



# YSU Board of Trustees Meeting Minutes

Youngstown State University Board of Trustees

Dec 2, 2021, 10 a.m.

Presidents' Suites, Kilcawley Center

## **Attendance**

### **Members Present:**

Charles T. George, James E. "Ted" Roberts, J.D., John R Jakubek, Joseph J. Kerola, Elsa Khan, Helen Lafferty, Galatiani G. Lopuchovsky, Anita A. Hackstedde, M.D., Michael A. Peterson, Molly S. Seals

### **Members Present (Remote):**

Eric Spiegel

### **Members Absent:**

Allen L. Ryan, Jr., J.D.

### **Guests Present:**

Carrie Anderson, Sean Barron, Gianna Battaglia, Ellie Buffenberger, Joy Polkabila Byers, Brian Campbell, Michael Cline, Ron Cole, Pedros Cortes, Erin Driscoll, Holly Jacobs, Nicole Kent-Strollo, Nick Koupiaris, Neal P. McNally, Ross Morrone, Jennifer Pintar, Elaine Ruse, Mike Sherman, Brien N. Smith, Shannon Tirone, James P. Tressel, Shawn Varso, Bharat Yelamanchi, Sharyn Zembower.

## **I. Call to Order of the 380th meeting**

Chair Jakubek called to order the 380th meeting of the YSU Board of Trustees, and the board recited the Pledge of Allegiance.

## **II. Roll Call**

Present at the meeting were trustees:

- George
- Hackstedde
- Jakubek
- Kerola
- Peterson
- Roberts
- Seals
- Lafferty (national/global trustee)
- Spiegel national/global trustee) (remote)
- Lopuchovsky (student trustee)
- Khan (student trustee)

Trustee Ryan was absent.

### **III. Proof of Notice of the Meeting**

Board Secretary Seals said that pursuant to Article II, Section 1, of the Board of Trustees Bylaws, written notice of the meeting was timely provided to each of the trustees, student trustees, national/global trustees and to the president, as well as it was publicly noticed on the Board of Trustees' website and to the news media.

### **IV. Disposition of the Minutes for the Previous Meeting**

Chair Jakubek said that draft copies of the minutes of the board's Regular Meeting held on Sept. 2, 2021 (#378) and Special Meeting held Oct. 25, 2021 (#379) were provided to the trustees prior to the meeting. There being no corrections, additions or deletions thereto, the minutes of the meeting are approved.

### **V. Report of the President of the University**

President Jim Tressel said he is grateful for the passion and thoughtfulness of the Board of Trustees and their work over the past two days, including the hours of committee meetings on Wednesday, Dec. 1. The board, he noted, addressed several issues and heard several reports on a variety of topics, including internal audit activities, a clean external audit report, COVID-19 safety protocols, international student recruitment, student mental health services, assessment, anti-hazing policies, curriculum optimization, fundraising support, workforce education and innovation, university marketing and an evaluation of Information Technology Services.

### **VI. Presentations**

#### **A. Faculty Presentation - Pedro Cortes - Associate Professor, Civil, Environmental and Chemical Engineering**

Dr. Cortes reported on several research projects under his direction, including the Assured Digital Microelectronics Education and Training Ecosystem, funded by the Air Force with a \$7 million, three-year grant to develop 3D-printed electronics, and a \$2.2 million grant from the Air Force to create a hybrid manufacturing hub consortium. "The future is bright; the future is research," he said.

#### **B. Student Presentation - Bharat Yelamanchi - Doctoral Student, Materials Science and Engineering**

Yelamanchi reviewed his research on battery, antenna, high velocity impact behavior of 3D-printed aluminum lattices and fiber metal laminates. Yelamanchi also earned a master's degree from YSU.

**C. Student Presentation - YSU Student Government Association: Nick Koupiaris, Gianna Battaglia, Michael Cline**

Students from YSU Student Government - Nicholas Koupiaris, president; Gianna Battaglia, executive vice president; and Michael Cline, vice president for assessment and enrichment – reported on SG’s ongoing efforts to improve food security on campus, including the Penguin Pantry in Kilcawley Center (with 110 users so far this Fall semester) and the new Swipe Out Hunger program, under which students can donate meal credits to other students. Since the program was started in November, 532 meal swipes have been donated.

**D. Athletics Presentation - Brian Campbell, Head Softball Coach, and Ellie Buffenbarger, Pitcher YSU Softball Team**

Campbell and Buffenbarger talked about the successes of the program, including the 2021 regular season Horizon League championship.

**VII. Reports of the Committees of the Board**

Chair Jakubek said that, in accordance with the board's practice and in the absence of objection, resolutions recommended by the board's committees will be considered for adoption by unanimous consent.

**A. Academic Excellence and Student Success Committee**

Chair Jakubek noted that the Academic Excellence and Student Success Committee is recommending five resolutions for approval (full resolutions in Appendix):

1. Resolution to Modify Student Media Policy, 3356-8-02.
2. Resolution to Modify Privacy and Release of Student Education Records: The Family Education and Privacy Act (FERPA) Policy, 3356-8-04.
3. Resolution to Modify Objectivity in Research - Avoidance of Conflicts of Interest and/or Commitment in Sponsored Research Policy, 3356-10-17.
4. Resolution to Approve Anti-Hazing Policy, 3356-8-08.
5. Resolution to Approve the 2021 Remediation Report.

Hearing no objection, Chair Jakubek declared the resolutions adopted.

## **B. Institutional Engagement Committee**

Chair Jakubek noted that the Institutional Engagement Committee is recommending two resolutions for approval (full resolutions in Appendix):

1. Resolution to Modify University Publications Policy, 3356-5-11.
2. Resolution to Accept WYSU Memberships.

Hearing no objection, Chair Jakubek declared the resolutions adopted.

## **C. Finance and Facilities Committee**

Chair Jakubek noted that the Finance and Facilities Committee is recommending three resolutions for approval (full resolutions in Appendix):

1. Resolution to Approve Adjustments to Student Employee Hourly Pay Rates.
2. Resolution to Approve the 2021 Affordability and Efficiency Report.
3. Resolution to Approve Interfund Transfers.

Hearing no objection, Chair Jakubek declared the resolutions adopted.

### **4. Report of the Audit Subcommittee**

Trustee Peterson reported that the Audit Subcommittee on Dec. 1, 2021, met with representatives from YSU's external auditors, Plante Moran, who reported a clean audit with no material weaknesses and no significant deficiencies. The audit qualifies YSU as a "low-risk auditee." Peterson said the subcommittee also reviewed the university's Audited Financial Report for Fiscal Years 2021 and 2020 and its Senate Bill 6 ratios, as well as several reports from Kelli Miller, director of Internal Audit.

### **5. Report of the Investment Subcommittee**

Trustee George reported that the Investment Subcommittee met on Dec. 1, 2021, and approved a Resolution to Rebalance the University's Non-endowment Long-Term Investment Pool. The rebalancing includes trimming large cap U.S. equities

and reallocating to fixed income funds, and trimming liquid alternative managers and reallocating to the Weatherlow Fund. The subcommittee approved the rebalancing measure after Sarah Parker and John Colla from Clearstead reviewed the university's quarterly asset allocation and investment performance. They noted that YSU's portfolio continues to outpace benchmarks on a year-to-year basis.

## **D. University Affairs Committee**

Chair Jakubek noted that the University Affairs Committee is recommending eight resolutions for approval (full resolutions in Appendix):

1. Resolution to Ratify Personnel Actions - Athletics.
2. Resolution to Modify Americans with Disabilities Act (ADA) Policy, 3356-7-02
3. Resolution to Modify Maternity/Parental Leave - Paid Leave, Excluded Professional/Administrative Staff Policy, 3356-7-14.
4. Resolution to Modify Bereavement Leave, Excluded Professional/Administrative Staff and Department Chairpersons Policy, 3356-7-15.
5. Resolution to Modify Distinguished Service Awards, Full-time Excluded Professional/Administrative Staff and Full-time Classified Excluded Staff Policy, 3356-7-27.
6. Resolution to Modify Fringe Benefits, Full-time Professional/Administrative Employees (Excluded) Policy, 3356-7-30.
7. Resolution to Modify Fringe Benefits, Excluded Professional/Administrative Employees Fee Remission Program Policy, 3366-7-31.
8. Resolution to Ratify Personnel Actions - PA/Faculty.

Hearing no objection, Chair Jakubek declared the resolutions adopted.

## **VIII. Communications, Memorials, and News Updates**

President Tressel recognized the following passings:

- Jean Hassell, 33-year faculty member, professor/chair, Human Ecology.
- Edward Smith, student, will receive bachelor's in Business Administration degree posthumously in December.
- Herb Lake Sr., YSU basketball 1985 Hall of Fame inductee.
- Ray G. Carter Sr., YSU football running back, 1955 to 1958.
- Wade Driscoll, 38-year faculty member, professor, Industrial Engineering.
- Betty Greenway, 20-year faculty member, English.
- Joyce Polkabila, stepmother of Joy Polkabila-Byers.
- LaDonna Zocolo, sister of Katrena Davidson.
- Rev. Timothy O'Neill, pastor of St. Patrick's Parish in Hubbard.
- Robert Korandovich, father of Robert Korandovich Jr.
- David Alter, alum and long-time donor.
- Gary Wuslich, alum and long-time donor; 2016 donor to the Veteran's Resource Center.
- Theodora "Dora" Anyanwu, student, Biology.
- Patty Gillis, 33-year staff member, Accounts Payable.

**IX. Unfinished Business**

There is no unfinished business.

**X. New Business**

There is no new business.

**XI. Chairperson's Remarks**

Chair Jakubek said, under YSU's strategic plan and at the direction of the Higher Learning Commission, YSU undertook a plan to study and optimize the university's portfolio of academic programs and courses. He said that process took more than a year and was, as attested to by Chet Cooper, president of the Academic Senate, conducted under the tenets of shared governance. The process was followed by difficult decisions by the Board of Trustees regarding sunseting programs and faculty reductions. The board, he said, supports the administration, adding that the university will "continue to turn over every stone" to help YSU be more effective and strategic. The board, he said, has always encouraged the administration to communicate with faculty, students and staff. But, he noted: "Communication is more than talking; communication is listening. We need to listen to one another." The university's goal, he said, is to attract students to attend YSU, make sure they're successful, that they stay enrolled, persist, graduate and ensure they have fulfilling lives after leaving the university.

**A. Additional Comments by the President of the University (if offered)**

None.

**XII. Dates and Times of Upcoming Regular Meetings of the Board**

The board set the following dates for future quarterly board meetings:

1. Thursday, March 3, 2022.
2. Thursday, June 23, 2022.
3. Wednesday, Sept. 21, 2022.

**XIII. Adjournment**

There being no further business to come before the board, Chair Jakubek entertained a motion to adjourn - moved by Trustee Hackstedde, seconded by Trustee Peterson, and unanimously approved by the board.

# **APPENDIX**

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**Dec. 2, 2021, Regular Meeting**

**YOUNGSTOWN STATE  
UNIVERSITY  
BOARD OF TRUSTEES**



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO MODIFY  
STUDENT MEDIA POLICY, 3356-8-02**

**WHEREAS**, University Policies are 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; and

**WHEREAS**, the Student Media policy has been reviewed and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Student Media, policy number 3356-8-02, attached hereto.

**Board of Trustees Meeting  
December 2, 2021  
YR 2022-24**



**3356-8-02 Student media.**

Responsible Division/Office: Student Affairs/Office of Student Experience  
Responsible Officer: Associate Vice President for  
Student Experience  
Revision History: March 1998; December 2010; June 2016;  
December 2021  
Board Committee: Academic Excellence and Student Success  
**Effective Date: December 2, 2021**  
Next Review: 2026

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- (A) Policy statement. Youngstown state university recognizes and supports the establishment and operation of student media organizations as important media for communication to the university and as training laboratories for students. The official student media organizations are “The Jambar,” a student-operated newspaper, thejambar.com, a student operated news and information website, “JambarTV,” a student produced weekly news video production, “The Penguin Review,” a student literary magazine, “YO Magazine,” featuring the university, the city and the people of Youngstown, “Rookery Radio,” a student-operated internet radio station, “The Guin,” a digital yearbook, and “Penguin Rundown,” a student-run sports show.
- (B) Parameter. Individuals involved with student media and the student press are expected to follow all professional media legal and ethical standards and guidelines that address matters such as libel, indecency, personal attacks and harassment, slander, undocumented allegations, and other forms of irresponsible media presentation.
- (C) Procedures.
- (1) The student media committee oversees official student media and is responsible for reviewing complaints, offering recommendations, participating in the selection of staff for each upcoming academic year, and ensuring execution of publication responsibilities.

- (2) A representative from the student experience division will serve as a liaison to the committee and appoint its members based on the guidelines outlined in the “Student Media Committee Governance Document.”
- (3) Each official student media organization has a faculty and/or staff advisor. The advisor is responsible for helping students understand the nature, function, and ethics of student media, for providing instruction that will result in quality media publications, and for serving as a liaison to the student media committee.
- (4) Concerns regarding a particular article or presentation of an official student media organization may be directed to the current editor/director or advisor of the respective organization. Other questions may be directed to the student media committee chairperson or the assigned representative of student experience.
- (5) Guidelines and information related to responsible journalism and student publications may be found in “The Student Media Committee Governing Document,” available through the student media office.

**3356-8-02 Student media.**

~~Previous Policy Number: 8002.01~~  
Responsible Division/Office: ~~Student Experience~~ Student Affairs/Office of Student Experience  
Responsible Officer: Associate Vice President for Student Experience  
Revision History: March 1998; December 2010; June 2016; December 2021  
Board Committee: Academic Excellence and Student Affairs Success  
**Effective Date:** ~~June 15, 2016~~ December 2, 2021  
Next Review: ~~2021~~ 2026

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**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO MODIFY  
PRIVACY AND RELEASE OF STUDENT EDUCATION RECORDS: THE  
FAMILY EDUCATION AND PRIVACY ACT (FERPA) POLICY, 3356-8-04**

**WHEREAS**, University Policies are 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; and

**WHEREAS**, the Privacy and Release of Student Education Records: The Family Education and Privacy Act (FERPA) policy has been reviewed and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Privacy and Release of Student Education Records: The Family Education and Privacy Act (FERPA), policy number 3356-8-04, attached hereto.

**Board of Trustees Meeting  
December 2, 2021  
YR 2022-25**

**3356-8-04 Privacy and release of student education records: The Family Education and Privacy Act (FERPA).**

Responsible Division/Office: Registrar  
Responsible Officer: Vice President for Institutional Effectiveness and Board Professional  
Revision History: September 2012; September 2016; December 2021  
Board Committee: Academic Excellence and Student Success  
**Effective Date: December 2, 2021**  
Next Review: 2026

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- (A) Policy statement. This policy governs the confidentiality of educational records and provides processes for students and parents to access their records.
- (B) Purpose. The Family Educational Rights and Privacy Act (“FERPA”) of 1974, as amended, sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records. A notice regarding the rights of students with respect to records maintained by the university and the university’s procedures to comply with these requirements are available on the university’s electronic catalog and on the registrar’s webpage at <http://cms.ysu.edu/administrative-offices/registrar/undergraduate-and-graduate-policies>.
- (C) Definitions.
- (1) “Education records” are those records, files, documents, and other materials which contain information directly related to a student and are maintained by any employee or agent of the university. The following categories of information are exempted and are not considered to be education records:
- (a) Records made by university personnel which are in the sole possession of the maker and are not accessible or revealed to any other person.

- (b) Records maintained by the Youngstown state university police for law enforcement purposes.
  - (c) Medical and counseling records used solely for treatment. (Medical records may be personally reviewed by a physician of the student's choice.)
  - (d) Records created or received after a student is no longer in attendance, i.e., alumni records.
  - (e) Grades or peer-graded papers before they are collected and recorded by a professor.
- (2) All records pertaining to students which are maintained by university offices are official university records and, as such, remain the property of the university. University employees are not permitted to access, utilize, share or copy student educational records for their personal use.
- (3) Each university unit has an obligation to keep a record of requests and disclosures of student education records except when the request is from the student, a university official with a legitimate educational interest, someone requesting directory information, or related to a request with consent from the student. Students have the right to review this record of requests and disclosures of student record information.
- (D) Right to inspect and review. Students are granted the right to inspect and review all of their educational records except the following:
- (1) Financial records of parents.
  - (2) Confidential letters and statements of recommendation placed in education records prior to January 1, 1975.
  - (3) Confidential letters and statements of recommendations for admission, employment, or honorary recognition placed in education records after January 1, 1975 for which students have waived their right of access.

- (E) Waiver of rights of access. Students may waive their right of access to confidential letters and statements of recommendation. Even if the student signs a waiver upon request, the names of all persons making confidential recommendations will be made available. Employees or agents of the university may not require a student to waive their right of access for receipt of university benefits or services.
- (F) Procedures for inspection and review.
  - (1) Requests to review one's own records must be made separately, in writing, to each office maintaining records. That office has forty-five days to respond to requests to review and inspect. However, arrangements will be made as expeditiously as possible.
  - (2) Information contained in education records will be fully explained and interpreted to students by university personnel assigned to and designated by the appropriate office.
  - (3) Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding the other student(s).
- (G) Right to request amendment of information in records.
  - (1) Students have a right to challenge the content of their education records if they consider the information contained therein to be inaccurate, misleading, or otherwise in violation of their privacy rights.
  - (2) This process includes an opportunity for amendment of the records or insertion of written explanations by the student into such records.
  - (3) The right to challenge grades does not apply under FERPA unless the grade assigned was inaccurately recorded, under which condition the record will be corrected.
- (H) Procedures for hearing to challenge records.
  - (1) Students challenging information in their records must submit in



writing a request for a hearing to the office of the university registrar listing the specific information in question and the reasons for the challenge. If the responsible office denies the request for amendment, the university will notify the student, in writing, and advise of a right to a hearing.

- (2) Hearings will be conducted by a university official who does not have a direct interest in the outcome of the hearing.
  - (3) Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge, as referenced in paragraph (G) of this rule.
  - (4) The hearing officer will render a decision in writing noting the reason and summarizing all evidence presented within a reasonable period of time after the challenge is filed.
  - (5) Should the hearing be in favor of the student, the record shall be amended accordingly. Should the request be denied, an appeal may be made in writing and submitted to the university registrar within ten days of the student's notification of the decision of the hearing officer. The appeal shall be heard by an appeals board of three disinterested senior university officials and a decision rendered in writing within a reasonable period of time.
  - (6) Should the appeal be in favor of the student, the record shall be amended accordingly. Should the request be denied, the student may choose to place a statement with the record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy. When disclosed to an authorized party, the record will always include the student's statement and notice of the board's decision as long as the student's record is maintained by the university.
- (I) Consent for release required. Consent must be obtained from students for the release of education records or information contained in education records, specifying what is to be released, the reasons for release and to whom, with a copy of the record sent to the student if he or she desires.
  - (J) Release without consent.

- (1) The university reserves the right to verify the accuracy of any information contained in what purports to be an official university document (e.g., a transcript or diploma) or that is provided to a third party. In addition, degrees (any honors, majors, minors and specializations) are considered public information since they are conferred in a public ceremony.
  
- (2) The requirement for consent does not apply to the following:
  - (a) Requests from faculty and staff of Youngstown state university who have a legitimate education interest on a need-to-know basis, including student employees or agents of the institution, if necessary to conduct official business. Legitimate educational interest includes performing a task related to the regular duties of the employee or agent, the student's education, the discipline of a student, a service or benefit for the student, maintaining safety and security of the campus, or performing any function of the university.
  - (b) Requests by officials of another institution where the student seeks to enroll or is already enrolled for purposes related to enrollment or transfer.
  - (c) Requests in compliance with a lawful subpoena or judicial order.
  - (d) Requests in connection with a student's application for or receipt of financial aid.
  - (e) Requests by state authorities and agencies specifically exempted from the prior consent requirements by FERPA conducting studies on behalf of the university, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification data is destroyed when no longer needed.
  - (f) Information submitted to accrediting organizations.
  - (g) Requests by parents of a dependent student when claimed

by a parent on one's federal income tax return.

- (h) In the case of a health or safety emergency, the university may release information from education records to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
- (i) To authorized federal officials who have need to audit and evaluate federally-supported programs.
- (j) The results of any disciplinary proceeding conducted by the university against an alleged perpetrator of a crime of violence or non-forcible sex offense to the alleged victim of that crime.
- (k) Disclosure to a parent of an underage student in violation of university policy governing the use or possession of alcohol or drugs.
- (l) Request for directory information, as referenced in paragraph (K) of this rule.

(K) Directory information.

- (1) Youngstown state university, in accordance with FERPA, has designated the following information about students as public (directory) information:
  - (a) Name.
  - (b) Address (local, home, and email).
  - (c) Telephone (local and home).
  - (d) Program of study (including college of enrollment, major, and campus).
  - (e) Enrollment status (full-time, part-time, withdrawn).
  - (f) Dates of attendance and graduation.

- (g) Degrees, honors, and awards received.
  - (h) Previous educational agencies or institutions attended.
  - (i) Participation in officially recognized activities and sports.
  - (j) Weight and height of members of intercollegiate athletic teams.
- (2) Students have the right to have this directory information withheld from the public if they so desire. Each student who wants all directory information to be withheld shall so indicate by completing a “Student Privacy Hold Form,” which can be obtained from the office of the university registrar. At least ten days should be allowed for processing of these requests.
- (3) Youngstown state university receives many inquiries for directory information from a variety of sources, including friends, parents, relatives, prospective employers, other institutions of higher education, honor societies, licensing agencies, government agencies, and the news media. Each student is advised to carefully consider the consequences of a decision to withhold directory information. The university, in all good faith, will not release directory information requested to be withheld, and any requests from persons or organizations outside the university will be refused unless the student provides written consent for the release.
- (4) The university publishes email student directory information on its website.
- (L) Complaints, concerns, or suggestions. Any student who has reason to believe that the university is not complying with FERPA or this policy should inform the office of the university registrar in writing. The university registrar shall promptly review all such allegations.

**3356-8-04 Privacy and release of student education records: The Family ~~education~~Education and Privacy Act (FERPA).**

~~Previous Policy Number: 8004.01~~  
Responsible Division/Office: ~~Enrollment Planning and Management~~Registrar  
Responsible Officer: ~~Associate Vice President for Enrollment Planning and Management~~Vice President for Institutional Effectiveness and Board Professional  
Revision History: September 2012; September 2016; ~~December 2021~~  
Board Committee: Academic Excellence and Student Affairs~~Success~~  
**Effective Date:** ~~September 15, 2016~~December 2, 2021  
Next Review: ~~2021~~2026

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- (A) Policy statement. This policy governs the confidentiality of educational records and provides processes for students and parents to access their records.
- (B) Purpose. The Family Educational Rights and Privacy Act (“FERPA”) of 1974, as amended, sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records. A notice regarding the rights of students with respect to records maintained by the university and the university’s procedures to comply with these requirements are available on the university’s electronic catalog at <http://catalog.yzu.edu/undergraduate/general-information/academic-policies-procedures/student-records/> and on the registrar’s webpage at <http://cms.yzu.edu/administrative-offices/registrar/undergraduate-and-graduate-policies>.
- (C) Definitions.
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- (a) Records made by university personnel which are in the sole

- possession of the maker and are not accessible or revealed to any other person.
- (b) Records maintained by the Youngstown state university police for law enforcement purposes.
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- (G) Right to request amendment of information in records.
  - (1) Students have a right to challenge the content of their education records if they consider the information contained therein to be inaccurate, misleading, or otherwise in violation of their privacy rights.
  - (2) This process includes an opportunity for amendment of the records or insertion of written explanations by the student into such records.
  - (3) The right to challenge grades does not apply under ~~the Act~~FERPA unless the grade assigned was inaccurately recorded, under which condition the record will be corrected.
- (H) Procedures for hearing to challenge records.

- (1) Students challenging information in their records must submit in writing a request for a hearing to the office of the university registrar listing the specific information in question and the reasons for the challenge. If the responsible office denies the request for amendment, the university will notify the student, in writing, and advise of a right to a hearing.
  - (2) Hearings will be conducted by a university official who does not have a direct interest in the outcome of the hearing.
  - (3) Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge, as referenced in paragraph (G) of this rule.
  - (4) The hearing officer will render a decision in writing noting the reason and summarizing all evidence presented within a reasonable period of time after the challenge is filed.
  - (5) Should the hearing be in favor of the student, the record shall be amended accordingly. Should the request be denied, an appeal may be made in writing and submitted to the university registrar within ten days of the student's notification of the decision of the hearing officer. The appeal shall be heard by an appeals board of three disinterested senior university officials and a decision rendered in writing within a reasonable period of time.
  - (6) Should the appeal be in favor of the student, the record shall be amended accordingly. Should the request be denied, the student may choose to place a statement with the record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy. When disclosed to an authorized party, the record will always include the student's statement and notice of the board's decision as long as the student's record is maintained by the university.
- (I) Consent for release required. Consent must be obtained from students for the release of education records or information contained in education records, specifying what is to be released, the reasons for release and to whom, with a copy of the record sent to the student if he or she desires.



- (J) Release without consent.
- (1) The university reserves the right to verify the accuracy of any information contained in what purports to be an official university document (e.g., a transcript or diploma) or that is provided to a third party. In addition, degrees (any honors, majors, minors and specializations) are considered public information since they are conferred in a public ceremony.
  - (2) The requirement for consent does not apply to the following:
    - (a) Requests from faculty and staff of Youngstown state university who have a legitimate education interest on a need-to-know basis, including student employees or agents of the institution, if necessary to conduct official business. Legitimate educational interest includes performing a task related to the regular duties of the employee or agent, the student's education, the discipline of a student, a service or benefit for the student, maintaining safety and security of the campus, or performing any function of the university.
    - (b) Requests by officials of another institution where the student seeks to enroll or is already enrolled for purposes related to enrollment or transfer.
    - (c) Requests in compliance with a lawful subpoena or judicial order.
    - (d) Requests in connection with a student's application for or receipt of financial aid.
    - (e) Requests by state authorities and agencies specifically exempted from the prior consent requirements by ~~the~~ [Act FERPA](#) conducting studies on behalf of the university, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification data is destroyed when no longer needed.
    - (f) Information submitted to accrediting organizations.

- (g) Requests by parents of a dependent student when claimed by a parent on one's federal income tax return.
- (h) In the case of a health or safety emergency, the university may release information from education records to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
- (i) To authorized federal officials who have need to audit and evaluate federally-supported programs.
- (j) The results of any disciplinary proceeding conducted by the university against an alleged perpetrator of a crime of violence or non-forcible sex offense to the alleged victim of that crime.
- (k) Disclosure to a parent of an underage student in violation of university policy governing the use or possession of alcohol or drugs.
- (l) Request for directory information, as referenced in paragraph (K) of this rule.

(K) Directory information.

- (1) Youngstown state university, in accordance with ~~the act~~ [FERPA](#), has designated the following information about students as public (directory) information:
  - (a) Name.
  - (b) Address (local, home, and email).
  - (c) Telephone (local and home).
  - (d) Program of study (including college of enrollment, major, and campus).
  - (e) Enrollment status (full-time, part-time, withdrawn).

