638.69
Thomas, Jennifer	Excluded	Manager Verification and Special Programs	Financial Aid and Scholarships	12/16/2022	1.00	\$ 55,068.45	1.00	\$ 52,446.14

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE  
PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023  
TRANSFERS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>SALARY</b>
Gran, Zackary	APAS	Senior Financial Analyst / Coordinator, Grants Accounting	Financial Aid and Scholarships / Controller's Office	11/1/2022	1.00	\$ 48,141.45





## **SUMMARY OF PERSONNEL ACTIONS**

### **Athletics Employees**

**10/16/2022 through 1/15/2023**

#### **Separations – 2**

- Professional Administrative Excluded – 2

#### **Appointments – 0**

#### **Salary Adjustments – 1**

- Professional Administrative Externally Funded – 1

#### **Reclassification - 2**

- Professional Administrative Excluded – 2

#### **Multi-Year Appointments – 3**

- Professional Administrative Excluded – 3

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023  
SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATON</b>	<b>FTE</b>	<b>SALARY</b>	<b>TYPE OF SEPARATION</b>
Binns, Armon	Excluded	Assistant Coach	Football	1/6/2023	1.00	\$ 58,140.00	Resignation
Love, Richard	Excluded	Associate Director	Athletic Ticket Office	12/19/2022	1.00	\$ 76,237.08	Resignation

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023  
SALARY ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>NEW FTE</b>	<b>NEW SALARY</b>	<b>OLD FTE</b>	<b>PREVIOUS SALARY</b>
Spencer, Jaysen	Externally Funded	Director	Athletic Administration	1/1/2023	1.00	\$ 50,000.00	1.00	\$ 46,588.50

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023  
RECLASSIFICATIONS/POSITION ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>FTE</b>	<b>PREVIOUS SALARY</b>
Lesko, Jennifer	Excluded	Assistant Athletics Director Sports Medicine/ Assistant Athletic Trainer	Training Room	10/16/2022	1.00	\$ 62,000.00	1.00	\$ 53,230.17
Morella, Thomas	Excluded	Associate Athletics Director Development / Associate Athletics Director	Ticket Office	1/1/2023	1.00	\$ 71,991.03	1.00	\$ 68,562.89

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023  
MULTI-YEAR APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Barnes, John	Excluded	Head Coach, Women's Basketball	Basketball - Women's	7/1/2022 - 4/30/2026	1.00	\$ 173,531.00	\$ 170,127.74
Calhoun, Jarrod	Excluded	Head Coach, Men's Basketball	Basketball - Men's	7/1/2022 - 4/30/2026	1.00	\$ 213,848.00	\$ 209,654.34
Phillips, Doug	Excluded	Head Coach, Football	Football	1/5/2023 - 12/31/2026	1.00	\$ 300,000.00	\$ 263,534.58



**YOUNGSTOWN  
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UNIVERSITY**

One University Plaza, Youngstown, Ohio 44555  
Office of Human Resources

**TO:** Board of Trustees, Youngstown State University  
Dr. Sergul A. Erzurum  
Mr. Charles T. George  
Dr. Anita A. Hackstedde  
Dr. John R. Jakubek  
Mr. Joseph J. Kerola  
Mrs. Laura A. Lyden  
Mr. Michael A. Peterson  
Mr. Allen L. Ryan, Esq.  
Mrs. Molly S. Seals  
Mr. Eric A. Spiegel  
Ms. Julie L. Centofanti, Student Trustee  
Ms. Elsa Khan, Student Trustee

**FROM:** Dana Lantz, Director Equal Opportunity, Policy Development & Title IX

**RE:** 3356-2-02 Equal Opportunity and Affirmative Action Plan Report

**DATE:** February 6, 2022

Attached please find the Executive Summary Data of the Affirmative Action Plan. Included are the following reports:

2023 Affirmative Action Plan Job Group Analysis for Female and Minority for Y2022.

2022 Affirmative Action Protected Veteran Three Year Data Collection

2022 Affirmative Action Individuals with Disabilities Three Year Data Collection

2022 Affirmative Action Plan Placement Goals Analysis with 2023 Placement Goals

2023 Affirmative Action Plan Action Oriented Program

The complete 2023 Affirmative Action Plan is available for review in the Office of Equal Opportunity, Policy Development and Title IX.



**Affirmative Action Plan Job Group Analysis of Female and Minority Employees for Y2022.**

**Job Group Analysis 2022 with 2021 comparisons** - Total number of employees by category with minority and male/female count.

<u>Category</u>	<u>Year</u>	<u>Total</u>	<u>Min.</u>	<u>Male</u>	<u>Female</u>
1- Executive, Administrative, Managerial	2021	158	8	77	81
	2022	177	10	87	90
2- Faculty	2021	1051	138	499	552
	2022	957	141	451	506
3- Professional/Non-Faculty	2021	341	53	152	189
	2022	335	55	155	180
4- Clerical/Secretarial	2021	125	16	3	112
	2022	123	16	13	110
5- Technical / Paraprofessional	2021	61	6	34	27
	2022	43	8	31	11
6- Skilled Crafts	2021	7	0	6	1
	2022	7	0	6	1
7- Service Maintenance	2021	205	34	159	46
	2022	166	29	128	38



**Employee Total Analysis 2022 with 2021 comparisons** - Number and percentage of total workforce (one thousand eight hundred eight) by race.

	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian</u>	<u>Pac. Is.</u>	<u>Nat Am</u>	<u>Two+</u>
2021	1693/86.9%	124/6.46%	46/2.3%	67/3.4%	0/0%	3/.001%	15/.007%
2022	1549/85.6%	127/7.02%	48/2.6%	73/4.0%	0/0%	1/.055%	10/.55%

**Year to Year Comparison** - Total workforce with minority and female percentages.

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Total Employees	1962	2073	1948	1808
Female	51%	52%	52%	51.7%
Minority	13%	13%	13%	14.3%

Important note: Workforce decreased by 6.5% and the female percentage remained constant and the minority percentage increased.

\*Data from 2019, 2020 derived from the March 2021 Board of Trustees meeting report.

# Protected Veterans Three Year Data Collection

Youngstown State University  
Youngstown, OH

Required Data	January 1, 2020 through December 31, 2020	January 1, 2021 through December 31, 2021	January 1, 2022 through December 31, 2022
Number of applicants who self-identify as protected veterans pre-offer	86	202	191
Total number of job openings	152	220	207
Total number of jobs filled	152	220	207
Total number of applicants for all jobs	1402	4847	5790
Total number of protected veteran applicants hired	2	7	8
Total number of applicants hired	118	167	136

# Individuals with Disabilities Three Year Data Collection

Youngstown State University  
Youngstown, OH

Required Data	January 1, 2020 through December 31, 2020	January 1, 2021 through December 31, 2021	January 1, 2022 through December 31, 2022
Number of applicants who self-identify as individuals with disabilities pre-offer	47	168	0
Total number of job openings	152	220	207
Total number of jobs filled	152	220	207
Total number of applicants for all jobs	1402	4847	5790
Total number of applicants with disabilities hired	0	0	0
Total number of applicants hired	118	167	136



## **2022 Affirmative Action Plan Placement Goals Analysis with current demographics and 2023 Placement Goals**

The 2023 Affirmative Action Plan incorporates all one thousand eight hundred eight (1808) current employees, a decrease from the one thousand nine hundred forty-eight (1948) employees in 2022. This includes two hundred fifty-nine (259) minorities, an increase from two hundred fifty-five (255) minority employees in 2022; and nine hundred thirty-six females (936) a decrease from one thousand eight (1008) female employees in 2022. The employees are categorized into twenty-five (25) Job Groups.

