

Youngstown

STATE UNIVERSITY

**BOARD OF TRUSTEES
INTERNAL AFFAIRS COMMITTEE**

**John L. Pogue, Chair
John R. Jakubek, Vice Chair**

**Thursday, September 10, 2009
2:00 p.m.**

**Maag Library
Archives Reading Room 516**

AGENDA

- A. Disposition of Minutes for Meetings Held June 2, 2009; June 19, 2009; and July 14, 2009**
- B. Old Business**
- C. Committee Items**

- 1. Human Resources**

- a. Human Resources Action Items**

- 1) Resolution to Ratify Faculty/Staff Appointments** **Tab 1**
Summary of appointments, promotions, and other personnel actions for faculty, professional/administrative and classified civil service staff for January 1, 2009, through March 31, 2009. Board of Trustees approval is required for faculty and professional/administrative staff appointments. Martin Bramlett, Interim Chief Human Resources Officer, will report.
 - 2) Resolution to Modify Leave Without Pay, Exempt Professional/ Administrative Staff & Department Chairpersons Policy** **Tab 2**
Gene Grilli, Vice President for Finance and Administration, will report.
 - 3) Resolution to Modify Staff Development Leave, Exempted Professional/ Administrative Staff Policy** **Tab 3**
Gene Grilli, Vice President for Finance and Administration, will report.
 - 4) Resolution to Modify Classified Civil Service Employees Policy** **Tab 4**
Gene Grilli, Vice President for Finance and Administration, will report.
 - 5) Resolution to Modify Conduct on Campus/Persona Non Grata Policy** **Tab 5**
Gene Grilli, Vice President for Finance and Administration, will report.

b. Human Resources Discussion Item

1) Executive Director of Human Resources Search

George McCloud, Vice President for University Advancement, will report.

2. Equal Opportunity and Diversity

a. Equal Opportunity and Diversity Discussion Item

1) Equal Opportunity and Diversity Update

Yulanda McCarty-Harris, Director of Equal Opportunity and Diversity, will report.

Tab 6

3. Intercollegiate Athletics

a. Intercollegiate Athletics Discussion Item

1) Fall Sports Preview

Ron Stollo, Executive Director of Athletics, will preview the upcoming fall events.

4. General Counsel Update

a. General Counsel Update Discussion Item

1) Litigation Report

The University's General Counsel, Holly Jacobs, will provide a summary of litigation concerning YSU.

D. Background Materials

1. Human Resources Update

Report on current position searches in Human Resources.

Tab 7

2. ULP's/Grievances

Tab 8

3. Minority Business Quarterly Report

This report is sent to the Ohio Department of Administrative Services to identify State Certified Minority expenditures by the University for the period April 1, 2009, to June 30, 2009.

Tab 9

4. Summary of Staffing Levels by Race and Gender

Staffing levels as of June 30, 2009, are compared to June 30, 2008, including a breakdown of race and gender comparisons.

Tab 10

E. New Business

F. Adjournment



**RESOLUTION TO RATIFY
FACULTY/STAFF APPOINTMENTS**

WHEREAS, the *Policies of the Board of Trustees* direct the President to appoint such employees as are necessary to effectively carry out the operation of the University; and

WHEREAS, new appointments have been made subsequent to the June 19, 2009, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2009-2010 Budget and with the University policy on Equal Employment Opportunity;

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

**Board of Trustees Meeting
September 25, 2009
YR 2010-**

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2009 - JUNE 30, 2009**

FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE BASE SALARY	COMMENTS

April 2009

None.							
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May 2009

None.							
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June 2009

None.							
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PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL

NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE BASE SALARY	COMMENTS
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April 2009

Ms. Erica Chung	F/C	Replacement \$32,624	Asst. Athletic Trainer	Athletics	4/12/09 - 6/30/10	\$32,624 1.0 FTE	
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May 2009

Mr. Sudipti Gupta	F/A	New \$28,000	Research Fellow	Chemistry	5/11/09-6/30/10	\$28,000 1.0 FTE	Ext. Funded
Mr. Guilin Mao	M/A	New \$40,000	Research Fellow	Physics & Astronomy	5/11/09-6/30/10	\$40,000 1.0FTE	Ext. Funded
Ms. Janice Schnall	F/C	New \$23,400	Special Projects Assistant	Office of the President	5/1/09-10/31/09	\$23,400 1.0 FTE	Temporary

June 2009

Mr. William Spencer	M/C	Replacement \$57,000	Staff Architect	Facilities	6/15/09-6/30/10	\$57,000 1.0 FTE	
Ms. Angeline Harris	F/B	Replacement \$38,976	Program Coordinator	Metro College	6/8/09 - 6/30/10	\$38,976 1.0 FTE	
Ms. Phyllis Johnson	F/C	New \$60,000	Partnership Internship Coordinator	Social Work	6/1/09 - 6/30/10	\$30,000 .5 FTE	Ext. Funded

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2009 - JUNE 30, 2009**

CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE BASE SALARY	COMMENTS
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April 2009

None.							
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May 2009

Ms. Laura Robich	F/C	Replacement \$15.48	Administrative Asst. 1	SMARTS	5/4/2009	\$19,319 .5 FTE	Part Time
Mr. Michael Thornburg	M/C	Replacement \$18.35	Delivery Worker	Support Services	5/10/2009	\$38,168 1.0 FTE	Promotion

June 2009

None.							
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SEPARATIONS

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION SALARY	COMMENTS
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RETIREMENTS:

Dr. Brendan Minogue	M/C	Faculty	Professor	Philosophy & Religious Studies	5/16/2009	\$98,674	
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SEPARATIONS:

Ms. Bertha Royster	F/B	Classified	Library Media Tech Asst 2	MAAG Library	4/1/2009	\$14.68	Assignment Ended
Dr. Peter HappelChristian	M/C	Faculty	Assistant Professor	Art	5/15/2009	\$50,472	Resigned
Dr. Roy Mimna	M/C	Faculty	Associate Professor	Mathematics	6/30/2009	\$62,135	Resigned
Mr. Joseph Edwards	M/C	P/A	Interim Dean	Fine & Performing Arts	6/30/2009	\$130,000	Assignment Ended
Mr. John Ryan	M/C	P/A	HR Operations Manager	Rich Center	6/30/2009	\$37,688	Non-renewal
Ms. Norma Stefanec	F/C	P/A	Research Associate	Center for Urban Studies	6/30/2009	\$43,916	Non-renewal
Mr. Craig Cicero	M/C	P/A	Lead Instructional Specialist	Rich Center	6/28/2009	\$24,507	Resigned