- (f) Dates of attendance and graduation.
  - (g) Degrees, honors, and awards received.
  - (h) Previous educational agencies or institutions attended.
  - (i) Participation in officially recognized activities and sports.
  - (j) Weight and height of members of intercollegiate athletic teams.
- (2) Students have the right to have this directory information withheld from the public if they so desire. Each student who wants all directory information to be withheld shall so indicate by completing a “Student Privacy Hold Form,” which can be obtained from the office of the university registrar. At least ten days should be allowed for processing of these requests.
- (3) Youngstown state university receives many inquiries for directory information from a variety of sources, including friends, parents, relatives, prospective employers, other institutions of higher education, honor societies, licensing agencies, government agencies, and the news media. Each student is advised to carefully consider the consequences of a decision to withhold directory information. The university, in all good faith, will not release directory information requested to be withheld, and any requests from persons or organizations outside the university will be refused unless the student provides written consent for the release.
- (4) The university publishes email student directory information on its website.
- (L) Complaints, concerns, or suggestions. Any student who has reason to believe that the university is not complying with ~~the act~~[FERPA](#) -or this policy should inform the office of the university registrar in writing. The university registrar shall promptly review all such allegations.



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO MODIFY OBJECTIVITY IN RESEARCH – AVOIDANCE  
OF CONFLICTS OF INTEREST AND/OR COMMITMENT IN SPONSORED  
RESEARCH POLICY, 3356-10-17**

**WHEREAS**, University Policies are 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; and

**WHEREAS**, the Objectivity in Research – Avoidance of Conflicts of Interest and/or Commitment in Sponsored Research policy has been reviewed and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Objectivity in Research – Avoidance of Conflicts of Interest and/or Commitment in Sponsored Research, policy number 3356-10-17, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting  
December 2, 2021  
YR 2022-26**

**3356-10-17 Objectivity in research – avoidance of conflicts of interest and/or commitment in sponsored research.**

Responsible Division/Office: Office of Research Services  
Responsible Officer: Provost and Vice President for Academic Affairs  
Revision History: June 1999; June 2010; June 2016, December 2021  
Board Committee: Academic and Student Affairs  
**Effective Date: December 2, 2021**  
Next Review: 2026

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- (A) Policy statement. Recognizing the need for objectivity in research, Youngstown state university (university) shall maintain procedures that control conflicts and potential conflicts in funded research. Such procedures are consistent with the university’s professional conduct and conflicts of interest and conflicts of commitment policies (see rules 3356-9-06 and 3356-7-01 of the Administrative Code) and relevant state and federal laws.
- (B) Purpose. The intent of this policy and these procedures is to ensure that the design, conduct, and reporting of research projects and other sponsored activities are not compromised, nor would reasonably appear to be affected, by any significant financial interest and/or commitment of the responsible faculty and staff members.
- (C) Scope. This policy applies to all members of the Youngstown state university community, including faculty, staff and students during the course of conducting sponsored research or projects at or on behalf of the university.
- (D) Definitions.
- (1) “Project” is an externally funded scholarly activity such as basic, applied, or developmental research, instructional or curricular activities, student aid, career development, or other activity conducted by faculty or staff members at or on behalf of the university.
  - (2) “Investigator” includes the principal investigator, co-investigators,

and other persons (e.g., technicians, students, research associates) responsible, in whole or in part, for the design, conduct, or reporting of the project; and for reporting purposes, includes the investigator's spouse and dependent children.

- (3) "Significant financial interest" is anything of monetary value including, but not limited to, salary or other payments for services such as consulting fees or honoraria; equity interests such as stocks, stock options, or other ownership interests; and intellectual property rights such as patents, copyrights and royalties from such rights.

Not included in this definition are:

- (a) Salary, royalties, promotion in rank, or other remuneration from the university;
- (b) Income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
- (c) Income from service on advisory committees or review panels from public or nonprofit entities;
- (d) Financial interest arising solely by reason or investment in a business by a mutual, pension, or other institutional investment fund over which the employee does not exercise control;
- (e) Equity interest that when aggregated for the investigator and the investigator's spouse and dependent children, does not exceed ten thousand dollars in value, as determined by public prices or other reasonable measures of fair market values, and does not represent more than five per cent ownership interest for any one enterprise or entity;
- (f) Salaries, royalties, or other payments that when aggregated for the investigator and the investigator's spouse and dependent children over the next twelve months, are not expected to exceed ten thousand dollars; and
- (g) The financial interest is an ownership interest in a business

which is the applicant organization under phase I of a small business innovative research (“SBIR”) program or phase I of a small business technology transfer (“SBTR”) program and the university is a subcontractor under the business’ application.

- (4) “Conflict of interest” means an action, omission, or situation that may or may reasonably appear to affect or compromise the objectivity or integrity of an investigator’s design, conduct or reporting of a project. A conflict of commitment is a type of conflict of interest, which can arise when the external activities burden or interfere with the university member’s primary obligations and commitments to the university. A potential conflict of interest may exist if the director of research services determines that a significant financial interest and/or commitment could directly and significantly affect the design, conduct, or reporting of a project.
  - (5) “Disclosure” is a written statement submitted by the investigator describing the nature of any significant financial interests and/or commitments, and the relationship of these to the externally funded project.
- (D) Parameters.
- (1) All faculty and staff members or other university-affiliated individuals who apply for, receive, or are currently working on a grant, contract, cooperative agreement, sub-grant, subcontract, or sub-cooperative agreement which is funded in whole or in part by federal funds or other external sources must adhere to this policy and its procedures.
  - (2) The director of research services is designated to solicit and review financial and commitment disclosure statements from investigators.
- (E) Principles.
- (1) Complex relationships among universities, government agencies, and industry require adherence to standards of conduct in federally funded and other externally sponsored activities. Application of

these standards must serve both project requirements and the public interest. Protecting the integrity of cooperating entities requires that both real and perceived conflicts of interest be avoided.

- (2) Faculty or staff members engaging in a federally or other externally sponsored projects are subject to the provisions of federal and state laws and any requirements of the sponsoring or entity.
- (3) To avoid bias in the design, conduct, or reporting of the sponsored project, full disclosure must be made when a faculty or staff member consults for a business, nonprofit agency, government agency, or other non-university contractor, in the same technical field as the externally sponsored project.

(F) Procedures.

- (1) Prior to submitting an application to conduct an externally funded project, the investigator shall disclose to the director of research services any significant financial interests or other possible conflict situations:
  - (a) That would appear to be affected by the project for which the funding is sought; and
  - (b) In entities whose financial interests would appear to be affected by such project.

A conflict of interest statement shall be included within the proposal routing form process and shall be circulated for review and approval for all proposals.

- (2) Throughout the duration of a sponsored research project, investigators shall update the conflict of interest statement at least annually. If an investigator acquires a significant reportable financial interest in or commitment to an entity, the investigator shall submit a revised or new conflict of interest statement to the director of research services within five working days after acquisition.



- (3) The director of research services shall review the disclosure and make an initial determination whether a potential conflict of interest exists. If the disclosure is determined not to be a potential conflict of interest, the director of research services shall provide documentation of this determination that shall be retained with the other project records and shall so advise the investigator, the chair, and the appropriate college dean.
- (4) If the disclosure is determined to be a potential conflict of interest, the director of research services shall consult with the dean of the college and the university general counsel. They shall review the disclosure, consult with the investigator, and seek any additional information to determine whether a conflict of interest exists. If they determine that a conflict of interest exists, they shall determine a plan of action, and document in writing the conditions or restrictions that shall be required by the university to manage, reduce, or eliminate such actual or apparent conflict of interest. If all parties accept the plan, the director of research services shall notify all involved parties and the provost of the final determination in writing.
- (5) If a mutually acceptable method for managing, reducing, or eliminating the conflict of interest cannot be agreed upon, the director of research services shall refer the disclosure to the provost, who shall consult with the university general counsel prior to appointment a conflict of interest review committee for final determination.
- (6) The provost shall notify the investigator, the investigator's chairperson and dean, and the director of research services of the final determination.
- (7) In addition to possible legal action, the university may take disciplinary action against individuals who fail to file a disclosure statement or intentionally file an incomplete or misleading disclosure statement. Breaches of this policy may be referred to a conflict of interest review committee to investigate and recommend sanctions. If sanctions are necessary, they will be imposed in accordance with any applicable university policy, procedure, or collective bargaining agreement.

- (8) Prior to the expenditure of any funds under a federally funded project award, the university will, as required by law, report to the appropriate federal agency the existence of a conflict of interest and assure that the conflict has been managed, reduced, or eliminated.
- (9) When the university identifies a conflict of interest subsequent to the university's initial report under the federally funded project award, the university will report the conflict of interest to the appropriate federal agency and manage, reduce, or eliminate the conflict within sixty days of identifying the same.
- (10) The director of research services shall ensure that the required records, identifiable to each award, are retained for a period of not less than three years after the termination of the award, or until three years after the resolution of any action taken by the sponsor involving these records, whichever is longer. Records for proposals that are not funded by sponsoring agencies will be retained for a period of one year after the decision of the sponsoring agency.

**3356-10-17 Objectivity in research – avoidance of conflicts of interest and/or commitment in sponsored research.**

~~Previous Policy Number: 1017.01~~  
Responsible Division/Office: [Office of Research Services](#)  
Responsible Officer: Provost and Vice President for Academic Affairs  
Revision History: June 1999; June 2010; June 2016, [December 2021](#)  
Board Committee: Academic and Student Affairs  
**Effective Date:** ~~June 15, 2016~~ [December 2, 2021](#)  
Next Review: 2026+

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- (A) Policy statement. Recognizing the need for objectivity in research, ~~the Youngstown state university~~ (-university) shall maintain procedures that control conflicts and potential conflicts in funded research. Such procedures are consistent with the ~~Youngstown state university's~~ professional conduct [and conflicts of interest and conflicts of commitment policies](#) (see rules 3356-9-06 [and 3356-7-01](#) of the Administrative Code) and relevant state and federal laws.
- (B) Purpose. The intent of this policy and these procedures is to ensure that the design, conduct, and reporting of research projects and other sponsored activities are not compromised, nor would reasonably appear to be affected, by any significant financial interest [and/or commitment](#) of the responsible faculty and staff members.
- (C) [Scope. This policy applies to all members of the Youngstown state university community, including faculty, staff and students during the course of conducting sponsored research or projects at or on behalf of the Universityuniversity.](#)
- (D) [Definitions.](#)
- (1) “Project” is an externally funded scholarly activity such as basic, applied, or developmental research, instructional or curricular activities, student aid, career development, or other activity conducted by faculty or staff members [at or](#) on behalf of the university.

- (2) “Investigator” includes the principal investigator, co-investigators, and other persons (e.g., technicians, students, research associates) responsible, in whole or in part, for the design, conduct, or reporting of the project; and for reporting purposes, includes the investigator’s spouse and dependent children.
- (3) “Significant financial interest” is anything of monetary value including, but not limited to, salary or other payments for services such as consulting fees or honoraria; equity interests such as stocks, stock options, or other ownership interests; and intellectual property rights such as patents, copyrights and royalties from such rights.

Not included in this definition are:

- (a) Salary, royalties, promotion in rank, or other remuneration from the university;
- (b) Income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
- (c) Income from service on advisory committees or review panels from public or nonprofit entities;
- (d) Financial interest arising solely by reason or investment in a business by a mutual, pension, or other institutional investment fund over which the employee does not exercise control;
- (e) Equity interest that when aggregated for the investigator and the investigator’s spouse and dependent children, does not exceed ten thousand dollars in value, as determined by public prices or other reasonable measures of fair market values, and does not represent more than five per cent ownership interest for any one enterprise or entity;
- (f) Salaries, royalties, or other payments that when aggregated for the investigator and the investigator’s spouse and dependent children over the next twelve months, are not expected to exceed ten thousand dollars; and

- (g) The financial interest is an ownership interest in a business which is the applicant organization under phase I of a small business innovative research (“SBIR”) program or phase I of a small business technology transfer (“SBTR”) program and the university is a subcontractor under the business’ application.
- (4) “Conflict of interest” means an action, omission, or situation that may or may reasonably appear to affect or compromise the objectivity or integrity of an investigator’s design, conduct or reporting of a project. A conflict of commitment is a type of conflict of interest, which can arise when the external activities burden or interfere with the university member’s primary obligations and commitments to the university. ~~(A potential conflict of interest may exist if the director of research services grants and sponsored programs determines that a significant financial interest and/or commitment could directly and significantly affect the design, conduct, or reporting of a project.)~~
- (5) “Disclosure” is a written statement submitted by the investigator describing the nature of any significant financial interests and/or commitments, and the relationship of these such interests to the externally funded project.
- (D) Parameters.
- (1) All faculty and staff members or other university-affiliated individuals who apply for, receive, or are currently working on a grant, contract, cooperative agreement, sub-grant, subcontract, or sub-cooperative agreement which is funded in whole or in part by federal funds or other external sources must adhere to this policy and its procedures.
- (2) The director of research services~~associate vice president for research~~ is designated to solicit and review financial and commitment disclosure statements from investigators.
- (E) Principles.
- (1) Complex relationships among universities, government agencies, and industry require adherence to standards of conduct in federally

funded and other externally sponsored activities. Application of these standards must serve both project requirements and the public interest. Protecting the integrity of cooperating entities requires that both real and perceived conflicts of interest be avoided.

- (2) Faculty or staff members engaging in a federally or other externally sponsored projects are subject to the provisions of federal and state laws and any requirements of the sponsoring or entity.
- (3) To avoid bias in the design, conduct, or reporting of the sponsored project, full disclosure must be made when a faculty or staff member consults for a business, nonprofit agency, government agency, or other non-university contractor, in the same technical field as the externally sponsored project.

(F) Procedures.

- (1) Prior to submitting an application to conduct an externally funded project, the investigator shall disclose to the [director of research services](#) ~~associate vice president for research~~ any significant financial interests or other possible conflict situations:
  - (a) That would appear to be affected by the project for which the funding is sought; and
  - (b) In entities whose financial interests would appear to be affected by such project.

A conflict of interest statement shall be included within the proposal routing form process and shall be circulated for review and approval for all proposals.

- (2) Throughout the duration of a sponsored research project, investigators shall update the conflict of interest statement at least annually. If an investigator acquires a significant reportable financial interest in [or commitment to](#) an entity, the investigator shall submit a revised or new conflict of interest statement to the [director of research services](#) ~~associate vice president for research~~ within five working days after acquisition.

- (3) The [director of research services](#) ~~associate vice president for research~~ shall review the disclosure and make an initial determination whether a potential conflict of interest exists. If the disclosure is determined not to be a potential conflict of interest, the [director of research services](#) ~~associate vice president for research~~ shall provide documentation of this determination that shall be retained with the other project records and shall so advise the investigator, the chair, and the appropriate college dean.
- (4) If the disclosure is determined to be a potential conflict of interest, the [director of research services](#) ~~associate vice president for research~~ shall consult with the dean of the college and the university general counsel. They shall review the disclosure, consult with the investigator, and seek any additional information to determine whether a conflict of interest exists. If they determine that a conflict of interest exists, they shall determine a plan of action, and document in writing the conditions or restrictions that shall be required by the university to manage, reduce, or eliminate such actual or apparent conflict of interest. If all parties accept the plan, the [director of research services](#) ~~associate vice president for research~~ shall notify all involved parties and the provost of the final determination in writing.
- (5) If a mutually acceptable method for managing, reducing, or eliminating the conflict of interest cannot be agreed upon, the [director of research services](#) ~~associate vice president for research~~ shall refer the disclosure to the provost, who shall consult with the university general counsel prior to appointment a conflict of interest review committee for final determination.
- (6) The provost shall notify the investigator, the investigator's chairperson and dean, and the [director of research services](#) ~~associate vice president for research~~ of the final determination.
- (7) In addition to possible legal action, the university may take disciplinary action against individuals who fail to file a disclosure statement or intentionally file an incomplete or misleading disclosure statement. Breaches of this policy may be referred to a conflict of interest review committee to investigate and recommend sanctions. If sanctions are necessary, they will be

imposed in accordance with any applicable university policy, procedure, or collective bargaining agreement.

- (8) Prior to the expenditure of any funds under a federally funded project award, the university will, as required by law, report to the appropriate federal agency the existence of a conflict of interest and assure that the conflict has been managed, reduced, or eliminated.
- (9) When the university identifies a conflict of interest subsequent to the university's initial report under the federally funded project award, the university will report the conflict of interest to the appropriate federal agency and manage, reduce, or eliminate the conflict within sixty days of identifying the same.
- (10) The [director of research services](#) ~~associate vice president for research~~ shall ensure that the required records, identifiable to each award, are retained for a period of not less than three years after the termination of the award, or until three years after the resolution of any action taken by the sponsor involving these records, whichever is longer. Records for proposals that are not funded by sponsoring agencies will be retained for a period of one year after the decision of the sponsoring agency.





**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO APPROVE  
ANTI-HAZYING POLICY, 3356-8-08**

**WHEREAS**, University Policies are being reviewed and reconceptualized on an ongoing basis; and

**WHEREAS**, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS**, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the creation of a University Policy governing Anti-Hazing, policy number 3356-8-08, attached hereto.

**Board of Trustees Meeting  
December 2, 2021  
YR 2022-27**

**3356-8-08     Anti-hazing.**

Responsible Division/Office: Student Affairs  
Responsible Officer: Associate VP Student Experience/ Dean of Students and Ombudsperson  
Revision History: 2021  
Board Committee: Academic Excellence and Student Success  
**Effective Date: December 2, 2021**  
Next Review: 2026

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- (A) Policy statement. Youngstown state university (university) condemns hazing and is committed to providing a safe environment in which members of the learning community may participate in experiences and activities without compromising their health, wellbeing, dignity, and/or rights. Prevention of hazing is the responsibility of every member of the university community, including students, student organizations, university sponsored programs, coaches, student groups, faculty members, employees, volunteers, and alumni.
  
- (B) Purpose. This policy governs the university’s implementation of Collin’s Law: The Ohio Anti-Hazing Act. The policy defines key terms; prohibits hazing and related conduct; describes reporting duties; establishes corrective action and discipline for violating the policy; details how information about hazing violations shall be shared and reported; and sets forth the requirements for anti-hazing educational and training programs.
  
- (C) Scope.
  - (1) The policy shall apply to any act of hazing or violation of section (G) that takes place on or off campus between two or more people who are affiliated with the university.
  
  - (2) This policy applies to all members of the university community, including faculty, staff, students, volunteers, organizations, university sponsored programs, as well as visitors and other licensees and invitees.
  
  - (3) NCAA student athletes shall follow the policies and guidelines set forth by the NCAA, the affiliated conference and the university department of athletics, in addition to this policy.
  
- (D) Definitions.
  - (1) “Hazing,” as set forth in Ohio Revised Code section 2903.31, as amended, means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person,

including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code. (See 3356-8-01.1 “The Student Code of Conduct” which prohibits hazing.)

- (2) “Organization” means any university sponsored program or registered student organization recognized by or operating under the sanction of the university including, but not limited to: registered student organizations, Greek life, club sports, athletics, honors college, student programming board, student government, student media, marching band, music ensembles and theater. “Organization” includes a national or international organization with which a fraternity or sorority is affiliated.
  - (3) “Student” means all person registered for courses, seminars, and workshops at the university, either full-time or part-time, pursuing undergraduate, graduate, professional studies or continuing education. This includes college credit plus students and Youngstown early college students. Also included are those individuals accepted for admission or living in the residence halls, whether enrolled at the university.
  - (4) “Staff” means any individual employed by the university, including administrators, employees, faculty members, teachers, consultants and coaches. “Staff” does not include student employees.
  - (5) “Serious physical harm” means any of the following:
    - (a) any mental illness or condition of such gravity as would normally require hospitalization or prolonged psychiatric treatment;
    - (b) any physical harm that carries a substantial risk of death;
    - (c) any physical harm that involves some permanent incapacity, whether partial or total, or that involves some temporary, substantial incapacity;
    - (d) any physical harm that involves some permanent disfigurement or that involves some temporary, serious disfigurement; or
    - (e) any physical harm that involves acute pain of such duration as to result in substantial suffering or that involves any degree of prolonged or intractable pain.
- (E) Procedure. The division of student affairs shall be responsible for developing and enforcing anti-hazing procedures and policies at the university. The office of human resources shall assist the division of student affairs with the development and enforcement of the anti-hazing policy where it pertains to staff, coaches, and volunteers who are registered with human resources.

(F) Duty to report hazing violations.

- (1) All university staff, coaches, alumnus and volunteers are required to immediately report the suspicion or knowledge of a hazing incident to:
  - (a) university police at 330-941-3527; and
  - (b) the law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred; and
  - (c) the office of community standards & student conduct in person or through the [online reporting form](#) on the website.
- (2) All students, parents, and members of the community are encouraged to immediately report the suspicion or knowledge of a hazing incident to
  - (a) university police at 330-941-3527; and/or
  - (b) the law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred; and/or
  - (c) the office of community standards & student conduct in person or through the [online reporting form](#) on the website.
- (3) Students, parents, and members of the community may report known or suspected incidents of hazing anonymously.
- (4) Amnesty. The university encourages students to report potential violations of university policies, including the anti-hazing policy. Students who report potential incidents of hazing may be exempted from the formal student conduct process for minor policy violations that arose out of, or were committed as a direct result of, the reported incident. The office of community standards & student conduct has complete discretion to determine whether to grant an exemption in such cases. Exemptions do not apply to behaviors that endanger or harm the health, safety, or wellbeing of others. Hazing is considered a behavior that endangers the health, safety, or wellbeing of others and, therefore, students will not be exempted from any actions taken to participate in, condone, or act in complicity with hazing.

(G) Prohibited conduct.

- (1) No person or organization shall commit hazing as defined in (D)(1).

- (2) No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of any organization shall recklessly permit the hazing of any person associated with the organization.
  - (3) No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of any organization who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to university police and to the law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred.
  - (4) No person or organization shall retaliate against or take adverse action toward any reporting party and/or any person participating in a hazing investigation or disciplinary proceeding.
- (H) Criminal sanctions.
- (1) Participating in hazing. Pursuant to section 2903.31 of the Revised Code, a person who recklessly participates in the hazing of another commits a misdemeanor of the second degree. If the hazing includes coerced consumption of alcohol or drugs of abuse resulting in serious physical harm to the other person, the criminal penalty is increased to a felony of the third degree.
  - (2) Permitting hazing. Pursuant to section 2903.31 of the Revised Code, an administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of any organization who recklessly permits the hazing of any person associated with the organization commits a misdemeanor of the second degree. When the hazing includes coerced consumption of alcohol or drugs of abuse resulting in serious physical harm to that person, the criminal penalty is increased to a felony of the third degree.
  - (3) Failure to report hazing. Pursuant to section 2903.311 of the Revised Code, an administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of any organization who is acting in an official and professional capacity who recklessly fails to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred commits a misdemeanor of the fourth degree. When the hazing causes serious physical harm, the criminal penalty is increased to a misdemeanor of the first degree.
- (I) University sanctions.
- (1) [University policy 3356-8-01.1 “The Student Code of Conduct”](#) governs student conduct investigations, hearings and sanctions for hazing, including hazing violations by student groups and registered student organizations. See Article IV. Student conduct procedures. The dean of students, or designee, shall coordinate the investigation of all hazing allegations.

- (2) Appropriate penalties for a violation of the anti-hazing policy shall be based on the severity of the violation and may include any of the following:
    - (a) Educational sanctions, including but not limited to, topical reflections, online modules, campus referrals, continued enrollment status agreements, and re-entry plans;
    - (b) The imposition of fines;
    - (c) Withholding of diplomas or transcripts pending compliance with the rules or payment of fines;
    - (d) The revocation of permission for an organization to operate on campus or to otherwise operate under the recognition or sanction of the institution; or
    - (e) The imposition of probation, suspension, or expulsion.
  - (3) Staff who violate this policy shall be subject to disciplinary proceedings under the collective bargaining agreement governing their position. Excluded professional administrative employees and excluded classified employees not covered by a collective bargaining agreement will be subject to disciplinary proceedings established by the office of human resources.
  - (4) A penalty imposed under this policy shall be in addition to a penalty imposed for a violation of section 2903.31 of the Revised Code, the criminal laws of Ohio, or for a violation of any other rule of the university to which the individual or organization who committed the violation may be subject.
- (J) Reporting/posting requirements.
- (1) The university shall provide a copy of the anti-hazing policy and 3356-8-01.1 “The Student Code of Conduct.” to each organization within the university.
  - (2) The university shall post the [anti-hazing policy](#) on the website of the Division of Student Affairs.
  - (3) Beginning in the 2022-2023 academic year, the university shall maintain a report of all violations of the anti-hazing policy or other state law regarding hazing that are reported to the university. The report shall be posted on the website of the office of community standards & student conduct.
  - (4) Each report referenced in section (J)(3) shall include all of the following:
    - (a) The name of the subject of the report;

- (b) The date when the subject of the report was charged with a violation of the anti-hazing policy or other state law regarding hazing;
  - (c) A general description of the violation, any investigation and findings by the university, and any penalties imposed on the subject of the report; and
  - (d) The date on which the matter was resolved.
- (5) The initial report required by section (J) shall be posted on the website of the office of community standards & student conduct not later than January 15, 2023 and shall include information concerning hazing violations that have been reported to the university for the five consecutive years prior to October 7, 2021 to the extent that the university retained information concerning the violations.
- (6) After the posting of the initial report referenced above, the university shall update the report on the first day of January and August of each year and shall post the updated report on the website of the office of community standards & student conduct.
- (7) The university shall retain reports for five consecutive years.
- (8) Reports issued under section (J) shall not include the personal identifying information of an individual and shall be subject to the "Family Educational Rights and Privacy Act of 1974," 20 U.S.C. 1232g.
- (K) Educational program and training requirements.
- (1) Students.
    - (a) The university shall provide all students with a mandatory educational program on hazing (educational program), which may be offered online or in person. The educational program shall include information regarding hazing awareness, prevention, intervention, and this anti-hazing policy. Newly admitted students will be provided training at the time of orientation.
    - (b) The university shall offer at least one opportunity for students to complete the educational program during new student orientation.
    - (c) Each student's attendance at the educational program shall be verified.
    - (d) Students are prohibited from participating in an organization recognized by or operating under the sanction of the university until the student attends the educational program. Students who participate in organizations without completing the required educational program will be referred to

the office of community standards & student conduct for failure to comply with the anti-hazing policy.

