



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**BOARD OF TRUSTEES  
UNIVERSITY AFFAIRS COMMITTEE  
Anita A. Hackstedde, Chair  
Charles T. George, Vice Chair  
All Trustees are Members**

**BACKGROUND MATERIALS  
Wednesday, March 1, 2023**

- |  |              |
|--|--------------|
| <b>1. Human Resources Update</b>   | <b>Tab 1</b> |
| This report will provide an update on current accomplishments and priorities for moving forward with Human Resources Department operations; and provide the status of all Unfair Labor Practices, Grievances and Arbitrations. |              |
| <b>2. Human Resources Update on Position Searches</b>  | <b>Tab 2</b> |
| This report will provide a list of all searches in progress.   |              |
| <b>3. Classified Civil Service Personnel Actions</b>   | <b>Tab 3</b> |
| This is a summary of all personnel actions approved by the Chief Human Resources Officer serving as the appointing authority for classified staff.   |              |
| <b>4. Report on Search Waivers</b>   | <b>Tab 4</b> |
| <b>5. Retirement Plan Committee Report of ARP, 403(b) and 457(b)</b>   | <b>Tab 5</b> |

**Office of Human Resources Update**  
**March 2023**

**Benefits, Wellness and Training**

The HR Benefits group is in the process of preparing the IRS 1095-C form for distribution to full-time employees to inform them of available healthcare coverage. In furtherance of moving from paper to electronic accessibility, these forms will be available to employees in electronic form.

The 2023 Employee Wellness Program, *Living Well* launched on January 3 and will be active until November 2023. The *Living Well* program provides employees with activities and incentives to address health issues and improve their overall health.

The RFP process is underway for an employee wellness portal vendor. The current vendor, Cerner/Oracle, will be discontinuing its portal effective 12/31/2023. A new employee wellness portal will be in place for the 2024 calendar year.

The implementation of the new HR software system, NEOED, continues. The transfer of employee information as well as the implementation of the recruitment and employee on-boarding and off-boarding modules have been completed (INSIGHT module). Currently content for the electronic form module (E-FORMS module) and the education and learning module (LEARN module) are being developed and uploaded to the NEOED system. The electronic evaluation module (PERFORM module) will be uploaded after the LEARN and E-FORMS modules are completed. NEOED implementation is anticipated to be completed by the summer of 2024.

**Equal Opportunity/Title IX**

The University 2023 Affirmative Action Plan (AAP) is completed (based on 2022 employment and applicant data) and will be presented at the March 2023 Board of Trustees University Affairs Meeting by Dana Lantz, Director Equal Opportunity, Policy Development and Title IX.

**Labor and Employee Relations/ Outstanding Unfair Labor Practices, Grievances and Arbitrations**

**ACE**

- #767 and #768 Starting Pay Rate. Settlement reached through mediation.
- #769 and #770 Reclassification of IT. Replicas of Grievances #759 and #760 which were withdrawn by ACE. Advanced to arbitration, arbitrator selected. Motion to Dismiss to be filed with arbitrator.

**APAS**

- No activity

**FOP**

- #75 Disciplinary suspension. Arbitration held 12/19/2022. Post arbitration briefs to be submitted.
- #78 Post-accident drug testing process. Step 2 hearing held in abeyance while policy and procedure reviewed.

**OEA**

- #394 Overload pay calculation. Advanced to arbitration, arbitrator not selected. Settlement discussions ongoing.



## Current Postings

10/15/2022 – 01/16/2023

### Beeghly College of Liberal Arts, Social Sciences & Education

- College Credit Plus Instructor, English
- College Credit Plus Instructor, History
- Continuing Education Instructor, English ESOL
- Assistant Professor, Primary Education /Primary Intervention Specialist (Tenure-Track)
- Part-Time Nursing Graduate Faculty, Nursing
- Pharmacology Instructor for Nurse Anesthetist Students
- Part-time Faculty, Art History
- Part-time Faculty, Visual Arts Foundations
- Part-time Faculty, Visual Arts
- Part-time Faculty, Graphic Design
- Part-time Instructor, Early Childhood Education/Early Childhood Intervention Specialist
- Part-Time Faculty, Religious Studies
- Part-time Faculty, Philosophy
- Part-time Faculty, English
- Part-time Faculty, Humanities and Social Sciences, Political Science
- Part-Time Faculty, Psychology
- Part-Time Faculty, Counseling and School Psychology
- Part-Time Faculty, Politics and International Relations
- Part-Time Faculty, Special Education
- Part-Time Faculty, Middle Childhood Education
- Part-time Faculty, History
- Part-time Faculty, Adolescent/Young Adult Education
- Part-time Faculty, Literacy Education
- Part-time Faculty, Teacher Education (Graduate Courses)
- Part-time Faculty, Photography
- Part-Time Faculty, World Languages
- Part-Time Faculty, Humanities and Social Sciences – Anthropology
- Part-time Faculty, Teacher Education (Undergraduate Courses)
- Part-time Faculty, Reading & Study Skills