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2009 - JUNE 30, 2009**

SEPARATIONS

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION SALARY	COMMENTS
SEPARATIONS:							
Mr. Joshua Mays	M/C	P/A	Housing Coordinator	Housing	6/30/2009	\$26,725	Resigned
Mr. Michael Zordich	M/C	P/A	Asst. Football Coach	Athletics	6/5/2009	\$40,000	Resigned
Ms. Kelly Price	F/C	P/A	Asst. Dir. First Year Students	Center for Student Progress	6/4/2009	\$44,121	Resigned
Temporary Appointment Ended:							
Mr. Christopher Barzak	M/C	Faculty	Instructor	English	5/15/2009	\$38,485	
Mr. Randall Benner	M/C	Faculty	Instructor	Health Professions	5/15/2009	\$53,005	
Ms. Lori Carlson	F/C	Faculty	Instructor	Mathematics	5/15/2009	\$48,895	
Mr. Daniel Coyne	M/C	Faculty	Instructor	School of Technology	5/15/2009	\$55,787	
Ms. Cynthia Daniles	F/B	Faculty	Instructor	Nursing	5/15/2009	\$45,639	
Ms. Christine Dennison	F/C	Faculty	Instructor	Marketing	5/15/2009	\$44,453	
Mr. John George	M/C	Faculty	Assistant Professor	School of Technology	5/15/2009	\$56,925	
Mr. Daryl Gross	M/C	Faculty	Instructor	School of Technology	5/15/2009	\$41,400	
Ms. Jolien Helsel	F/C	Faculty	Assistant Professor	Economics	5/15/2009	\$51,768	
Mr. William Hrinko	M/C	Faculty	Instructor	School of Technology	5/15/2009	\$55,890	
Mr. Edmund Ickert	M/C	Faculty	Instructor	CSIS	5/15/2009	\$50,962	
Ms. Jaietta Jackson	F/B	Faculty	Instructor	Communications	5/15/2009	\$40,626	
Ms. Madalyn Janosik	F/C	Faculty	Instructor	Nursing	5/15/2009	\$61,799	
Ms. Jill McCullough	F/C	Faculty	Instructor	Accounting & Finance	5/15/2009	\$44,117	
Ms. Colleen McLean	F/C	Faculty	Instructor	Envir. Sciences	5/15/2009	\$38,485	
Ms. Renee McManus	F/C	Faculty	Instructor	Nursing	5/15/2009	\$53,418	
Ms. Dorian Mermer	F/C	Faculty	Instructor	Communications	5/15/2009	\$40,626	
Ms. Kathleen Mumaw	F/C	Faculty	Instructor	Accounting & Finance	5/15/2009	\$44,042	
Ms. Barbara O'Connor	F/C	Faculty	Assistant Professor	Teacher Education	5/15/2009	\$50,972	
Ms. Cathy Parrot	F/C	Faculty	Assistant Professor	Physical Therapy	5/15/2009	\$82,538	
Mr. Thomas Pittman	M/C	Faculty	Instructor	English	5/15/2009	\$38,485	
Mr. David Politzer	M/C	Faculty	Assistant Professor	Art	5/15/2009	\$50,972	

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2009 - JUNE 30, 2009**

SEPARATIONS							
NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION SALARY	COMMENTS
SEPARATIONS:							
Mr. Jack Reichert	M/C	Faculty	Instructor	Biological Sciences	5/15/2009	\$44,541	
Ms. Sueann Rendano	F/C	Faculty	Instructor	Nursing	5/15/2009	\$48,351	
Ms. Molly Roche	F/C	Faculty	Instructor	Nursing	5/15/2009	\$48,351	
Mr. Kurt Roscoe	M/C	Faculty	Assistant Professor	Art	5/15/2009	\$56,925	
Mr. Guy Shebat	M/C	Faculty	Instructor	English	5/15/2009	\$38,485	
Ms. Cynthia Shields	F/C	Faculty	Instructor	Nursing	5/15/2009	\$53,418	
Ms. Mary Shortreed	F/C	Faculty	Instructor	Nursing	5/15/2009	\$44,117	
Mr. Frank Sole	M/C	Faculty	Instructor	Management	5/15/2009	\$40,931	
Ms. Kathryn Tessmer	F/C	Faculty	Assistant Professor	HPES	5/15/2009	\$52,153	
Ms. Bonnie Thompson	F/C	Faculty	Instructor	Nursing	5/15/2009	\$44,117	
Ms. Cynthia Vigliotti	F/C	Faculty	Instructor	English	5/15/2009	\$39,685	
Mr. Michael Villano	M/C	Faculty	Instructor	Accounting & Finance	5/15/2009	\$44,117	
Ms. Donna Walsh	F/C	Faculty	Instructor	Marketing	5/15/2009	\$40,365	
Mr. Robert Wardle	M/C	Faculty	Instructor	Criminal Justice	5/15/2009	\$39,295	
Ms. Amy Weaver	F/C	Faculty	Instructor	Nursing	5/15/2009	\$45,639	
Ms. Karla Wyant	F/C	Faculty	Instructor	Social Work	5/15/2009	\$40,934	
Mr. Mark Zetts	M/C	Faculty	Instructor	Human Ecology	5/15/2009	\$52,332	
Mr. Larry Zielke	M/C	Faculty	Instructor	Management	5/15/2009	\$50,449	
Non-Renewals:							
Ms. Janice Chebra	F/C	Faculty	Assistant Professor	Human Ecology	5/15/2009	\$49,248	
Ms. Melva Huebert	F/C	Faculty	Assistant Professor	Dana	5/15/2009	\$50,389	
Mr. Mark Roberts	M/C	Faculty	Instructor	CSIS	5/15/2009	\$45,157	
Mr. Paul Rohrbaugh	M/C	Faculty	Instructor	Educ. Leadership	5/15/2009	\$40,193	
Ms. Carol Staten	F/B	Faculty	Instructor	Counseling	5/15/2009	\$37,184	
Mr. William Sterner	M/C	Faculty	Assistant Professor	Counseling	5/15/2009	\$49,248	

*Race abbreviation codes:

A = Asian or Pacific Islander, origins in any of the original peoples of the Far East, Southeast Asia, Pacific Islands, or Indian subcontinent.

B = Black (not of Hispanic origin), origins in any of the black racial groups.

C = White (not of Hispanic origin), origins in the original peoples of Europe, North Africa, or the Middle East.

H = Hispanic, Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture.

N = American Indian or Alaskan Native, origins in any of the original peoples of North America.

**RESOLUTION TO MODIFY LEAVE WITHOUT PAY,
EXEMPT PROFESSIONAL/ADMINISTRATIVE STAFF
& DEPARTMENT CHAIRPERSONS POLICY**

WHEREAS, the Institutional 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 Institutional Policy governing Leave Without Pay, Exempt Professional/ Administrative Staff & Department Chairpersons, policy number 7002.03 of the *University Guidebook*, shown as Exhibit ___ attached hereto, and does hereby rescind the former corresponding policy number 7002.03. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy: Leave Without Pay, Exempt Professional/Administrative Staff & Department Chairpersons

Responsible Division/Office: Finance and Administration (Human Resources)

Approving Officer: Vice President/Finance and Administration

Revision History: March 1998; August 2009

Resolution Number(s): YR 1998-16/57; YR 2010-

Board Committee: Internal Affairs

EFFECTIVE DATE: September 25, 2009

Next review: August 2012

Policy: 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 health care; physical, emotional, and mental well being; professional growth and development; and civic responsibility.

Parameters:

- Employee must be in professional/administrative status and exempted from collective bargaining. Employees covered by collective bargaining should refer to their respective labor agreement.
- Chairpersons of academic departments are covered by this policy.
- Individuals may be granted Leave Without Pay, for periods ranging from one week to one year, to secure additional formal education or training, or other appropriate professional experience, when such training or experience will serve to enhance the individual's contribution to the University. Arrangements acceptable to the division head must be made to cover the employee's duties during the period of absence.
- Upon approval by the appropriate division head, individuals may be granted Leave Without Pay for personal reasons for a period of up to one year, when the individual's services can be spared.

- Employees on Leave Without Pay shall have the option of maintaining the University's group insurance benefits by paying the university group rate for the coverage in effect at the time of the leave.