- (2) Staff, alumnus and volunteers.
  - (a) No administrators, employees, faculty members, teachers, consultants, staff, alumni, and volunteers shall recklessly permit hazing or fail to immediately report it to university police and to the law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. See sections (G)(2) and (3). The university shall encourage these individuals to take the online hazing awareness training provided to students.
  - (b) The university shall provide mandatory training on hazing, which shall include information on hazing awareness, hazing prevention and this anti-hazing policy, to all staff and volunteers that:
    - (i) advise or coach an organization recognized by or operating under the sanction of the university; and
    - (ii) have direct contact with students.
- (3) Organizations.
  - (a) Organizations, including university sponsored programs, recognized by or operating under the sanction of the university shall conduct mandatory training on hazing for any volunteer who has contact with students. The division or department responsible for the organization shall ensure that the training is completed by all volunteers.
  - (b) No organization shall accept or initiate any student who has not attended the mandatory anti-hazing educational program identified in section (K)(1)(a).
  - (c) No organization shall permit a volunteer, staff, coach or faculty to assist if they have not completed the mandatory training.





**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO APPROVE  
THE 2021 REMEDIATION REPORT**

**WHEREAS**, Youngstown State University is a state-funded university in the state of Ohio; and

**WHEREAS**, Section 3345.062 of the Ohio Revised Code requires the president of each state university to issue a report by December 31, 2017, and each thirty-first day of December thereafter, regarding the remediation of students; and

**WHEREAS**, each president is also required to submit the remediation report to his or her Board of Trustees for acceptance; and

**WHEREAS**, the Ohio Department of Higher Education (ODHE) provided a reporting template to collect and submit the necessary information as required by law; and

**WHEREAS**, Youngstown State University completed the report for FY 21 as required by the Ohio Department of Higher Education;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve Youngstown State University's Remediation Report to be submitted via the President to the Chancellor of the Ohio Department of Higher Education and the Superintendent of Public Instruction by December 31, 2021.

**Board of Trustees Meeting  
December 2, 2021  
YR 2022-28**

## 2021 University Remediation Report

**Name of University:**

**YOUNGSTOWN STATE UNIVERSITY**

Ohio Revised Code Section 3345.062 requires the president of each state university to issue a report by December 31, 2018, and each thirty-first day of December thereafter, regarding the remediation of students. The report must include the following areas:

### 1. The number of enrolled students that require remedial education.

Number of Students	Description (if needed)
647	Of the 9,949 undergraduate degree-seeking students who were enrolled at any point during the Summer 2020, Fall 2020, and Spring 2021 terms, a total of 2,851 students were placed into at least one developmental course in either composition, mathematics, or reading and study skills. Of those students, 647 took at least one remedial course during that period. (Note: YSU has developed required math pathways based on major.) Therefore, requirements for remedial instruction in math may change for students who change their major.
<b>YSU added the following to understand how this impacts new students.</b>	
360	Of the 2,413 new (first-time and transfer) undergraduate degree-seeking students who were enrolled at any point during the Summer 2020, Fall 2020, and Spring 2021 terms, a total of 661 students were placed into at least one developmental course in either composition, mathematics, or reading and study skills. Of those students, 360 took at least one remedial course during that period. (Note: YSU has developed required math pathways based on major.) Therefore, requirements for remedial instruction in math may change for students who change their major.

### 2. The cost of remedial coursework that the state university provides.

**Please select the type of cost in the following areas and describe.**

- **Costs to the university:** Please include a description of all university resources allocated in support of and/or on behalf of remedial education, including but not limited to costs associated with the following: faculty & staff, buildings/classrooms, administration, and additional student advising, among others.

- **Costs to the student:** Please include a description of tuition paid by students in pursuit of remedial education.

- **Costs to the state:** Please include a description of state resources provided to your institution in support of remedial education. (See Appendix A containing this information for all state universities.)

Cost Type	Amount	Description
Costs to the university	\$274,975	Includes help centers (Writing Center, Math Assistance Center, Center for Student Progress, Testing Center), faculty and classrooms at \$425 per student (given FY17 cost per student).
Costs to the student	\$669,645	Includes total credit hours multiplied by cost per credit hour for all students taking a course designated as remedial at \$1,035 per student (given FY17 cost per student).
Costs to the state	\$142,759	Sum of SSI for Completed and At-Risk FTE as reported via Ohio Department of Higher Education

## 2021 University Remediation Report

**Name of University:**

**YOUNGSTOWN STATE UNIVERSITY**

Ohio Revised Code Section 3345.062 requires the president of each state university to issue a report by December 31, 2018, and each thirty-first day of December thereafter, regarding the remediation of students. The report must include the following areas:

### 3. The specific areas of remediation provided by the university.

Subject Area	Description
English Composition	The University provides two remedial writing courses that do not count toward the graduation requirement in composition: <b>ENG 1509: Academic English for Non-native Speakers</b> is a three-credit course that helps students develop writing and reading comprehension skills in English. The course is open to students on the basis of the placement process. Must be taken until a grade of C or better is achieved. <b>ENG 1541: Introduction to College Writing</b> is a three-credit course that provides intensive individualized instruction in written communication and college-level reading practices; it is open to students based on their ACT English score, SAT score, or proficiency as demonstrated by their YSU Composition and Reading Placement Test results. Students who place into English 1541 will move on to English 1549, a four-credit version of Writing I that provides students an additional hour of instructional time to cultivate college-level writing conventions, organizational strategies, and revision and editing techniques.
Mathematics	The university provides one stand-alone remedial course in mathematics that does not count toward the degree. Placement is based upon students' main ACT score, main SAT score, or proficiency as demonstrated by their score on an ALEKS placement assessment. MATH 1500: Mathematics Preparation for Algebra Placement is a two-credit hour course intended to prepare STEM and business majors for their college-level mathematics requirement through time spent remediating in the ALEKS product. During 2020-2021, YSU piloted a program that allowed students to remediate using resources in the Mathematics Achievement Center instead of enrolling in Math 1500. YSU did offer Math 1500 as a fallback course for students who needed to withdraw from their college-level mathematics course during Fall 2021. Students who withdrew were given the option to enroll in sections of Math 1500 to improve their prerequisite skills in preparation for retaking their college-level mathematics course in Spring 2022.  Students who place into remedial math but who wish to fulfill their mathematics graduation requirement may enroll in designated sections of non-remedial math to which additional hours of remedial instruction are added, if their placement permits. These sections include: MATH 1510: College Algebra and MATH 1510C: Co-requisite Support for College Algebra; MATH 1511: Trigonometry and MATH 1511C: Co-requisite Support for Trigonometry; MATH 2623: Quantitative Reasoning and MATH 2623C: Co-requisite Support for Quantitative Reasoning; MATH 2651: Mathematics for Early Childhood.
Reading and Study Skills	The University provides one three-credit hour instructional option for students who, based upon their high school GPA and their ACT Reading score or proficiency as demonstrated by their ACCUPLACER reading test score, may require remediation in reading and study skills. RSS 1510A: Advanced College Success Skills is designed to develop students' skills essential for college studying; the primary focus is improving the comprehension and retention of information in college textbooks and from lecture and laboratory materials.

### 4. Causes for remediation.

Please select all that are relevant from the following categories and provide detail.

- **Lack of student preparation at the K-12 level**
- **Prescriptive placement policies** (over reliance on a single assessment measure)
- **Deferred entry into higher education** (adult students returning to higher education)
- **Other** (any other cause identified by the university)

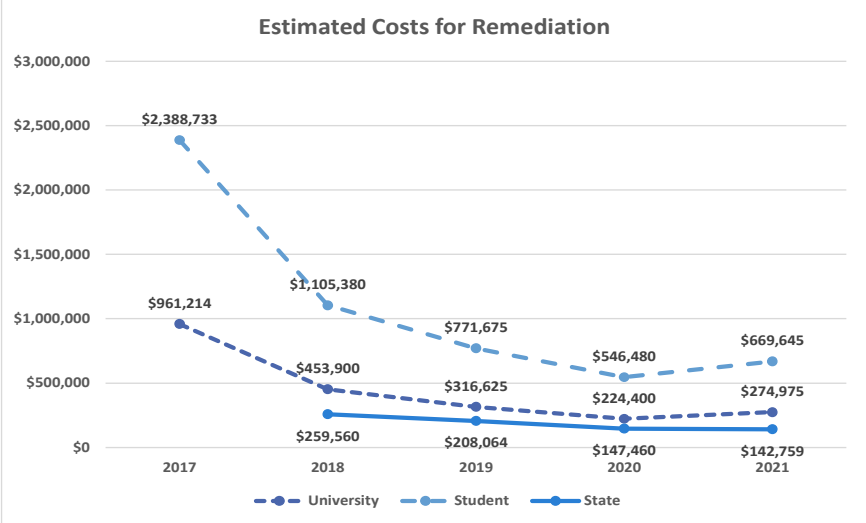
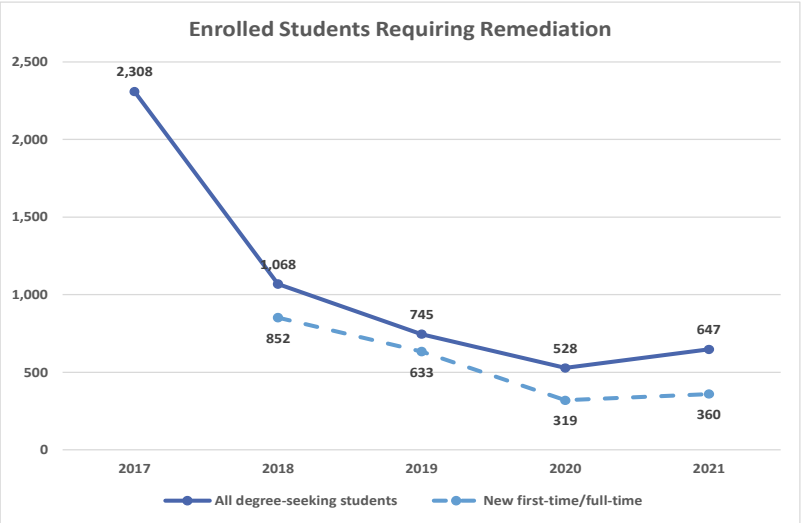
Cause	Description (as requested)
Lack of student preparation	Consistent with the 2017 report, 8,690 students enrolled for one or more terms between Summer 2020 and Spring 2021 were 25 years of age or younger. 2,513 (28.9%) required remedial instruction in at least one subject area. These students account for 88.1% of all undergraduate students who required remedial instruction during these terms.
Deferred entry	Consistent with the 2017 report, 1,259 students enrolled for one or more terms between Summer 2020 and Spring 2021 were over the age of 25. 338 (26.9%) required remedial instruction in at least one subject area. These students account for 11.9% of all undergraduate students who required remedial instruction during these terms.
<b>YSU added the following to understand how this impacts new students</b>	
Lack of student preparation	2,240 New students enrolled for one or more terms between Summer 2020 and Spring 2021 were 25 years of age or younger. 637 (28.4%) required remedial instruction in at least one subject area. These students account for 96.4% of all new students who required remedial instruction during these terms.
Deferred entry	173 New students enrolled for one or more terms between Summer 2020 and Spring 2021 were over the age of 25. 24 (13.9%) required remedial instruction in at least one subject area. These students account for 3.6% of all new students who required remedial instruction during these terms.

# 2021 University Remediation Report

Name of University:

YOUNGSTOWN STATE UNIVERSITY

Ohio Revised Code Section 3345.062 requires the president of each state university to issue a report by December 31, 2018, and each thirty-first day of December thereafter, regarding the remediation of students. The report must include the following areas:





**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO MODIFY  
UNIVERSITY PUBLICATIONS POLICY, 3356-5-11**

**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 University Publications, policy number 3356-5-11 of the *University Guidebook*, attached hereto.

**Board of Trustees Meeting  
December 2, 2021  
YR 2022-29**

**3356-5-11 University publications.**

Responsible Division/Office: Marketing and Communications  
Responsible Officer: Associate Vice President for University Relations  
Revision History: May 1999; June 2010; June 2011;  
September 2016; December 2021  
Board Committee: Institutional Engagement  
**Effective Date: December 2, 2021**  
Next Review: 2026

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- (A) Policy statement. The office of marketing and communications serves as the clearinghouse for all tier one publications developed for distribution to external audiences. As such, this office has oversight for all printed materials that represent official university programs and services.
- (B) Parameters.
- (1) A critical part of any institution's or organization's image is the communications messages it sends out and with which it is identified. An institutional brand is established through the consistent and frequent use of distinctive images and messages in its external publications and communications media.
  - (2) The office of marketing and communications requires the cooperation of all campus offices and individuals (including the department of athletics, all academic colleges, and graphic services) to create a strong, consistent, and high-end brand for Youngstown state university ("YSU") through all its publications.
  - (3) A "tier one publication" is any printed piece directed to:
    - (a) Any external audience (e.g., alumni, the general public, prospective students, donors)
    - (b) All (or most) current YSU students
  - (4) All publications meeting tier one criteria must first be reviewed before proceeding to the design stage.

- (5) If a publication is not tier one according to the criteria above, guidelines and templates for design and printing are available through the office of marketing and communications.

(C) Procedures.

- (1) For all publications meeting tier one criteria, a “Publications Request” must be submitted by email to [creativeservices@ysu.edu](mailto:creativeservices@ysu.edu) and processed by the marketing and communications team. For the review to be done in a timely and efficient manner, the request must be submitted at least two weeks prior to the beginning of the design phase.
- (2) The marketing and communications team will arrange a meeting to discuss the needs, exchange ideas, and establish time lines. Budget sources for the project will be discussed at that time.
- (3) The office of marketing and communications may contract the publications to new internal or external sources as appropriate and expedient.
- (4) The requesting unit will be responsible for furnishing suggested text for the publication.
- (5) Appropriate artwork or photographs will be prepared in cooperation with the requesting unit.
- (6) After a first-draft proof of the publication is prepared, the requestor will review the proof, note any changes, and return the publication for preparation of a final proof.
- (7) The final proof will be submitted to the requesting unit, who assumes primary responsibility for the content, accuracy, and completeness of information in the publication. Marketing and communications assumes primary responsibility for grammar, punctuation, and overall appearance.
- (8) Additional procedures for using university symbols and related publication information can be found in the “Visual Identity

Standards” available through the office of marketing and communications.



**3356-5-11 University publications.**

~~Previous Policy Number: 5012.01~~

Responsible Division/Office: Marketing and Communications

Responsible Officer: Associate Vice President for University Relations

Revision History: May 1999; June 2010; June 2011;  
September 2016; [December 2021](#)

Board Committee: Institutional Engagement

**Effective Date:** ~~September 15, 2016~~ [December 2, 2021](#)

Next Review: ~~2021~~ [2026](#)

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- (A) Policy statement. The office of marketing and communications serves as the clearinghouse for all tier one publications developed for distribution to external audiences. As such, this office has oversight for all printed materials that represent official university programs and services.
- (B) Parameters.
- (1) A critical part of any institution's or organization's image is the communications messages it sends out and with which it is identified. An institutional brand is established through the consistent and frequent use of distinctive images and messages in its external publications and communications media.
  - (2) The office of marketing and communications requires the cooperation of all campus offices and individuals (including the department of ~~intercollegiate athletics and the college of creative arts and communications~~, [all academic colleges, and graphic services](#)) to create a strong, consistent, and high-end brand for Youngstown state university ("YSU") through all its publications.
  - (3) A "tier one publication" is any printed piece directed to:
    - (a) Any external audience (e.g., alumni, the general public, prospective students, donors)
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  - (7) The final proof will be submitted to the requesting unit, who assumes primary responsibility for the content, accuracy, and completeness of information in the publication. Marketing and communications assumes primary responsibility for grammar, punctuation, and overall appearance.

- (8) Additional procedures for using university symbols and related publication information can be found in the “Visual Identity Standards” available through the office of marketing and communications.



## **RESOLUTION TO ACCEPT WYSU MEMBERSHIPS**

**WHEREAS**, Board policy provides that the President shall compile a list of memberships to the University for each meeting of the Board of Trustees and present the list accompanied by his recommendation for action by the Board; and

**WHEREAS**, the President has reported that the memberships as listed in Exhibit attached hereto are being held pending acceptance and he recommends their acceptance;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees does hereby accept these memberships on behalf of Youngstown State University and requests that the President acknowledge the acceptance of these memberships.

**Board of Trustees Meeting  
December 2, 2021  
YR 2022-30**

**UNIVERSITY MEMBERSHIPS  
EXECUTIVE SUMMARY  
Fiscal Year 2020-2021  
July 1, 2020-September 30, 2020**

<b>Memberships Received</b>	<b>Number of Members</b>	<b>Amount</b>
WYSU-FM	344	\$ 143,305
<b>Total University Members</b>	<b>344</b>	<b>\$ 143,305</b>
**\$2,570 in Annual Fund Gifts to WYSU are not included in these totals		

**UNIVERSITY MEMBERSHIPS  
EXECUTIVE SUMMARY  
Fiscal Year 2021-2022  
July 1, 2021-September 30, 2021**

<b>Memberships Received</b>	<b>Number of Members</b>	<b>Amount</b>
WYSU-FM	307	\$ 49,827
<b>Total University Members</b>	<b>307</b>	<b>\$ 49,827</b>
<b>** \$60 in Annual Fund Gifts to WYSU are not included in these totals.</b>		



**RESOLUTION TO MODIFY  
STUDENT EMPLOYEE HOURLY WAGE RATES**

**WHEREAS**, the fiscal year 2022 operating budget was prepared by management and approved by the Board of Trustees in June 2021, in accordance with University policy 3356-3-11; and

**WHEREAS**, the FY 2022 operating budget established miscellaneous salary rates, including student employee hourly rates; and

**WHEREAS**, the state of Ohio's minimum wage will increase to \$9.30 per hour on January 1, 2022; and

**WHEREAS**, the University has determined that its current student wage rates should be adjusted; and

**WHEREAS**, this proposed wage adjustment aligns with the *Plan For Strategic Actions to Take Charge of Our Future* by enhancing the campus experience for students through enhanced employment opportunities; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the hourly wage rates for student employees as shown on Exhibit A, effective May 8, 2022.

**Board of Trustees Meeting  
December 2, 2021  
YR 2022-31**



**EXHIBIT A**

**Proposed Student Employment Wage Levels  
Effective May 8, 2022**

<p><b>Basic level</b> <b>\$9.30/hour – \$10.00/hour</b></p>	<ul style="list-style-type: none"><li>• Minimal level of responsibility</li><li>• Provides basic support for daily operations (basic customer service, reception, answer phones, transferring calls, taking messages, data entry, food service, cashier, set up labs, light janitorial, delivery)</li><li>• Basic workplace skills</li><li>• Works under supervision; follows instructions</li><li>• Little independent decision making required</li><li>• Some training required</li></ul>
<p><b>Intermediate level</b> <b>\$10.00/hour - \$13.00/hour</b></p>	<ul style="list-style-type: none"><li>• Medium to high level of responsibility</li><li>• Some independent decision making required</li><li>• Solves problems and resolves issues as they arise</li><li>• Responsible for or directly impacts the learning or well-being of others</li><li>• Leads activities</li><li>• Certifications are required</li><li>• Enforces YSU policies</li><li>• Heavy lifting</li><li>• Moderate level of specialized experience, knowledge, or skills, or grade point average is required</li></ul>
<p><b>Advanced level</b> <b>\$13.00/hour – 15.00/hour</b></p>	<ul style="list-style-type: none"><li>• High level of responsibility</li><li>• Independent decision making is typically required</li><li>• Independently designs, creates, produces materials for use by others at YSU</li><li>• Responsible for or directly impacts the safety of others</li><li>• Advanced knowledge, skills, abilities, or completed coursework</li><li>• Performs independent research, data analysis, writes reports</li></ul>





**RESOLUTION TO APPROVE THE  
2021 AFFORDABILITY AND EFFICIENCY REPORT**

**WHEREAS**, Section 3333.95 of the Ohio Revised Code requires the Chancellor of Higher Education to maintain an Efficiency Advisory Committee to ensure that each state college and university prepares an affordability and efficiency report to identify examples of and opportunities for shared services, streamlined administrative operations, and shared best practices in efficiencies among institutions; and

**WHEREAS**, the Chancellor requires that the Boards of Trustees at each state college and university annually approve each institution's affordability and efficiency report; and

**WHEREAS**, the Ohio Department of Higher Education has provided a template through which to document and report each institution's efficiency and affordability report; and

**WHEREAS**, Youngstown State University's 2021 efficiency and affordability report is a product of a collaborative process that included input from various levels of campus stakeholders to assess progress and capture examples of efficiencies, academic practices, policy reforms, cost savings, redeployment of savings and tangible benefits to students; and

**WHEREAS**, Youngstown State University's 2021 report provides evidence of affordability and efficiency in various categories, including direct savings, deferred revenue (direct savings to students), cost avoidance (that would otherwise increase expenses), funds raised (reducing pressure on fees), and savings or funds raised by auxiliary enterprises; and

**WHEREAS**, Youngstown State University faculty provide a high-quality education as evidenced by licensure and certification results, job placement and other measures, and staff contributions to student and institutional success, while tuition and total cost of attendance as reported via IPEDS are amongst the lowest in the state; and

**WHEREAS**, all sections of the report indicate that Youngstown State University continues to make substantial progress in all categories required by the report; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the 2020 efficiency and affordability report attached hereto.

**Board of Trustees Meeting  
December 2, 2021  
YR 2022-32**



## FY21 Efficiency Reporting Template

### Introduction:

Ohio Revised Code section 3333.95 requires the chancellor of the Ohio Department of Higher Education (DHE) to maintain an “Efficiency Advisory Committee” that includes an “efficiency officer” from each state institution of higher education (IHE). Each IHE must then provide an “**efficiency report**” updated annually to DHE, which is compiled by the chancellor into a statewide report shared at year end with the governor and legislature. The committee itself meets at the call of the chancellor.

Prior Efficiency Reports were heavily influenced by and structured around the Ohio Task Force on Affordability and Efficiency’s October 2015 report “Action Steps to Reduce College Costs” (Task Force). The Task Force report provided many good recommendations that sharpened our focus and set a course for increasing efficiency throughout public higher education in Ohio. However, due to the unprecedented level of institutional disruption caused by the COVID-19 pandemic, this year’s template has been revised significantly and will provide IHEs with the opportunity to highlight post-pandemic strategies and initiatives, including the expansion of online delivery models.

The FY21 reporting template also requires IHEs to report on their annual study to determine the cost of textbooks for students enrolled in the institution pursuant to Ohio Revised Code section 3333.951(C), as well as information on efficiencies gained as a result of the “regional compacts” as outlined in ORC section 3345.59. The reporting template also requests information regarding college debt and debt collection practices, among other things.

**Your Efficiency Report Contact:** *Jennifer Carson*, Senior Director, Audit & Compliance, 614-752-7538, [jcarson@highered.ohio.gov](mailto:jcarson@highered.ohio.gov)  
Please provide your institution’s efficiency report by **Friday, October 29, 2021** via email to [OdheFiscalReports@highered.ohio.gov](mailto:OdheFiscalReports@highered.ohio.gov)

As in previous years, the Efficiency Reporting Template is structured into sections:

- **Section I: Operational Efficiency** – This section captures practices likely to yield significant savings that may be shared with students or benefit the institution generally. This section also captures information on the impacts of COVID-19 on each institution.
- **Section II: Academic Practices** – This section covers areas more directly related to instruction, including actions taken to embrace remote learning post-pandemic, including noting any permanent strategic posture toward online learning, as well as core savings strategies such as reducing the cost of textbooks, time-to-degree and program reviews.
- **Section III: Policy Reforms/Continued Progress** – This section captures state IHE responses to suggested policy reforms originating in gubernatorial task force efforts, legislative joint committee reports, student loan debt advisory group reports, etc. Emphasis should be placed on major initiatives such as a debt relief program consistent with DHE's *College Comeback* guidance, if one exists, or other steps taken by the institution that may be considered best practices.
- **Section IV: Student Benefit** – This section asks institutions to provide cost savings and/or resource generation benefiting students in actual dollars for any major initiatives within the past fiscal year. It is not necessary to respond to specific recommendations from the 2015 Task Force on Affordability and Efficiency. IHE's should provide clear direction whether savings have been redeployed to students or reinvested in the institution.
- **Section V: Future goals** – This section corresponds to Master Recommendation 2 of the Ohio Task Force on Affordability. It is designed to allow each institution to benchmark its respective five-year goals to its actual institutional cost savings or avoidance. In the spirit of continuous improvement, this section allows you to revise and/or update your five-year goals as needed. In addition, the DeWine-Husted administration continues to request feedback on steps the state can take to support your institution's goals.

**For purposes of this report, efficiency is defined on a value basis as a balance of quality versus cost:**

- Direct cost savings to students (reducing costs)
- Direct cost savings to the institution (reducing costs)
- Cost avoidance for students (reducing costs)
- Cost avoidance to the college/university (reducing costs)
- Enhanced advising, teaching (improving quality)
- IP commercialization (improving quality)
- Graduation/completion rates (improving quality)
- Industry-recognized credentials (improving quality)
- Experiential learning (improving quality)

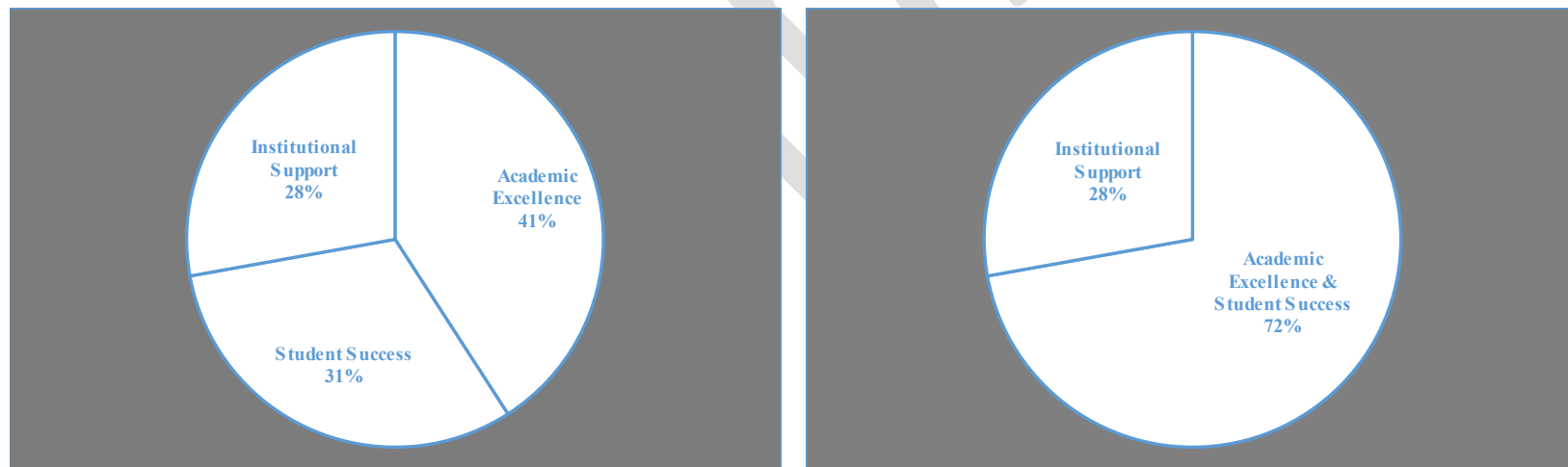
These are examples only. Please consider your responses to address broader measures of efficiency, quality, cost and value. Please also note that this is only a template. Feel free to respond in any additional way you believe is helpful.

