

Finding Aid for the Office of Human Resources Records, 1974-2010



Record Group Number RG #31

University Archives and Special Collections William F. Maag , Jr. Library Youngstown State
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www.maag.ysu.edu/archives

Descriptive Summary

Title: Office of Human Resources Records, 1974-2010

Creator: Office of Human Resources

Extent: 4.2 Cubic feet (2 record boxes, ½ box, and flat artifact box)

Abstract: This collection contains material originating from the Office of Human Resources. Most of the material contain information regarding the Distinguished Service Awards and Heritage Awards. There is a series which refers to policies and separation/retirement procedures, department newsletters and other former working documents of the office.

Administrative Information

Provenance: The Office of Human Resources

Preferred Citation: Youngstown State University, Office of Human Resources Collection RG #31, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.

Restrictions: None

Processing : Processed by Lisa Marie Garofali, March 2020

Finding Aid: Written by Lisa Marie Garofalim, updated August 2020

Historical Background

Youngstown State University went through several stages in its growth and the same can be said for the Human Resources department on campus. Prior to becoming a state institution, the College/University was small and very personal. Staffing decisions appeared to be made specifically by President Howard Jones and/or Dean Joseph Smith with the approval of the Board of Trustees (previously Board of Governors when the college was under the auspices of the YMCA). There was no specific “Human Resources” or “Personnel Department” only “The Administration” which consisted of a handful of persons.¹

When the University became a state-funded in 1967, a more hierarchy of administrative structure appeared. In January 1967, Stuart L. Aubrey is named as Director of Personnel under the Vice President of Financial Affairs. Prior to leaving the University in 1973, Aubrey state he saw the University develop from very few minimal staff to a “very strong operation administratively.”² Aubrey tried to develop the personnel office into a service operation rather than a hiring firing operation.³

Scope and Content

This collection was kept in original order with material arranged by type. A bulk of the dates in the collection range from the late 1970s/early 1980s to late 1990s/early 2000. Much of the collection is dedicated to Series I: Awards which contain nominations for the Distinguished Service Awards. Series II: Policies and Procedures contain two items, one from the state on civil service employees and a second on YSU information for retirement/separation from the early 1990s. The Publications series contains a hodgepodge of information from benefit booklets, newsletters, flyers, and the Buck Consultant Studies. The last series contains artifacts for the Heritage Award which was established in 1982

Colophon

This collection is made up of several accession records and a transfer record. In the collection, the Buck Studies, for example, UA 2008.04 was given to the Archives and Special Collections by George Heller. Mr. Heller was the APAS representative who received a copy of the study which was conducted by Buck Consultants for the YUS Human Resources Department to give a comprehensive review of the YSU’s compensation practices.

Most of the collection comes from accession number 2009.8. This accessioned was made up of two boxes containing records in loose-leaf format (in three ring binders or report binders). Most of the times pertain to nominations for the PA staff Distinguished Service Awards and a lesser amount of information on retirement/separation.

¹ According the 1965-1966 Undergraduate Bulletin, the following persons made up the administration: President, Assistant to the President, Dean of the University, Business Manager, Dean of Men, Dean of Women, Registrar, Recorder, Director of Public Relations, and the Librarian.

² “Aubrey to Resign Personnel Post; Accepts New Position in Toledo.” *The Jambar*. 28 September 1973. P.3.

³ Ibid.

The last part of the collection was part of a records transfer in 2019 from the Human Resources department. It contained the original artwork for the design of the Heritage Awards plaques and a large wooden plaque with a message from President John Coffelt explaining the Heritage Awards.

During the processing of the collection, four binders were deaccessioned. These binders contained position vacancies from 1993-2005. According to the Records Retention Schedule (PER 2000), they are to be active plus six years and then destroyed. This collection was processed by Lisa Marie Garofali, a 12 year employee of YSU Archives and Special Collections with a M.A. in History.

Series Description

Series I: Awards

Series II: Policies and Procedures

Series III: Publications

Series IV: Artifacts

Related Materials

Special Collections:

Journal title: Y.S.U. First Class News.

Title: Y.S.U. First Class News.