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

- Part-time Faculty, Criminal Justice
- Part-time Faculty, Merchandising-Fashion & Interiors
- Part-time Faculty, Social Work
- Part-time Faculty, Social Work Lakeland & Lorain CC Campuses
- Part-time Faculty, Hospitality Management
- Part-time Faculty, Forensic Sciences
- Part-time Faculty, Respiratory Care
- Part-time Faculty, Mathematics and Statistics
- Part-Time Faculty, Nursing – Graduate
- Part-Time Faculty, Nurse Practitioner (Online)
- Part-time Faculty, Health Professions - Dental Hygiene
- Part-time Faculty, Medical Laboratory Programs
- Part-time Faculty, Public Health
- Part-time Faculty, Dietetics Program (Undergraduate)
- Part-time Faculty, Nursing Clinical
- Part-Time Faculty, Health Professions - Kinesiology and Sport Science

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

- College Credit Plus Instructor, Communication Foundation
- Lecturer, Dana School of Music, Music Industry, Recording Arts (Term)
- Part-Time Faculty, Dana School of Music
- Part-time Faculty, Communication Studies, Journalism and Telecommunication Studies
- Part-time Faculty, Theatre & Dance Performance
- Part-time Faculty, Director of Dana Gospel Choir
- Part-time Faculty, Dana School of Music
- Part-time Faculty, Pharmacology for Nurse Anesthetist Students

## **College of Science, Technology, Engineering & Math**

- College Credit Plus Instructor, Biological Sciences
- College Credit Plus Instructor, Chemistry
- College Credit Plus Instructor, Mathematics/Statistics
- College Credit Plus Instructor, Physics
- Lecturer, Chemical Engineering (Term)
- Part-time Faculty, Anatomy & Physiology
- Part-time Faculty, Plant Biology
- Part-time Faculty, Chemistry
- Part-time Faculty, Civil, Environmental and Chemical Engineering
- Part-time Faculty, Computer Science, and Information Systems
- Part-time Faculty, Industrial Engineering

- Part-time Faculty, Mechanical Engineering
- Part-Time Faculty, Chemistry Lab
- Part-Time Faculty, Electrical and Computer Engineering
- Part-Time Faculty, Chemical Engineering
- Part-time Faculty, Mathematics
- Part-Time Faculty, Geography
- Part-time Faculty, Electrical Engineering Technology
- Part-time Faculty, Civil and Construction Engineering Technology
- Part-time Faculty, Mechanical Engineering Technology
- Part-time Faculty, Environmental Science
- Part-time Faculty, PAGES – Geology
- Part-time Faculty, Physics

### **Sokolov Honors College**

- Part-time Faculty, Honors
- Part-time Faculty, Medical Practices

### **Student Success**

- College Credit Plus Instructor, Career Exploration & Development
- Part-Time Faculty, Career Exploration & Development
- Part-time Faculty, First Year Student Services

### **Professional Administrative**

- Coordinator, STEM Professional Services
- Program Coordinator, Admissions and Recruitment
- Coordinator, Regional Admissions
- Project Coordinator and Website Content Creator
- Assistant Coach, Women's Lacrosse
- Manager, Customer Service and Special Programs
- Coordinator, STEM Laboratory
- Coordinator, Studio Art Support
- Buyer
- Counselor, Penguin Service Center
- Instruction Specialist
- Director, Career Exploration & Development
- Coordinator, Cross-cultural and Overseas Experience
- Academic Advisor 1
- Senior Financial Analyst

- Data Warehouse Engineer
- Assistant Coach, Football
- Director, IT Infrastructure Services
- Associate Director, Andrews Student Recreation and Wellness Center
- Coordinator, Equal Opportunity and Policy Compliance
- International Student and Scholar Advisor
- Coordinator, Competitive Sports and Summer Camps
- Director, First Year Student Services
- Assistant Coach, Volleyball