# Youngstown State University

## Section I: Operational Efficiency

Each institution should regularly identify and evaluate its major cost drivers, along with priority areas that offer the best opportunities for efficiencies. Institutions should also track their progress in controlling costs and improving effectiveness.

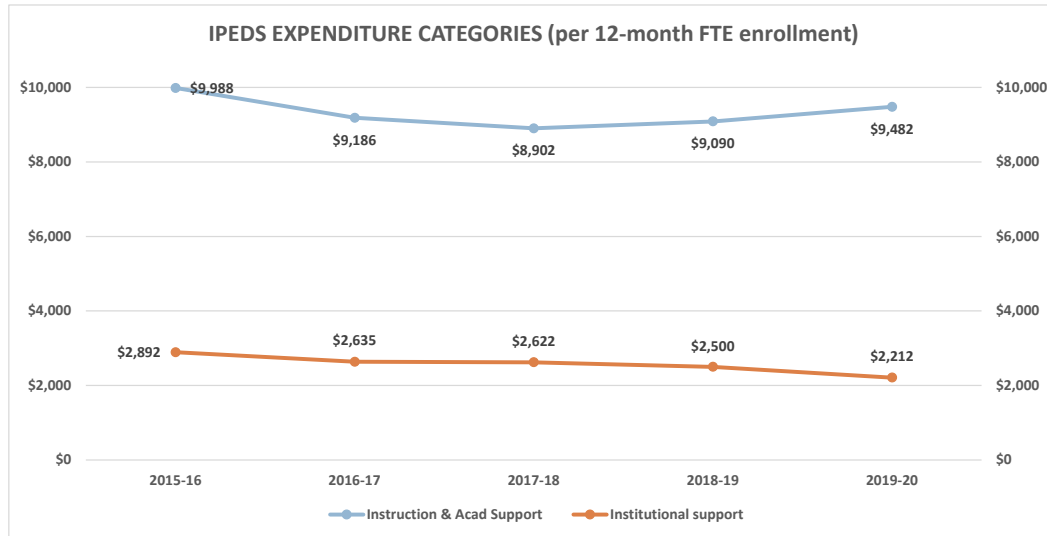
What ratios, metrics, or benchmarks does your institution utilize to evaluate operational efficiencies and the appropriate balance of instructional vs. administrative expenses? Please summarize and provide an overview of your performance based on each measure. **Youngstown State University uses IPEDS expense classifications to annually evaluate actual expenses and to help reset budgeted expenses as necessary. As a metric, the University combines IPEDS classifications to facilitate analyses on three overarching expense categories: (1) Academic Excellence, (2) Student Success and (3) Institutional Support. As a strategic goal, YSU strives to prioritize the academic enterprise and other functions that foster student success. Accordingly, annual expenses in the combined category of Academic Excellence and Student Success range between 70% and 75% each year. YSU's performance, as measured by FY 2021 actual expenses (unaudited), is summarized as follows:**



For definitional purposes, what IPEDS (or other uniformly accepted) expense categories, or subset(s) therein, would you include in instructional expenses and administrative expenses? Please explain.

**As noted above, Youngstown State University uses standard IPEDS categories wherein Academic Excellence includes all instruction and instructional technology, academic advising to students, research and public service, and academic support**

and academic administration. Student Success includes counseling and career guidance, admissions and student services, social and cultural development, student health services, and scholarships and financial aid. Institutional Support includes general administration, fiscal operations, administrative technology, public relations and advertising, and plant operation and campus maintenance.



Another assessment of IPEDS reporting over time illustrates YSU is investing in instruction and student support services.

Since 2017-18 investment per student FTE in instruction and academic support increased by + \$580.

On the other hand, investment per student FTE in institutional support decreased by - \$410.

In an effort to ensure data integrity, YSU reviewed all of its expense category assignments pertaining to IPEDS definitions in

2019. More recently a similar review of employee classifications was undertaken that will be reflected beginning with 2020 IPEDS. Linked to YSU's Academic Program Enhancement & Effectiveness Initiative, YSU is also reviewing the CIP codes assigned to courses, academic programs and instructors.

Are you aware of national models used to benchmark institutional efficiencies? If so, please provide.

YSU would be interested in learning more about relevant best practices gleaned from this report or from other sources known to the Ohio Department of Higher Education.

Youngstown State University is in the late stages of completing its *Academic Program Enhancement & Effectiveness Initiative*, the most comprehensive review of academic programs ever undertaken at YSU. The Academic Efficiency component of the initiative is in early-stage implementation. As this initiative wraps up, YSU is looking toward the likelihood of a similar analysis of its academic support areas.

Various consulting firms provide this type of service such as Bain, EAB, Hanover, and RPK, amongst others. There is also the [University Benchmark Project](#) housed at University of Wisconsin-Stout. Many institutions participate in the [Delaware Study](#) to Benchmark instructional efficiency and effectiveness.

There are also several books published on this topic such as *Re-engineering the University*, William Massy, Johns Hopkins University Press, 2016 and *Prioritizing Academic Programs and Services*, Robert Dickeson, John Wiley & Sons, 2010.

In addition, new methods for gauging the effectiveness of higher education in general are emerging such as the [Third Way](#) and via analysis such as that performed by [McKinsey](#).

In the last 2-3 years, has your institution received positive media coverage about operational efficiencies? If so, please provide.

**CARES Act and other Federal Support impact**

How much has your institution received in federal funds from the various programs initiated in response to the COVID-19 pandemic (e.g., HEERF, CRF, ARP)? Please list amount per award type. **To date, Youngstown State University has been awarded \$64.6 million in federal COVID-19 relief funding, as summarized in the following table:**

YOUNGSTOWN STATE UNIVERSITY			Award
CARES Emergency Grants	Department of Education - Education Stabilization Fund	COVID-19 - Higher Education Emergency Relief Fund - Student Aid	\$5,188,231
HEERF2 Fin Aid	Department of Education - Education Stabilization Fund	COVID-19 - Higher Education Emergency Relief Fund - Student Aid	5,188,231
HEERF3 Fin Aid	Department of Education - Education Stabilization Fund	COVID-19 - Higher Education Emergency Relief Fund - Student Aid	15,342,446
HEERF Institutional Portion	Department of Education - Education Stabilization Fund	COVID-19 - Higher Education Emergency Relief Fund - Institutional	5,188,231
HEERF2 Institutional	Department of Education - Education Stabilization Fund	COVID-19 - Higher Education Emergency Relief Fund - Institutional	12,164,951
HEERF3 Institutional	Department of Education - Education Stabilization Fund	COVID-19 - Higher Education Emergency Relief Fund - Institutional	15,124,854
Higher Ed COVID Relief Funding	United States Department of Treasury	Coronavirus Relief Fund	3,924,395
CARES (CRF) Round 2	United States Department of Treasury	Coronavirus Relief Fund	1,962,223
CARES-Mental Health - CRF	United States Department of Treasury	Coronavirus Relief Fund	124,202
Mental Health GEER	United States Department of Treasury	Coronavirus Relief Fund	211,140
WYSU-FM FY20 CPB CARES	Corporation For Public Broadcasting	Emergency Stabilization Fund	75,000
WYSU-FM FY21 CPB CARES	Corporation For Public Broadcasting	Stabilization Grant	148,564
			<b>\$64,642,468</b>

How has your institution utilized these various federal funds?

**Youngstown State University has used and continues to use federal COVID-19 relief funding in accordance with the guidelines and restrictions established by the awarding agencies, including the U.S. Department of Education, the U.S. Treasury Department and the Ohio Department of Higher Education. As of June 30, 2021, over \$40 million of relief funds were expended including \$10.4 million in the form of student financial aid. Plans are in place to expend the remaining funds during fiscal year 2022. YSU has used its institutional portion of federal relief funding to effectuate a COVID-19 mitigation strategy that includes enhanced**

student mental health counselling services; a robust program of surveillance testing and contact-tracing; reserved isolated space on campus for quarantining as needed; campus-wide HVAC upgrades to ensure air quality safety in classroom buildings; significant upgrades to technology infrastructure to strengthen YSU's ability to deliver remote and hybrid instruction; COVID testing of air, surfaces and wastewater; a new student workforce dubbed "Pete's Clean Team" that sanitizes and disinfects surfaces in classrooms, labs and offices across campus; and procurement/provision of related supplies and personal protective equipment. In addition, the University utilized federal COVID-19 relief funds to recover lost revenues attributable to the effects of the pandemic, as permitted by federal guidance.

How much was provided by your institution directly to students as emergency aid?

As of June 30, 2021, a total of \$25.7 million in HEERF funds were awarded for student financial aid. As of June 30, 2021, \$10.4 million in the form of student financial aid was disbursed. Plans are in place to disburse the remaining \$15.3 million to students during fiscal year 2022. In accordance with federal HEERF regulations, YSU maintains a webpage detailing its student aid strategy that is available online at <https://ysu.edu/financial-aid-and-scholarships/heerf-iii-grants-students-website-reporting>.

### FY 22 Budget Development

Please provide a summary of projected enrollment for FY 22 relative to FY 21.

Category	Fall 2020	Fall 2021	Percent Change
First year students	2,193	2,083	-5%
Total undergraduate students	10,534	10,007	-5%
Total graduate students	1,311	1,245	-5%

What other planning assumptions were used related to the fiscal impact of COVID-19 in developing the institution's FY 22 budget?

Major Assumptions	Description	Projected Fiscal Impact	Actual Fiscal Impact - as of fall 21
Fall Enrollment/ Fee Revenue Relative to Fall 20	5% decline in FTE student enrollment levels; 2% increase in tuition for continuing undergrads; 3.8% tuition adj. for the entering Penguin Promise guarantee cohort.	Annualized revenue reduction budgeted: (\$5,317,782)	Fall semester revenue reduction: (\$2,640,637)  Revised annualized projection based on fall enrollment: (\$5,552,253) or \$235,000 below budget.
Auxiliary Services	A return to pre-COVID auxiliary operations with a reduced 95%	Annualized revenue net revenue increase: \$752,193	No change relative to budget.

	occupancy rate planned for University Housing.		
State Support	SSI allocation based on the Ohio Department of Higher Education's preliminary estimate provided in spring 2021.	Annualized revenue increase: \$644,354	No change relative to budget.
Unique Cost Drivers – in response to COVID-19	Bldg. HVAC / air quality improvements campus-wide; staffing augmentations for student counseling; staffing augmentations for environmental health/safety purposes; administrative overhead expenses resulting from the administration of federal COVID relief funding; and technology investments to strengthen YSU's ability to deliver remote and hybrid instruction.	\$11,300,000*  *Note: most and possibly all COVID-related expenses are expected to be defrayed by federal Higher Education Emergency Relief Funds (HEERF).	No change as of fall 2021.
Other			

## **Regional Compacts**

ORC Section 3345.59 requires regional compacts of Ohio's public institutions, with an executed agreement in place by June 30, 2018, for institutions to collaborate more fully on shared operations and programs. Per O.R.C. §3345.59 {E} colleges and universities shall report within their annual efficiency reports the efficiencies gained as a result of the compact.

Please discuss efficiencies gained or opportunities for future partnerships as a result of each of the categories within the compact.

<b>Category</b>	<b>Description</b>	<b>Monetary Impact</b>
Reducing duplication of academic programming	Discussions continue with the Northeast Ohio Regional Compact.  On September 5, 2019, the YSU Board of Trustees passed its "Take Charge of Future for Sustainability" resolution outlining an academic program effectiveness and advancement process. According to the resolution, this	



	<p>academic program effectiveness and advancement process will have actionable steps and regular Board updates regarding the process, feedback loops, and critical steps.</p> <p>Charged by the YSU Board of Trustees, YSU implemented a comprehensive and fully-integrated Academic Program Enhancement and Effectiveness Initiative (APEEI) in Fall 2020. APEEI culminated in Spring 2021 with the Provost's final recommendations to the YSU Board of Trustees. Curricular Efficiency, the second phase of APEEI, began in Spring and Summer 2021 and continues in Fall 2021. Using the resources provided to them, faculty in each academic program will be able to conduct a thorough review of the courses currently being offered as well as inactive courses remaining in the catalog. Upon completion of this review, program faculty will be required to conduct curricular mapping (core courses and electives) and a curricular complexity review.</p>	
<p>Implementing strategies to address workforce education needs of the region</p>	<p>YSU created a new Division of Workforce Education &amp; Innovation, bringing together strategic and operational alignment of the YSU excellence training centers, workforce education offerings and strategic workforce initiatives that are focused on accelerating the adoption of industry in-demand skills in areas like advanced manufacturing, robotics, automation, information technology and professional business skills.</p> <p>The mission of this new YSU division is to bridge the skills and opportunity gap by creating alternative learning pathways to prepare current and future workforce for rapidly-evolving skills and industries.</p> <p>This new division is based in YSU's Excellence Training Center, a partnership of with Eastern Gateway Community College, America Makes, the Youngstown Business Incubator, the Mahoning, Trumbull and Columbiana County Career and Technical Centers and the Youngstown City Schools.</p>	<p>\$5,000,000</p>

	During FY 2021, YSU's workforce education and innovation activities generated \$5M in external grant dollars.	
Sharing resources to align educational pathways and to increase access within the region	Discussions continue within the Northeast Ohio Regional Compact	
Reducing operational and administrative costs to provide more learning opportunities and collaboration in the region	<p>Via the NEO Regional Compact, YSU is working with Kent State University, the University of Akron, Cleveland State University, and NEOMED to develop shared procurement strategies to take advantage of campus proximity to streamline the acquisition and delivery of goods and services common among these institutions. Areas under serious consideration include:</p> <ul style="list-style-type: none"> <li>• Custodial Cleaning Equipment</li> <li>• Emergency Repair Services</li> <li>• Energy (Electricity and/or Natural Gas)</li> <li>• Janitorial and Sanitary Supplies</li> <li>• MRO Supplies (including tools)</li> <li>• Service Contracts (janitorial and/or maintenance services)</li> <li>• Systems Controls contracts</li> </ul>	\$100,000 - \$200,000
Enhancing career counseling and experiential learning opportunities for students	<p>YSU is a member of a number of career counseling-oriented organizations that collaborate on enhancing career counseling and experiential learning opportunities, including the Ohio Cooperative Education Association and the Northeast Ohio Consortium for Career Advancement (NCCA). YSU participated in 3 virtual career fair events in collaboration with the NCCA group during 2020-2021. These fairs increased the efficiency of virtual career interactions across the region and provided students with opportunities to meet employers that would have not been able to visit YSU's campus. YSU continues to participate in Ohio Means Internships and Co-Ops (OMIC 3 and OMIC 4), regional grants that emphasize scholarships and monetary employer reimbursements for employers who offer internships/co-ops to science students.</p> <p>YSU participates in Ohio I/C Engineering Directors virtual meetings. This group consists of internship and co-op engineering directors from Cleveland State University, the</p>	\$1,300,000 (combined estimate)

University of Akron, the University of Toledo, Case Western Reserve University, the University of Dayton, the University of Cincinnati, and YSU. This group, originally formed in response to COVID-19, meets once a month to discuss career-related items, the effects of COVID on events and internships/co-ops, the transition from face-to-face events to virtual events, and other topics.

YSU's Williamson College of Business Administration continues to be one of four universities participating in the Export Program through the State of Ohio. WCBA Export Program recruits students for programs across YSU's campus as well as the University of Akron and Kent State University. Students attend an Export course in WCBA during the spring semester. The course is delivered by the Director of Ohio SBDC Export Assistance Network. After completing the Exporting course, students are placed with a company in Ohio for a full-time, 12-week, paid internship. The internship is credit-bearing. Relationships are built with exporting companies, and companies are reimbursed half of the intern wages through the Ohio Development Services Agency.

Students in YSU's Sokolov Honors College volunteered over 51,000 hours with 644 organizations in 2020-21, providing experimental learning opportunities in a variety of ways, including:

- Storytime, a weekly program to help with literacy and learning, premiered via YouTube in October 2020 and featured honors alumni and students reading their favorite children's books to educate and entertain young viewers.
- A group of honors students worked with a local restaurant to purchase meals for more than 100 people facing food insecurity in March 2021 in partnership with the Dorothy Day House in Youngstown. Student efforts also provided benefit to struggling business during the pandemic.
- A virtual option, the YSU Transcribing Club, logged more than 800 hours of work and transcribed

	<p>nearly 7,000 historical documents last year, from letters to Teddy Roosevelt to notes of early 20th-century astronomy experiments.</p> <ul style="list-style-type: none"> <li>• Honors students tutored students from area middle and high schools this year through the new Honors Helping Future Scholars program.</li> <li>• Honors students partnered with United Way of the Mahoning Valley to aid them with addressing food insecurity during the pandemic.</li> </ul>	
Collaboration and pathways with information technology centers, adult basic and literacy education programs and school districts	<p>Contracted service with Kent State for IT Security leadership to replace YSU's chief information security officer.</p> <p>Contracted service with Kent State for Oracle DBA services. Provides pool of five DBA's averaging 1-1.5 FTE's of service annually. Offsets the need for 2.0 FTE's of DBA staff members.</p>	<p>\$93,000 savings (versus replacing full-time CISO)</p> <p>\$78,800 savings (versus hiring 2.0 full-time DBA's)</p>
Enhancing the sharing of resources between institutions to expand capacity and capability for research and development	<p>Youngstown State University's Excellence Training Center (ETC) opened in July 2021. This shared-use facility supports the interest of the Mahoning Valley Innovation and Commercialization Consortium (MVICC) comprised of academic, industrial and economic development organizations. The YSU ETC houses a full spectrum of manufacturing equipment, many of which were obtained through RAPIDS grants. This center provides training and research opportunities for YSU students and faculty, institutional collaborators including Eastern Gateway Community College and the regional Career and Tech Centers (Choffin, Trumbull, Columbiana and Mahoning County) and industry professionals to accelerate innovation and technology adoption.</p>	\$2,100,000
Identifying and implementing the best use of university regional campuses	Not applicable	N/A
Other initiatives not included above	<p>Ellucian savings associated with Collaborative Master Services Agreement with Kent, Toledo, Miami, Wright State and Youngstown State.</p>	\$30,000 (cost avoidance associated with zero escalator)

## Section II: Academic Practices

This section covers areas more directly related to instruction, such as actions taken to embrace remote learning post-pandemic, including noting any permanent strategic posture toward online learning, as well as core savings strategies such as reducing the cost of textbooks, time-to-degree and program reviews.

### Textbook Affordability

#### Textbook Cost Study

ORC Section 3333.951(D) requires Ohio's public colleges and universities to annually conduct a study to determine the current cost of textbooks for students enrolled in the institution and submit the study to the Chancellor. Please attach the analysis of textbook costs developed by your institution labeled "[Institution Name – Academic Year – Textbook Cost Study]"

Please summarize the results of your institution's study below.

Category	Amount
Average cost for textbooks that are new	\$63.82
Average cost for textbooks that are used	\$64.13
Average cost for rental textbooks	\$56.57
Average cost for eBook	\$51.40

#### Reducing Textbook Costs for Students

ORC Section 3333.951(C) requires Ohio's public colleges and universities to report their efforts toward reducing textbook costs for students. Please discuss all initiatives implemented, including those referenced below that ensure students have access to affordable textbooks.

Additionally, Ohio Revised Code Section 3345.025 requires the board of trustees of each state IHE to adopt a textbook selection policy for faculty to use when choosing and assigning textbooks and other instructional materials. The policy shall include faculty responsibilities and actions faculty may take in selecting and assigning textbooks and other instructional materials. Examples of topics addressed within such a policy include textbook adoption deadlines, faculty ethics rules on personal use/resale of publisher-provided free textbooks, disclosure of personal interest/royalties and textbook ownership of faculty-use books.

1. Has your institution's board of trustees adopted a textbook selection policy consistent with Ohio Revised Code 3345.025? If so, please attach the policy in full length and label the file as "[Institution Name – Academic Year – Textbook Selection Policy]." **Yes, please see attached for YSU's policy.**

#### *Textbook Auto-Adoption Policy*

2. Does your institution have a textbook auto-adoption policy in place in order to ensure compliance with federal law that requires faculty to select textbooks for courses no later than the first day of class registration? If so, please attach the policy and label the file as "[Institution Name – Academic Year – Text Auto-adoption Policy]." Please also describe the mechanisms for tracking compliance. **Not presently. Previously, YSU had an auto adopt policy for courses that were not turned in by finals week. However, this was discontinued because it was disadvantageous to students in that the information often changed after being posted. Nevertheless, YSU will develop an auto-adoption policy pursuant to section 733.20 of H.B. 110, as detailed in the Ohio Department of Higher Education's guidance published (via email communication) on October 13, 2021.**

#### *Open Educational Resources*

3. Has your institution adopted practices/policies to formally encourage the use of OER materials in lieu of purchased materials? Please explain.  
**Yes, Youngstown State University provides a wide range of resources for faculty to review and evaluate. An Instructional Designer is available to provide one-on-one support for faculty. YSU's Office of Cyberlearning provides a \$750 mini grant to any instructor who replaces purchased materials with open educational resources. YSU created a website that provides helpful information: <https://ysu.edu/departments/cyberlearning/open-educational-resources>**
  - 3a. Has your institution provided support to faculty for the development of OER materials. Please explain.  
**Yes, YSU encourages faculty to create their own materials and supports faculty in the creation and implementation of videos and other written resources. YSU has not yet had a faculty member create their own open educational resource and publish it with the proper copyrights for public use.**
  - 3b. What courses (name, number of students) participate in OER? Please provide summary data if possible.  
**Please see table below.**

Youngstown State University OER-participating courses				
Course	CRN	Description	Term	Enrollments
GORG 2626H	21649	Honors World Geography	Spring 2021	13
GORG 2626	26916	World Geography	Spring 2021	17
GORG 2626	24346	World Geography	Spring 2021	27
GORG 2626	21648	World Geography	Spring 2021	29
GORG 2626	42583	World Geography	Fall 2020	29
GORG 2626	44843	World Geography	Fall 2020	29
GORG 2626	40137	World Geography	Fall 2020	42
GORG 2626	32974	World Geography	Summer 2020	15
JOUR 3761	46006	New Media Journalism	Fall 2020	12
CMST 4899B	26422	Sr Proj Surveys and Experiments	Spring 2021	9
CMST 4899A	26421	Sr Proj Focus Grps Interviews	Spring 2021	13
CMST 4899B	46016	Sr Proj Surveys and Experiments	Fall 2020	13
CMST 4899A	46015	Sr Proj Focus Grps Interviews	Fall 2020	7
CMST 4899C	34488	Sr Prj Focus Groups Interviews	Summer 2020	4
POL 1560	22847	American Government	Spring 2021	23
POL 1560	21354	American Government	Spring 2021	40
POL 1560	43268	American Government	Fall 2020	38
POL 1560	32221	American Government	Summer 2020	30
STAT 2625	43444	Stat Lit and Crit Reasoning	Fall 2020	34
STAT 2625	43445	Stat Lit and Crit Reasoning	Fall 2020	17
STAT 2625	43446	Stat Lit and Crit Reasoning	Fall 2020	33
STAT 2625	43447	Stat Lit and Crit Reasoning	Fall 2020	30
STAT 2625	43449	Stat Lit and Crit Reasoning	Fall 2020	32
STAT 2625	44729	Stat Lit and Crit Reasoning	Fall 2020	21
STAT 2625	44747	Stat Lit and Crit Reasoning	Fall 2020	19
STAT 2625	44750	Stat Lit and Crit Reasoning	Fall 2020	25
STAT 2625	45641	Stat Lit and Crit Reasoning	Fall 2020	23

### *Inclusive Access*

Inclusive access is defined as an arrangement between an institution, through faculty, and students to offer college textbooks and materials as “included” within tuition and/or a fee assessment, rather than purchased individually by the student. The benefit to faculty and students of inclusive access typically includes a significantly reduced cost per textbook for students, as compared to students buying a new copy of the textbook, and confidence that all students will possess the necessary textbook and/or materials on “day one.” Federal law provides the statutory right for students to “opt-out” of inclusive access if they prefer, which preserves the right of the student to source materials.

4. Does your institution formally encourage faculty to offer inclusive access acquisition of college textbooks as a cost-savings for students? If yes, what mechanisms are in place help promote this strategy with faculty?

**Yes. The manager of the YSU Barnes & Noble bookstore contacts faculty to make them aware of the cost savings and benefits of utilizing the First Day Ready program. YSU’s promotion strategy is being re-launched in collaboration with YSU’s Associate Vice President of Student Experience and YSU’s Barnes & Noble bookstore.**

4a. What courses (name, number of students) participate in inclusive access? Please provide summary data if possible.  
**YSU has over 50 courses that participate in First Day Ready and 11,000 students benefiting from the cost savings from the First Day Ready program.**

4b. How are students at your institution made aware of their right to opt out of utilizing inclusive access? **First Day Ready instructions, refund deadline and opt-out procedures are available on the main web page of the YSU Bursar’s office. This information is also published in both the Undergraduate and Graduate catalogs, as well as on the student registration portal where students register for courses and make changes to their registration.**

*Other Textbook Affordability Practices*

5. What other practices, if any, does your institution utilize to improve college textbook affordability?

Please provide any relevant information in the table below.

<b>Initiative</b>	<b>Explanation of Initiative</b>	<b>Cost Savings to Students</b>
Open Education Resources	Student access to free textbooks: 26 courses implemented Open Educational Resources, with 684 students benefitting.	\$62,277
YSU Bookstore Price Match Program	Barnes & Noble program matches the lowest price (advertised by other vendors) for books and instructional materials sold.	No students used this last year as YSU’s bookstore prices are fair and competitive.
First-Day Ready	An inclusive access and general affordability initiative that provides digital materials, e-books and textbook rentals to students.	\$702,744



## Online Education and Alternative Delivery Methods

Online and competency-based education are growing in popularity with students nationally as flexible pathways to complete education. While COVID-19 greatly accelerated adoption of online learning, including many online-only courses, demand among students for online education as an option is expected to continue. As we look to the future, we are gathering information on which institutions plan to continue to offer or expand online education.

Please quantify the impact of moving to remote learning in spring term, 2020.

Percent of Courses offered online prior to March 2020	Percent of students enrolled in online courses prior to March 2020
9.07%	11.04%
Percent of Courses offered online as of fall term 2021	Percent of students enrolled in online courses fall term 2021
20.52%	22.04%

What is your institution's current approach to online education moving forward?