Legal Standard: We must compare the percentage of minorities and women in each job group with the availability for those job groups as calculated in this AAP. 41 C.F.R. § 60-2.13 to 60.2.15. When the percentage of minorities or women in a job group is less than would be reasonably expected given their availability, we are required to establish placement goals, which also serve as reasonably attainable objectives to measure progress toward achieving equal employment opportunity. 41 C.F.R. § 60-2.16.

Placement goals are established as a percentage equal to the calculated availability and serve as objectives or targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work. 41 C.F.R. § 60- 2.16. Although we are required to make good faith efforts to meet its goals, the goals are not allowed under law to be quotas.

Analysis: Of the twenty-five (25) job groups, seven (7) contain goals for the hiring of female and/or minorities.

### **1C Directors and Chairs**

Y2022 Placement Goal was 20.5% Minority. Hired 7 employees: placement includes including 1(14.3%) minority and 2(28.6%) females.

This group consists of 78 employees, of whom 5(6.4%) are minorities and 42/53.8% are females.

Y2023 Placement Goal is 21.1% Minority.

### **2A Professors**

Y2022 Placement Goal was 52.2% Female. Hired/promoted 5 employees: placement includes 2(40%) minorities and 2(40%) females.

This group consists of 112 employees, of whom 26 (23.2%) are minorities and 40 (35.7%) are females.

Y2023 Placement Goal is 51.1% Female.

### **2B Associate Professors**

Y2022 Placement Goal 57.2% Female. Hired/promoted 11: placement includes 4 (36.4%) minorities and 7 (63.6%) females.

This group consists of 91 employees, of whom 21 (23.1%) are minorities and 40 (44.0%) are females.

Y2023 Placement Goal is 55.7% Female.



2C Assistant Professor

No goal for minority or female. As 2A and 2B are promotional groups, 2C is the foundation for reaching the goals established in 2A and 2B. Promotional opportunities are detailed in the collective bargaining agreement.

2D Instructors

Y2022 Placement Goal was 28.8% Minority. Hired 22 employees; placement includes 2 (9.1%) minorities and 12 (54.5%) females.

*This is a revised group as part-time faculty were moved to 2F to provide better comparison data.* This group consists of 83 employees, of whom 11 (13.3%) are minorities and 49 (59.0%) are females.

Y2023 Placement Goal is 28.9% Minority.

2E Other Lecturer/Teach Staff

Y2022 Placement Goal was 30.1% Minority and 54.3% Female. Hired 9 employees: placement includes 2 (22.2%) minorities and 4 (44.4%) females.

This group consists of 85 employees, of whom 11 (12.9%) are minorities and 28 (32.9%) are females.

Y2023 Placement Goal is 30.1% Minority and 54.3% Female.

2F Part-time Faculty

New group as part-time faculty were removed from 2D to provide better comparison data.

This group consists of 529 employees, of whom 57 (10.8%) are minorities and 320 (60.5%) are females.

Y2023 Placement Goal is 29% Minority.

3C Athletic Professional

Y2022 Placement Goal was 39.8% Female. Hired 19 employees; placement includes 8 (42.1%) minorities and 6 (31.6%) females.

This group consists of 73 employees, of whom 15 (20.5%) are minorities and 18 (24.7%) are females.

Y2023 Placement Goal is 39% Female.

7B Service Maintenance

Y2022 Placement Goal was 14.4% Female. Hired 7: placement includes 1 (14.3%) female.

This group consists of 53 employees, of whom 7 (13.2%) are minorities and 3 (5.7%) are females.

Y2023 has no further placement goal.



**YOUNGSTOWN  
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One University Plaza, Youngstown, Ohio 44555

Office of Human Resources

One of the key components to the effective implementation of an AAP is the acknowledgement of progress toward the goals established in the utilization analysis of the preceding year.

Per the report by Outsolve and based upon the data analysis, categories where the goals were not met, the data reveals that there were a limited number of openings and/or lack of qualified applicants. While the Actual placement rate was not met, significant progress was made based upon the number of placements to identify these areas as having met the goals.



**2023 Affirmative Action Plan - Action Oriented Programs for Females, Minorities, Veterans, and Individuals with Disabilities.**

1. **Workforce:** As detailed in the 2022 report, we created an additional job group to aid in the analysis of full-time and part-time teaching positions. The data gleaned from the new category supports the establishment of a goal for minority placement in the part-time faculty job group.
2. **Recruitment:** Efforts continue to recruit qualified candidates for a diverse workforce. The Office of Human Resources has an employee tasked with identifying outreach opportunities, while continuing its utilization of posting sites such as: Higher Ed Jobs (with Diversity tags where appropriate) Higher Education Recruitment Consortium, Handshake, and YSU's webpage. An HBCU database has been created and other minoritized group contacts such as OCCHA have been identified for outreach opportunities to assist in outreach by Search Chairs, Deans, and Chairs to identify qualified applicants. Additional online posting opportunities that reach large audiences, such as Indeed and Monster will also be available for posting. Youngstown State University will also utilize Ohio Means Jobs, the state workforce agency.
3. **Search and hiring process:** The Office of Equal Opportunity monitors the personnel hiring activities from posting to hiring to ensure equal opportunity for all protected class candidates.

**How is the Office of Equal Opportunity Involved?**

Job Posting: The Office of Equal Opportunity reviews Job postings to evaluate the minimum and preferred qualifications to ensure that work experience coordinates with position responsibilities to prevent the systemic exclusion of those who have education and talent but may not have had the opportunity to gain extensive experience.

Search Chair and Committee Training: All Search Chair and Committee members are required to attend training before serving on a search committee. With the implementation of LEARN, the new training platform, we will provide one location for dynamic training on several topics. We have developed both the new technical training for NeoED and a comprehensive Search Chair committee overview training with a focus on understanding bias. The purpose of the trainings is to ensure EEO commitments are implemented.

Selecting candidates for interview: Search committees select candidates to interview after reviewing the minimum and preferred qualifications. The Office of Equal Opportunity either approves, denies, or adds additional candidates to the interview pool by reviewing the candidates and the qualifications. It is important to note that only EO reviewer can see the protected class status of the applicants.



Offer: The hiring manager recommends a candidate for hire. The Office of Equal Opportunity reviews the pool of interviewed candidates to ensure that the most qualified candidate is selected.