Procedures:

1. Exempted Professional/Administrative staff and/or department chairperson considering a leave without pay should first discuss their interests with their immediate superior. This preliminary discussion should include reasons for the leave, length of the leave, anticipated workload during the course of the leave, and potential methods of redistributing the workload.
2. If there is agreement that the leave might be pursued, the supervisor will alert the appropriate administrative and/or executive officer to that possibility.
3. A formal request for Leave Without Pay shall be submitted in writing to the individual's supervisor as far in advance as possible. This written request should specify the reason for the leave, the anticipated duration of the leave, and a suggested method of redistributing the workload.
4. If the supervisor supports the request for a leave, an endorsed copy of the request is forwarded. This process continues until the request, with appropriate endorsements, is forwarded to the executive officer of the division in which the individual is employed.
5. Final approval for granting requests of Leave Without Pay is the responsibility of the executive officer of the division in which the individual is employed.
6. Once a Leave Without Pay request has been approved it is forwarded to the Executive Director of Human Resources for implementation.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

**Subject: Leave Without Pay, Exempt Professional/Administrative Staff
& Department Chairpersons**

Developed by: Jean R. Wainio	Authorized by: G. L. Mears
Title: Interim Director	Title: Executive Vice President
Human Resources	Date: June, 1998
Date: March, 1998	EFFECTIVE: June 26, 1998
Revised: August 2009	September 2009

Policy: 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 health care; physical, emotional, and mental well being; professional growth and development; and civic responsibility.

RESOLUTION NUMBER: YR 1998 - 16/57 YR 2010 -

Parameters:

- Employee must be in professional/administrative status and exempted from collective bargaining. Employees covered by collective bargaining should refer to their respective labor agreement.
- Chairpersons of academic departments are covered by this policy.
- Individuals may be granted Leave Without Pay, for periods ranging from one week to one year, to secure additional formal education or training, or other appropriate professional experience, when such training or experience will serve to enhance the individual's contribution to the University. ~~Suitable arrangements~~ Arrangements acceptable to the division head must be made to cover the employee's duties during the period of absence.
- ~~Individuals~~ Upon approval by the appropriate division head, individuals may be granted Leave Without Pay for personal reasons for a period of up to one year, when the individual's services can be spared.
- Employees on Leave Without Pay shall have the option of maintaining the University's group insurance benefits by paying the university group rate for the coverage in effect at the time of the leave.

Procedures:

1. Exempted Professional/Administrative staff and/or department chairperson considering a leave without pay should first discuss their interests with their immediate superior. This preliminary discussion should include reasons for the leave, length of the leave, anticipated workload during the course of the leave, and potential methods of redistributing the workload.
2. If there is agreement that the leave might be pursued, the supervisor will alert the appropriate administrative and/or executive officer to that possibility.
3. A formal request for Leave Without Pay shall be submitted in writing to the individual's supervisor in as far in advance as possible. This written request should specify the reason for the leave, the anticipated duration of the leave, and a suggested method of redistributing the workload.
4. If the supervisor supports the request for a leave, an endorsed copy of the request is forwarded. This process continues until the request, with appropriate endorsements, is forwarded to the Provost or Vice President executive officer of the division in which the individual is employed.
5. Final approval for granting requests of Leave Without Pay is the responsibility of the Provost or Vice President executive officer of the division in which the individual is employed.
6. Once a Leave Without Pay request has been approved it is forwarded to the Executive Director of Human Resources for implementation.

To: Dr. Ikram Khawaja

From: J. Mosca

Subject: University Partnership Program

Date: September 10, 2009

Source of Grant: Federal initiative administered through the Ohio Department of Job and Family Services

Amount of Grant: \$246,500

Time Frame: 2008-2011

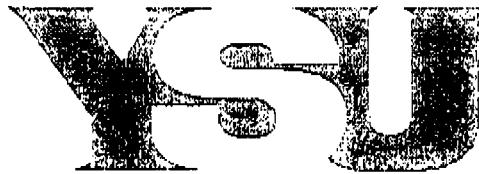
Use of Funding:

Hire a part-time (20 hours per week) partnership coordinator (salary and fringes);

Provide stipends to selected students in the amount of \$5000 per year up to two years;

Students selected for the stipends must complete their baccalaureate degree to receive the stipend and must also commit to working for a minimum of 1 year at a child welfare agency in Ohio.

This is an initiative to train more baccalaureate prepared social workers for entry level positions in child welfare agencies throughout the state of Ohio.



Youngstown State University

Office of the Provost
(330) 941-3103

FAX MEMORANDUM

DATE: _____

TO:

Name: Ikram Khawaja

Title: c/o Library

Address: _____

City, State, Zip: _____

Phone Number: _____

Fax Number: 3734

FROM:

Name: Marilyn Ward

Dept.: Office of the Provost

Phone Number: (330) 941-1714



FAX Number: (330) 941-2285



TOTAL Number of Pages including Cover Sheet 5

COMMENTS _____

DOC

 EMPLOYMENT REQUISITION PROFESSIONAL / ADMINISTRATIVE POSITION	
CONTROL # <u>EXF 2008-09-11</u> <small>(For Human Resources use only)</small>	
1. DEPARTMENT: Department of Social Work	8. <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
2. POSITION TITLE: Coordinator, University Partnership Program <small>NOTE: Position description must be attached. Include responsibilities, supervision exercised, and supervisor's title; indicate any revisions in red.</small>	<u>Jessie Elia</u> <u>2/</u> <small>Administrative Superior</small>
3. <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement for: _____ <small>(Name of person being replaced)</small>	9. REVIEW OF PAY GRADE ASSIGNMENT: <u>Coordinator, University</u> <small>Position Title</small> <u>Partnership Program</u> <u>EXF</u> <small>Pay Grade</small> <u>Carol Trube</u> <u>2/2/09</u> <small>Human Resources Representative</small> <small>Date</small> <u>[Signature]</u> <u>3-3-09</u> <small>Executive Director of Human Resources</small> <small>Date</small>
4. EFFECTIVE DATE OF VACANCY: N/A	
5. REASON FOR VACANCY: N/A	
6. TYPE OF APPOINTMENT: <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary Full-Time from _____ to _____ <input checked="" type="checkbox"/> Part-Time (<u>20</u> avg hrs/wk ÷ 40 = <u>.50</u> FTE) Period of employment: _____	10. FUNDING VERIFICATION (Budget / General Accounting): ACCT/GRANT # <u>211234-141205-11</u> <small>5 digit code</small> Externally Funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 12-Month Salary Base (Externally-Funded Positions Only): <u>\$ 30,000</u>
7. REQUESTED BY: <div style="text-align: center;">  </div> <u>[Signature]</u> <u>2/1/09</u> <small>Department Head/Chair</small> <small>Date</small>	11. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved <u>[Signature]</u> <u>5/1/09</u> <small>Division Officer</small> <small>Date</small>

DISTRIBUTION: Division Officer; Administrative Superior; Department Head/Chair; Budget; Human Resources