### **Classified**

- Financial Aid Loan Specialist 2
- Software Integration Analyst 1
- Layout Design Artist
- Activity Leader - Multiple Locations
- Business Operations Specialist 2 (.50 FTE)
- Residence Hall Monitor
- Clerk 2
- Academic Leader - Multiple locations
- Customer Service Assistant 1
- Groundskeeper 3
- Police Officer 1
- Academic Operations Specialist 2
- Academic Operations Specialist 2
- Site Coordinator – Girard Intermediate
- Maintenance Repair Worker 2
- Human Resources Generalist
- Print Specialist



## **SUMMARY OF PERSONNEL ACTIONS**

### **Classified Employees**

**10/16/2022 through 01/15/2023**

#### **Separations – 12**

- Classified Civil Service – 7
- Classified Excluded – 1
- Externally Funded – 1
- FOP – 1
- FOP Excluded – 2

#### **Appointments – 15**

- Classified Civil Service – 9
- Externally Funded – 4
- FOP – 2

#### **Reclassifications/Position Adjustments – 9**

- Classified Civil Service – 7
- Externally Funded – 2

#### **Promotions – 1**

- Classified Civil Service – 1

#### **Salary Adjustments – 11**

- Classified Civil Service – 10
- FOP – 1

**YOUNGSTOWN STATE UNIVERSITY**  
**CLASSIFIED EMPLOYEE**  
**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>CONTRACT / APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>	<b>SEPARATION TYPE</b>
Bero, Robert	ACE	Groundskeeper 3	Grounds	12/8/2022	1.00	\$ 38,979.20	Retirement
Cename, Louis	ACE	Mover 2	Facilities Maintenance	10/25/2022	1.00	\$ 36,545.60	Resignation
Frisby, Connie	ACE	Academic Operations Specialist 2	School Computer Science, Information & Engineer Technology	12/30/2022	1.00	\$ 52,020.80	Retirement
Haskins, Timothy	ACE	Residence Hall Monitor	Housing	12/9/2022	1.00	\$ 30,763.20	Resignation
Noble, Mary	ACE	Software Integration Analyst 2	IT Application Services	10/28/2022	1.00	\$ 101,462.40	Resignation
Olmi, Sandra	ACE	Accountant Examiner 3	University Bursar	11/30/2022	1.00	\$ 45,364.80	Retirement
Pletcher, Alissa	ACE	Academic Operations Specialist 1	Teacher Education & Leadership Studies	12/20/2022	1.00	\$ 28,953.60	Resignation
Durkin, Robin	Excluded	Intermittent Academic Leader	Center for Human Services Development	12/20/2022	0.40	\$ 20,800.00	Resignation
Price, Aisha	Externally Funded	Site Coordinator	Center for Human Services Development	12/16/2022	0.80	\$ 36,695.84	Resignation
Jordan, Deanna	FOP	Police Officer 2	YSU Police	12/12/2022	1.00	\$ 50,814.40	Resignation
Gatto, Thomas	FOP Excluded	Intermittent Police Officer 1	YSU Police	1/3/2023	0.25	\$ 22,547.20	Resignation
Grimaldi, Carylton	FOP Excluded	Intermittent Police Officer 1	YSU Police	11/6/2022	0.25	\$ 17,617.60	Resignation



**YOUNGSTOWN STATE UNIVERSITY**  
**CLASSIFIED EMPLOYEE**  
**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>
Beadling, Scott	ACE	Mover 2	Delivery Services	1/9/2023	1.00	\$ 31,345.60
Blank, Megan	ACE	Technology Support Technician 1	IT Customer Services	12/19/2022	1.00	\$ 43,929.60
Everingham, Christine	ACE	Business Operations Specialist 2	Undergraduate Admissions	1/3/2023	1.00	\$ 31,782.40
Findley, Elysia	ACE	Academic Operations Specialist 1	Dean - WCBA	12/5/2022	1.00	\$ 27,768.00
Kempe, Timothy	ACE	Groundskeeper 2	Grounds	12/27/2022	1.00	\$ 31,782.40
Kovalscik, Stephen	ACE	Business Operations Specialist 2	College Access and Transition	1/3/2023	1.00	\$ 31,782.40
Natoli, Frank	ACE	Data Administration Specialist 1	Alumni Engagement	12/8/2022	1.00	\$ 37,419.20
Roche, Macey	ACE	Layout Design Artist	Marketing & Communications	1/3/2023	1.00	\$ 35,048.00
Wyatt, Charles	ACE	Custodial Technician 3	Janitorial Services	11/21/2022	1.00	\$ 31,054.40
Durkin, Robin	Externally Funded	Academic Leader	Ctr for Human Services Dev	12/19/2022	0.40	\$ 20,800.00
Brookhart, Carey	Externally Funded	Academic Leader	Ctr for Human Services Dev	11/7/2022	0.40	\$ 20,800.00
Teagarden, Ashley	Externally Funded	Academic Leader	Ctr for Human Services Dev	11/7/2022	0.40	\$ 20,800.00
Wentz, Kaari	Externally Funded	Office Administrator Workforce Training	Excellence Training Center	11/7/2022	1.00	\$ 45,219.20
Kane, Caitlin	FOP	Police Officer 1	YSU Police	11/21/2022	1.00	\$ 42,244.80
Stoner, Hope	FOP	Police Officer 1	YSU Police	11/21/2022	1.00	\$ 42,244.80