4. **Improved Self-identification:** NeoEd Implementation allows for better pre-offer and post-offer identification of protected class status for veterans and individuals with disabilities.
5. **Training:** Increased opportunities for all employees to attend live, in person, training on Discrimination / Harassment and Title IX. Allows for questions and feedback.



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**INTERNATIONAL PROGRAMS OFFICE**

# **Support Area Assessment**

IPO = International Programs Office



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# Mission & Quality Statements

## **Mission Statement**

“IPO enables, supports and sustains ... fostering a broad understanding of global perspectives ... ensures that a diversity of students and cultures are represented ... enables globally-related academic experiences.”

## **Quality Statement**

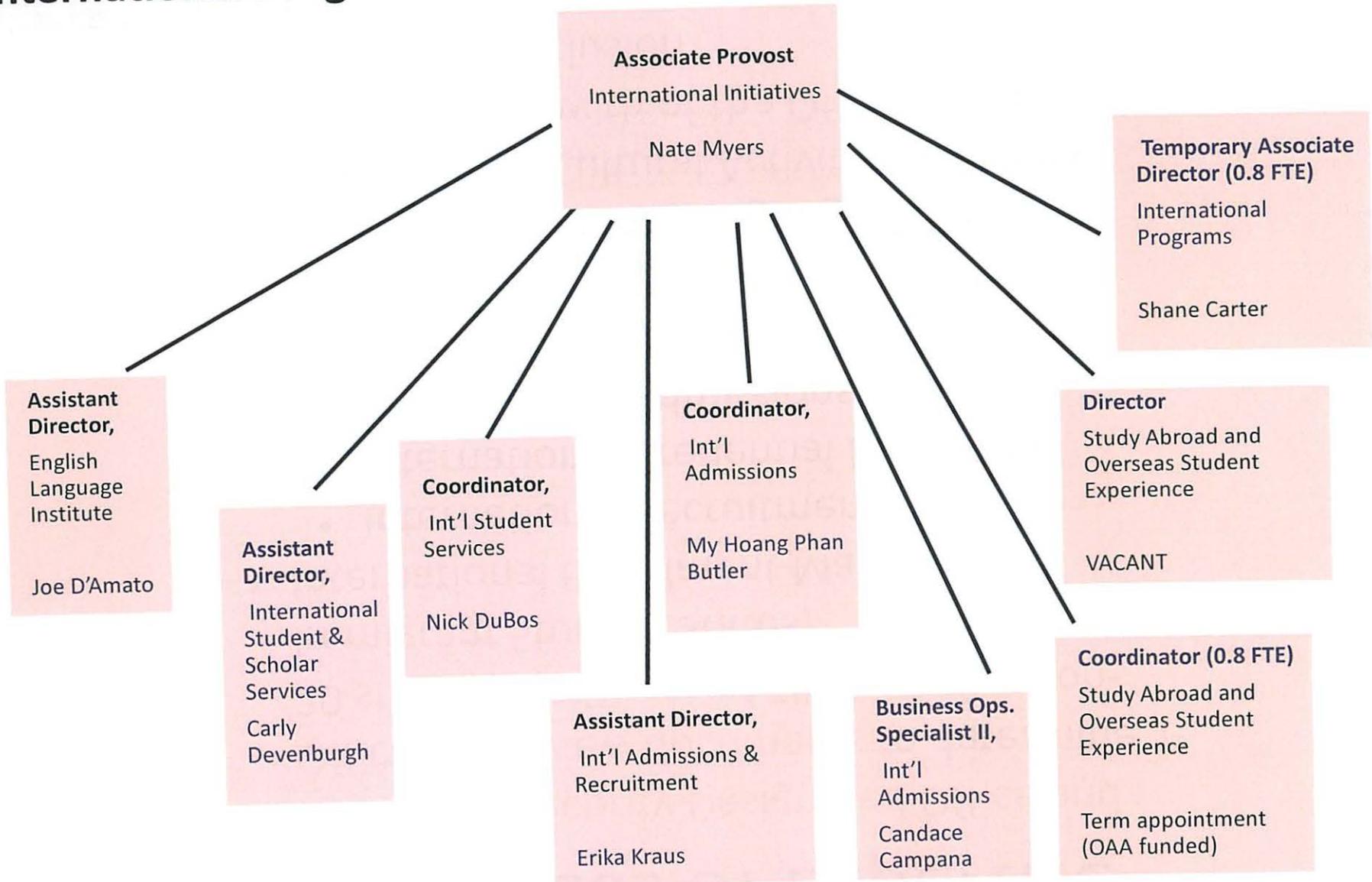
“IPO continuously ... assists the institution in capitalizing on our ‘affordability brand’ ...actively acquire knowledge of our field ...for the purpose of cultivating a staff of experts ...which will be the basis for student success...”

## **Attributes Statement**

“...data constantly informs decision-making.”



# International Program Office



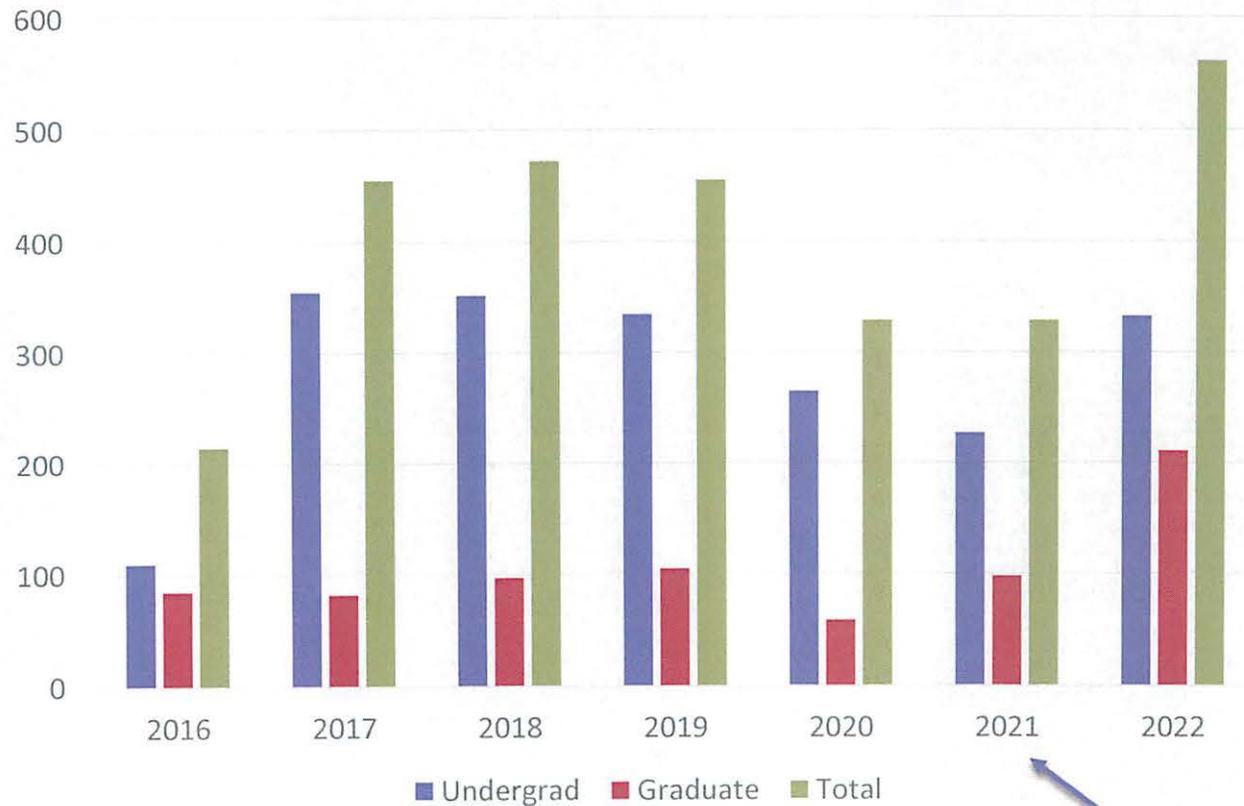
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# IPO Areas of Expertise