- Does your institution provide centralized support to faculty teaching online, including video conferencing resources and course management software?  
**Yes. YSU's standard learning management system is Blackboard. YSU offers four (4) videoconferencing platforms: Blackboard Collaborate, Cisco WebEx, Zoom, and Microsoft Teams. The Office of Cyberlearning is the first point of contact for faculty teaching fully online.**

**YSU faculty who teach online courses are encouraged to utilize the Office of Cyberlearning for program or course design and learning management system training. Support for faculty teaching online during the early stages of the COVID-19 pandemic was developed through the cross-departmental Academic Continuity Team, which brings together the Institute for Teaching and Learning, the Office of Cyberlearning, and IT Training Services. This coordination was used to develop comprehensive distance and online teaching resources, training, and support during the emergency online teaching transition, ensuring that faculty have the necessary preparation to be successful in online teaching. This approach enabled the three partner offices to leverage specific expertise in an integrated fashion thereby providing faculty with "one-stop" training and resources in online pedagogy, Blackboard, and educational technologies, including video conferencing. The Academic Continuity Team continues to meet and coordinate across the partner offices to connect faculty to online teaching resources.**

- Does your institution have courses that were offered online in response to COVID-19 restrictions that will only be offered in-person going forward? If so, please describe examples and rationale.

**Yes. In fall 2020, Youngstown State University shifted to online instruction in response to COVID-19 restrictions. YSU is committed to providing an excellent academic experience and offered the following modalities for instruction:**

**Agile-Hybrid Campus (AC) and Virtual Campus (VC):** This was a new instruction method for Fall 2020. These modalities offered a combination approach using traditional face-to-face and virtual instruction methods, allowing the university to meet necessary safety measures while maintaining a consistent academic experience for students.

**Features:**

- Set day/time
- Set location and online class meetings
- May have some in-person meetings
- May have live, weekly video conference class meetings or broadcasts from the “classrooms of the future”

**Online Live (OM):** This was a new instructional method for fall 2020. This approach provides a completely online class with live instruction.

**Features:**

- Set day/time
- Set online class meetings
- No in-person class meetings
- Live video conference meetings

**Traditional (TR):** Traditional class instruction continued to be offered. Students attend class on campus but maintain social distancing as well as health and safety protocols.

**Features:**

- Set day/time
- Set location
- 100% in-person class meetings

**Web-Based (WB):** With web-based instruction, students work with the deadlines established by the course instructor.

**Features:**

- No set day/time
- No in-person class meetings
- 100% online learning experience

**In fall 2021, YSU returned to more traditional, pre-pandemic instruction. Alternative modalities continued to be offered but in lower numbers than when COVID-19 restrictions were in full effect. The number of YSU course sections offered in the various modalities are summarized as follows:**

	<u>Fall 2020</u>	<u>Fall 2021</u>
<b>Agile-Hybrid Campus</b>	<b>992</b>	<b>121</b>
<b>Online Live</b>	<b>737</b>	<b>28</b>
<b>Traditional</b>	<b>627</b>	<b>2,188</b>
<b>Virtual Campus</b>	<b>16</b>	<b>1</b>
<b>Web-based</b>	<b>555</b>	<b>576</b>
<b>Total</b>	<b>2,927</b>	<b>2,914</b>

- a. Please describe the required technology upgrades and associated expenses incurred by the institution to respond to the increased utilization of online instruction and remote learning

**YSU made a number of technology upgrades were made to respond to the increased utilization of online instruction and remote learning:**

<b>Technology Upgrades/Services</b>	<b>Cost</b>
Loaner Laptops (Dell, Lenovo) & Webcams	\$268,200
BeyondTrust, Bomgar Secure Remote Support, Add 6 licenses	\$3,999
Zoom	\$45,377
Blackboard SAAS Storage, 4TB	\$32,000
Blackboard Collaborate, Videoconferencing Minutes/ Storage	\$20,300
AWS Utilization Cost – YSU App Cloud	\$36,715
Blackboard Help Desk, 24x7 Support, First Year	\$ 69,775
Verizon Mobile Hotspots (100)	\$48,960
Adobe Student Licenses (300)	\$41,460
<b>Total</b>	<b>\$566,786</b>

### **Course and Program Evaluation**

Recommendation 8 of the 2015 Task Force was for institutions to evaluate courses and programs for enrollment and consideration of continuation. Per ORC Section 3345.35, colleges and universities need to address this recommendation every five years. By September 1, 2022, each IHE must evaluate all courses and programs the institution offers based on enrollment and duplication of its courses and programs with those of other state institutions of higher education within their geographic region, as determined by the chancellor. For courses and programs with low enrollment, as defined by the chancellor, the board of trustees shall provide a summary of recommended actions, including consideration of collaboration with other state institutions of higher education. For duplicative programs, as defined by

the chancellor, the board of trustees shall evaluate the benefits of collaboration with other institutions of higher education to deliver the program. DHE plans to issue supplemental guidance to institutions to assist with the completion of this statutorily-required five year review.

1. Does your institution have programs and/or courses that have been discontinued since the last review was conducted in 2017? If so, please list them here, along with a summary of estimated cost savings produced.

**Yes, YSU discontinued 283 courses since 2017, as summarized in the table below. Please find Attachments A and B at the end of this report for a listing of each course discontinued since 2017.**

<b>YSU Estimated Savings from Elimination of Undergraduate and Graduate Courses</b>					
<b>2018-21</b>	<b><u># of Courses</u></b>	<b><u>Typical CR</u></b>	<b><u>Total WH</u></b>	<b><u>Avg. savings per course</u></b>	<b><u>Estimated Total Savings</u></b>
	283	3	849	\$6,702	\$1,896,537

### Co-located Campuses

ORC Section 3333.951 requires Ohio’s co-located colleges and universities to annually review best practices and shared services in order to improve academic and other services and reduce costs for students. Co-located campuses are then required to report their findings to the Efficiency Advisory Committee.

Co-located campus: Not applicable to YSU

<b>Type of Shared Service or Best Practice (IE: Administrative, Academic, etc.)</b>	<b>Please include an explanation of this shared service.</b>	<b>Monetary Impact from Shared Service</b>

## Section III: Policy Reforms

### Transcript Access

It is common for IHEs nationally to withhold transcripts from students who owe any amount of debt to the institution. Transcript withholding blocks students from re-enrolling both at the debt-holding institution and at other institutions. Transcripts are sometimes withheld in their entirety even when students have fully paid all or most tuition charges, earned their credits through successful completion of coursework and only incurred a nominal debt such as a parking ticket, library fine or other relatively minor assessment.

Ithaca S+R wrote a report on transcript withholding in October 2020 that is available here: <https://sr.ithaca.org/publications/solving-stranded-credits/> The Hechinger Report wrote an in-depth piece on transcript withholding in March 22, 2021 that is available here: <https://hechingerreport.org/colleges-are-withholding-transcripts-and-degrees-from-millions-over-unpaid-bills/>

What is your institution's policy on transcript withholding? Under what circumstances and debt amount does your institution withhold the release of transcripts to students, employers and other colleges and universities?

**YSU releases official transcripts directly to a current or potential employer notwithstanding any amount owed to the University. Official transcripts are not released to the student, other colleges or any other third party if there is a financial or administrative hold. A financial hold is placed on the student record when there is a balance due of \$10.00 or more. Unofficial transcripts are available to all students regardless of any financial hold that may exist.**

### Certification Practices

ORC 131.02 requires state IHE's to certify their outstanding debt to the Ohio Attorney General's office (AGO) for collection either 45 days after the amount is due or within 10 days after the start of the next academic session, whichever is later. However, Ohio's institutions certify their outstanding debt pursuant to varying policies and practices.

To ensure that all Ohio students are treated fairly and uniformly, Recommendation #7 of the Student Loan Debt Advisory Group report is that state institutions adopt uniform certification practices that emphasize transparency for both debtors and the AGO. The advisory group recommended that the Ohio Bursars Association, in partnership with the Ohio Association of Community Colleges and the Inter-University Council, facilitate this effort.

Specifically, institutions were asked to develop uniform practices for collecting debt with attention to the type, content, and frequency of notices issued to students; and the fees and other collection costs applied to student debts.

1. Does your institution set minimum balances for sending an account to collections? If so, how much?  
**Yes. YSU has a set minimum balance for sending accounts to collections. Applying this threshold, YSU retains accounts whose balance might have only been the result of a missed late fee or small parking fine at the time of account acquisition. Only balances greater than \$51.00 are sent to the Attorney General.**
  
2. How many accounts did your institution send to the AG for collections in FY 21? What was the total balance sent?  
**YSU sent 516 accounts to the AG during FY 2021 for a total of \$1,219,244. This AG turnover amount includes fall 2019 and spring 2020 student balances and defaulted payment plans which would have been turned over in FY20. With the permission of the Attorney General's office the turnover for fall 2019 and spring 2020 were delayed due to the COVID-19 pandemic.**
  
3. Please provide the average and median outstanding balances sent to the AG in FY 21? What was the average and median number of earned credits of the students sent to collections over that time period?  
**The average outstanding balance sent to the AG in FY21 was \$2,363.88 and the median balance was \$1,978.70. The average number of cumulative earned credits held by students at the time of account certification was 48.63. The median number of cumulative earned credits held by students at the time of account certification was 25.00. The average number of credits earned during the semester of or nearest to the semester proceeding certifications was 3.07. The median number of credits earned during the semester of or nearest to the semester proceeding certifications was 0.**
  
4. Per Recommendation 7 in the Attorney General's report, best practices may include the National Association of College and University Business Officers Best Practices of Financial Responsibility Agreements with Students (Appendix D in the report). What, if any, efforts have your institution made to adopt uniform certification practices with peer institutions in the State of Ohio?

**Youngstown State University has had a very active role in Ohio higher education efforts to develop and adopt uniform certification practices.**

- **YSU Manager of Collections was part of the 2018 work group formed by the Ohio Inter-University Council (IUC) to address recommendations.**
- **YSU's representative suggested the group propose a blanket MOU agreement to the OAG under ORC 131.02 (A) (9) using parameter (max/min) standards after reviewing results of work group surveys of all Ohio public four-year institutions of higher education (IHE).**
- **The YSU Rep drafted a plan that was . . .**
  - **approved by the IUC work group**
  - **circulated to the legal departments of all 4-year public IHE, and**
  - **forwarded to the OAG for review, approval, and implementation.**

**(IUC shared a copy of this plan with the Ohio Association of Community Colleges for use as a reference and template.)**

- **Although the process has been ongoing but disrupted by the COVID-19 pandemic, as well as administrative changes at the OAG's office, YSU remains committed to supporting the process and continues to engage with IUC, the OAG, and the Ohio Bursar Association whenever the opportunity arises to advance uniform certification practices.**

## **College Comeback**

DHE issued formal guidance to IHEs in May 2021 titled "College Comeback" that clarifies that Ohio law allows IHEs to offer debt relief for re-enrollment programs. Already, several IHEs have adopted such programs.

1. Has your institution considered a "College Comeback" type program? If so, what is the status of your effort?  
**YSU has formed a committee with representatives from Enrollment & Business Services, Registration, Penguin Service Center, Controllers and Bursar offices. The committee has met and discussed possible criteria to be considered and is working to gather relevant data. The committee is in the process of reviewing data to establish the criteria to be used to implement a College Comeback program but the final details have not yet been established. At the end of FY 2021, College Comeback discussions were delayed when the university started discussions on another related initiative in hopes of re-engaging students. Those discussions focused on utilizing the Higher Education Emergency Relief Fund III grant monies to discharge student outstanding debt, intended to enable students to re-enroll, continue their education, or obtain their official transcript to transfer and/or secure employment. This initiative was implemented in early FY 2022 and discharged \$2.7 million in student outstanding debts. With this initiative now complete, the focus will return to implementing a College Comeback program in the near future.**
2. Specifically, what criteria are being used to identify eligible students? How large is the target population that can benefit from the program?  
**YSU's College Comeback committee is working to finalize the criteria used to identify eligible students and establish the target population.**

## **Section IV: Students Benefit**

When institutions save money, they ideally invest a portion of those savings into student benefits, such as reduced fees, increased institutional aid, quality improvements, etc.

For fiscal year 2021 only, please explain what, if anything, your institution is doing that is a new benefit for your students that is not already addressed above. Answers may be financial benefits or intangibles such as efforts to improve career counseling, undergraduate teaching, research, etc. If you have targeted financial aid for tuition, fees, room and board, books, technology or other expenses, please explain the focus of cost reduction.

**During FY 2021, YSU established the Institute for Teaching & Learning (ITL), a new endeavor that leverages data and best practices to guide innovative, inclusive, and integrative teaching. ITL elevates reflective practices and focuses on student outcomes and student success. ITL values the centrality of student success by helping faculty enhance their abilities to instruct students and to convey information and knowledge in the classroom.**

**In addition, YSU augmented its student advising strategy in FY 2021. This plan includes the creation of 9.0 new FTE advisor staff positions, representing an annual investment of approximately \$693,000.**

If you have seen a significant savings from an initiative in the past fiscal year, please describe that here.

<b>Category</b>	<b>Initiative</b>	<b>FY21 (Actual)</b>
Cost savings/avoidance to the institution in FY21 ONLY	Savings linked to contracts shared with the IUC and other collaborations.	<b>\$3,055,026</b>
	YSU's agreement with Calpine Energy allowed the University to lock into low energy rates for electricity and natural gas. This agreement has also reduced the capacity charge that YSU is subject to.	<b>\$1,000,000</b>
	The refunding of series 2010 and 2011 general receipts debt obligations during FY 2021 resulted in gross savings of in the form of lower debt service payments totaling \$7.5 million that will be realized between 2021 and 2034 when the debt is retired. Because this transaction did not close until July 2021, there is no savings to report for FY 2021.	N/A
	Supplier rebates	<b>\$28,116</b>
	Concur Travel Expense (renegotiation due to low/no usage)	<b>\$17,048</b>
	Bring Your Own Device Computer Lab Transition (cost avoidance of not replacing computers)	<b>\$865,200</b>
	New resource generation for the institution in FY21 ONLY	Academic Partnerships Online Programs expansion, increase in gross revenue FY21 vs. FY20.
Bad debt adjustment (credit to expense) related to the HEERF student re-engagement initiative to discharge student balances owed.		<b>\$1,774,652</b>
Strategic utilization of federal HEERF and CRF funding allowed YSU to recover lost revenues and shift certain other expenses from the university's general fund budget, resulting in a year-end FY 2021 unrestricted fund balance of \$13.7M		<b>\$13,732,794</b>



	that will help YSU hedge against current and future revenue losses related to enrollment decline.	
	Enhanced Print Management Implementation	<b>\$85,000</b>
	Commercial Card Rebate Incentive (IUC contract)	<b>\$54,678</b>
Cost savings/avoidance to students in FY21 ONLY	Scholarships, financial aid and tuition discounts	<b>\$26,673,403</b>
	YSU's undergraduate tuition and fees are 15% below the statewide average, saving full-time YSU students approximately \$1,600 a year in tuition expenses. With 8,975 undergraduate FTE students enrolled at YSU in FY21, total savings to students exceeded \$14 million.	<b>\$14,360,000</b>
	YSU Foundation scholarships and aid provided directly to students from donor gifts and endowments.	<b>\$15,206,262</b>
	YSU CARES Emergency Student Aid Grants (HEERF/COVID19)	<b>\$7,176,462</b>
	Penguin Plug-In Laptop Loaner Program (cost avoidance through provision of loaner computers for student use)	<b>\$889,000</b>
	Student debt forgiveness: YSU discharged student balances owed from March 2020 to August 2021, as part of HEERF student re-engagement initiative. Savings to students of \$2.8M will be reported in YSU's 2022 report.	<b>N/A, savings not realized until FY 2022</b>

### Additional Practices

Some IHE's may implement practices that make college more affordable and efficient, but which have not been the topic of a specific question in this reporting template. This section invites your institution to share any positive practices you have implemented that benefit student affordability and/or institutional efficiency.

Please share any additional best practices your institution is implementing or has implemented.

**YSU has implemented additional best practices:**

- **Application Cloud (Virtualized Computer Lab Software) – provides 7x24x365 access to computer lab software from their own devices from any location.**
- **Contracted IT Help Desk Services to extend service hours to 7x24x365 to support the campus community during off-hours and weekends.**

## Section V: Future Goals

Prior efficiency reports have identified five-year goals for each institution. An updated copy of the five-year goal template is attached. Please provide the data to complete the template, including information already provided in Section IV. In addition, if you have any updates or changes that need to be made to your five-year goals, as originally submitted in 2016, please include that information.

See attached *MasterRecommendation2* Template to complete. **(YSU's updated Master Rec. Template is attached.)**

The DeWine-Husted administration recognizes that each IHE faces unique challenges and opportunities with respect to the institution's highest priority goals over the next several years. With that in mind, please provide any suggestions about possible roles the state could play in supporting your institutional goals.

1. Please provide your thoughts and suggestions regarding ways the State of Ohio can further support strength, resiliency and reputational excellence in Ohio's post-secondary education system.

Thank you for completing the FY21 Efficiency Reporting Template. We appreciate the important role Ohio's colleges and universities play in supporting Ohio students, economic growth, world-class research and the overall success for our state.

**MASTER RECOMMENDATION 2: FIVE-YEAR GOAL FOR INSTITUTIONAL EFFICIENCY SAVINGS AND NEW RESOURCE GENERATION**

**YOUNGSTOWN STATE UNIVERSITY**

Category	Recommendation	Component	Description	FY 2018 (Actual)	FY 2019 (Actual)	FY 2020 (Actual)	FY 2021 (Actual)	FY 2022 (Estimate)	Subtotal	Budget Narrative/Explanation of Efficiency Savings \$\$ (attach additional sheets if necessary)
Efficiency Savings	3B	Collaborative contracts	Savings linked to contracts shared with the IUC and other collaborations	\$1,617,247	\$2,002,658	\$3,960,365	\$3,055,026	\$3,300,000	\$13,935,296	BOT passed resolution in 2017 requiring use of standard contracts. Most savings resulting from IUC-PG joint contracts.
	5C	Organizational structure	Each institution should review its organizational structure in line with best practices to identify opportunities to streamline and reduce costs	\$1,596,115	\$1,596,115	\$1,596,115	\$1,596,115	\$1,596,115	\$7,980,575	Base savings from President Tressel's 2015 re-organization of YSU management and executive staff structures. Savings represents salaries and estimated fringe benefits.
	5D	Health care costs	Like other employers, colleges and universities, have experienced rapid growth in health care costs	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000	Estimated savings from YSU plan design changes.
	N/A	Energy	Energy savings	\$9,242,446	\$4,281,012	\$4,100,000	\$4,100,000	\$4,100,000	\$25,823,458	Includes savings from YSU having built steam utility plant, as well as other utility system upgrades YSU has made to address deferred infrastructure maintenance.
	6A	Textbook Affordability	Savings to students via negotiated costs of materials; standardizing materials; developing digital capabilities; Barnes & Noble; and YSU investment	\$1,141,138	\$843,294	\$773,537	\$765,021	\$775,000	\$4,297,990	
	7A	Graduation Incentive	Change in bulk tuition rate (estimated student savings)	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$8,500,000	Base and ongoing savings to students
	N/A	Additional Efficiency Practices	Increased scholarships for students	\$28,791,176	\$30,888,809	\$29,584,588	\$26,673,403	\$27,000,000	\$142,937,976	YSU's scholarship allowance is reported on YSU's audited financial statements and represents actual savings to students receiving scholarships and aid.
	ORC	Regional Compacts	Various compacts with other higher ed. institutions in northeast Ohio.	\$380,200	\$1,799,757	\$1,475,514	\$8,801,800	\$2,000,000	\$14,457,271	See Compacts section of report template. Large increase in FY21 due to \$5M external grant supporting regional workforce development collaborations.
<b>Subtotal Efficiency Savings</b>				<b>\$44,985,322</b>	<b>\$43,628,645</b>	<b>\$43,707,119</b>	<b>\$43,188,115</b>	<b>\$40,971,115</b>	<b>\$220,432,566</b>	
Category	Recommendation	Component	Description	FY 2018 (Actual)	FY 2019 (Actual)	FY 2020 (Actual)	FY 2021 (Actual)	FY 2022 (Estimate)	Subtotal	Budget Narrative/Explanation of New Resource Generation \$\$ (attach additional sheets if necessary)
New Resource Generation	4A	Asset Review	Conduct an assessment of non-core assets to determine their market value if sold. Leased or otherwise repurposed.	\$19,378,333	\$19,378,333	\$23,000,000	\$23,000,000	\$23,000,000	\$107,756,666	Estimated cost-avoidance to YSU for allowing private developers build and operate on-campus student housing.
	4C	Affinity partnerships and sponsorships	Affinity Partnership with the YSU Foundation	\$13,702,473	\$15,047,701	\$15,787,388	\$13,080,958	\$14,500,000	\$72,118,520	Affinity Partnership with the YSU Foundation, which successfully has raised millions of dollars as part of the We See Tomorrow Campaign. Amounts reported updated to reflect cash distributions to the University.
	4C	Affinity partnerships and sponsorships	Sponsorships and other affinity agreements	\$107,071	\$2,312,530	\$2,069,982	\$2,200,000	\$2,200,000	\$8,889,583	YSU has a wide variety of external sponsors, largely for YSU Athletic events and programs, and an Affinity Agreement with Mercy Health, which operates YSU's Student Health Clinic on campus. (Large increase in FY19 reflects opening of Mercy-operated health clinic.)
<b>Subtotal New Resource Generation</b>				<b>\$33,187,877</b>	<b>\$36,738,564</b>	<b>\$40,857,370</b>	<b>\$38,280,958</b>	<b>\$39,700,000</b>	<b>\$188,764,769</b>	
<b>TOTAL OF COMBINED INSTITUTIONAL OPPORTUNITIES FOR ENHANCED STUDENT AFFORDABILITY</b>				<b>\$ 78,173,199</b>	<b>\$ 80,367,209</b>	<b>\$ 84,564,489</b>	<b>\$ 81,469,073</b>	<b>\$ 80,671,115</b>	<b>\$ 409,197,335</b>	

**SPECIFIC RE-DEPLOYMENT OF SAVINGS TO STUDENTS:** Please use the area below to describe, in detail, how you plan to re-deploy the institutional resources that are saved and/or generated through the task force components outlined above to reduce costs for students.

YSU will continue to invest in student scholarships to make college more affordable for students, and to mitigate the debt burden from students and parents. YSU's commitment to scholarships is evident in the numbers reported above. In addition, savings and efficiencies that YSU has generated will enable YSU to maintain one of the most affordable tuition rates in the state and region—3rd lowest in the state of Ohio, and well below the state and national averages. Furthermore, the savings and efficiencies YSU has generated will continue to enable YSU to invest in the many initiatives and programs outlined in the Efficiency Report.

**SIGNIFICANT CHANGE(S) IN 5-YEAR GOALS FROM FY16 SUBMISSION TO FY17 SUBMISSION:** Please use the area below to describe, in detail, significant deviation in your institution's 5-year goals from the FY16 submission to the FY17 submission, if applicable.

Changes from year to year may result from the fact that staff contributions to this annual report will often change from year to year, due to employee turnover, updated methodologies for calculating or estimated savings, etc. Additionally, the methodologies used in calculating savings and efficiency estimates are evaluated each year and refined, as may be appropriate and as new information becomes available to YSU's data reporters.

## Attachment A

Youngstown State University Undergraduate Courses Discontinued							
201130	ACCT	2603L	Undergrad	Managerial Acctg Spreadst Lab	A	200830	202120
200830	AHLT	4812	Undergrad	Advanced Cardiac Life Support	A	200830	202020
200830	AHLT	4831	Undergrad	Industrial Hygiene	A	200830	201830
201030	ART	1505	Undergrad	Creative Art Appreciation	A	201030	202020
202130	ART	2662	Undergrad	Introduction to Typography	A	200830	202040
202040	ART	2669	Undergrad	Intro to Interactive Design	A	201030	202040
201030	ART	3726	Undergrad	Intermed Print Litho Screenprt	A	200830	201920
200830	ART	3727	Undergrad	Topics in Advanced Printmaking	A	200830	202020
201630	ART	3751	Undergrad	Mixed Media Painting	A	200830	201920
200830	ART	3775	Undergrad	Photography Issues and Pract	A	200830	201920
201330	ART	3776	Undergrad	Intermediate Analog Photo	A	200830	201820
200830	ART	3777	Undergrad	Alternative Inter Photography	A	200830	201930
200830	ART	3786	Undergrad	History of Art and Technology	A	200830	202020
200830	ART	3787	Undergrad	Hist Apprec of Art and Music	A	200830	202020
201940	ART	4814	Undergrad	Senior Project Spatial Arts	I	200830	201940
200830	ART	4829	Undergrad	Senior Project Printmaking	A	200830	202030
202040	ART	4852	Undergrad	Advanced Painting 2	A	200830	202120
202040	ART	4853	Undergrad	Advanced Painting 3	A	200830	202120
200830	ART	4854	Undergrad	Senior Project Painting	A	200830	202020
200830	ART	4883	Undergrad	Intro to Museum Practices	A	200830	202030
201030	ART	4885	Undergrad	Museum Reg Methods Collect Mgt	A	200830	202030
201330	BIOL	3701	Undergrad	Biomathematical Seminar	A	200830	202020
202040	BIOL	3710	Undergrad	Mammalian Anatomy	A	200830	202040
202040	BIOL	3710L	Undergrad	Mammalian Anatomy Lab	A	200830	202040
202040	BIOL	3775	Undergrad	Comparative Vertebrate Anatomy	A	200830	202040
202040	BIOL	3775L	Undergrad	Comp Vertebrate Anat Lab	A	200830	202120
202040	BIOL	4819	Undergrad	Taxonomy of Flowering Plants	A	200830	202040
202040	BIOL	4819L	Undergrad	Taxonomy Flowering Plants Lab	A	200830	202040
202040	BIOL	4830	Undergrad	Functional Neuroanatomy	A	200830	202040
202040	BIOL	4830L	Undergrad	Functional Neuroanatomy Lab	A	200830	202040
201030	BIOL	4836	Undergrad	Cell Biol Molecular Mechanisms	A	201030	202040
201030	BIOL	4836L	Undergrad	Cell Biol Molecular Mech Lab	A	201030	202040
200830	BIOL	4841	Undergrad	Animal Parasitology	A	200830	202030
200830	BIOL	4841L	Undergrad	Animal Parasitology Lab	A	200830	202030
202040	BIOL	4871	Undergrad	Entomology	A	200830	202040
202040	BIOL	4871L	Undergrad	Entomology Lab	A	200830	202040
201130	CCET	3708L	Undergrad	Building Information Model Lab	A	201130	202020
200830	CHEM	1505	Undergrad	Allied Health Chemistry 1	A	200830	202020
200830	CHEM	1505L	Undergrad	Allied Health Chemistry 1 Lab	A	200830	202030
200830	CHEM	1506	Undergrad	Allied Health Chemistry 2	A	200830	202020
200830	CHEM	1506L	Undergrad	Allied Health Chemistry 2 Lab	A	200830	202030
201730	CHEM	3734	Undergrad	Physical Chem 1 for Chem Engr	A	201730	201840
201730	CHEM	3735	Undergrad	Physical Chem 2 for Chem Engr	A	201730	201920
200830	CHEM	4850L	Undergrad	Chemistry Research Lab	A	200830	202020
200830	CHEN	2630	Undergrad	Applied Engineering 1	A	200830	202020
200830	CHEN	2631	Undergrad	Applied Engineering 2	A	200830	202020
200830	CHEN	2681	Undergrad	Industrial Stoichiometry	A	200830	201920
200830	CHEN	3772	Undergrad	Chemical Engr Thermodynamics 2	A	200830	202120
200830	CHEN	4845	Undergrad	Chemical Engineering Analysis	A	200830	202020
200830	CHEN	4882L	Undergrad	Process Dynamics Lab	A	200830	202120
200830	CIS	3741	Undergrad	Business Programming Project	A	200830	201920
202040	CIS	4810	Undergrad	Special Topics	A	200830	201920
202040	CIS	4820	Undergrad	Computer Center Operations	A	200830	201920
202040	CJFS	4850A	Undergrad	Special Topics Trace Evidence	A	201040	201940
202040	CSIS	1510	Undergrad	Global Electronic Info Res	A	200830	201920
200830	CSIS	1580	Undergrad	Tech Presentation and Comm	A	200830	201920
200830	DDT	1503	Undergrad	AutoCAD 1	A	200830	202020
200830	DDT	1504	Undergrad	Drafting and Plan Reading	A	200830	202020