HR 3008

Y00667260

YSU PROFESSIONAL/ADMINISTRATIVE STAFF APPOINTMENT RECOMMENDATION <small>Directions: Recommendations to appoint new full and part-time Professional/Administrative staff are made using this form. Complete all appropriate sections and advance the form for signatory authorizations as indicated prior to submitting the form to the Office of Human Resources. NOTE: A completed Affirmative Action Appointment Recommendation must also be advanced to the Director for Equal Opportunity at the same time for all .50 or greater FTE positions (attach a copy).</small>																							
1. DEPARTMENT: Social work	12. RELOCATION ALLOWANCE RECOMMENDED: <input type="checkbox"/> Yes (Attach Form PS-39) <input checked="" type="checkbox"/> No																						
2. POSITION TITLE (please indicate FTE if other than 1.00): University Partnership Program Internship Coordinator	13. DOCUMENTS ATTACHED: <input checked="" type="checkbox"/> copy of approved Recommendation on Vacant PIA Position form (REQUIRED) <input type="checkbox"/> Official transcript showing highest earned degree (will be forwarded) <input checked="" type="checkbox"/> vita <input type="checkbox"/> position announcement (waiver) in HR <input type="checkbox"/> Recommendation for Relocation Allowance form NA <input type="checkbox"/> copy of Affirmative Action Appointment Recommendation form (for .50 or greater FTE positions) (waiver) in HR																						
3. CANDIDATE'S NAME AND ADDRESS: Phyllis J. Johnson, LISW, ACSW 6767 McGuffey Road Lowellville, OH 44436 Social Security Number: 278-40-1141																							
4. CANDIDATE'S EARNED DEGREES: <table border="0"> <tr> <td>Degree</td> <td>Institution conferring degree</td> </tr> <tr> <td>BA</td> <td>Youngstown State University</td> </tr> <tr> <td>MSSA</td> <td>Case Western Reserve University</td> </tr> </table>	Degree	Institution conferring degree	BA	Youngstown State University	MSSA	Case Western Reserve University	14. COMMENTS/ADDITIONAL INFORMATION: NOTE: If any conditions (e.g., completion of degree, attainment of certification, etc.) must be met by the candidate prior to the effective date of this appointment, or any subsequent renewal, specify those conditions below. Any other information which may be pertinent to this appointment should also be indicated here (e.g., must reside in campus dormitory).																
Degree	Institution conferring degree																						
BA	Youngstown State University																						
MSSA	Case Western Reserve University																						
5. 12 MO. FULL-TIME SALARY BASE RECOMMENDED: \$ 30,000 (half-time)																							
6. CONTRACT PERIOD (indicate specific dates): 7/1/2008 - 6/30/2011 6-1-2009 - 6-30-2010																							
7. ACCOUNT TO BE CHARGED (include 5 digit code): 211234-141205-603100-11 603200 (19)																							
8. TYPE OF APPOINTMENT: <input type="checkbox"/> Regular <input checked="" type="checkbox"/> Temporary	15. <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended																						
9. APPOINTMENT/REAPPOINTMENT CONTINGENCIES (see Item 14): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>Jessie Elio</i> 5/20/09 Executive Director/Dean Date																						
10. CANDIDATE'S CITIZENSHIP: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other (Specify) _____	16. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved <i>Sham Khanwja</i> 5/26/09 Vice President Date																						
To be COMPLETED BY HUMAN RESOURCES																							
<table border="0"> <tr> <td><u>12-mo base</u></td> <td>x</td> <td><u>FTE</u></td> <td>+</td> <td>260 days</td> <td>x</td> <td><u>No. of days</u></td> <td>=</td> <td><u>Actual Salary</u></td> <td>\$</td> <td>_____</td> </tr> <tr> <td><u>12-mo base</u></td> <td>x</td> <td><u>FTE</u></td> <td>+</td> <td><u>mos/pays</u></td> <td>x</td> <td><u>No. of</u></td> <td>=</td> <td><u>Actual Salary</u></td> <td>\$</td> <td>_____</td> </tr> </table>		<u>12-mo base</u>	x	<u>FTE</u>	+	260 days	x	<u>No. of days</u>	=	<u>Actual Salary</u>	\$	_____	<u>12-mo base</u>	x	<u>FTE</u>	+	<u>mos/pays</u>	x	<u>No. of</u>	=	<u>Actual Salary</u>	\$	_____
<u>12-mo base</u>	x	<u>FTE</u>	+	260 days	x	<u>No. of days</u>	=	<u>Actual Salary</u>	\$	_____													
<u>12-mo base</u>	x	<u>FTE</u>	+	<u>mos/pays</u>	x	<u>No. of</u>	=	<u>Actual Salary</u>	\$	_____													

RECEIVED
 MAY 21 2009
 OFFICE OF HUMAN RESOURCES

Revised 08/04 - HR

GRANT PROFILE

FUND	ORGN	PGM	GRANT #	REVENUE ACCT	PROPOSAL #
211234	141205	11	G00000430	504100	S546-09
PROJECT TITLE: <u>University Partnership Program</u>					
PRINCIPAL INVESTIGATOR: <u>Michael Murphy</u> EMAIL: <u>mjmurphy01@ysu.edu</u>					
DEPARTMENT: <u>Social Work</u> EXTENSION: <u>3774</u>					
COLLEGE/DIVISION: <u>College of Health & Human Services</u>					
PROJECT PERIOD: <u>7/1/2008-6/30/2011</u> REFERENCE: <u>Agreement</u>					

FUNDING AGENCY:	U.S. Department of Health and Human Services through the Ohio Department of Job and Family Services	93.654; 93.658; CFDA #: 93.659
AGENCY ADDRESS:	<u>30 East Broad Street; Columbus, OH 43215</u>	
AGENCY CONTACT:	<u>Leroy Crozier</u>	CONTACT PHONE: <u>614-752-0264</u>
FUNDING SOURCE:	<input checked="" type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Private	
PROGRAM TYPE:	<input checked="" type="checkbox"/> Instruction <input type="checkbox"/> Research <input type="checkbox"/> Community Service	
AGENCY PROJECT #:	<u>G-89-06-1249</u>	PASS THROUGH #: <u>Not available</u>
PAYMENT METHOD:		

DIRECT COSTS:	<u>\$115,000.00</u>	TIME & EFFORT:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
INDIRECT COSTS:	<u>8,250.00</u>	RELEASE TIME:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
TOTAL AWARD:	<u>\$123,250.00</u>	DEFERRED REVENUE:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
COST SHARE:	<u>0.00</u>			
TOTAL PROJECT COST:	<u>\$123,250.00</u>			

INDIRECT COSTS	
BASIS:	<input type="checkbox"/> S/W <input type="checkbox"/> TDC <input type="checkbox"/> MTDC <input type="checkbox"/> N/A
Other:	15% of Scholarships
PERCENTAGE:	<u>15.00%</u>

COST SHARE (MATCH)	
SOURCE(s):	<input type="checkbox"/> CASH <input type="checkbox"/> IN KIND <input checked="" type="checkbox"/> N/A

RESTRICTIONS/NOTES:	
----------------------------	--

Funded by US Dept of Health
through Ohio Dept of Job &
Family Services

Program to encourage people to
enter the field of social work.

If after graduation, students meet
criteria and participate in program
while in school and enter s.w.
occupation, they may be reimbursed
for tuition.

Full grant proposal available -

- M. Murphy, P.I.
- Grants Accounting

P.S. Joe Mosca will
be calling too.

**RESOLUTION TO MODIFY STAFF DEVELOPMENT LEAVE,
EXEMPTED PROFESSIONAL/ADMINISTRATIVE STAFF POLICY**

WHEREAS, the Institutional 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 Institutional Policy governing Staff Development Leave, Exempted Professional/Administrative Staff, policy number 7002.06 of the *University Guidebook*, shown as Exhibit ___ attached hereto, and does hereby rescind the former corresponding policy number 7002.06. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy: **Staff Development Leave, Exempted Professional/Administrative Staff**

Responsible Division/Office: Finance and Administration (Human Resources)

Approving Officer: Vice President/Finance and Administration

Revision History: October 1998; July 2009

Resolution Number(s): YR 1998-16/1999-30; YR 2010

Board Committee: Internal Affairs

EFFECTIVE DATE: September 25, 2009

Next review: July 2012

Policy: 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 health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.