- Homeland Security Designated Office and Official to review documents to determine I-20 status (Certificate of Eligibility for Non-Immigrant Student Status)
- International Enrollment Management
  - International Recruitment
  - International Credential Evaluation
  - International Admissions
  - F and J Immigration Advising
- Study Abroad
- English as a Second Language (ESL)
- International Cultural Activities & Events
- Collaboration with of the Office of Diversity, Equity, and Inclusion



# Historical Fall Semester International Enrollment



Strategic International Enrollment Plan  
presented to the Board December, 2021



# International Student Body

S22 International Students: Country of Citizenship	
Albania	2
Antigua & Barbuda	1
Australia	5
Azerbaijan	3
Bahamas, The	9
Bangladesh	4
Belarus	2
Belgium	1
Brazil	6
Canada	10
Chile	1
Czech Republic	1
Dominica	1
Egypt	1
Ethiopia	2
France	3
Georgia	2
Germany	2
Ghana	13

Greece	1
Honduras	1
Hungary	2
Iceland	1
India	42
Iran	2
Italy	4
Japan	1
Jordan	4
Kenya	11
Kuwait	8
Kyrgyzstan	1
Mali	1
Mauritius	1
Mexico	3
Moldova, Republic Of	1
Nepal	94
Netherlands	1
Nigeria	10
Pakistan	1
Poland	1

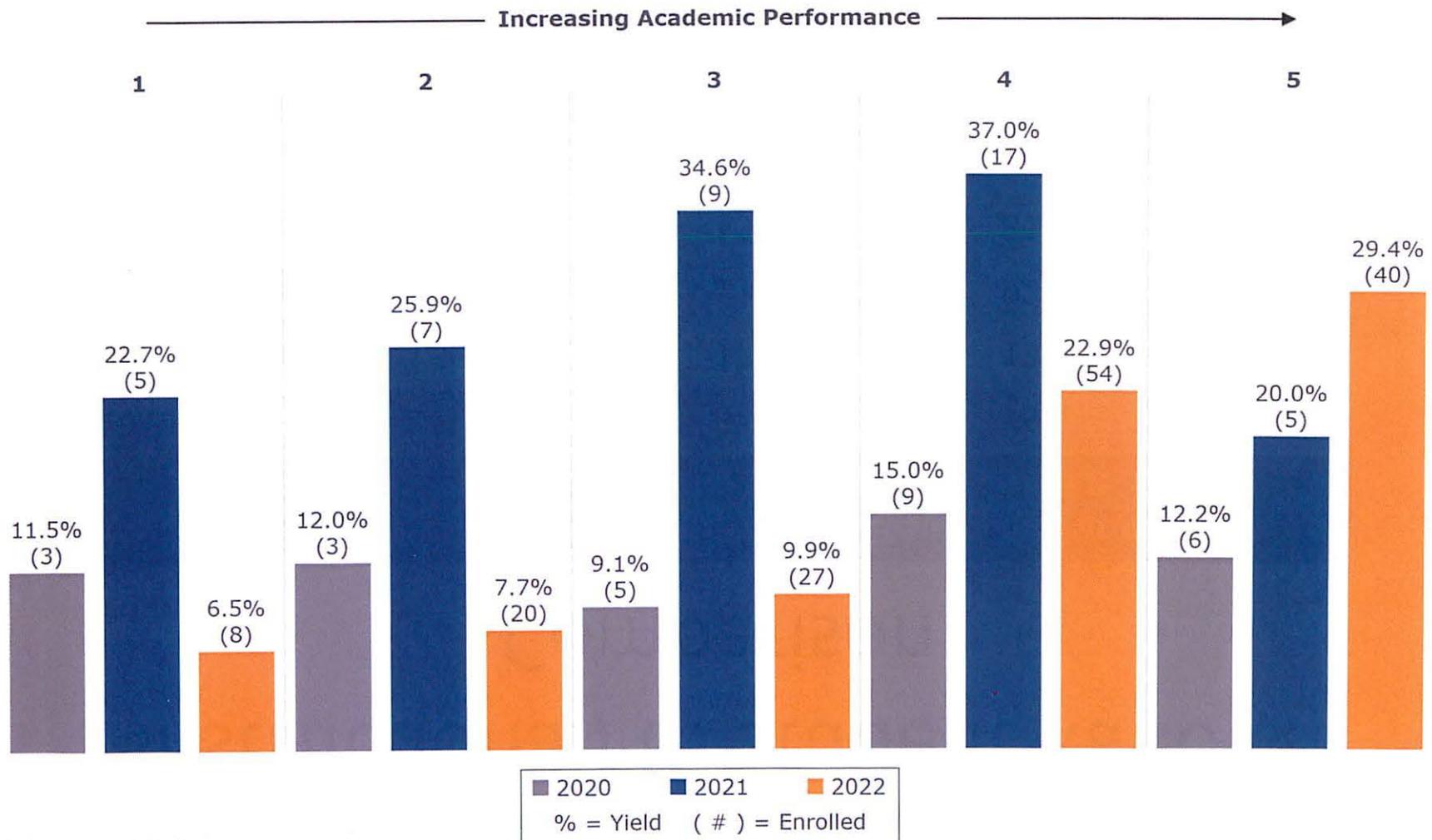
Romania	2
Russia	1
Saudi Arabia	49
Serbia	1
Sierra Leone	5
Slovenia	1
South Korea	11
Spain	6
Sri Lanka	1
Sweden	2
Thailand	2
Turkey	2
Turkmenistan	1
United Kingdom	5
Venezuela	1
Vietnam	21
Zimbabwe	2
<b>Total</b>	<b>373</b>
<b>Countries Represented</b>	<b>57</b>



# Yield by Academic Rank



## Full-Time Freshman International Students



Census Analysis - Data as of 9/13/2022

# International Programs Staff (non instructional) to Student Ratio & Comparison

Institution	Total # of Int'l Students	# of non-ESL Int'l Staff	Int'l Student to Staff Ratio
University of Akron	450	6	75:1
Kent State University	2,315	17.5	132:1
Wright State University	1,017	11	92:1
Bowling Green State University	814	10	81:1
Youngstown State University	561	6	94:1



# Historical Study Abroad Participation

Academic Year	YSU Students Studying Abroad	YSU Total Enrollment	Percentage of Total Enrolled who studied abroad
2012-2013	153	13,813	1.1%
2013-2014	144	13,381	1%
2014-2015	172	12,551	1.4%
2015-2016	142	12,471	1.1%
2016-2017	134	12,756	1%
2017-2018	178	12,644	1.4%
2018-2019	224	12,696	1.7%
2019-2020	178	12,155	1.4%
2020-2021	0	11,788	0%
2021-2022	0	11,298	0%
2022-2023	90 (est.)	?	?