Corporate name: Youngstown State University. Department of Human Resources.

LD6373 .Y3

Salary working papers and annual budget/Youngstown State University.

LD6373.A3 Y68

Archival Collections:

Youngstown State University, Finding Aid for the Office of the Executive Vice President of Administration, 1960-2001

RG #08, Archives & Special Collections, William F. Maag, Jr.

Library, Youngstown State University, Youngstown, Ohio.

Youngstown State University, Board of Trustees, Records, Record Group RG 03, UA 2004.3 and UA 2005.24, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.

Youngstown State University Chapter, Ohio Education Association, 2004.2, University Archives and Special Collections, William F. Maag Library, Youngstown State University, Youngstown, Ohio

Finding Aid for the Human Resources Personnel Files, 1938-2012, RG 31/5, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.

Youngstown State University, Office of the President, David C. Sweet, Records, 2000 - 2010, RG 04/6, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.

Youngstown State University,
Office of the President, John J. Coffelt, Records, 1973-
1984, RG 04/3, Archives & Special Collections, William F.
Maag, Jr. Library, Youngstown State University,
Youngstown, Ohio.

Youngstown State University, Office of the President, Leslie H. Cochran, Records, 1992-2000, RG 04/5, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.

Youngstown State University, Office of the President, Neil D. Humphrey, Records, 1984-1992, RG 04/4, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.

Youngstown State University,
Office of the President, Albert L. Pugsley, Records, 1966-
1973, RG 04/2, Archives & Special Collections, William F.
Maag, Jr. Library, Youngstown State University,
Youngstown, Ohio.

Index Terms

Akpadock, Frank
APAS
Benefit Plans
Buck Consultants
Coffelt, John
Compensation
Distinguished Service Awards
Excluded Employees
H.R.Matters
Heritage Awards
Leeper, Kathy
Nominations
Retirement Procedures
Salary Equity
Sullivan, Gerri

BOX 1

SERIES I: Awards

This series contains information on the Distinguished Service Awards and Heritage Awards. The Distinguished Service Awards were accepted by the YSU Board of Trustees during their February 05, 1988 meeting. "Members of the University's full service Professional/Administrative Staff who are excluded from participation in collective bargaining shall be eligible for consideration for a distinguished service award. Up to four such awards will be granted annually by the President of the University to Professional/Administrative staff whose performance of duties at the university has been outstanding..."⁴ The award also included up to 5 APAS staff members.

The Heritage Awards Program was established in 1980 to recognize former faculty and staff whose unique contributions to the University have had a major impact upon its development. The Standards are rigorous and the number of awards are limited. The first five award winners were announced in 1982 and included: Louis A. Deesz, Nellie G. Dehnbostel, Karl W. Dykema, Vera R. Jenkins and Joseph E. Smith.⁵

Folder No. Contents

- 1 Awards. Awards Dinner Program. 1982, 1991-2007
- 2 Awards. Heritage Award Winners. Photos. 1982
- 3 Awards. Distinguished Service Awards. Excluded. 1987-1988
- 4 Awards. Distinguished Service Awards. APAS 1987-1988
- 5 Awards. Distinguished Service Awards. Excluded. 1988-1989
- 6 Awards. Distinguished Service Awards. APAS. 1988-1989
- 7 Awards. Distinguished Service Awards. Excluded. 1989-1990
- 8 Awards. Distinguished Service Awards. APAS. 1989-1990
- 9 Awards. Distinguished Service Awards. Excluded. 1990-1991
- 10 Awards. Distinguished Service Awards. APAS. 1990-1991
- 11 Awards. Distinguished Service Awards. Excluded. 1991-1992
- 12 Awards. Distinguished Service Awards. Included. 1991-1992
- 13 Awards. Distinguished Service Awards. Thanks: Nomination; Thanks:Support; and Reject: Nomination. 1991-1992
- 14 Awards. Distinguished Service Awards. Excluded. 1992-1993
- 15 Awards. Distinguished Service Awards. Included and Acknowledgements. 1992-1993
- 16 Awards. Distinguished Service Awards. Excluded. 1993-1994
- 17 Awards. Distinguished Service Awards. Included. 1993-1994
- 18 Awards. Distinguished Service Awards. Excluded. 1994-1995
- 19 Awards. Distinguished Service Awards. APAS. 1994-1995

⁴ "February 5, 1988: Board of Trustees Regular Meeting Minutes." *Digital.Maag Repository*. Youngstown State University Board of Trustees. 5 Feb. 1988. p.25, <http://hdl.handle.net/1989/10183> (accessed August 3, 2020).