Scope: Staff Development Leaves offer members of the exempted Professional/Administrative staff opportunities for professional growth and development that are related to the individual's position at the University and serve to enhance the recipient's professional contributions to the University. Other employees covered by collective bargaining may refer to their respective labor agreement.

Parameters:

- Full-time exempted professional/administrative staff may be granted a staff development leave for a period of up to three months. The leave may be extended, if it is determined by the executive officer to whom the individual reports to be in the best interest of the University. Leave recipients remain in full-pay and benefits status while on leave.
- The University may grant up to two staff development leaves each year to the exempted professional/administrative staff.

- A leave recipient is required to return to the University for a minimum of one-year following completion of the leave.
- Employees covered by collective bargaining should refer to their respective labor agreement.
- Academic Department Chairpersons should refer to policy 1008.01, Sabbatical Leave for Department Chairpersons.

Procedures:

1. Each January notice of the availability of staff development leaves will be communicated to exempt professional/administrative staff.
2. Applicants for staff development leave must submit a request in writing to the supervisor for review by the submission deadline date.
3. The supervisor will forward a recommendation to accept or reject the request to the executive officer to whom the individual reports.
4. The executive officers will consult to identify the one or two requests that will be granted for the year, and will forward the recommendation(s) to the Office of Human Resources.
5. All applicants will be notified regarding their application.
6. Within sixty days after completion of the leave, the employee shall submit a written report of the leave activities to the appropriate executive officer.
7. Annually the Internal Affairs Committee of the Board of Trustees will be provided a report of all staff development leaves granted.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

**Subject: Staff Development Leave, Exempted Professional/
Administrative Staff**

Developed by: <u>Human Resources</u> Jean R. Wainio Title: <u>Interim Executive Director</u>	Authorized by: <u>Eugene Grilli</u> G. L. Mears Title: <u>Executive Vice President</u> <u>Finance & Administration</u>
Date: October, 1998 Revised: <u>July-August 26, 2009</u> 2009	EFFECTIVE: <u>Sept 2009</u> 12-11-98

Policy: 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 health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.

RESOLUTION NUMBER: YR 1998 - 16/1999 - 30 YR 2010 -

Scope: Staff Development Leaves offer members of the exempted Professional/Administrative staff opportunities for ~~opportunities~~ with professional growth and development that are related to the individual's position at the University and serve to enhance the recipient's professional contributions to the University. Other employees covered by collective bargaining may refer to their respective labor agreement.

Parameters:

- ~~Full-time~~ exempted professional/administrative staff may be granted a staff development leave for a period of up to three months. The leave may be extended, if it is determined by the Provost executive officer to whom the individual reports. ~~or appropriate Vice President~~ to be in the best interest of the University.
- Leave recipients remain in full-pay and benefits status while on leave.
- The University may grant up to two staff development leaves each year to the exempted professional/administrative staff.
- A leave recipient is required to return to the University for a minimum of one-year following completion of the leave.

- Employees covered by collective bargaining should refer to their respective labor agreement.

NUMBER
7002.06

PAGE 2 of 2

- Academic Department Chairpersons should refer to policy 1008.01, Sabbatical Leave for Department Chairpersons.

Procedures:

1. Each January notice of the availability of staff development leaves will be communicated to exempt professional/administrative staff.
2. Applicants for staff development leave must submit a request in writing to the supervisor for review by the submission deadline date.
3. The supervisor will forward a recommendation to accept or reject the request to the ~~Provost or appropriate Vice President~~ executive officer to whom the individual reports.
4. The ~~Provost and Vice Presidents~~ executive officers will consult to identify the one or two requests that will be granted for the year, and will forward the recommendation(s) to the Office of Human Resources.
5. All applicants will be notified regarding their application.
6. Within sixty days after completion of the leave, the employee shall submit a written report of the leave activities to the ~~Provost or appropriate Vice President~~ executive officer.
7. Annually the Internal Affairs Committee of the Board of Trustees will be provided a report of all staff development leaves granted.

**RESOLUTION TO MODIFY
CLASSIFIED CIVIL SERVICE EMPLOYEES POLICY**

WHEREAS, the Institutional 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 Institutional Policy governing Classified Civil Service Employees, policy number 7021.01 of the *University Guidebook*, shown as Exhibit ___ attached hereto, and does hereby rescind the former corresponding policy number 7021.01. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy: **Classified Civil Service Employees**

Responsible Division/Office: Finance and Administration (Human Resources)

Approving Officer: Vice President/Finance and Administration

Revision History: February 1999; August 2009

Resolution Number(s): YR 1999-113; YR 2010:

Board Committee: Internal Affairs

EFFECTIVE DATE: September 25, 2009

Next review: August 2012

Policy: The University employs staff members with experience, degrees, and other credentials appropriate to their responsibilities.

Parameters:

- Under the provisions of Ohio law, employees of Youngstown State University, except students, faculty, and professional/administrative staff, are appointed under the state classified civil service system.
- The responsibility for administration of the civil service law and regulations as they relate to University employees in the classified civil service system shall be assigned by the Board of Trustees through the President and the Vice President for Finance/Administration to the Executive Director of Human Resources.

Procedures:

1. Recruitment to fill classified positions must be authorized by the Executive Director of Human Resources. Recruitment activities must conform to the Affirmative Action procedures (2001.02).
2. Classified staff are employed in full-time, permanent part-time, temporary, emergency, or intermittent capacities.
3. The executive officers authorize the filling of positions in the divisions.

4. The Executive Director of Human Resources extends the official offer of employment upon the recommendation of the department chairperson or unit director with the concurrence of the executive officer.

5. Types of appointments and terms and conditions of employment of classified civil service staff, not exempt from collective bargaining, are outlined in the *Agreement between the University and the Youngstown State University Chapter of the Association of Classified Employees* or the *Agreement between Youngstown State University and the YSU Law Enforcement Employees* (represented by Fraternal Order of Police).

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Subject: Classified Civil Service Employees

Developed by: Jean R. Wainio	Authorized by: G. L. Mears
Title: Interim Executive Director	Title: Vice President Finance & Admin
Human Resources	EFFECTIVE: June 11, 1999 <u>Sept 2009</u>
Date: February, 1999	
Revised: August 2009	

Policy: The University employs staff members with experience, degrees, and other credentials appropriate to their responsibilities.

RESOLUTION NUMBER: YR 1999 – 113 YR 2010 -

Parameters:

- Under the provisions of Ohio law, employees of Youngstown State University, except students, faculty, and professional/administrative staff, are appointed under the state classified civil service system.
- The responsibility for administration of the civil service law and regulations as they relate to University employees in the classified civil service system shall be assigned by the Board of Trustees through the President and the ~~Executive~~ Vice President for Finance/Administration to the ~~Chief Human Resources officer~~. Executive Director of Human Resources.

Procedures:

1. Recruitment to fill classified positions must be authorized by the Executive Director of Human Resources.—Recruitment activities must conform to the Affirmative Action procedures (2001.02).
2. Classified staff are employed in full-time, permanent part-time, temporary, emergency, or intermittent capacities.
3. The ~~Provost or~~ executive officers authorizes the filling of positions in the divisions.
4. The Executive Director of Human Resources extends the official offer of employment upon the recommendation of the department chairperson or unit director with the concurrence of the ~~Provost or~~ executive officer.