# Study Abroad Staff to Student Ratio & Comparison

Institution	Anticipated # of Study Abroad Students (22-23)	# of study abroad staff	Study abroad Student to Staff Ratio
University of Akron	97	1	97:1
Kent State University	1500	5	300:1
Wright State University	70	2.25	89:1
Bowling Green State University	70	0.75	93:1
Youngstown State University	90	0.8	112:1

# Alignment with Mission and Vision and the Plan for Strategic Actions to take Charge of our Future

- **Strategy:** Develop and enhance partnerships and collaboration agreements with international universities
- **Strategy:** Develop a Strategic Enrollment Plan for Graduate Education and International Programs

# Division of Institutional Effectiveness

Board of Trustee Meeting  
March 2023



**YOUNGSTOWN  
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UNIVERSITY**

# Office of the Registrar

## Degree Audit & Records

- Degree audit, verification and diploma services
- Records management, review, maintenance and document imaging
- Transfer articulation
- Transcript services
- Undergraduate readmission

## Registration

- Course and room scheduling
- Enrollment certification
- Final exam scheduling
- Ellucian/Banner Student module management
- Academic policy enforcement
- Catalog management, review and maintenance

## Penguin Service Center (PSC)

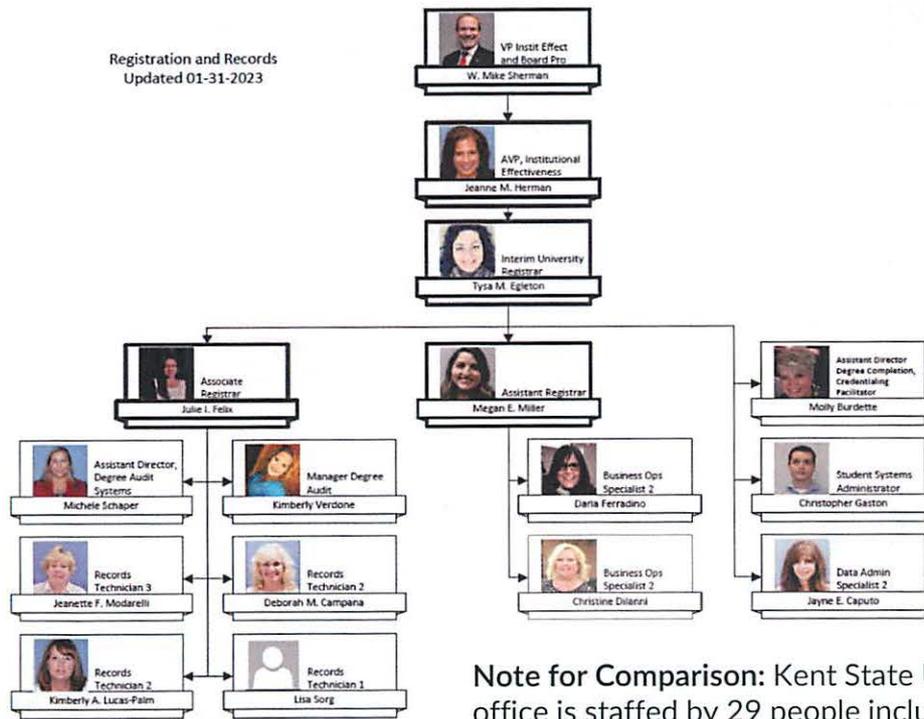
- Enrollment counseling
- Access to and release of student academic information
- One stop support for the areas of records, registration, student billing and financial aid and scholarships
- **College Comeback** and degree completion pathways



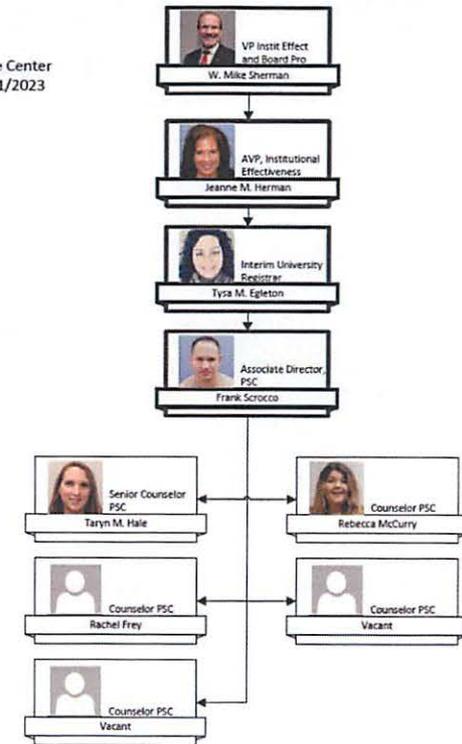
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# Office of the Registrar Staff Organization

Registration and Records  
Updated 01-31-2023



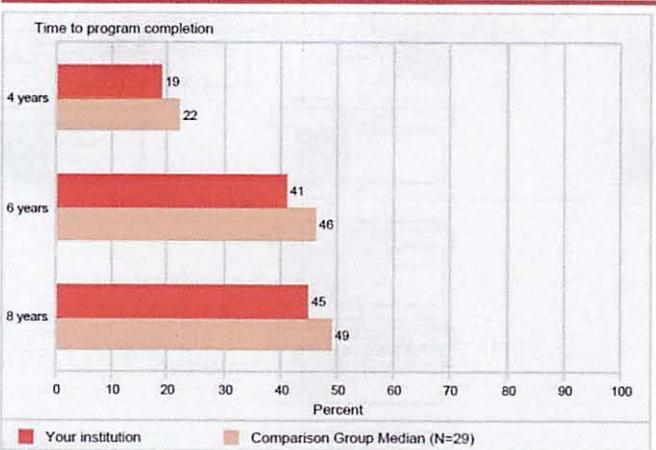
Penguin Service Center  
Updated 01/31/2023