Youngstown State University Undergraduate Courses Discontinued							
200830	DDT	1505	Undergrad	CAD Technology 1	A	200830	202020
200830	DDT	2606	Undergrad	CAD Solid Modeling	A	200830	202020
201730	DDT	2607	Undergrad	Civil 3D	A	200830	202020
200830	DDT	2608	Undergrad	Machine Elements	A	200830	202020
200830	DDT	2609	Undergrad	Industrial Technology	A	200830	202020
200830	DDT	2610	Undergrad	Manufacturing Elements	A	200830	202020
200830	DDT	2690	Undergrad	Special Topics in DDT	A	200830	202020
201140	DDT	2690A	Undergrad	Spc Tpc Building Info Modeling	A	201140	202020
201630	DDT	3701	Undergrad	Quality Improvement	A	201630	202020
200830	DNCE	1541	Undergrad	Modern Dance 2	A	200830	201920
201940	DNCE	1542	Undergrad	Dance Composition	I	200830	201940
200830	DNCE	1565	Undergrad	Topics in Dance	A	200830	201920
200830	DNCE	1573	Undergrad	Ballet 2	A	200830	201940
200830	DNCE	2606	Undergrad	Creative Dance for Children	A	200830	201940
202040	DNCE	2662	Undergrad	Practicum in Theatre and Dance	A	201130	202120
201530	DNCE	2680	Undergrad	Tap Dance 3	A	200830	201920
201630	DNCE	3730	Undergrad	Music for Dance	A	201030	201920
201830	DNCE	3767	Undergrad	Choreography Musical Theatre	A	200830	202020
202040	DNCE	3791A	Undergrad	Dance Participation	A	201540	201920
200830	DNCE	4871	Undergrad	Jazz Dance 4	A	200830	202020
201030	DNCE	4885	Undergrad	Dance Kinesiology	A	201030	201940
200830	DNCE	4892	Undergrad	Pedagogy of Dance Technique	A	200830	202120
201730	ECE	2629	Undergrad	Best Practices in ECIS	A	200830	202020
200830	ECE	3760	Undergrad	Cross Curricular Applications	A	200830	202020
200830	ECE	4811	Undergrad	Supervised Stud Teaching Pre K	A	200830	202020
200830	ECE	4859	Undergrad	PreK Teaching Method Materials	A	200830	201920
200830	ECON	3790	Undergrad	Statistics for Bus and Econ	A	200830	202040
200830	EDTC	3771	Undergrad	Technology for Teaching	A	200830	202020
201730	EET	4817	Undergrad	High Voltage Design	A	201730	202020
200830	EMCE	4815	Undergrad	Seminar Elem School Science	A	200830	201920
201030	ENGL	1539	Undergrad	Fundamentals College Writing	A	200830	201920
201630	ENGL	3743H	Undergrad	Prof and Technical Writing	A	200830	201920
202040	ENGL	4870	Undergrad	Web Communications Capstone	A	200830	201920
202040	ENGL	4899A	Undergrad	PTW Senior Project	A	200930	201920
200830	ENGR	3719	Undergrad	Environ Impact Abandoned Mines	A	200830	202040
200830	ENTC	2615	Undergrad	Design Project	A	200830	202020
202040	EUT	2699	Undergrad	Electric Utility Co Op	A	200830	202040
200830	FNUT	2609L	Undergrad	Supervised Practicum	A	200830	202020
201230	FNUT	2613L	Undergrad	MNT Supervised Practice	A	200830	202020
201240	FNUT	2628	Undergrad	Practicum Dietetic Technology	A	200830	202020
202120	GEOG	3780	Undergrad	Medical Geography	A	201030	202120
202120	GEOG	4840C	Undergrad	Seminar Medical Geography	A	200830	202120
200930	GEOL	1500L	Undergrad	Environmental Geology Lab	A	200930	202030
200830	GEOL	2615	Undergrad	Geology and the Environment 1	A	200830	202120
202040	GEOL	4899B	Undergrad	Special Topic GIS Applications	A	201240	202120
201430	HEPE	1573L	Undergrad	Tactical Aprch Tch Team Sports	A	201430	202020
201430	HEPE	1577	Undergrad	Perf Analysis Aquatic Act	A	201430	202020
201430	HEPE	2661	Undergrad	Games Analysis	A	201430	202020
200830	INFO	2672	Undergrad	Desktop Publishing 1	A	200830	202020
200830	INFO	2673	Undergrad	Desktop Publishing 2	A	200830	202020
201330	ITAL	3724	Undergrad	Ital Linguistics and Phonetics	A	201330	202020
201430	ITAL	4881	Undergrad	Italian Comp and Conv Capstone	A	201430	202020
201620	JOUR	2622	Undergrad	News Reporting 1	A	201230	202020
202120	JOUR	2626	Undergrad	American Journalism	A	201230	202130
201730	KSS	2618	Undergrad	Physical Education Practicum	A	201730	202030
201730	KSS	3720L	Undergrad	Kinesiology Lab	A	201730	202120
201730	KSS	4850	Undergrad	Exer Testing and Prescription	A	201730	201820
201730	KSS	4884	Undergrad	Physical Education Internship	A	201730	201820
201730	KSS	4888A	Undergrad	Selected Topics Praxis Review	A	201730	201820
201730	KSS	4899	Undergrad	Physiology of Exer for Phys Ed	A	201730	201920

Youngstown State University Undergraduate Courses Discontinued							
201730	KSS	4899L	Undergrad	Physiology Exer Phys Ed Lab	A	201730	201920
200830	MATC	2606	Undergrad	Automated Coding Systems	A	200830	202020
200830	MATC	2616	Undergrad	Coding Specialist Internship	A	200830	202020
201020	MATH	1501	Undergrad	Elementary Algebraic Models	A	200830	201920
202040	MATH	1505	Undergrad	Intermediate Algebra with Apps	A	201330	201920
200930	MATH	1507	Undergrad	Intermediate Algebra	A	200830	201920
201730	MATH	1552C	Undergrad	Coreq Support for App Math	A	201730	201920
201730	MATH	1571C	Undergrad	Coreq Support for Calculus 1	A	201730	201830
201330	MATH	3701	Undergrad	Biomath Seminar	A	200830	202030
200830	MATH	3760	Undergrad	Numerical Analysis 1	A	200830	201920
200830	MATH	3785	Undergrad	Numerical Methods	A	200830	202030
201630	MATH	4843	Undergrad	Theory of Probability	A	201630	201830
200830	MECH	3725L	Undergrad	Heat Transfer Lab	A	200830	202020
200830	MECH	4872L	Undergrad	Engineering Acoustics Lab	A	200830	202020
200830	MGT	2699	Undergrad	Industry Studies Seminar	A	200830	202020
202040	MKTG	4842B	Undergrad	Special Topics Enactus	A	200830	202040
201430	MLT	3700L	Undergrad	Clinical Chemistry 2 Lab	A	201430	202130
200830	MTEN	3721L	Undergrad	Engineering Plastics Lab	A	200830	202020
200830	MTEN	3745L	Undergrad	Corrosion Engr Materials Lab	A	200830	202020
201230	MULT	4807	Undergrad	Teaching Across the Curriculum	A	200830	202020
201030	MUTC	1531L	Undergrad	Musicianship 1 Lab	A	200830	201820
201030	MUTC	1532L	Undergrad	Musicianship 2 Lab	A	200830	201820
201030	MUTC	2631L	Undergrad	Musicianship 3 Lab	A	200830	201820
201030	MUTC	2632L	Undergrad	Musicianship 4 Lab	A	200830	201820
201220	NURS	3747A	Undergrad	Individual St Hlth Informatics	A	201220	202040
201340	NURS	3747B	Undergrad	Indiv St Clinical Informatics	A	201340	202040
201940	NURS	4846L	Undergrad	Community Hlth Nursing RN Lab	A	200830	201940
200830	POL	3703	Undergrad	American Constitutional Law	A	200830	202020
201730	PSYC	3763	Undergrad	Comparative Psychology	A	200830	202020
200830	PSYC	4860	Undergrad	Motivation	A	200830	202040
202120	REL	3723	Undergrad	History of Christian Thought	A	201830	202130
202040	RESC	4847	Undergrad	Sleep Clinics 1	A	200830	202120
202040	RESC	4849	Undergrad	Sleep Clinics 2	A	200830	202120
200830	SCWK	2695	Undergrad	Applied Social Work	A	200830	202040
201030	SCWK	3750	Undergrad	Analysis Social Work Prac Data	A	200830	202020
201230	SCWK	4860A	Undergrad	Sem Mental Hlth and Addiction	A	200830	202020
202040	SED	4800L	Undergrad	Lab Experience for Teachng AYA	A	201730	202040
200830	SPED	2631	Undergrad	Special Needs Early Childhood	A	200830	201920
201730	STAT	2601C	Undergrad	Coreq Support Intro Statistics	A	201730	201830
201730	STAT	4812	Undergrad	Stat Ana Sys Data and Analytcs	A	201730	202020
201230	STEM	1513	Undergrad	Studies in STEM Connectivity	A	201230	202020
201630	STEM	2601H	Undergrad	Honors BSMD Seminar	A	201030	202020
200830	STEM	3700	Undergrad	Human Values in Medicine	A	200830	202020
200830	TCOM	2685	Undergrad	Studio Operations	A	200830	202020
200830	TCOM	3785	Undergrad	Studio Operations 2	A	200830	202020
200830	TCOM	3788	Undergrad	Professional Residency	A	200830	202020
202120	TCOM	4897A	Undergrad	Seminar in TCOM Podcasting	A	201140	202120
200830	TERG	3704	Undergrad	Assess Ins Rd Intern	A	200830	202020
200830	TERG	3705	Undergrad	Adv Lit Strategies	A	200830	202020
200830	TERG	3706	Undergrad	Reading Practicum	A	200830	202020
200830	TERG	3710	Undergrad	Read App Content Areas Mid Yrs	A	200830	201920
201830	THTR	2600A	Undergrad	Theatre Participation	A	201140	201830
202040	THTR	2662	Undergrad	Practicum in Theatre and Dance	A	200830	202120
202040	THTR	2670	Undergrad	Oral Interpretation	A	200830	202040
201140	THTR	3700A	Undergrad	Theater Participation 2	A	201140	201840
200830	THTR	3791	Undergrad	Rehearsal and Performance	A	200830	202020
200830	THTR	3792	Undergrad	Projects in Production	A	200830	202020
201830	THTR	4895	Undergrad	Theatre Education Internship	A	200830	202120
201320	THTR	4899G	Undergrad	Topics Neutral and Char Mask	A	201320	202020
201830	THTR	4899I	Undergrad	Topics Theatre Devised Theatre	A	201340	202020

**Attachment B**

<b>Youngstown State University Graduate Courses Discontinued</b>					
202120	GEOG	Remote Sensing 1	A	200830	202120
202120	GEOG	Remote Sensing 2	A	200830	202120
202120	GEOG	Geographic Information Sci 1	A	200830	202120
200930	EMCE	EC Generalist Math and Science	A	200930	201830
202120	GEOG	Geographic Information Sci 2	A	200830	202120
200930	EMCE	Integ LA and SS 4th and 5th	A	200930	201830
201730	STAT	Stat Ana Sys Data and Analytic	A	201730	201840
202120	CJFS	Practice Ethics Forensic Sci	A	200830	202120
202120	GEOG	3D Modeling and GIS	A	200830	202120
202040	EMCE	Diag and Remed Elem Sch Math	A	200830	201930
200830	SCWK	Social Policy	A	200830	201930
200830	SCWK	Soc Wrk Methods Org and Comm	A	200830	201930
200830	SCWK	Cultural Diversity Practice	A	200830	202020
202040	CHEM	Inorganic Chemistry Lab	A	200830	202040
200830	ART	Topics in Painting and Drawing	A	200830	202020
201230	EMCE	Middle Sch Theory and Practice	A	201230	201830
200830	ART	Topics in Design	A	200830	202020
200830	BIOL	Animal Behavior	A	200830	202020
202040	MAT	Functional Human Gross Anatomy	A	201730	201940
201630	BIOL	Funct Human Gross Anatomy Lab	A	201630	202020
202040	MAT	Funct Human Gross Anatomy Lab	A	201730	201940
201030	NURS	School Nurse Role Development	A	200830	202020
201030	NURS	Health Prob School Age Child	A	200830	202020
201030	NURS	School Nurse Practicum	A	200830	202020
200830	ENST	Environmental Biotechnology	A	200830	202020
200830	EDTC	Integ Instr Computng	A	200830	202020
200830	EMCE	EMCE Workshop	A	200830	202020
202040	EMCE	EMCE Workshop	A	200830	202040
201130	TCED	Seminar in Teacher Education	A	201130	202020
201130	TCED	Seminar in Teacher Education	A	201130	202020
201730	KSS	Workshop in PE Athletic	A	201730	201820
201530	BIOL	Computational Bioinformatics	A	201530	201920
200830	EDTC	Technology in Instruction Set	A	200830	202020
201230	NURS	Adv Health Assess Practicum	A	200830	202120
202040	MAT	Human Gross Anatomy Lab	A	201930	202120
202040	EMCE	Elementary School Math Program	A	200830	201920
202040	EMCE	Social Studies in Elem School	A	200830	201920
200830	EDTC	Instructional Design	A	200830	202020
202040	EMCE	Elementary School Science Prgm	A	200830	201920
202040	EMCE	Iss Prob Devel Curr Elem Educ	A	200830	201920
201830	HHS	Integratn Interoperably Stnd	A	201830	202120
200830	EDTC	Multimedia Authoring	A	200830	202020
202040	KSS	Lab Instrumentation	A	201730	202040
202040	SED	Secondary School Curriculum	A	200830	201920
202040	SED	Curriculum Development in VBME	A	200830	201920
202040	TEMC	Early Adol Char Educ	A	200830	201920
202040	TEMC	Org Components Middle Lvl Sch	A	200830	201920
200830	EDTC	Dist Ed Online Info Dissem	A	200830	202020
200830	TEMC	Curr Issues Middle Level Educ	A	200830	202020
202040	TEMC	Pedagogy Early Adol Learners	A	200830	201920
202040	TEMC	Action Research	A	200830	201920
200830	TEMC	Field Experience	A	200830	201920
200830	EDTC	Action Research Education Tech	A	200830	202020
202040	HEPE	Technology Integration in PE	A	201430	202040
200830	MKTG	International Marketing Mgt	A	200830	202020
200830	EDTC	Prin Process Superv Networking	A	200830	202020
200830	HHS	Professional Codes Healthcare	A	200830	202120
202040	TEMC	Math Middle School Teachers 1	A	200830	201920

Youngstown State University Graduate Courses Discontinued					
202040	TCED	Interpersonal Comm Educators	A	200830	201920
202040	TEMC	Math for Middle Sch Teachers 2	A	200830	201920
202040	TEMC	Science Middle Sch Teachers 1	A	200830	201920
202040	TEMC	Science Middle Sch Teachers 2	A	200830	201920
200830	TEMC	Middle Sch Theory Resrch Pract	A	200830	202020
202040	TEMC	Field Exp Mid Sch Comm Collab	A	200830	202040
202040	SED	Practicum in Language Arts	A	200830	201920
202040	SED	Instruct Super Nonsch Personnl	A	200830	201920
202040	TCED	Law Ethics Classroom Teacher	A	200830	201920
200830	EDTC	Educ Tech and Prof Development	A	200830	202020
200830	EDTC	Tech Planning Instruct Environ	A	200830	202020
201030	HHS	Organizational Beh Health Care	A	201030	202120
202120	TERG	Coaching in Diverse Classrooms	A	200830	202120
202120	TERG	Ped Effect Literacy Instruct	A	200830	202120
201330	HHS	Information Systems HHS Mgt	A	201030	202120
202120	TERG	Coach Effect Assessment Prac	A	201030	202120
200830	COUN	Case Studies Field Experience	A	200830	202020
201030	TERG	Internship 1	A	201030	202020
201030	TERG	Internship 2	A	201030	202020
200830	EDTC	Portfolio in Educational Tech	A	200830	202020
200830	EDTC	Practicum in Education Tech	A	200830	202020
200830	MECH	Thesis	A	200830	202020
200830	SED	Thesis	A	200830	202020
200830	SPED	Field Exper Autism Rel Disordr	A	200830	202030
202040	TCED	Proactive Grantseeking	A	200830	201920
201340	ENST	ST Environmental Internship	A	201340	202030
201330	NURS	Adult Gerontology Care Prac	A	200830	202120
200830	COUN	Group Procedures in Counseling	A	200830	202020
202040	TCED	Adv Supervision and Leadership	A	200830	201920
200830	SPED	Field Exper Gifted Talent Educ	A	200830	201920
200830	EMCE	Prof Devel Classrm Teach Educ	A	200830	201920
202040	SPED	Instructional Leadership Sp Ed	A	200830	201920
200930	COUN	College Counseling Internship	A	200830	202020
200830	COUN	Thesis Research	A	200830	202020
201430	BIOL	Human Gross Anatomy 1	A	201430	202030
201430	BIOL	Human Gross Anatomy 1 Lab	A	201430	202030
201330	BIOL	Human Gross Anatomy 2	A	201330	202040
201330	BIOL	Human Gross Anatomy 2 Lab	A	201330	202040
200830	PHYT	Language Culture Health	A	200830	202020
200830	PHYT	Legal and Ethical Issue in PT	A	200830	201940
200830	PHYT	Critical Inquiry 2	A	200830	202020
200830	PHYT	Histology	A	200830	202040
200830	PHYT	Imaging and Lifespan Pathology	A	200830	202040
200830	PHYT	Healthcare Delivery	A	200830	201940
200830	PHYT	CDM 4 Advanced Cases	A	200830	202040
200830	PHYT	Pharmacology for PTs	A	200830	202020
201230	PHYT	Clinical Foundations Skills 2	A	201230	202040





**RESOLUTION TO APPROVE  
INTERFUND TRANSFERS**

**WHEREAS**, University Policy Number 3356-3-11.1, Budget Transfers, requires Board of Trustees approval for inter-fund transfers of \$100,000 or more for operating purposes or for any purpose other than a specific capital improvement project, for capital improvements or construction projects of \$500,000 or more, and for transfers out of operating reserves regardless of amount; and

**WHEREAS**, certain accounting and budget adjustments and transfers outside the operating budget are necessary during the course of a fiscal year and at the end of a fiscal year.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the transfer of funds, attached hereto.



**YOUNGSTOWN STATE UNIVERSITY**  
**Interfund Transfers Requiring Board Approval**  
**Transfers Outside of the Operating Budget**  
**Requested Transfers for Second Quarter 2022**

<b>FROM</b>	<b>TO</b>	<b>AMOUNT</b>	<b>REASON</b>
Housing Services Plant Reserve (Auxiliary Plant Fund)	Lyden House Bathroom Renovation (Auxiliary Plant Fund)	\$600,000	To fund first phase of multi-year project.



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO RATIFY  
PERSONNEL ACTIONS**

**WHEREAS**, the *Policies of the Board of Trustees* authorize the President to manage the University, including appointing such employees as are necessary to effectively carry out the operation of the University and any other necessary personnel actions; and

**WHEREAS**, new appointments and other personnel actions have been made subsequent to the September 2, 2021, meeting of the Board of Trustees; and

**WHEREAS**, such personnel actions are in accordance with the 2021-2022 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-7-36, Hiring and Selection Process, Contracts and Compensation for Intercollegiate Athletic Coaches; 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University; and 3356-7-42, Selection of Professional/Administrative Staff;

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

**Board of Trustees Meeting  
December 2, 2021  
YR 2022-34**



**SUMMARY OF PERSONNEL ACTIONS**  
**Athletics Employees**  
**7/16/21 through 10/15/21**

**Appointments – 14**

**New Positions – 1** *(Notated with an asterisk \*)*

- Professional Administrative Excluded – 1

**Replacement Positions – 13**

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 11

**Separations – 6**

- Classified – 1
- Professional Administrative Staff – 1
- Professional Administrative Excluded – 4

**Reclassification/Position Adjustment – 2**

- Professional Administrative Excluded – 2

**Salary Adjustments – 2**

- Classified – 1
- Professional Administrative Excluded – 1

**Transfers – 1**

- Professional Administrative Excluded – 1

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21**  
**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>
Funte, Jael	APAS	Assistant Athletic Trainer	Training Room	8/16/2021	1.00	\$ 56,000.00
Mulkey, Emily	APAS	Assistant Athletic Trainer	Training Room	10/1/2021	1.00	\$ 50,000.00
Asher, Benjamin	Excluded	Assistant Coach	Basketball - Men's	7/16/2021	1.00	\$ 70,000.00
Bunnell, Eric	Excluded	Assistant Coach	Baseball	9/1/2021	1.00	\$ 24,507.00
Butler, Chelsie	Excluded	Assistant Coach	Basketball - Women's	10/1/2021	1.00	\$ 47,500.00
Calhoun, Nicklas	Excluded	Assistant Coach Strength and Conditioning	Athletic Administration	8/18/2021	1.00	\$ 35,000.00
Collins, Ryan	Excluded	Assistant Coach Swimming	Swimming & Diving - Women's	8/16/2021	1.00	\$ 35,000.00
Funari, Vincent	Excluded	Asst Coach FB Quality Ctrl	Football	9/1/2021	1.00	\$ 40,000.00
Graham, William	Excluded	Assistant Coach, Softball	Softball	7/16/2021	1.00	\$ 30,000.00
Lindley, Tory	Excluded	Deputy Athletic Director Sports Medicine and Performance Excellence	Training Room	8/23/2021	1.00	\$ 92,000.00
Marshall, Taylor*	Excluded	Assistant Coach	Lacrosse - Women's	8/23/2021	1.00	\$ 32,500.00
Morales, Arnaldo	Excluded	Assistant Coach Track and Field	Track - Men's	10/1/2021	1.00	\$ 40,541.00
Ritter, Patricia (Lynnie)	Excluded	Assistant Coach Volleyball	Volleyball	8/2/2021	1.00	\$ 30,000.00
Tymkew, Jennifer	Excluded	Associate Athletics Director	Training Room	10/1/2021	1.00	\$ 70,265.00
<b>*New Positions</b>						

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21**  
**SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATION</b>	<b>FTE</b>	<b>SALARY</b>	<b>TYPE OF SEPARATION</b>
Kosnosky, Michael	ACE	Athletic Facilities Specialist	Athletic Facilities Rental	9/18/2021	1.00	\$ 26,832.00	RESIGNED
Wills, Jeffrey	APAS	Assistant Athletic Trainer	Training Room	8/24/2021	1.00	\$ 48,284.16	RESIGNED
Crane, Andrew	Excluded	Assistant Coach	Basketball - Women's	8/1/2021	1.00	\$ 50,750.00	RESIGNED
Jennings, Myisha	Excluded	Assistant Director of Athletics	Athletic Administration	9/30/2021	1.00	\$ 47,154.81	RESIGNED
Smith, Eric	Excluded	Assistant Baseball Coach	Baseball	8/13/2021	1.00	\$ 34,511.79	RESIGNED
Solger, Ethan	Excluded	Assistant Athletics Dir Sports Med	Training Room	7/23/2021	1.00	\$ 73,718.54	RESIGNED

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21**  
**RECLASSIFICATIONS/POSITION ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Fink, Rebecca	Excluded	Sr Associate Athletics Director/ Assistant Director Athletics	Athletic Administration	10/1/2021	1.00	\$ 70,000.00	\$ 48,149.18
Stuart, Timothy	Excluded	Sr Associate Athletics Director/ Assistant Director Athletics	Athletics Facilities Rental	10/1/2021	1.00	\$ 70,000.00	\$ 58,785.57

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21  
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>
Innocent, Tracey	ACE	Travel Specialist	Athletic Facilities Rental	9/12/2021	1.00	\$ 42,848.00	1.00	\$ 41,704.00
Davis, Shane	Excluded	Assistant Coach Baseball	Baseball	8/16/2021	1.00	\$ 34,500.00	1.00	\$ 24,495.20



**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21  
TRANSFERS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION</b>	<b>NEW DEPARTMENT/OLD DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Mettille, Tyler	Excluded	Assistant Dir of Compliance/ Assistant Coach Track Field	Athletic Administration/ Women's Track	9/16/2021	1.00	\$45,615.84



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO MODIFY  
AMERICANS WITH DISABILITIES ACT (ADA) POLICY, 3356-7-02**

**WHEREAS**, University Policies are 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; and

**WHEREAS**, the Americans with Disabilities Act (ADA) policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Americans with Disabilities Act (ADA), policy number 3356-7-02, attached hereto.

**Board of Trustees Meeting  
December 2, 2021  
YR 2022-35**

**3356-7-02 Americans with Disabilities Act (ADA).**

Responsible Division/Office: Human Resources, Accessibility Services, Resch  
Academic Success Center  
Responsible Officers: VP for Legal Affairs and Human Resources  
Associate Provost, Student Success  
Revision History: December 2010; March 2016; December 2021  
Board Committee: University Affairs  
**Effective Date: December 2, 2021**  
Next Review: 2026

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- (A) Policy statement. Youngstown state university is committed to providing reasonable accommodations for qualified individuals with disabilities in a fair and equitable manner and in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended, and other applicable federal and state laws (hereinafter applicable law[s]). Ensuring an accessible and inclusive educational and work environment is the responsibility of every member of the university community.
- (B) Purpose. To provide common understandings of definitions, relevant information, and uniform guidelines to promote a work and educational environment at Youngstown state university that is free from discrimination and harassment and fosters university compliance with federal and state law pertaining to qualified individuals with disabilities.
- (C) Scope. This policy applies to current and prospective students and employees and to visitors and guests of the university. All personnel who are responsible for the implementation of the university's mission are charged to support this policy.
- (D) Definitions.
- (1) "Disability." A physical or mental impairment that substantially limits one or more major life activities of the individual; a record of such an impairment; or being regarded as having such an impairment.