5. Types of appointments and terms and conditions of employment of classified civil service staff, not exempt from collective bargaining, are outlined in the *Agreement between the University and the Youngstown State University Chapter of the Association of Classified Employees* or the *Agreement between Youngstown State University and the YSU Law Enforcement Employees* (represented by Fraternal Order of Police).

**RESOLUTION TO MODIFY
CONDUCT ON CAMPUS/PERSONA NON GRATA POLICY**

WHEREAS, the Institutional 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 Institutional Policy governing Conduct on Campus/Persona Non Grata, policy number 7022.01 of the *University Guidebook*, shown as Exhibit ___ attached hereto, and does hereby rescind the former corresponding policy number 7022.01. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of policy: **Conduct on Campus/Persona Non Grata**

Responsible Division(s): Finance and Administration; Student Affairs

Approving Officer(s): Vice President/Finance and Administration
Vice President/Student Affairs

Revision History: June 1999; September 2009

Resolution Number(s): YR 2000-25; YR 2010-

Board Committee: Internal Affairs

EFFECTIVE DATE: September 25, 2009

Next review: September 2012

Policy: To maintain an effective learning, living, and working environment, it is essential that all employees, students, and visitors conduct themselves in a courteous, responsible, and law-abiding manner.

Definitions for purposes of this policy:

Employee - Any person on active employment status at the University.

Student - Any person currently registered for classes.

Visitor - Any person who is not a student nor an employee

Persona Non Grata: A person who has exhibited behavior that has been deemed detrimental to the university community and who is thus no longer permitted to be present on university property.

Detrimental Behavior: "Behavior that has been deemed detrimental to the University community" includes but is not limited to:

1. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other official University activities.
2. Obstruction of the free-flow of pedestrian or vehicle traffic.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the mental or physical health or safety of any person.
4. Unauthorized entry to, or use of, the building and grounds of the University.
5. Failure to comply with directions of University officials, YSU Police, or other law enforcement officers acting in performance of their duties, and failure to identify one's self to these persons when requested to do so.
6. Unauthorized use, possession, or distribution of narcotic or illegal drugs or alcoholic beverages.
7. Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemicals, or fire extinguishers.
8. Theft of, or damage to, property of the University, a member of the University community, or a campus visitor.
9. Disorderly conduct; breach of the peace; aiding, abetting, or procuring another to breach the peace; or lewd, indecent, or obscene conduct or expression.
10. Any act of violence such as arson, assault, and/or homicide.
11. Violation of other University regulations and applicable city, state, or federal laws.

Parameters:

- These regulations are in no way intended to limit or restrict the Constitutional guarantees of freedom of speech and peaceful assembly.
- These regulations are designed to comply with the mandates of Section 3345.21 of the *Ohio Revised Code*.
- Violators of these regulations may be ejected from University-owned or controlled property and subject to criminal prosecution and/or University discipline which may include suspension or expulsion if a student, or suspension or termination if an employee and/or designation as persona non grata. When applicable, disciplinary action shall be conducted in accordance with Sections 3345.22 and 3345.23 of the *Ohio Revised Code*.

- YSU Police may be called upon to assist in the enforcement of these regulations and other regulations designed to preserve good order on the campus and to prevent disruption of the educational functions of the University.
- If necessary, the President, or designee, may seek the assistance of other appropriate law enforcement agencies.
- Violations of this policy by students are subject to procedures found in the *Code of Student Rights, Responsibilities, and Conduct (The Code)*.
- Employees covered by collective bargaining should refer to their respective agreement for additional information.
- The following Board policies address other forms of misconduct that may result in penalties in addition to those covered in this policy:
 - Board Policy 1013.01—Research, Grants, and Sponsored Programs
 - Board Policy 1014.01—Integrity in Research - Use of Human Participants
 - Board Policy 1015.01—Integrity in Research - Use and Care of Animals
 - Board Policy 1016.01—Scientific Misconduct
 - Board Policy 1017.01—Objectivity in Research - Avoidance of Conflicts of Interest and/or Commitment in Sponsored Research
 - Board Policy 2002.01—Equal Opportunity Discrimination Complaint Procedures
 - Board Policy 2003.01—Discrimination/Harassment
 - Board Policy 4009.01—Use of University Computing Resources
 - Board Policy 9006.01—Professional Conduct of Faculty, Department Chairs, and Professional/Administrative Employees.

Procedures:

The following procedures apply to those situations in which an individual's behavior may result in determination of persona non grata status.

1. **Notice** – An individual accused of behavior detrimental to the University community shall be served with notice that such behavior is not acceptable and may result in a determination of persona non grata status.
 - a. The warning notice shall contain:
 - Name and last known address of the individual
 - The date, time and location of a hearing before a hearing panel along with the date by which the individual must contact the University General Counsel to confirm attendance at the hearing.

- A statement that failure to confirm attendance with the University General Counsel within the specified time limit may result in a determination as to persona non grata status being made without the accused individual being present.
 - A statement that the individual is on temporary persona non grata status at the University until the date and time, and pending the outcome, of the hearing referenced above.
- b. The notice may be issued only by the University President, or Vice Presidents. All notices must be reviewed by the University General Counsel before they are sent or delivered.
2. **Hearing:** A hearing will be held at the time, date, and location specified in the warning notice. All hearings will be held in private. The hearing panel will be comprised of three individuals. At the hearing the individual accused of behavior detrimental to the university will be presented with the evidence against him/her and be the opportunity to respond. The accused individual may be accompanied by another individual who may serve in an advisory capacity.
3. **Finding and Notification:** Written notification of the finding of the hearing panel shall occur as soon as possible after the hearing. If the finding is that the individual is deemed to be persona non grata, the notification will indicate whether the time period is specified or permanent.
4. The restrictions imposed by persona non grata status shall take effect upon receipt of the notification.
5. The University police are to be informed and are authorized to enforce the sanction of persona non grata. Others will be informed as appropriate
6. Any person determined to be a persona non grata who violates the sanction imposed shall be deemed a trespasser and prosecuted accordingly.
7. **Review:**
- a. A written request for review may be made to the President or his/her designee at any time after a determination of persona non grata status.
 - b. The review shall be limited to an examination of procedural errors which may have occurred in the process or an examination of new evidence which became available after the finding.
 - c. The persona non grata status shall remain in effect pending the decision on the review.
 - d. The President or his/her designee shall render a decision within ten working days of receipt of the request for a review.
 - e. The decision shall be final.

UNIVERSITY GUIDEBOOK

Subject: **Conduct on Campus/Persona Non Grata**

Developed by: **Jean R. Wainio**
Title: **Interim Executive Director**
Human Resources
Date: **June, 1999**

Authorized by: **G. L. Mears**
Title: **Executive Vice President**
EFFECTIVE: September 10, 1999
September 25, 2009

Policy: To maintain an effective learning, living, and working environment, it is essential that all employees, students, and visitors conduct themselves in a courteous, responsible, and law-abiding manner.

Definitions for purposes of this policy:

Employee-Any person on active employment status at the University.

Student- Any person currently registered for classes.

Visitor—Any person who is not a student nor an employee

Persona Non Grata: A person who has exhibited behavior that has been deemed detrimental to the university community and who is thus no longer permitted to be present on university property.