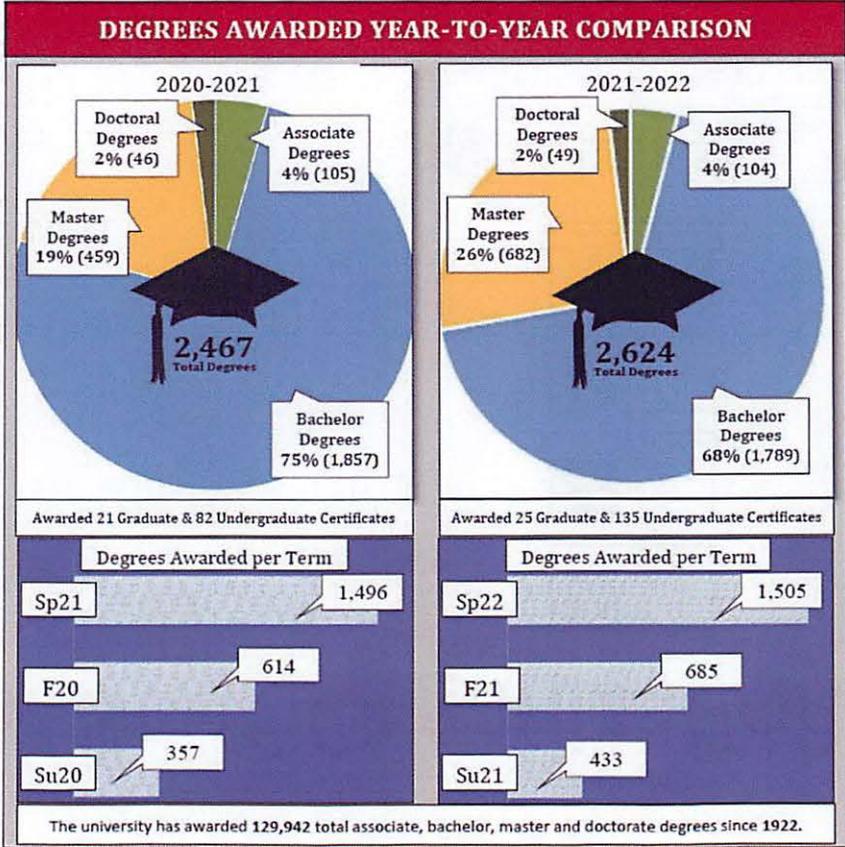
**Note for Comparison:** Kent State University's Registrar office is staffed by 29 people including the registrar, associate registrars, assistant registrars, clerks and technicians and the One Stop is staffed with 16 people comprising a director, associate director and three levels of counselors

# Quality of Service Indicators

Figure 16. Bachelor's degree graduation rates of full-time, first-time bachelor's degree-seeking undergraduate students within 4 years, 6 years, and 8 years: 2013 cohort



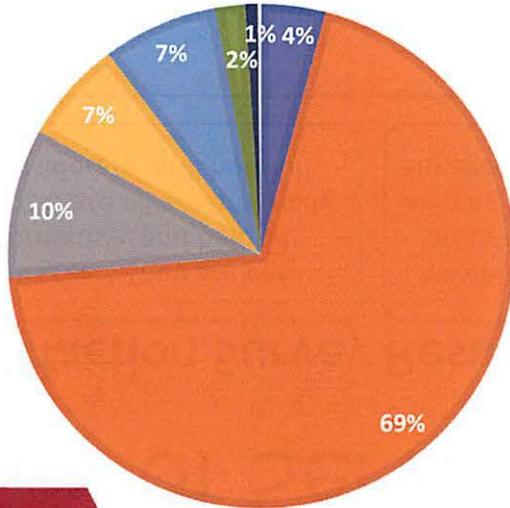
NOTE: The 4-, 6-, and 8-year graduation rates are calculated using the number of students who completed a bachelor's or equivalent degree from a cohort of students who entered the institution seeking a bachelor's or equivalent degree. For details, see the Methodological Notes. N is the number of institutions in the comparison group. Medians are not reported for comparison groups with less than three values.  
 SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Winter 2021-22, 200% Graduation Rates survey component.



# Quality of Service Indicators cont.

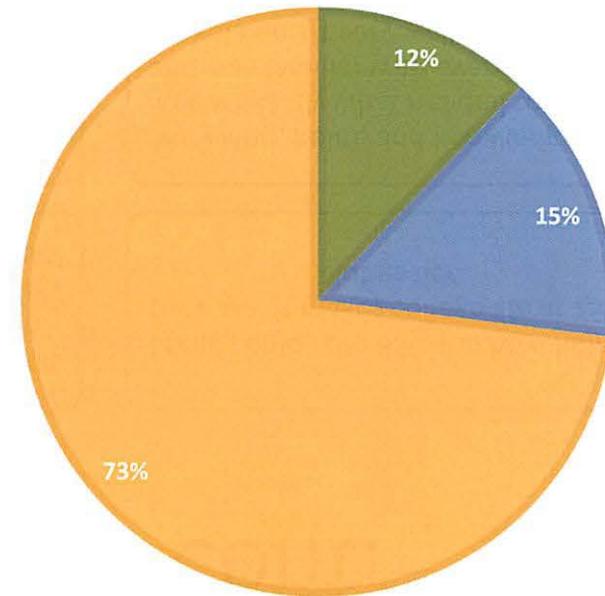
12,156 PSC CONTACTS ASSISTED IN 2022

- Alumni
- Current Students
- Former Students
- Faculty/Staff
- Parent/Family
- Potential Students
- Other
- Unknown



TYPE OF PSC CONTACT INTERACTION

- Email
- In Person
- Phone



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# Quality of Service Indicators cont.

## PSC Satisfaction Survey Result Highlights

They are all great! They are very direct, informative, and helpful! Everyone at YSU are all exceptionally friendly, considerate, and helpful!

I haven't gone to YSU since 2008. This office was instrumental and vital in helping me re-register. They were fully engaged with me through the process!

I really enjoy the PSC and how helpful they are. It makes college life at YSU a lot easier.

(Staff) were very patient and helpful and friendly... even after I called 1000x today with screaming children in the background. You're appreciated!

Very kind, polite and knowledgeable. Knew exactly what needed to be done and was familiar with everything. Also explained it very well. Thank you!

This is probably the best trained "customer service" staff I have ever dealt with. They always knew whom I should talk to, etc. to get what I needed to get done in my particular case.



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# Department Impact on Strategic Actions 2020 and Beyond

- Recommended a Senate approved timeline for curricula changes that ensure a more timely catalog process
- Restructured the policy section of the undergraduate catalog to increase transparency and usage
- Implemented Penguin PASS degree auditing system for requirement tracking, transfer credit and equivalency processing
- Created a two-tiered, in-person staffing model to strengthen Penguin Service Center customer service and counselor productivity
- Reevaluated pre-payment processes to alleviate reenrollment barriers
- Developed billing budget appointments for first year students to proactively work through first-time billing barriers
- Constructed an online readmission application to give returning students a more efficient method to reenroll
- Dedicated human resources to degree completion initiatives
- Implemented electronic upload for Advanced Placement (AP) credit to allow for faster awarding of credit to student transcripts
- Built Banner Proxy for online authorization release of student information to a third party as means to help students and parents navigate student business functions
- Instituted 25Live, a classroom scheduling software that will optimize classroom space
- Collaborated with IT to establish Banner SSB 9 Student Profile, Advisor Profile, Class List and Registration

# Point of Pride: Billing Budget Counseling

- Fund Your Education (FYE) virtual appointments for first time, first year students with PSC counselors
- Reviews billing and financial budgets to eliminate barriers that could prevent current or future enrollment

## FALL 2022 SEMESTER

# FUND YOUR EDUCATION

We want you to be able to make a financial plan for the fall semester before your bill is due in September. Use this form to budget the costs of tuition and fees so that you have an estimate of your financial responsibilities!