- (2) “Major life activities.” Major life activities include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communication, and working. A major life activity also includes the operation of major bodily functions.
- (3) “Major bodily functions.” Major bodily functions include, but are not limited to: functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive systems.
- (4) “Reasonable accommodation.” A change or modification to a job, work, or academic environment or university program which does not impose an undue hardship on the university and enables a qualified individual with a disability to enjoy the same opportunities and benefits as others without disabilities. Examples of reasonable accommodation can include:
  - (a) Acquiring auxiliary aids and services.
  - (b) Modifying equipment, devices, or schedules.
  - (c) Adjusting or modifying examinations, training materials, or policies.
- (5) “Qualified individual.” An individual who, with or without reasonable accommodation(s), meets the eligibility requirements for employment, educational programs or other university-sponsored programs and activities such that they can perform the essential functions of an employment position or meet the essential requirements of an educational program or activity.
- (6) “Essential function/requirement.” A fundamental duty of an employment position or a core requirement of a program or activity. A number of considerations impact whether a function/requirement may be considered essential, including but not limited to:
  - (a) A requirement is basic to a position or program or any directly related licensing requirement.

- (b) If the job/position exists to perform that function.
  - (c) There are a limited number of employees available who can perform that function.
  - (d) The function is highly specialized such that the incumbent in the position is hired for their expertise or ability to perform the particular function.
- (7) “Undue hardship.” Action which requires significant difficulty or expense when considered in light of the nature and cost of the accommodation in relation to the size, resources, nature, and structure of the university’s operation, or which would fundamentally alter the nature or structure of a program, operation, or employment unit.
- (8) “Interactive process.” The communicative process to identify the limitations resulting from a disability and potential reasonable accommodations.
- (E) Parameters.
- (1) The university will engage in an interactive process with a student or employee to determine the individual’s disability status and particularized accommodation needs.
  - (2) The office of human resources and the office of accessibility services, Resch Academic Success Center (office of accessibility services) are authorized to develop procedures for the implementation of this policy.
  - (3) The office of facilities maintenance and support services is responsible for promoting compliance with campus physical and architectural access.
  - (4) The office of accessibility services is responsible for organizing the university response to requests for accommodation and provision of academic services that support the needs of students with disabilities.

- (5) The office of human resources is responsible for coordinating the university response to requests for accommodation in employment.

(F) Procedures.

(1) Students.

- (a) A student who wishes to request a reasonable accommodation must be registered with the university's office of accessibility services. To be registered with the office of accessibility services, a student must first be accepted by the university through the office of undergraduate recruitment and admissions.
- (b) To ensure the provision of reasonable and appropriate accommodations, the office of accessibility services requires current, within one year, and comprehensive documentation of the disability from a current physician or specialist. Accessibility services information and forms are available from the office of accessibility services or on the website. Where applicable, the documentation should include information that describes how the disorder was diagnosed, the symptoms of the disorder, severity of the condition, treatment and medication prescribed, and recommendations for accommodations.
- (c) The information provided to the office of accessibility services is confidential and does not become a part of a student's academic record.

(2) Employees.

- (a) An employee who wishes to request a reasonable accommodation (or another person wishing to request a reasonable accommodation on behalf of an employee) can choose to make a request in either of the following ways:
- (i) Complete a request for reasonable accommodation form.

- (ii) Contact the immediate supervisor or the office of human resources, employee benefits manager, (benefits manager). When a request is made verbally, employees seeking a reasonable accommodation should follow up the verbal request by emailing the benefits manager. Upon receipt, the benefits manager will provide appropriate forms.
- (b) Determination of disability. Following the initial request for accommodation, the benefits manager will determine whether the employee has a disability as defined by applicable federal and state laws. The benefits manager may consult with appropriate university representatives to determine if the condition meets the definition of disability as defined by applicable federal and state laws.
- (c) An employee may be required to submit documentation to substantiate their request, including but not limited to, a request for documentation of physical/mental health condition.
- (d) Submitted documentation will be confidentially maintained in a file separate from an employee's personnel file.
- (e) Interactive process. The interactive process takes place after the employee's condition is determined to be a disability as defined by applicable laws and will vary depending on the nature and type of disability and requested accommodation. While the individual with a disability is not required to specify a precise accommodation, the employee needs to describe the problems which need accommodation. Additionally, suggestions from the employee with a disability may assist the university in determining the type of reasonable accommodation to provide. Where the employee and/or the university are unfamiliar with possible accommodations, the university may consult with public and/or private resources to help identify reasonable accommodations once the specific limitations and workplace barriers have been ascertained.

- (f) If the employee's condition is determined not to be a disability, as defined by applicable laws, the employee will be notified that their request is denied.
- (G) Genetic Information Nondiscrimination Act of 2008 ("GINA"). GINA prohibits employers and other entities covered by Title II of GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. Therefore, employees and health care providers should not provide any genetic information when responding to a request for medical information. As defined by GINA, genetic information includes an individual's family medical history, the results of an individual or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.
- (H) Discrimination. Individuals who believe that they have been discriminated against on the basis of disability in an educational program or activity or employment situation at Youngstown state university, may contact the office of equal opportunity, Title IX and policy development to seek information or to file a complaint.



**3356-7-02 Americans with Disabilities Act (ADA).**

**Previous Policy Number:** ~~7001.02~~

**Responsible Division/Office:** Human Resources, [Accessibility Services](#), [Resch Academic Success Center](#)

**Responsible Officers:** VP for Legal Affairs and Human Resources  
[Associate Provost, Student Success](#)

**Revision History:** December 2010; March 2016; [December 2021](#)

**Board Committee:** University Affairs

**Effective Date:** ~~March 16, 2016~~ [December 2, 2021](#)

**Next Review:** ~~2021~~ [2026](#)

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- (A) Policy statement. Youngstown state university is committed to providing reasonable accommodations for qualified individuals with disabilities in a fair and equitable manner and in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended, and other applicable federal and state laws (hereinafter applicable law[s]). Ensuring an accessible and inclusive educational and work environment is the responsibility of every member of the university community.
- (B) Purpose. To provide common understandings of definitions, relevant information, and uniform guidelines to promote a work and educational environment at Youngstown state university that is free from discrimination and harassment and fosters university compliance with federal and state law pertaining to qualified individuals with disabilities.
- (C) Scope. This policy applies to current and prospective students and employees and to visitors and guests of the university. All personnel who are responsible for the implementation of the university's mission are charged to support this policy.
- (D) Definitions.
- (1) "Disability." A physical or mental impairment that substantially limits one or more major life activities of the individual; a record of such an impairment; or being regarded ~~hasas~~ having such an impairment.

- (2) “Major life activities.” Major life activities include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communication, and working. A major life activity also includes the operation of major bodily functions.
- (3) “Major bodily functions.” Major bodily functions include, but are not limited ~~geto~~: functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive systems.
- (4) “Reasonable accommodation.” A change or modification to a job, work, or academic environment or university program which does not impose an undue hardship on the university and enables a qualified individual with a disability to enjoy the same opportunities and benefits as others without disabilities. Examples of reasonable accommodation can include:
  - (a) Acquiring auxiliary aids and services.
  - (b) Modifying equipment, devices, or schedules.
  - (c) Adjusting or modifying examinations, training materials, or policies.
- (5) “Qualified individual.” An individual who, with or without reasonable accommodation(s), meets the eligibility requirements for employment, educational programs or other university-sponsored programs and activities such that ~~he/she~~they can perform the essential functions of an employment position or ~~met~~meet the essential requirements of an educational program or activity.
- (6) “Essential function/requirement.” A fundamental duty of an employment position or a core requirement of a program or activity. A number of considerations impact whether a function/requirement may be considered essential, including but not limited to:

- (a) ~~Whether a~~ A requirement is basic to a position or program or any directly related licensing requirement.
  - (b) If the job/position exists to perform that function.
  - (c) There are a limited number of employees available who can perform that function.
  - (d) The function is highly specialized such that the incumbent in the position is hired for ~~his/her~~ their expertise or ability to perform the particular function.
- (7) “Undue hardship.” Action which requires significant difficulty or expense when considered in light of the nature and cost of the accommodation in relation to the size, resources, nature, and structure of the university’s operation, or which would fundamentally alter the nature or structure of a program, operation, or employment unit.
- (8) “Interactive process.” The ~~informal,~~ communicative process to identify the limitations resulting from a disability and potential reasonable accommodations.
- (E) Parameters.
- (1) The university will engage in an interactive process with a student or employee to determine the individual’s disability status and particularized accommodation needs.
  - (2) The ~~chief human resources officer~~ office of human resources and in collaboration with the director of equal opportunity and policy development and the assistant director for the center for student progress disability services the office of accessibility services, Resch Academic Success Center (office of accessibility services) are authorized to develop procedures for the implementation of this policy.
  - (3) The office of facilities maintenance and support services is responsible for promoting compliance with campus physical and architectural access.

- (4) The office of ~~disability~~accessibility -services\_ is responsible for organizing the university response to requests for accommodation and provision of academic services that support the needs of students with disabilities.
  - (5) The office of human resources is responsible for coordinating the university response to requests for accommodation in employment.
- (F) Procedures.
- (1) Students.
    - (a) A student who wishes to request a reasonable accommodation must be registered with the university's ~~center for student progress ("CSP") disability~~office of accessibility -services. To be registered with ~~CSP disability~~the office of accessibility services, a student must first be accepted by the university through the office of undergraduate recruitment and admissions.
    - (b) To ensure the provision of reasonable and appropriate accommodations, ~~CSP disability~~the office of servicesaccessibility services requires current, within one year, and comprehensive documentation of the disability from a current physician or specialist. ~~CSP disability~~Accessibility services information and forms are available from the ~~CSP disability~~office of accessibility services ~~office~~ or on the ~~CSP~~ website. (<http://www.yzu.edu/csp/disabilityservices/dspdf/newDocumentationForm.pdf>). Where applicable, the documentation should include information that describes how the disorder was diagnosed, the symptoms of the disorder, severity of the condition, treatment and medication prescribed, and recommendations for accommodations.
    - (c) The information provided to the ~~CSP~~office of disabilityaccessibility services\_ is confidential and does not become a part of a student's academic record.
  - (2) Employees.

- (a) An employee who wishes to request a reasonable accommodation (or another person wishing to request a reasonable accommodation on behalf of an employee) can choose to make a request in either of the following ways:
- (i) Complete a request for reasonable accommodation form.
  - (ii) -Contact the immediate supervisor or the office of human resources, [employee benefits manager](#), ~~of compensation and employee benefits (“HR manager”)~~ [\(benefits manager\)](#). When a request is made verbally, employees seeking a reasonable accommodation should follow up the verbal request ~~either by completing the request for reasonable accommodation form or otherwise confirming their request in writing (email is acceptable) to the HR manager. Information and forms are available from the office of human resources or on the human resources website~~  [\(http://www.you.edu/administrative-offices/human-resources/human-resources\)](http://www.you.edu/administrative-offices/human-resources/human-resources) ~~by emailing the benefits manager. Upon receipt, the benefits manager will provide appropriate forms.~~
- (b) Determination of disability. Following the initial request for accommodation, ~~the HR manager will~~ [the benefits manager will](#) determine whether the employee has a disability as defined by applicable federal and state laws. The [HR benefits](#) manager may consult with appropriate university representatives to determine if the condition meets the definition of disability as defined by applicable federal and state laws.
- (c) An employee may be required to submit documentation to substantiate their request, including but not limited to, a request for documentation of physical/mental health condition.

- (d) Submitted documentation will be confidentially maintained in a file separate from an employee's personnel file.
  - (e) Interactive process. The interactive process takes place after the employee's condition is determined to be a disability as defined by applicable laws and will vary depending on the nature and type of disability and requested accommodation. While the individual with a disability is not required to specify a precise accommodation, the employee needs to describe the problems which need accommodation. Additionally, suggestions from the employee with a disability may assist the university in determining the type of reasonable accommodation to provide. Where the employee and/or the university are unfamiliar with possible accommodations, the university may consult with public and/or private resources to help identify reasonable accommodations once the specific limitations and workplace barriers have been ascertained.
  - (f) If the employee's condition is determined not to be a disability, as defined by applicable laws, the employee will be notified that their request is denied.
- (G) Genetic Information Nondiscrimination Act of 2008 ("GINA"). GINA prohibits employers and other entities covered by Title II of ~~FINA~~GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. Therefore, employees and health care providers should not provide any genetic information when responding to a request for medical information. As defined by GINA, genetic information includes an individual's family medical history, the results of an individual or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.
- (H) Discrimination. Individuals who believe that they have been discriminated against on the basis of disability in an educational program or activity or employment situation at Youngstown state university, may

contact the office of equal opportunity, Title IX and policy development to seek information or to file a complaint.



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO MODIFY AND RETITLE  
MATERNITY/PARENTAL LEAVE – PAID LEAVE, EXCLUDED  
PROFESSIONAL/ADMINISTRATIVE STAFF POLICY, 3356-7-14**

**WHEREAS**, University Policies are being reviewed and re-conceptualized 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;

**WHEREAS**, the Maternity/Parental Leave – Paid Leave, Excluded Professional/Administrative Staff policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing Maternity/Parental Leave – Paid Leave, Excluded Professional/Administrative Staff, policy number 3356-7-14, to be retitled as Maternity/Parental Leave, Excluded Professional Administrative Employees, attached hereto.

**Board of Trustees Meeting  
December 2, 2021  
YR 2022-36**



**3356-7-14 Maternity/parental leave, excluded professional administrative employees.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: 2008; April 2012; December 2016; December 2021  
Board Committee: University Affairs  
**Effective Date: December 2, 2026**  
Next Review: 2026

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. The university understands that supporting employees as they balance career, childbirth and family life benefits both the employee and the university. The policy allows for a specified period of paid leave following the birth or adoption of a child.
- (B) Purpose. To provide guidance for the use of maternity and parental leave.
- (C) Scope. Unless otherwise specified, this policy applies to both full-time and part-time excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees, covered by this policy.
- (D) Parameters.
  - (1) Under the provisions of this policy, the university will provide paid leave, at the employee's current salary for up to six workweeks or two hundred forty hours, for pregnancy-related medical reasons, upon hospitalization for delivery and/or childbirth, and/or to care for and bond with a newborn or newly adopted child.
  - (2) Maternity/parental leave runs concurrently with the unpaid leave benefits provided in accordance with the Family and Medical Leave Act (FMLA), (rule 3356-7-05 of the Administrative Code), and with the unpaid leave benefits provided in leave of absence

without pay, extended childcare (rule 3356-7-06 of the Administrative Code).

(E) Definitions.

- (1) “Paid maternity leave” means a period of paid leave for up to six workweeks or two hundred forty hours for birth and adoptive mothers or same sex parent following the birth or adoption of a child. This paid leave is also available to birth mothers for pregnancy-related medical issues.
- (2) “Paid parental leave” means three workweeks or one hundred twenty hours of paid leave for a biological/adoptive same sex parent not covered by paid maternity leave to care for and bond with a newborn/adopted child. This leave must be used within six months following the birth or adoption of a child. This leave may be scheduled on an intermittent basis with the approval of the supervisor and the chief human resources officer (CHRO) or the CHRO designee.
- (3) “Adoption expense payment” means the payment of two thousand dollars for adoption expenses. Such payment may be requested upon approval of the adoption. An employee who adopts a child may elect to receive the adoption expense payment in lieu of receiving the paid maternity and parental leave.
- (4) Paid parental leave also means three workweeks or one hundred twenty hours of paid leave following the maternity leave for mothers or same sex parent to care for and bond with the child. This leave must be used consecutively with maternity leave.

(F) Procedures.

- (1) Paid maternity and parental leave shall be used prior to using sick leave, which may be used to extend the period of paid leave, but which also runs concurrently with unpaid leave in accordance with family medical leave (rule 3356-7-05 of the Administrative Code) or childcare leave (rule 3356-7-06 of the Administrative Code).
- (2) Only one paid maternity and/or parental leave benefit is available per employee, per birth or adoption event. The number of children

born, i.e., multiple births, or adopted during the same event does not increase the length of the paid leave.

- (3) This paid leave benefit is based upon one hundred per cent full time equivalent (“FTE”) and is prorated in accordance with the employee’s percentage of FTE status.
- (4) This policy applies only to employees who have completed at least one year of service prior to the date that paid maternity or parental leave is to commence. Employees who attain one year of service while on leave for the purpose of a birth or adoption of a child will be eligible for a pro-rated portion of the paid maternity and/or parental leave.
- (5) When the use of paid maternity or parental leave is anticipated, the employee shall provide notice to his or her supervisor and to the CHRO or CHRO designee as far in advance as possible. The employee shall also submit an application for leave form at that time with anticipated dates of leave.
- (6) The university will maintain all group insurance benefits for a full-time employee who is on approved maternity or parental leave. The employee will continue to pay their portion of the insurance benefit contribution.
- (7) Employees on paid maternity or parental leave continue to accrue sick and vacation leave.
- (8) Employees on paid maternity or parental leave are ineligible to receive holiday pay. A holiday occurring during the leave period shall be counted as one day of maternity or parental leave and paid as such.

**3356-7-14 Maternity/parental leave—paid leave, excluded professional/  
administrative staff.employees.**

~~Previous Policy Number: 7002.10~~

Responsible Division/Office: Human Resources

Responsible Officer: VP for Legal Affairs and Human Resources

Revision History: 2008; April 2012; December 2016; December  
2021

Board Committee: University Affairs

**Effective Date: December 1, ~~2016~~, 2026**

Next Review: ~~2021~~2026

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. The university understands that supporting employees as they balance career, childbirth and family life benefits both the employee and the university. The policy allows for a specified period of paid leave following the birth or adoption of a child.
- (B) Purpose. To provide guidance for the use of maternity and parental leave. ~~Under the provisions of this policy, the university will provide paid leave, at the employees current salary for up to six workweeks or two hundred forty hours, for pregnancy related medical reasons, childbirth, and/or to care for and bond with a newborn or newly adopted child.~~
- (C) Scope. Unless otherwise specified, this policy applies to both full-time and part-time excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees, covered by this policy.
- (D) Parameters.
- (1) Under the provisions of this policy, the university will provide paid leave, at the employee's current salary for up to six workweeks or two hundred forty hours, for pregnancy-related medical reasons, upon hospitalization for delivery and/or childbirth, and/or to care for and bond with a newborn or newly adopted child.

(2) Maternity/parental leave runs concurrently with the unpaid leave benefits provided in accordance with the ~~Leave of Absence~~, Family and Medical Leave Act (“FMLA”), (rule 3356-7-05 of the Administrative Code), and with the unpaid leave benefits provided in the ~~“Leave~~leave of absence without pay, extended childcare, ~~excluded professional/ administrative staff”~~ (rule 3356-7-06 of the Administrative Code).

~~(D)~~(E) Definitions.

- (1) “Paid maternity leave” means a period of paid leave for up to six workweeks or two hundred forty hours for birth and adoptive mothers or same sex parent following the birth or adoption of a child. This paid leave is also available to birth mothers for pregnancy-related medical issues.
- (2) “Paid parental leave” means three workweeks or one hundred twenty hours of paid leave for a biological/adoptive same sex parent not covered by paid maternity leave to care for and bond with a newborn/adopted child. This leave must be used within six months following the birth or adoption of a child. This leave may be scheduled on an intermittent basis with the approval of the supervisor and the chief human resources officer (CHRO) or the CHRO designee.
- (3) “Adoption expense payment” means the payment of two thousand dollars for adoption expenses. Such payment may be requested upon approval of the adoption. An employee who adopts a child may elect to receive the adoption expense payment in lieu of receiving the paid maternity and parental leave.
- (4) Paid parental leave also means three workweeks or one hundred twenty hours of paid leave following the maternity leave for mothers or same sex parent to care for and bond with the child. This leave must be used consecutively with maternity leave.

~~(E)~~(F) Procedures.

- (1) Paid maternity and parental leave shall be used prior to using sick leave, which may be used to extend the period of paid leave, but

which also runs concurrently with unpaid leave in accordance with family medical leave (rule 3356-7-05 of the Administrative Code) or childcare leave (rule 3356-7-06 of the Administrative Code).

- (2) Only one paid maternity and/or parental leave benefit is available per employee, per birth or adoption event. The number of children born, i.e., multiple births, or adopted during the same event does not increase the length of the paid leave.
- (3) This paid leave benefit is based upon one hundred per cent full time equivalent (“FTE”) and is prorated in accordance with the employee’s percentage of FTE status.
- (4) This policy applies only to employees who have completed at least one year of service prior to the date that paid maternity or parental leave is to commence. Employees who attain one year of service while on leave for the purpose of a birth or adoption of a child will be eligible for a pro-rated portion of the paid maternity and/or parental leave.
- (5) When the use of paid maternity or parental leave is anticipated, the employee shall provide notice to his or her supervisor and to the ~~chief human resources officer~~ [CHRO or CHRO designee](#) as far in advance as possible. The employee shall also submit an application for leave form at that time with anticipated dates of leave.
- (6) The university will maintain all group insurance benefits for a full-time employee who is on approved maternity or parental leave. The employee will continue to pay ~~his or her~~ [their](#) portion of the insurance benefit contribution.
- (7) Employees on paid maternity or parental leave continue to accrue sick and vacation leave.
- (8) Employees on paid maternity or parental leave are ineligible to receive holiday pay. A holiday occurring during the leave period shall be counted as one day of maternity or parental leave and paid as such.



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO MODIFY AND RETITLE  
BEREAVEMENT LEAVE, EXCLUDED  
PROFESSIONAL/ADMINISTRATIVE STAFF AND  
DEPARTMENT CHAIRPERSONS POLICY, 3356-7-15**

**WHEREAS**, University Policies are being reviewed and re-conceptualized 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;

**WHEREAS**, the Bereavement Leave, Excluded Professional/Administrative Staff and Department Chairpersons policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing Bereavement Leave, Excluded Professional/Administrative Staff and Department Chairpersons, policy number 3356-7-15, to be retitled as Bereavement Leave, Excluded Professional Administrative Employees, attached hereto.

**Board of Trustees Meeting  
December 2, 2021  
YR 2022-37**

**3356-7-15 Bereavement leave, excluded professional administrative employees.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: March 2010; March 2015; December 2016;  
December 2021  
Board Committee: University Affairs  
**Effective Date: December 2, 2021**  
Next Review: 2026

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Purpose. To provide direction on the availability and appropriate use of bereavement leave.
- (C) Scope. Unless otherwise specified, this policy applies to both full-time and part-time excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees, covered by this policy.
- (D) Definition. As used in this policy, immediate family is defined as the employee's spouse, children (including stillborn condition), daughters-in-law, sons-in-law, grandchildren, parents, parents-in-law, grandparents, spouse's grandparents, brothers, sisters, brothers-in-law, sisters-in-law, or legal guardian.
- (E) Parameters.
  - (1) Up to four consecutive days of paid bereavement leave will be granted to excluded professional administrative employees upon the death of a member of their immediate family. Bereavement leave shall be taken to attend to any immediate post-death matter and/or to prepare for or attend a funeral or interment.



- (2) Excluded professional administrative employees may use one day of bereavement leave upon the death of the employee's aunt or uncle.
  - (3) Employees covered by collective bargaining should refer to their respective labor agreements.
- (F) Procedures.
- (1) Employees utilizing bereavement leave should notify their immediate supervisor as soon as possible.
  - (2) Employees will report the utilization of the leave on their electronic leave report upon return to work.
  - (3) Supervisors may require reasonable proof to verify the request for bereavement leave.

**3356-7-15 Bereavement leave, excluded professional/ administrative staff and department chairpersons. employees.**

~~Previous Policy Number: 7002.11~~

Responsible Division/Office: Human Resources

Responsible Officer: VP for Legal Affairs and Human Resources

Revision History: March 2010; March 2015; December 2016;  
December 2021

Board Committee: University Affairs

**Effective Date:** ~~December 1, 2016~~ 2, 2021

Next Review: ~~2021~~2026

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Purpose. To provide direction on the availability and appropriate use of bereavement leave ~~by professional administrative staff and academic department chairpersons.~~
- (C) Scope. Unless otherwise specified, This~~this~~ policy applies to both full-time and part-time excluded professional/ administrative ~~staff and employees.~~ , which include academic Academic department chairpersons are excluded professional administrative employees, covered by this policy.
- (D) Definition. As used in this policy, immediate family is defined as the employee's spouse, children (including stillborn condition), daughters-in-law, sons-in-law, grandchildren, parents, parents-in-law, grandparents, spouse's grandparents, brothers, sisters, brothers-in-law, sisters-in-law, or legal guardian.
- (E) Parameters.
- (1) Up to four consecutive days of paid bereavement leave will be granted to ~~members of the~~ excluded professional/ administrative ~~staff and academic department chairpersons~~employees upon the

death of a member of ~~his/her~~their immediate family. Bereavement leave shall be taken to attend to any immediate post-death matter and/or to prepare for or attend a funeral or interment.

- (2) ~~Members of excluded~~Excluded -professional/\_administrative ~~staff and academic department chairpersons~~employees may use one day of bereavement leave upon the death of the employee's aunt or uncle.
- (3) Employees covered by collective bargaining should refer to their respective labor agreements.

(F) Procedures.

- (1) Employees utilizing bereavement leave should notify their immediate supervisor as soon as possible.
- (2) Employees will report the utilization of the leave on their electronic leave report upon return to work.
- (3) Supervisors may require reasonable proof to verify the request for bereavement leave.



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO MODIFY AND RETITLE  
DISTINGUISHED SERVICE AWARDS, FULL-TIME EXCLUDED  
PROFESSIONAL/ADMINISTRATIVE STAFF AND FULL-TIME  
CLASSIFIED EXCLUDED STAFF POLICY, 3356-7-27**

**WHEREAS**, University Policies are being reviewed and re-conceptualized 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;

**WHEREAS**, the Distinguished Service Awards, Full-time Excluded Professional/ Administrative Staff and Full-time Classified Excluded Staff policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing Distinguished Service Awards, Full-time Excluded Professional/Administrative Staff and Full-time Classified Excluded Staff, policy number 3356-7-27, to be retitled as Distinguished Service Awards, Full-time Excluded Professional Administrative Employees and Full-time Excluded Classified Employees, attached hereto.

**Board of Trustees Meeting  
December 2, 2021  
YR 2022-38**

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

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

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

classified employee whose performance at the university has been identified as outstanding.

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

(D) Procedures.

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

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

~~Previous Policy Number: 7014.01~~  
Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human  
Resources  
Revision History: October 1998; October 2010; June 2016;  
December 2021  
Board Committee: University Affairs  
**Effective Date: ~~June 15, 2016~~December 2, 2021**  
~~Revision: September 2016~~  
Next Review: ~~2021~~2026

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(A) Policy statement. Youngstown state university (“university”) recognizes employees for outstanding performance of duties that contributes to the good of the university and grants awards for such achievement.

(B) Scope. This policy applies to full-time excluded professional administrative employees and to full-time excluded classified employees. This policy does not apply to academic department chairpersons: see university policy 3356-7-53 Excellence awards for department chairpersons for awards to academic chairs.

~~(B)~~(C) Parameters.