**YOUNGSTOWN STATE UNIVERSITY**  
**CLASSIFIED EMPLOYEE**  
**PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023**  
**RECLASSIFICATIONS/POSITION AUDITS**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	APPOINTMENT DATES	NEW FTE / OLD FTE	NEW SALARY	PREVIOUS SALARY
Cerimele, Richard	ACE	Temp. Groundskeeper 3 / Groundskeeper 2	Grounds	12/18/2022	1.00	\$ 37,440.00	\$ 34,049.60
Adovasio, Linda	ACE	Academic Operations Specialist 2 / Academic Operations Specialist 1	Rayen School of Engineering	1/15/2023	1.00	\$ 56,700.80	\$ 53,996.80
Kostantas, Amalia	ACE	Academic Operations Specialist 2 / Academic Operations Specialist 1	Psychological Sciences & Counseling	8/14/2022	1.00	\$ 36,753.60	\$ 35,006.40
Latronica, Brandon	ACE	Systems Technician 2 / Systems Technician 1	IT Infrastructure Services	12/18/2022	1.00	\$ 49,836.80	\$ 46,758.40
McLaughlin, Lisa	ACE	Account Examiner 3 / Financial Aid Loan Specialist 2	Bursar's / Financial Aid & Scholarships	12/4/2022	1.00	\$ 42,244.80	\$ 44,360.40
Mogg, Jill	ACE	Academic Operations Specialist 2 / Academic Operations Specialist 1	Physics, Astronomy, Geology & Environmental Sciences	1/15/2023	1.00	\$ 52,041.60	\$ 49,566.40
Yoder, Daniel	ACE	Systems Technician 1 / Technology Support Technician 1	IT Infrastructure Services / IT Customer Services	12/18/2022	1.00	\$ 46,134.40	\$ 43,929.60
Cox, Janine	Externally Funded	Business Operations Specialist 3 / Business Operations Specialist 2	Center for Workforce Education & Innovation	8/28/2022	1.00	\$ 43,472.00	\$ 41,392.00
O'Neal, Tula	Externally Funded	Temporary Site Coordinator / Academic Leader	Center for Human Services Development	1/15/2023	0.75 / 0.40	\$ 32,760.00	\$ 20,800.00

**YOUNGSTOWN STATE UNIVERSITY**  
**CLASSIFIED EMPLOYEE**  
**PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023**  
**PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
McLaughlin, Lisa	ACE	Financial Aid Loan Specialist 2 / Account Examiner 3	Financial Aid & Scholarships / University Bursar	11/6/2022	1.00	\$ 44,360.40	\$ 42,244.80