<b>Full-Time Registration</b>	(12-18 credits) List the estimated tuition and fees for fall semester here. Ohio Resident — List <b>\$5,205</b> Out of State (ATA) — List <b>\$5,385</b>	EXPENSE <input style="width: 100%; height: 30px;" type="text"/>
<b>College &amp; Course Fees</b>	Some colleges and courses have additional fees. List an estimated total for fall semester here. Course fees can range and are hard to estimate. We recommend listing an estimate between <b>\$75–\$500</b>	+ EXPENSE <input style="width: 100%; height: 30px;" type="text"/>
<b>Living On Campus</b>	List the estimated room and board for fall semester here. Residence halls — List <b>\$5,008</b> University Courtyard — List <b>\$5,130</b> Off Campus Housing — Check your lease, but do not list.	+ EXPENSE <input style="width: 100%; height: 30px;" type="text"/>
<b>Parking Pass</b>	Some students need to park on campus. List an estimated total for fall semester here. Commuter Permit — List <b>\$45</b> Overnight Permit — List <b>\$90</b>	+ EXPENSE <input style="width: 100%; height: 30px;" type="text"/>
<b>YSU Financial Aid Offer</b>	Review your offer. List gift aid. If you plan on using self-help aid, list that too. Parents Plus Loan — List amount if parent applied and was approved. Work Study — Do not list; you must get a campus job for these funds.	- ASSET <input style="width: 100%; height: 30px;" type="text"/>
<b>Estimated Bill Balance for Fall Semester</b>	Take the total red and subtract the total green to get your balance.	= TOTAL <input style="width: 100%; height: 30px;" type="text"/>

**Negative Balance**  
(For example, -\$1,000)  
Yay! You should have enough funds to pay your YSU bill. You will also receive a refund of the excess funds to cover some of your indirect costs. We recommend setting up direct deposit for your refund.

**Zero Balance**  
(For example, \$0)  
Yay! You should have enough funds to pay your YSU bill. You will need to find a way to cover your indirect costs.

**Positive Balance**  
(For example, \$1,000)  
You may not have enough funds to pay your YSU bill. Your options are:  
• Pay Balance by Sept 1  
• Enroll in Payment Plan by Aug 4  
• Reexamine Financial Aid Offer

**Payment Plan**  
(Five Payments Available)

Payment 1: \$50 + \_\_\_\_\_

Payment 2: \_\_\_\_\_

Payment 3: \_\_\_\_\_

Payment 4: \_\_\_\_\_

Payment 5: \_\_\_\_\_

For questions, contact the Penguin Service Center at (330) 941-6000.



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**Thank you!**  
Supplemental Slides Follow



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# Office of the Registrar

## Mission Statement

The Office of the Registrar provides quality service to YSU students within all areas related to enrollment by supporting the systems and policies of the learning environment and safeguarding the integrity of the University's records and regulations.

## Quality Statement

We work closely with faculty and staff across the institution to retain and graduate students as we develop strategies, dispose resources and implement campus projects to support the University's plan for strategic academic actions.

Degree Audit

Records

Registration

Penguin Service Center



YOUNGSTOWN  
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# Office of the Registrar

## Attribute Statements

- Providing a proficient and holistic level of customer service that will lead to increased student retention and persistence
- Maintaining an accurate permanent records for each student, past and present
- Furnishing information, support and referrals to the university community and outside agencies in an efficient manner while upholding federal regulations
- Supporting students, faculty and staff by integrating the latest technology into our services



YOUNGSTOWN  
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# Office of the Registrar

## Classification Summary

CLASSIFICATION	FY19		FY20		FY21		FY22		FY23	
	Avg Salary	FTE								
Administrative Assistant 2	\$43,836	1.00	\$44,156	1.00	\$43,615	1.00	\$0	.00	\$0	.00
Administrative Assistant 2	\$30,597	1.00	\$0	.00	\$0	.00	\$0	.00	\$0	.00
Assistant Director, Degree Audit	\$0	.00	\$0	.00	\$0	.00	\$65,999	1.00	\$67,320	1.00
Assistant Director, Degree Comp	\$0	.00	\$0	.00	\$0	.00	\$ 57,000	1.00	\$58,140	1.00
Assistant Director, PSC	\$42,081	1.00	\$43,352	1.00	\$0	.00	\$0	.00	\$0	.00
Assistant Registrar	\$0	.00	\$0	.00	\$0	.00	\$0	.00	\$59,195	1.00
Associate Director, PSC	\$0	.00	\$0	.00	\$0	.00	\$0	.00	\$60,000	1.00
Associate Director, PSC	\$0	.00	\$0	.00	\$53,000	1.00	\$ 54,000	1.00	\$0	.00
Associate Director, Records	\$62,500	1.00	\$63,125	1.00	\$64,388	1.00	\$64,388	1.00	\$0	.00
Associate Registrar	\$0	.00	\$0	.00	\$0	.00	\$0	.00	\$73,327	1.00
AVP, Institutional Effectiveness	\$0	.00	\$0	.00	\$0	.00	.00	1.00	\$122,744	1.00
Business Ops Specialist 2	\$43,389	1.00	\$43,615	1.00	\$43,615	1.00	\$44,160	1.00	\$44,160	1.00
Business Ops Specialist 2	\$0	.00	\$0	.00	\$0	.00	\$33,779	1.00	\$33,780	1.00
Counselor Penguin Service Ctr	\$0	.00	\$41,208	1.00	\$42,032	1.00	\$0	.00	\$0	.00
Counselor Penguin Service Ctr	\$0	.00	\$0	.00	\$0	.00	\$0	.00	\$32,000	1.00
Counselor Penguin Service Ctr	\$0	.00	\$0	.00	\$0	.00	\$42,032	1.00	\$0	.00
Counselor Penguin Service Ctr	\$0	.00	\$0	.00	\$0	.00	\$0	.00	\$32,000	1.00