⁵ From collection Box 1 folder 1 Series I: Awards –Dinner Programs -1982, 1991-2007. Item entitled "Youngstown State University Heritage Awards" a brochure.

- 20 Awards. Distinguished Service Awards. Excluded. 1995-1996
- 21 Awards. Distinguished Service Awards. APAS, CCS Nominations (unacceptable), and Acknowledgements. 1995-1996

BOX 2

SERIES I: Awards

Folder No. Contents

- 1 Awards. Distinguished Service Awards. Excluded. 1996-1997
- 2 Awards. Distinguished Service Awards. Included, Acknowledgements, Miscellaneous. 1996-1997
- 3 Awards. Distinguished Service Awards. Excluded. 1997-1998
- 4 Awards. Distinguished Service Awards. APAS and Acknowledgements. 1997-1998
- 5 Awards. Supporting Documents for Frank Akpadock DSA Application. "State of the Economy in Economic Region." May 1997
- 6 Awards. Supporting Documentation for Gerri Sullivan for DSA Application. 1998
- 7 Awards. Supporting Documentation for Kathy Leeper for DSA Application. 1999
- 8 Awards. Distinguished Service Awards. APAS. 1998-1999
- 9 Awards. Distinguished Service Awards. Excluded, Acknowledgements, and Miscellaneous. 1998-1999
- 10 Awards. Distinguished Service Awards. Excluded. 1999-2000
- 11 Awards. Distinguished Service Awards. APAS. 1999-2000
- 12 Awards. Distinguished Service Awards. APAS 2001
- 13 Awards. Distinguished Service Awards. Excluded and Ineligible. 2001
- 14 Awards. Distinguished Service Awards. 2002. Pt. 1 of 2
- 15 Awards. Distinguished Service Awards. 2002. Pt. 2 of 2
- 16 Awards. Distinguished Service Awards. APAS. 2003
- 17 Awards. Distinguished Service Awards. Excluded. 2003

BOX 3

SERIES II: Policies and Procedures

This series pertains to the policies and procedures regarding classified civil service employees in 1974 and 1977 and the policies on retirement and separation which in use during the years 1983-1991.

Folder No. Contents

- 1 Policies and Procedures. Handbook of Policy and Rules for Classified Civil Service Employees. 1974, 1977
- 2 Policies and Procedures. Retirement/Separation Procedures. 1983-1991. Pt. 1 of 4

- 3 Policies and Procedures. Retirement/Separation Procedures. 1983-1991. Pt. 2 of 4
- 4 Policies and Procedures. Retirement/Separation Procedures. 1983-1991. Pt. 3 of 4
- 5 Policies and Procedures. Retirement/Separation Procedures. 1983-1991. Pt. 4 of 4

SERIES III: Publications

Most of the items in this series are flyers, employee handouts, and newsletters from the department. The Buck Consultants publication was a study for the YUS Human Resources Department which gave a comprehensive review of the YSU's compensation practices during 2001-2002.

Folder No. Contents

- 6 Publications. Alcohol and Drug Abuse Prevention Program. 1991-1992
- 7 Publications. Employee Benefit Plan. Faculty and Staff. 1979 and undated
- 8 Publications. Flyers from the Training and Development Office. 1998-1999
- 9 Publications. Newsletter from the Training and Development Office. 1999
- 10 Publications. Newsletter H.R. Matters. 2007-2010
- 11 Publications. Study from Buck Consultants. Salary Equity. 2001
- 12 Publications. Study from Buck Consultants. Summary Report. 2002

BOX 4

Series IV: Artifacts

Content

Original Artwork for the Heritage Award

Plaque describing the Heritage Award