**YOUNGSTOWN STATE UNIVERSITY**  
**CLASSIFIED EMPLOYEE**  
**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>
Cowles, Matthew	ACE	Audio Visual Productions Specialist	Marketing & Communications	11/20/2022	1.00	\$ 43,555.20	1.00	\$ 35,464.00
Gregory, Jayne	ACE	Business Operations Specialist 1	Delivery Services	1/1/2023	1.00	\$ 28,953.60	1.00	\$ 28,516.80
Hanlon, Jolie	ACE	Library Assistant	Maag Library	11/6/2022	1.00	\$ 31,657.60	1.00	\$ 31,200.00
Linton, Gary	ACE	Boiler Technician	Central Utility Plant & Distribution	1/1/2023	1.00	\$ 56,700.80	1.00	\$ 55,848.00
Mahr, Daniel	ACE	Residence Hall Monitor	Housing	12/4/2022	1.00	\$ 30,763.20	1.00	\$ 30,305.60
Phillips, Andrew	ACE	Carpenter 2	Facilities Maintenance	1/1/2023	1.00	\$ 49,171.20	1.00	\$ 44,720.00
Pletcher, Alissa	ACE	Academic Operations Specialist 1	Teacher Education & Leadership Studies	12/4/2022	1.00	\$ 28,953.60	1.00	\$ 28,516.80
Ruehle, Andrea	ACE	Business Operations Specialist 1	Health Professions	10/23/2022	0.75	\$ 21,715.20	0.75	\$ 21,387.60
Schofield, Robert	ACE	Maintenance Repair Worker 2	Facilities Maintenance	12/4/2022	1.00	\$ 42,140.80	1.00	\$ 41,537.60
Straley, Joel	ACE	Residence Hall Monitor	Housing	12/18/2022	1.00	\$ 30,763.20	1.00	\$ 30,305.60
Satterthwaite, Travis	FOP	Police Officer 2	YSU Police	12/4/2022	1.00	\$ 50,814.40	1.00	\$ 49,233.60



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: 3356-2-04 Search waivers for hiring of faculty and professional/administrative staff report pursuant to (F)(6) for the March 2023 Board of Trustees Meeting

Below please find the report information as required by 3356-2-04 Search waivers for hiring of faculty and professional/administrative staff pursuant to section (F)(6). The information contained herein consists of search waivers approved during the time period beginning October 16, 2022 through and including January 15, 2023.

Date approved: October 26, 2022  
Requestor: Katrena Davidson / Neal McNally  
Department: Procurement Services  
Position: Director of Procurement Services  
Candidate: Barbara Greene  
Start date: November 16, 2022  
Race/Gender: White / Female  
Rationale: "Barb has been functioning as Interim Director of Procurement Services since April 2022. Prior to that she has been an integral part of the management team in the department as the Manager of Accounts Payable and Travel Services. She has been a loyal employee of YSU since 1999 and has been in management positions for over 11 years, including Financial Aid. The last two Directors of the Department came from outside of YSU and left YSU after a short period for higher paying opportunities. Barb has proven that she can be successful and has shown a desire to be in the position permanently. Promotion from within YSU demonstrates our commitment in our existing employees."

**Youngstown State University (YSU)**  
**ARP, 403(b) and 457(b) Retirement Plans**  
**Activity Report**  
**of**  
**Fiduciary Committee**  
**to**  
**Board of Directors**  
**December 22, 2022**

The Fiduciary Committee (Committee) was appointed by the Board of Trustees of YSU to be the fiduciary committee for the ARP, 403(b) and 457(b) Retirement Plans (Plan). This report is provided periodically to inform the Board, at a high level, of the activities of the Committee.

The Committee actively carried out its responsibilities during the 12-month period from January 1, 2022 to December 31, 2022 (Reporting Period), taking the following actions, among others:

1. The Committee met twice during the Reporting Period.
2. The Committee reviewed semi-annual reports from its independent investment advisor, and investment co-fiduciary, on the investments offered in the Plan. This reporting included a review of the following elements, among others: (a) any matters affecting the Plan's investment firms, (b) any matters affecting the investment managers and their staff, (c) any variance from the investment manager's stated investment style, (d) performance of the investments relative to peers and an appropriate benchmark, (e) risk and (f) costs.
3. At each semi-annual meeting the Committee's independent investment advisor provided an overview of the domestic and international capital markets.
4. The Committee received a detailed report on the underlying investments that make up the Plan's target date retirement fund offering.
5. No investment changes were made during the Reporting Period due to issues with the above or noncompliance with the Plan's investment policy statement.
6. The Committee periodically reviewed plan participant demographic information from the plan recordkeeper.
7. Working with its independent investment advisor, the Committee negotiated a reduced fee with TIAA.
8. From time to time the Committee received education on investment-related items.

9. The Committee received semi-annual updates on legal and regulatory developments that affect the Plan.

10. Minutes were kept of each meeting.

**Committee Members:**

**Neal McNally – Vice President for Finance and Business Operations**

**Katrena Davidson – Associate Vice President for Finance and Controller**

**Cynthia Kravitz – Associate Vice President of Human Resources and Chief Human  
Resource Officer**

**Steve Hoffmaster – Associate Controller and Director of Payroll**

**Greg Morgione – Associate General Counsel**

**Stacey Luce – Manager of Employee Benefits and Training**