**YOUNGSTOWN  
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UNIVERSITY**

# Office of the Registrar

## Classification Summary cont.

CLASSIFICATION	FY19		FY20		FY21		FY22		FY23	
	Avg Salary	FTE	Avg Salary	FTE	Avg Salary	FTE	Avg Salary	FTE	Avg Salary	FTE
Counselor Penguin Service Ctr	\$36,593	1.00	\$0	.00	\$0	.00	\$0	.00	\$0	.00
Counselor Penguin Service Ctr	\$32,100	1.00	\$0	.00	\$0	.00	\$0	.00	\$0	.00
Counselor Penguin Service Ctr	\$33,500	1.00	\$34,170	1.00	\$0	.00	\$0	.00	\$0	.00
Data Admin Specialist 2	\$87,994	1.00	\$88,314	1.00	\$88,314	1.00	\$89,418	1.00	\$89,418	1.00
Director PSC, Assoc Registrar	\$73,500	1.00	\$74,235	1.00	\$75,720	1.00	\$75,720	1.00	\$0	.00
Manager, Degree Audit	\$0	.00	\$0	.00	\$57,176	1.00	\$57,176	1.00	\$59,195	1.00
Records Technician 1	\$0	.00	\$0	.00	\$0	.00	\$0	.00	\$31,695	1.00
Records Technician 1	\$0	.00	\$30,846	1.00	\$31,304	1.00	\$33,779	1.00	\$0	.00
Records Technician 2	\$50,513	1.00	\$50,832	1.00	\$53,370	1.00	\$54,037	1.00	\$54,037	1.00
Records Technician 2	\$32,760	1.00	\$33,964	1.00	\$37,624	1.00	\$38,094	1.00	\$38,094	1.00
Records Technician 3	\$53,550	1.00	\$53,869	1.00	\$53,869	1.00	\$54,542	1.00	\$54,542	1.00
Senior Counselor PSC	\$0	.00	\$0	.00	\$0	.00	\$0	.00	\$39,135	1.00
Senior Counselor PSC	\$0	.00	\$0	.00	\$0	.00	\$37,500	1.00	\$38,250	1.00
Senior Counselor PSC	\$0	.00	\$37,325	1.00	\$38,071	1.00	\$0	1.00	\$0	.00
Senior Counselor PSC	\$0	.00	\$0	.00	\$38,094	1.00	\$38,094	1.00	\$39,438	1.00
Student Systems Administrator	\$0	.00	\$0	.00	\$0	.00	\$56,942	1.00	\$56,942	1.00
Systems Analyst 1	\$60,767	1.00	\$61,087	1.00	\$0	.00	\$0	.00	\$0	.00
University Registrar	\$0	.00	\$0	.00	\$0	.00	\$0	.00	\$90,154	1.00
University Registrar	\$94,093	1.00	\$95,034	1.00	\$107,781	1.00	\$107,781	1.00	\$0	.00
	\$777,773	15	\$795,132	15	\$827,974	15	\$1,004,442	20	\$1,173,566	21



YOUNGSTOWN  
STATE  
UNIVERSITY

# 8 Facts to Know About the Penguin Service Center

## 8 Facts to Know About the Penguin Service Center's Role with Enrollment and Retention

After the 2012 Noel Levitz survey results, the university aimed to improve student service and increase efficiency.



**Penguin Service Center**  
A One Stop for Campus

Provide a Welcoming Reception

Reduce "Run Around" for Students

Integrate Student Services

Improve Service Responsiveness

Develop Staff Knowledge Base

### SEVEN-MONTH IMPLEMENTATION TIMELINE

August 2012

Restructuring of Office of Registrar creates One Stop positions

September 2012

Associate Director and two Counselors hired

October 2012

Visited three established Ohio One Stops and began intensive cross-training

January 2013

Designed website and installed call management system

February 2013

**ONE STOP**

The Student One Stop was renamed Penguin Service Center: A One Stop for Campus on August 14, 2017

### OUR CORE VALUES FOR SERVICE

- 1** **Students First, Always.**  
Decisions should be made and actions should be taken with the students' best interest in mind. Student success and retention should drive our policies, practices, procedures, and all forms of communication.
- 2** **Value Our Colleagues, Too.**  
Faculty and staff across campus should be considered and at times included in our actions and decisions with students. We all have equal contributions to make for students' success. We strive to build effective relationships with stakeholders.
- 3** **Under-Promise AND Over-Deliver.**  
In order to manage and exceed expectations, we should strive to deliver more than we promise. The promises we make are the foundations for how we deliver and perform our services.
- 4** **Everything We Do Must Be Goal-Oriented.**  
To assess the effectiveness of our services, policies and procedures, our goals should be clearly defined with desired student outcomes. We will collect detailed data and utilize it for continuous quality improvement.

## HOW WE SUPPORT STUDENTS

On Demand Service		Intervention & Outreach
Teach how to navigate course registration	Clarify how to read a bill and utilize payment options	Identify customers that require additional counseling after initial contact to ensure all issues are resolved
Explain financial aid requirements and eligibility	Connect to other support services and resources	Target proactive, intrusive counseling to student populations who may encounter unique barriers for enrollment, including but not limited to students who stop out, readmitted and transfer students

### HOW WE PROVIDE SERVICE

**12,156 Total Contacts in 2022**  
Contacts by email, current, former & transfer students, current, former, & staff

BY PHONE

73%

IN PERSON

15%

VIA EMAIL

12%

### WHAT WE'VE ACCOMPLISHED

- ✓ Integrated the Frontline Services for Records, Registration, Financial Aid and University Billing
- ✓ Developed Annual Cross-Training and Customer Service Training for Professional and Student Staff
- ✓ Maintained Open Reception Area with Computer Access to Facilitate Self-Service
- ✓ Provided More Web Access and Self-Service Functions for Current Students
- ✓ Administered Penguin Portal Lock-Out Access Support for Current Students
- ✓ Guided First-Year, Current, Returning, Transfer and Transient Students Through the Enrollment Process
- ✓ Assisted Faculty, Staff, Students and Their Families to Understand the Connections Between Services
- ✓ Refined Processes to Decrease Referrals to Other Departments
- ✓ Maintained a Chatbot for Frequently Asked Questions on the Website Available 24/7
- ✓ Communicated Information, Deadlines, Policies and Processes Strategically
- ✓ Transitioned Staff Organizational Structure from One-Tier to Two-Tiered System to Enhance Customer Experience

### Fully Served Contacts Under 5 Minutes on Average

Six professional staff and student employees assist contacts with services related to academic records, course registration, financial aid, university billing and portal use, as well as, admission, orientation, academic advancement and department referrals.

### WHAT STUDENTS HAVE SAID

"Very friendly. Very professional. Very comforting."

"I was trying to find out about my class not being in Blackboard. I was kind of stressed. The registration advisors were awesome. The Tech Desk... Please, I would be happy and love to work there through anything and completely assisted my issue in person. She was awesome and the only support I had when going to attend YSU."

"I haven't gone to YSU since 2005. This office was instrumental and vital in helping me re-register. They were fully engaged with me throughout the process!"

"It was easy, convenient, and they were pleasant and helpful!"

"I really enjoy the PSC and how helpful they are. It makes college life at YSU a lot easier."

"I REALLY appreciate that I have a real person to talk to when I have issues or concerns with my account. Thank you for being there when I need you!"

### WHAT WE'D LIKE TO DO NEXT

- 👥 Build new partnerships to strengthen degree completion
- 🗣️ Create Outreach Efforts for Sophomore/Junior Enrollment
- 📄 Advocate for the Reduction of Inefficient Processes
- 🎓 Create Opportunities for Student Financial Wellness

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**ACADEMIC SUPPORT AREA ASSESSMENT  
UNIVERSITY AFFAIRS DISCUSSION ITEM**

**SCHEDULE**

**2023**

**June**

**Academic Affairs-Brien**

**University Relations-Shannon**

**YSU/IPEDS – Mike & Jeanne**