Detrimental Behavior: "Behavior that has been deemed detrimental to the University community" includes but is not limited to:

~~In achieving this goal, the following behaviors are prohibited on property owned or controlled by the University:~~

- ~~1. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other official University activities.~~
- ~~2. Obstruction of the free-flow of pedestrian or vehicle traffic.~~
- ~~3. Physical or verbal abuse or conduct which threatens or endangers the health or safety of any person. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the mental or physical health or safety of any person.~~

4. Unauthorized entry to, or use of, the building and grounds of the University.
5. Failure to comply with directions of University officials, YSU Police, or other law enforcement officers acting in performance of their duties, and failure to identify one's self to these persons when requested to do so.
6. Unauthorized use, possession, or distribution of narcotic or illegal drugs or alcoholic beverages.
7. Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemicals, or fire extinguishers.
8. Theft of, or damage to, property of the University, a member of the University community, or a campus visitor.
9. Disorderly conduct; breach of the peace; aiding, abetting, or procuring another to breach the peace; or lewd, indecent, or obscene conduct or expression.
10. Any acts of violence such as arson, assault, and/or homicide, ~~intimidation, etc.~~
11. Violation of other University regulations and applicable city, state, or federal laws.

RESOLUTION NUMBER: YR 2000 - 25

Parameters:

- These regulations are in no way intended to limit or restrict the Constitutional guarantees of freedom of speech and peaceful assembly.
- These regulations are designed to comply with the mandates of Section 3345.21 of the *Ohio Revised Code*.

Procedures:

- Violators of these regulations may be ejected from University-owned or controlled property and subject to criminal prosecution and/or University discipline which may include suspension or expulsion if a student, or suspension or termination if an employee and/or designation as persona non grata. When applicable, disciplinary action shall be conducted in accordance with Sections 3345.22 and 3345.23 of the *Ohio Revised Code*.
- YSU Police may be called upon to assist in the enforcement of these regulations and other regulations designed to preserve good order on the campus and to prevent disruption of the educational functions of the University.

- If necessary, the President, or designee, may seek the assistance of other appropriate law enforcement agencies.
- Violations to of this policy by students are subject to procedures found Additional regulations applicable to students may be found in the Code of Student Rights, Responsibilities, and Conduct (The Code).
- Employees covered by collective bargaining should refer to their respective agreement for additional information.
- The following Board policies address other forms of misconduct that may result in penalties in addition to those covered in this policy:
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 - Board Policy 1015.01—Integrity in Research - Use and Care of Animals
 - Board Policy 1016.01—Scientific Misconduct
 - Board Policy 1017.01—Objectivity in Research - Avoidance of Conflicts of Interest and/or Commitment in Sponsored Research
 - Board Policy 2002.01—Equal Opportunity Discrimination Complaint Procedures
 - Board Policy 2003.01—Discrimination/Harassment
 - Board Policy 4009.01—Use of University Computing Resources
 - Board Policy 9006.01—Professional Conduct of Faculty, Department Chairs, and Professional/Administrative Employees.

Procedures:

The following procedures apply to those situations where in which an individual's behavior may result in determination of persona non grata status.

- 1. Notice** – An individual accused of behavior detrimental to the University community shall be served with notice that such behavior is not acceptable and may result in a determination of persona non grata status.
 - a.** The warning notice shall contain:
 - Name and last known address of the individual
 - The date, time and location of a hearing before a hearing panel along with the date by which the individual must contact the University General Counsel to confirm attendance at the hearing.
 - A statement that failure to confirm attendance with the University General Counsel within the specified time limit may result in a determination as to persona non grata status being made without the accused individual being present.

- A statement that the individual is on temporary persona non grata status at the University until the date and time, and pending the outcome, of the hearing referenced above.
 - b. The notice may be issued only by the University President, or Vice Presidents. All notices must be reviewed by the University General Counsel before they are sent or delivered.
2. **Hearing:** A hearing will be held at the time, date, and location specified in the warning notice. All hearings will be held in private. The hearing panel will be comprised of three individuals. At the hearing the individual accused of behavior detrimental to the university will be presented with the evidence against him/her and be the opportunity to respond. The accused individual may be accompanied by another individual who may serve in an advisory capacity.
 3. **Finding and Notification.** Written notification of the finding of the hearing panel shall occur as soon as possible after the hearing. If the finding is that the individual is deemed to be persona non grata, the notification will indicate whether the time period is specified or permanent.
 4. The restrictions imposed by persona non grata status shall take effect upon receipt of the notification.
 5. The University police are to be informed and are authorized to enforce the sanction of persona non grata. Others will be informed as appropriate
 6. Any person determined to be a persona non grata who violates the sanction imposed shall be deemed a trespasser and prosecuted accordingly.
 7. **Review.**
 - a. A written request for review may be made to the President or his/her designee at any time after a determination of persona non grata status.
 - b. The review shall be limited to an examination of procedural errors which may have occurred in the process or an examination of new evidence which became available after the finding.
 - c. The persona non grata status shall remain in effect pending the decision on the review.
 - d. The President or his/her designee shall render a decision within ten working days of receipt of the request for a review.
 - e. The decision shall be final.

Equal Opportunity and Diversity Update August 2009

The Office of Equal Opportunity and Diversity addresses diversity through the University's employment practices of equal opportunity and through the collaboration of diversity activities and programs throughout the campus and community. This report provides an overview of equal opportunity and diversity activities since June 2009 and provides a brief overview of goals for the FY10 year.

In May we reported on the assessment team, which was charged with reviewing the "Commitment to Diversity," a diversity plan of action which was put together by a Task Force in 1999. We have concluded the assessment and provided an overview at this year's Diversity Leadership Retreat. The final draft document will be presented at the upcoming University Diversity Council meeting on September 22 for review and comment. The final document will be presented at the next Board meeting.

The second annual Diversity Leadership Retreat provided a much-needed exercise focused on teambuilding and how each member of the University Diversity Council could draw upon their strengths and talents to improve the Council. Dr. Nathan Richey also provided an overview of the task force's report on Admissions, Retention and Student Success. The particular subject matter is of great interest to the Council as it is one of the components in the diversity plan of action. There is also a Council subcommittee on Student Recruitment and Retention, chaired by Dr. Joseph Mosca.

We are gearing up for our 2009-2010 Community Diversity Program Series, which will feature a variety of events and performances that promote a better understanding and appreciation of the diverse nature of the Valley and region. One of the upcoming events will be a multicultural theatrical performance, "One Race, One People, One Peace" at the Ford Theatre in Bliss Hall on September 17 at 7:30 p.m. The "Diversity Matters" newsletter will be published in the coming weeks and will feature this past spring and summer activities and a calendar of events for the upcoming year.

On the equal opportunity side, we will present this year's Affirmative Action Plan at the next Board meeting. The University has an obligation to update its plan annually, which contains both narrative and statistical data. The narrative includes identification of under-represented areas and provides the development of action-oriented programs designed to remedy any deficiencies identified. (Note: We will continue with traditional EEO staffing reports but provide the report only as background material.)

The outlook for FY10 provides a challenging but promising year; one of the major challenges will be implementing the newly amended Sexual Harassment policy. I provided a training session on sexual harassment and introduced the new policy at this year's new faculty orientation.

Finally, we will continue to provide guidance on developing a framework for diversity with a more strategic and measurable approach to achieving a more a diverse campus where all members feel equally valued and accepted.

Youngstown State University
Office of Human Resources
Current Position Searches

Faculty

College of Business Administration

- Assistant Professor, Accounting and Finance
- Assistant/Associate Professor, Marketing

College of Health and Human Services

- Assistant Professor, Criminal Justice and Forensic Sciences

College of Science, Technology, Engineering and Mathematics

- Assistant Professor, School of Engineering Technology
- Department Chair – Geological and Environmental Sciences

Professional/Administrative

- Assistant Track and Field Throws Coach – Athletics
- Executive Director of Human Resources – Human Resources
- Manager, Human Resources Information Systems – Human Resources
- Manager, Delivery Services – Support Services
- Manager, Technology Customer Support & Training – Media & Academic Computing
- System Administrator – Media & Academic Computing

Externally Funded

- Instructional Specialist 1 (Part time) – The Rich Center for Autism – 4 positions
- Instructional Specialist 1 (Full time) – The Rich Center for Autism – 5 positions
- Development Coordinator – The Rich Center for Autism
- Assistant Director, First Year Student Services – Center for Student Progress
- Executive Director , Research & Economic Development (temporary) – STEM

Classified Civil Service

- Payroll Specialist 1 – Payroll
- Building Maintenance Supervisor – Facilities
- Planetarium Engineer Show Producer – Physics and Astronomy

**Summary of Union Grievances
filed between
January 1, 2009 – August 25, 2009**

ACE	Filed:	258	
		97	Issues include professional pay achievement, hazard pay, job audits (Classification Review Committee), job postings, educational increment pay, emergency pay, bargaining unit work to non-bargaining unit members, discipline, termination, back pay, and personal leave conversion
		161	Timeliness issue
	Closed:	175	
	Accepted: (not closed)	4	Allow for Classification Review Committee review
	Outstanding:	79	

APAS	Filed:	17	Issues include job audits, health and safety, salary schedules, scope of bargaining unit, and timeliness
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FOP	Filed:	0
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OEA	Filed:	5	Issues include timely pays and departmental governance documents
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	Closed:	5
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Known Arbitrations (grievance filed 2006-2009)

ACE	86	Issues include bargaining unit work, hazard pay, overtime payment on bonuses, job audits, recruitment and selection, conversion of pay scales Outside attorneys have been assigned for 22; 1 arbitrator has been selected.
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APAS	10	Issues include position audits, salary schedule, and timelines
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Unfair Labor Practices – 2

YSU-ACE, Ivan Maldonado – Administrative Leave

YSU-ACE, University's failure to process grievances in a timely manner

As of August 26, 2009 all outstanding grievances will have been heard.

July 16, 2009

Ms. Melinda Carter
Ohio Department of Administrative Services
Equal Opportunity Division
30 East Broad Street, 18th Floor
Columbus, OH 43215

Dear Ms. Carter:

Please find attached the Youngstown State University State Certified Minority Reporting for the third quarter of FY09 (April 1, 2009 through June 30, 2009).

Goods and Services Expenditures	Fourth Quarter	Year to Date
Total Amount of Eligible Purchases	\$18,390,335.95	\$40,940,083.01
Total Amount of Purchases from MBE	\$ 69,812.52	\$ 1,242,731.82
Percentage of MBE	.38%	3.03 %

If you have any questions or require additional information, please call (330) 941.2313 or (330) 941.3193.

Sincerely,



Bill Wheelock
Director of Procurement Services

cc: Dr. David Sweet, President
Eugene P. Grilli, Vice President of Finance & Administration
Yulanda McCarty-Harris, Director of Equal Opportunity & Diversity
Eileen Greaf, Executive Director of Financial Services

BW/jj

**Youngstown State University
Minority Business Report
From 20090401 to 20090630**

ID	Name	Tax ID	Address	Type of Contract	Purchases
Y00400159	SHI International Corporation	22-3009648	2 Riverside Drive, Somerset, NJ 08873	Software Supplies	\$24,480.87
Y00401286	Resource One	31-1419297	1159 Dublin Road, Columbus, OH 43215	Computer Services	\$9,977.00
Y00400594	Buckeye Review	34-1375878	PO Box 287, Youngstown, OH 44501	Advertising	\$1,700.00
Y00400757	Edward's Flowers	35-2200309	911 Elm Street, Youngstown, OH 44505	Promotional Supplies	\$1,453.41
Y00606237	BSH Incorporated	34-1893754	PO Box 3255, Warren, OH 44485	Promotional Supplies	\$3,597.50
Y00625434	Superior Industrial Supply	35-1453575	101 Main Street Suite G, Toledo, OH 43605	Maintenance Supplies	\$10,227.95
Y00638634	AG PrintPromo Solutions	34-1870709	540 Graham Road, Cuyahoga Falls, OH 44221	Promotional Supplies	\$16,295.00
Y00401422	Total Office Products	34-1635761	1949 Lyntz Road, Warren, OH 44481	Office Supplies	\$37.44
Y00401149	James and Weaver	26-0002521	22 West Wood Street, Youngstown, OH 44503	Furniture	\$1,869.43
Y00400580	Jated Distributors Incorporated	34-1285115	128 Jacobs Road, Youngstown, OH 44505	Maintenance Supplies	\$173.92
TOTAL					\$69,812.52

Prepared on July 15, 2009

Youngstown State University
Office of Equal Opportunity and Diversity
Summary of Staffing Levels By Race and Gender
From June 30, 2008 to June 30, 2009

June 30, 2008 Rank	Caucasian		African Am.		Hispanic		Asian		Native Am.		Total	Externally Funded Emps.
	M	F	M	F	M	F	M	F	M	F		
Faculty*	215	141	15	18	3	3	27	9	0	1	432	
Professional/Admin.	133	159	11	19	3	3	3	4	0	1	336	69
Classified	116	212	12	28	7	5	0	0	0	0	380	5
Part-time Faculty	0	0	0	0	0	0	0	0	0	0	0	
Total	464	512	38	65	13	11	30	13	0	2	1148	74

June 30, 2009 Rank	Caucasian		African Am.		Hispanic		Asian		Native Am.		Total	Externally Funded Emps.
	M	F	M	F	M	F	M	F	M	F		
Faculty*	197	117	14	16	4	4	27	11	0	1	391	
Professional/Admin.	136	166	12	22	4	4	4	6	0	1	355	89
Classified	126	218	13	31	7	5	0	0	0	0	400	7
Part-time Faculty	0	0	0	0	0	0	0	0	0	0	0	
Total	459	501	39	69	15	13	31	17	0	2	1146	96

Difference Rank	Caucasian		African Am.		Hispanic		Asian		Native Am.		Total	Externally Funded Emps.
	M	F	M	F	M	F	M	F	M	F		
Faculty	-18	-24	-1	-2	1	1	0	2	0	0	-41	0
Professional/Admin.	3	7	1	3	1	1	1	2	0	0	19	20
Classified	10	6	1	3	0	0	0	0	0	0	20	2
Part-time Faculty	0	0	0	0	0	0	0	0	0	0	0	0
Total	-5	-11	1	4	2	2	1	4	0	0	-2	22

Definitions from government regulations:

Caucasian, not of Hispanic origin - Origins in any of the original people in Europe, North Africa or the Middle East.

African American, not of Hispanic origin - Origins in any black racial group.

Hispanic - Origins of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture, regardless of race.

Asian or Pacific Islander - Origins in any of the original peoples of the Far East, SE Asia, the Indian Subcontinent, or Pacific Islands.

American Indian or Alaskan Native - Origins in any of the original people of North America who maintain cultural identification through tribal affiliation or community recognition.

*Faculty report includes department chairs and other faculty members exempt from the bargaining unit.

This data is used for administrative purposes only through the Office of Equal Opportunity & Diversity. Any official data should be requested through the Office of Institutional Research.