(1) Up to four awards may be granted annually to full-time excluded professional/administrative ~~staff~~employees whose performance at the university has been identified as outstanding.

(2) Full-time excluded professional/administrative ~~staff~~employee award recipients shall receive two thousand dollars divided as follows:

(a) ~~—~~ a ~~stipend~~cash award of one thousand dollars, and

(b) one thousand dollars added to the individual’s base salary in the following contract year.

- (3) One award may be granted annually to a full-time excluded classified employee whose performance at the university has been identified as outstanding.
- (4) A full-time excluded classified ~~excluded~~ award recipient shall receive a cash award of one thousand four hundred dollars.
- (5) The president, provost, vice presidents, deans, and executive directors are not eligible for consideration for distinguished service awards.

~~(E)~~(D) Procedures.

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





**RESOLUTION TO MODIFY AND RETITLE  
FRINGE BENEFITS, FULL-TIME PROFESSIONAL/ADMINISTRATIVE  
EMPLOYEES (EXCLUDED) POLICY, 3356-7-30**

**WHEREAS**, University Policies are being reviewed and re-conceptualized 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;

**WHEREAS**, the Fringe Benefits, Full-time Professional/Administrative Employees (Excluded) policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing Fringe Benefits, Full-time Professional/Administrative Employees (Excluded), policy number 3356-7-30, to be retitled as Fringe Benefits, Excluded Professional Administrative Employees, attached hereto.

**3356-7-30 Fringe benefits, excluded professional administrative employees.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: December 2010; September 2016; December 2021  
Board Committee: University Affairs  
**Effective Date: December 2, 2021**  
Next Review: 2026

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees and to ensure the ability to recruit and retain high quality employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (B) Scope. Unless otherwise specified, the policy applies to both full-time and part-time excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees, covered by this policy.
- (C) Parameters. The university may provide these and other fringe benefits for excluded professional administrative employees:
- (1) Discount programs. Employees may receive discounts for the purchase of athletic and theater tickets and for bookstore purchases for the personal use of employees and their immediate family as follows:
    - (a) Athletic and theater tickets – fifty per cent discount;
    - (b) Bookstore purchases – twenty per cent discount for purchases over five dollars.
  - (2) Use of university facilities. Employees may use the resources of the Maag library and campus recreational facilities and areas

during normal hours of operation when the use does not conflict with scheduled activities.

- (3) Parking program. All persons who operate or expect to operate a motor vehicle on university property must obtain and display a valid Youngstown state university parking permit. Employees may register to obtain a parking permit online through the university parking services. Further, any person who operates a motor vehicle on university property is expected to abide by the university traffic and parking rules and regulations.
- (4) Retirement programs. University employees are required by law to participate in the state teachers retirement system (“STRS”) or the Ohio public employees retirement (“OPERS”). Employees may opt to participate in the alternative retirement plan (“ARP”) as allowable by law.
- (5) Deferred compensation program. Eligible employees who are members of OPERS and STRS may participate in the Ohio public employees deferred compensation program. Under this program, eligible employees may defer a portion of their income from current liability for state and federal taxes via available investment options.
- (6) Tax-deferred annuity program.
  - (a) Eligible employees may elect to defer a portion of their income to an annuity contract or custodial account within the provisions of the Internal Revenue Code.
  - (b) The university assumes no responsibility regarding the advisability or appropriateness of any annuity contract or custodial account or for any tax consequences resulting from such investments.
- (7) Additional fringe benefits include (corresponding university policies can be found on the [university policies website](#)):
  - (a) Sick leave accrual, use and conversion, rule 3356-7-13 of the Administrative Code;

- (b) Vacation leave, rule 3356-7-09 of the Administrative Code;
  - (c) Maternity/parental leave, rule 3356-7-14 of the Administrative Code;
  - (d) Bereavement leave, rule 3356-7-15 of the Administrative Code;
  - (e) Employee health insurance, rule 3356-7-22 of the Administrative Code;
  - (f) Civic leave, rule 3356-7-11 of the Administrative Code;
  - (g) Military leave, rule 3356-7-12 of the Administrative Code;
  - (h) Distinguished service, rule 3356-7-27 of the Administrative Code;
  - (i) Fee remission, rule 3356-7-31 of the Administrative Code;
  - (j) Leave without pay, extended child care, rule 3356-7-06 of the Administrative Code;
  - (k) Leave without pay, extended serious health condition, rule 3356-7-08 of the Administrative Code.
- (D) The chief human resources officer is authorized to develop procedures to implement these benefit programs.

**3356-7-30 Fringe benefits, ~~full-time professional/administrative employees (excluded)~~, excluded professional administrative employees.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: December 2010; September 2016; December 2021  
Board Committee: University Affairs  
**Effective Date:** ~~September 15, 2016~~ December 2, 2021  
**Minor Revision:** ~~June 30, 2020 (hyperlink updated)~~  
Next Review: ~~2021~~ 2026

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees and to ensure the ability to recruit and retain high quality employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (B) Scope. Unless otherwise specified, the policy applies to both full-time and part-time excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees, covered by this policy.
- (C) Parameters. The university may provide these and other fringe benefits for ~~full-time~~ excluded professional/ administrative employees:
- (1) Discount programs. Employees may receive discounts for the purchase of athletic and theater tickets and for bookstore purchases for the personal use of employees and their immediate family as follows:
    - (a) Athletic and theater tickets – fifty per cent discount;
    - (b) Bookstore purchases – twenty per cent discount for purchases over five dollars.

- (2) Use of university facilities. Employees may use the resources of the Maag library and campus recreational facilities and areas during normal hours of operation when the use does not conflict with scheduled activities.
- (3) Parking program. All persons who operate or expect to operate a motor vehicle on university property must obtain and display a valid Youngstown state university parking permit. Employees may register to obtain a parking permit online through the university parking services. Further, any person who operates a motor vehicle on university property is expected to abide by the university traffic and parking rules and regulations.
- (4) Retirement programs. University employees are required by law to participate in the state teachers retirement system (“STRS”) or the Ohio public employees retirement (“OPERS”). Employees may opt to participate in the alternative retirement plan (“ARP”) as allowable by law.
- (5) Deferred compensation program. Eligible employees who are members of OPERS and STRS may participate in the Ohio public employees deferred compensation program. Under this program, eligible employees may defer a portion of their income from current liability for state and federal taxes via available investment options.
- (6) Tax-deferred annuity program.
  - (a) Eligible employees may elect to defer a portion of their income to an annuity contract or custodial account within the provisions of the Internal Revenue Code.
  - (b) The university assumes no responsibility regarding the advisability or appropriateness of any annuity contract or custodial account or for any tax consequences resulting from such investments.
- (7) Additional fringe benefits include (corresponding university policies can be found on the [university policies website](#)):

- (a) Sick leave accrual, use and conversion, rule 3356-7-13 of the Administrative Code;
  - (b) Vacation leave, rule 3356-7-09 of the Administrative Code;
  - (c) Maternity/parental leave, rule 3356-7-14 of the Administrative Code;
  - (d) Bereavement leave, rule 3356-7-15 of the Administrative Code;
  - (e) Employee health insurance, rule 3356-7-22 of the Administrative Code;
  - ~~(f)~~ ~~Staff development leave, rule 3356-7-10 of the Administrative Code;~~
  - ~~(g)~~(f) Civic leave, rule 3356-7-11 of the Administrative Code;
  - ~~(h)~~(g) Military leave, rule 3356-7-12 of the Administrative Code;
  - ~~(i)~~(h) Distinguished service, rule 3356-7-27 of the Administrative Code;
  - ~~(j)~~(i) ~~Tuition or fee~~Fee remission, rule 3356-7-31 of the Administrative Code;
  - ~~(k)~~(j) Leave without pay, extended child care, rule 3356-7-06 of the Administrative Code;
  - ~~(l)~~ ~~Professional leave without pay, rule 3356-7-07 of the Administrative Code;~~
  - ~~(m)~~(k) Leave without pay, extended serious health condition, rule 3356-7-08 of the Administrative Code.
- ~~(E)~~(D) The chief human resources officer is authorized to develop procedures to implement these benefit programs.



**RESOLUTION TO MODIFY AND RETITLE  
FRINGE BENEFITS, EXCLUDED PROFESSIONAL/ADMINISTRATIVE  
EMPLOYEES FEE REMISSION PROGRAM POLICY, 3356-7-31**

**WHEREAS**, University Policies are being reviewed and re-conceptualized 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;

**WHEREAS**, the Fringe Benefits, Excluded Professional/Administrative Employees Fee Remission Program policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing Fringe Benefits, Excluded Professional/Administrative Employees Fee Remission Program, policy number 3356-7-31, to be retitled as Fee Remission, Excluded Professional Administrative Employees, attached hereto.



**3356-7-31 Fee remission, excluded professional administrative employees.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: December 1998; September 2001; December 2010; February 2012; December 2016; December 2018; December 2021  
Board Committee: University Affairs  
**Effective Date: December 2, 2021**  
Next Review: 2026

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (B) Scope. This policy applies to full-time and part-time excluded professional administrative employees, where applicable. For purposes of this policy, "full-time employees" includes .75 full-time equivalent excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees, covered by this policy. This policy does not apply to intermittent employees.
- (C) Parameters.
- (1) University employees are eligible to be granted remission of instructional and general fees at the university, including out-of-state fees, where applicable. Dependent children and spouses are eligible to be granted remission of instructional fees at the university, including out-of-state instructional fees, where applicable. Children, for purposes of this policy, are the biological children, legally adopted children, stepchildren, or children for which the employee has been granted a legal guardianship. Details of the fee remission program may be found at the benefits section of the office of human resources website.

- (2) The employee will be required to produce sufficient documentation as requested by the university, such as copies of marriage licenses, birth certificates, and certificates of adoption or legal guardianship to assist the university in determining that the child or spouse is eligible for fee remission. Employees must also complete the university's application in order to receive tuition remission.
- (3) Except for online instruction provided by academic partnership or any successor, full-time excluded professional administrative employees receive the following fee remission:
  - (a) Instructional and general fees remission for up to eighteen semester hours per academic year and six semester hours each summer session.
  - (b) Instructional fee remission for spouses.
  - (c) Instructional fee remission for dependent children to the end of the academic year during which the dependent child reaches age twenty-five.
  - (d) Instructional fee remission for former employees who are retired. Instructional fee remission is available for retirees' spouses, and dependent children (to the end of the academic year during which the dependent reaches age twenty-five).
  - (e) Dependent children of a deceased employee are eligible for fee remission of instructional fees until they reach the end of the academic year during which the dependent child reaches age twenty-five.
  - (f) A surviving spouse of a deceased employee is eligible for remission of instructional fees as long as the spouse remains unmarried. A stepchild of a deceased employee is eligible for fee remission until the end of the academic year in which the stepchild reached age twenty-five only as long as the surviving spouse of the deceased employee remains unmarried.

- (g) Starting in the fall semester of 2022, full-time employees, their spouses and their dependent children shall pay for twenty percent (20 %) of the cost of online instruction provided by academic partnership or any successor.
  - (4) Except for online instruction provided by academic partnership or any successor, a part-time excluded professional administrative employee whose appointment equals at least .5 FTE, but is less than .75 FTE, receives remission of one-half of the instructional and general fees for up to six semester hours during the fiscal year of employment. This formula for part-time employees also applies to classes and noncredit continuing education. Spouses and dependents of part-time employees are eligible for instructional fees based on the same formula, pursuant to the parameters set forth in (C)(3) for the spouses and dependents of full-time employees.
  - (5) Fee remission is available to eligible part-time and full-time employees enrolling in classes bearing Youngstown state university credit, including classes audited. Fee remission does not apply to the college credit plus program.
- (D) Procedures.
- (1) Enrollment in classes is restricted to times that do not interfere with the performance of an employee's assigned duties and responsibilities. Supervisors may make exceptions to this restriction provided that there is no adverse impact on the operational needs of the work unit and arrangements have been made for the employee to make up any missed work time. An employee wishing to enroll in a university class that is offered during normal work hours must initiate a discussion and obtain approval of the matter from their appropriate department chairperson or department/unit supervisor well in advance of the class registration period.
  - (2) If the discussion results in a decision that such enrollment will not interfere with the performance of assigned duties and responsibilities, the employee may proceed to register for the class. The employee and supervisor shall come to a written

understanding as to how the employee will attend class and work his/her required number of hours.

- (3) Employees are required to complete an electronic tuition remission application prior to taking advantage of the fee remission benefit for each academic term. The tuition remission application is available on the office of human resources website. For noncredit courses, eligible employees are required to make an application using the enrollment form provided by the college offering the course, in addition to the electronic application process in advance of enrollment.
- (4) The office of human resources will certify eligibility of the applicant and forward the electronic application to the office of financial aid and scholarships for processing.

**3356-7-31**     ~~Fringe benefits, excluded professional/administrative employees fee remission program.~~ Fee remission, excluded professional administrative employees.

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: December 1998; September 2001; December 2010; February 2012; December 2016; December 2018; December 2021  
Board Committee: University Affairs  
**Effective Date:** **December 6, 2018**, 2021  
Next Review: ~~2023~~2026

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (B) ~~Tuition or fee remission eligibility.~~ Scope. This policy applies to full-time and part-time excluded professional administrative employees, where applicable. For purposes of this policy, "full-time employees" includes .75 full-time equivalent excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees, covered by this policy. This policy does not apply to intermittent employees.
- (C) Parameters.
- (1) —University employees are eligible to be granted remission of instructional and general fees at the university, including out-of-state fees, where applicable. Dependent children and spouses are eligible to be granted remission of instructional fees at the university, including out-of-state instructional fees, where applicable. Children, for purposes of this policy, are the biological children, legally adopted children, stepchildren, or children for which the employee has been granted a legal guardianship. Details

of the fee remission program may be found at the benefits section of the office of human resources website.

~~(C)~~ ~~Parameters.~~

- ~~(1)~~(2) The employee will be required to produce sufficient documentation as requested by the university, such as copies of marriage licenses, birth certificates, and certificates of adoption or legal guardianship to assist the university in determining that the child or spouse is eligible for fee remission. Employees must also complete the university's application in order to receive tuition remission.
- ~~(2)~~(3) Except for online instruction provided by academic partnership or any successor, full-time excluded professional administrative employees receive the following fee remission:
- (a) Instructional and general fees remission for up to eighteen semester hours per academic year and six semester hours each summer session ~~are available to full-time and .75 full-time equivalent ("FTE") employees.~~
- ~~(3)~~(b) Instructional fee remission ~~is available~~ for spouses of full-time and .75 FTE employees.
- ~~(4)~~(c) Instructional fee remission ~~is available~~ for full-time and .75 FTE employees' dependent children to the end of the academic year during which the dependent child reaches age twenty-five.
- ~~(5)~~(d) Instructional fee remission ~~is available~~ for former full-time and .75 FTE employees who are retired. Instructional fee remission is available for retirees' spouses, and dependent children (to the end of the academic year during which the dependent reaches age twenty-five).
- ~~(6)~~(e) Dependent children of a deceased employee are eligible for fee remission of instructional fees until they reach the end of the academic year during which the dependent child reaches age twenty-five.

~~(7)~~(f) A surviving spouse of a deceased employee is eligible for remission of instructional fees as long as the spouse remains unmarried. A stepchild of a deceased employee is eligible for fee remission until the end of the academic year in which the stepchild reached age twenty-five only as long as the surviving spouse of the deceased employee remains unmarried.

(g) Starting in the fall semester of 2022, full-time employees, their spouses and their dependent children shall pay for twenty percent (20 %) of the cost of online instruction provided by academic partnership or any successor.

~~(8)~~(4) Except for online instruction provided by academic partnership or any successor, A a part-time excluded professional administrative employee whose appointment equals at least .5 FTE, but is less than .75 FTE, receives remission of one-half of the instructional and general fees for up to six semester hours during the fiscal year of employment. This formula for part-time employees also applies to classes and noncredit continuing education. Spouses and dependents of part-time employees are eligible for instructional fees based on the same formula, pursuant to the parameters set forth in (C)(3) for the spouses and dependents of full-time employees.

~~(9)~~(5) Fee remission is available to eligible part-time and full-time employees enrolling in classes bearing Youngstown state university credit, ~~(including classes audited, and noncredit continuing education).~~ Fee remission does not apply to the college credit plus program.

(D) Procedures.

(1) Enrollment in classes is restricted to times that do not interfere with the performance of an employee's assigned duties and responsibilities. Supervisors may make exceptions to this restriction provided that there is no adverse impact on the operational needs of the work unit and arrangements have been made for the employee to make up any missed work time. An employee wishing to enroll in a university class that is offered

during normal work hours must initiate a discussion and obtain approval of the matter from their appropriate department chairperson or department/unit supervisor well in advance of the class registration period.

- (2) If the discussion results in a decision that such enrollment will not interfere with the performance of assigned duties and responsibilities, the employee may proceed to register for the class. The employee and supervisor shall come to a written understanding as to how the employee will attend class and work his/her required number of hours.
- (3) Employees are required to complete an electronic tuition remission application prior to taking advantage of the fee remission benefit for each academic term. The tuition remission application is available on the office of human resources website. For noncredit courses, eligible employees are required to make an application using the enrollment form provided by the college offering the course, in addition to the electronic application process in advance of enrollment.
- (4) The office of human resources will certify eligibility of the applicant and forward the electronic application to the office of financial aid and scholarships for processing.





**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO RATIFY  
PERSONNEL ACTIONS**

**WHEREAS**, the *Policies of the Board of Trustees* authorize the President to manage the University, including appointing such employees as are necessary to effectively carry out the operation of the University and any other necessary personnel actions; and

**WHEREAS**, new appointments and other personnel actions have been made subsequent to the September 2, 2021, meeting of the Board of Trustees; and

**WHEREAS**, such personnel actions are in accordance with the 2021-2022 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University; 3356-7-42, Selection of Professional/Administrative Staff; and 3356-7-43, Externally Funded Professional/Administrative Staff;

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

**Board of Trustees Meeting  
December 2, 2021  
YR 2022-41**



**SUMMARY OF PERSONNEL ACTIONS**  
**Professional Administrative and Faculty Employees**  
**7/16/21 through 10/15/21**

**Appointments – 53**

**New Positions – 13** *(Notated with an asterisk \*)*

- Professional Administrative Externally Funded – 3
- Faculty – 9
- Professional Administrative Excluded – 1

**Replacement Positions – 40**

- Professional Administrative Externally Funded - 1
- Faculty – 23
- Professional Administrative Staff – 13
- Professional Administrative Excluded – 3

**Separations – 36**

- Professional Administrative Externally Funded – 1
- Faculty – 30
- Professional Administrative Staff – 5

**Reclassifications/Position Adjustments – 9**

- Professional Administrative Externally Funded – 1
- Faculty – 2
- Professional Administrative Staff – 4
- Professional Administrative Excluded – 2

**Promotions – 21**

- Professional Administrative Externally Funded – 1
- Faculty – 15
- Professional Administrative Staff – 2
- Professional Administrative Excluded – 3

**Salary Adjustments – 39**

- Professional Administrative Externally Funded – 30
- Professional Administrative Staff – 4
- Professional Administrative Excluded – 5

**Transfers – 1**

- Externally Funded – 1

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21**  
**APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT		
				DATES	FTE	SALARY
Austin, Nikeesha	APAS	Academic Advisor 1	Dean - WCBA	9/16/2021	1.00	\$ 35,568.00
Bowser, Presley	APAS	Coordinator	Honors College	9/16/2021	1.00	\$ 38,000.00
Buehler, My Hoang	APAS	Temp Coordinator Intl Adm	International Programs Office	10/1/2021	0.38	\$ 15,000.00
Burdette, Kathleen	APAS	Coordinator	Marketing & Communications	9/20/2021	1.00	\$ 38,265.00
Fabry, Dina	APAS	Coord Fitness and Wellness	Andrews Student Recr & Wellness Ctr	7/19/2021	1.00	\$ 39,607.00
Giblin, Sean	APAS	Coordinator	Envir Occupational Health & Safety	7/19/2021	1.00	\$ 48,500.00
Kiriazis, Natalie	APAS	Academic Advisor 2	Dean Cliffe College of Creative Arts	8/1/2021	1.00	\$ 44,000.00
Kraus, Erika	APAS	Asst Director Intl Adm and Recruit	International Programs Office	9/13/2021	1.00	\$ 55,000.00
McMaster, Shannon	APAS	Coordinator	Study Abroad	10/1/2021	0.50	\$ 21,000.00
Pendleton, Sandra	APAS	Academic Advisor 2	Dean - WCBA	8/16/2021	1.00	\$ 44,000.00
Rawat, Dil	APAS	Web Developer 1	Marketing & Communications	8/1/2021	1.00	\$ 38,162.00
Richard, LaTieya	APAS	Technology Trainer	IT Training Services	7/16/2021	1.00	\$ 48,000.00
Theiss, Ian	APAS	Temp Coordinator Retail Ops	Kilcawley Center	9/20/2021	1.00	\$ 36,101.00
Becker, Karen*	Excluded	Intermittent Prof Entrance Exam Skills Coach	Honors College	10/11/2021	0.50	\$ 31,200.00
Kralj, Kevin	Excluded	Director Labor Employee Relations	Human Resources	8/2/2021	1.00	\$ 100,444.50
Lantz, Dana	Excluded	Director Equal Opp & Policy Develop	Equal Opportunity Policy Compliance	7/19/2021	1.00	\$ 102,444.00
Pieren, Jennifer	Excluded	Program Administrator	Health Professions	9/16/2021	1.00	\$ 75,000.00
Crawford, Denis*	Externally Funded	Training Coordinator WEP	Center for Workforce Educ & Innov	9/16/2021	1.00	\$ 45,000.00
Leeworthy, Jason*	Externally Funded	Training Coordinator WEP	Center for Workforce Educ & Innov	9/16/2021	1.00	\$ 45,000.00
Rossi, Sherri*	Externally Funded	Intermittent Program Coordinator	Counseling, Sch Psych & Ed Leader	9/13/2021	0.50	\$ 31,200.00

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21**  
**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>
Wright, Mason	Externally Funded	Instruction Specialist	Rich Center for Autism	9/8/2021	1.00	\$ 21,175.00
Aljarah, Osama	Faculty	Assistant Professor	Mechanical Engineering	8/23/2021	1.00	\$ 73,000.00
Augustine-Thompson, Mary	Faculty	Lecturer	Lariccia School of Accounting & Finance	8/23/2021	1.00	\$ 60,000.00
Borra, Venkata Shesha Vamsi*	Faculty	Assistant Professor	Electrical Engineering	8/23/2021	1.00	\$ 77,500.00
Butler, Michael	Faculty	Associate Prof/Dir. of Bands	Dana School of Music	8/23/2021	1.00	\$ 69,026.00
Choi, Myunghyun	Faculty	Lecturer	Criminal Justice and Consumer Sciences	8/23/2021	1.00	\$ 42,734.00
Conti Maravillas, Maria	Faculty	Assistant Professor	English & World Languages	8/23/2021	1.00	\$ 60,000.00
Davis, Ron*	Faculty	Assistant Professor	Social Work	8/23/2021	1.00	\$ 63,530.00
Ennis, Brian*	Faculty	Lecturer	School of Technology	8/23/2021	1.00	\$ 65,000.00
Ferguson, Kate	Faculty	Lecturer/Dir. Athletic Bands	Dana School of Music	8/16/2021	1.00	\$ 67,000.00
Freitas, Claudio*	Faculty	Lecturer	Electrical Engineering	8/23/2021	1.00	\$ 50,000.00
Fruehstorfer, David	Faculty	Lecturer	Psychological Sciences and Counseling	8/23/2021	0.00	\$ 45,000.00
Green, Michelle	Faculty	Lecturer	Management & Marketing	8/23/2021	1.00	\$ 42,734.00
Haake, Eric	Faculty	Lecturer	Mechanical Engineering	8/23/2021	1.00	\$ 56,000.00
Herman McMillan, Emily	Faculty	Lecturer	Psychological Sciences and Counseling	8/23/2021	1.00	\$ 48,734.00
Hu, Wei*	Faculty	Lecturer	Civil Environmental & Chemical Engr	8/23/2021	1.00	\$ 64,600.00
Iagulli, Lauren	Faculty	Lecturer	Health Professions	8/23/2021	1.00	\$ 42,734.00
Julius, Hayden*	Faculty	Lecturer	Mathematics & Statistics	8/23/2021	1.00	\$ 48,000.00
Lee, Seok Gi*	Faculty	Assistant Professor	Mechanical Engineering	8/23/2021	1.00	\$ 73,400.00
Marculetiu, Alina	Faculty	Assistant Professor	Management & Marketing	8/23/2021	1.00	\$ 115,000.00

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21**  
**APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT	FTE	SALARY
				DATES		
McKay, Eiryn	Faculty	Lecturer	Nursing	8/23/2021	1.00	\$ 47,000.00
Miller, Jennifer*	Faculty	Lecturer, Research Scientist	Chemical and Biological Sciences	8/23/2021	1.00	\$ 60,166.00
Mingrone, Alessia	Faculty	Visiting Lecturer - Ives	World Languages and Cultures	8/23/2021	1.00	\$ 42,734.00
Mithy, Sharmin	Faculty	Lecturer	Mechanical Engineering	8/23/2021	1.00	\$ 56,000.00
O'Dell, Matthew	Faculty	Lecturer	Health Professions	8/23/2021	1.00	\$ 42,734.00
Opalewski, Daniel	Faculty	Assistant Professor	Computer Science, Information, and Engineering Technology	8/23/2021	1.00	\$ 72,000.00
Ren, Xiaomei	Faculty	Lecturer	Electrical Engineering	8/23/2021	1.00	\$ 60,000.00
Small, Jason	Faculty	Lecturer	Management & Marketing	8/23/2021	1.00	\$ 42,734.00
Tapp, Annie*	Faculty	Assistant Professor	Graduate Studies in Health and Rehabilitation Sciences	8/23/2021	1.00	\$ 71,000.00
Tavoni, Stephen	Faculty	Lecturer	Chemical and Biological Sciences	8/23/2021	1.00	\$ 50,000.00
Wallace, Mandy	Faculty	Assistant Prof & Literacy Coor	Teacher Education	8/23/2021	1.00	\$ 55,660.00
Xie, Zhuanzhuan	Faculty	Lecturer	Civil Environmental & Chemical Engr	8/23/2021	1.00	\$ 56,000.00
Yarab, Paul	Faculty	Lecturer	Psychological Sciences and Counseling	8/23/2021	1.00	\$ 45,000.00
<b>* New Positions</b>						

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21**  
**SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATION</b>	<b>FTE</b>	<b>SALARY</b>	<b>SEPARATION TYPE</b>
Cardwell, Michael	APAS	Assistant Director Retail Ops	Kilcawley Center	8/13/2021	1.00	\$ 53,210.17	Resignation
Donchess, Ryan	APAS	Coord Media Engineer Tech	Dean Cliffe College of Creative Arts	9/24/2021	1.00	\$ 45,645.83	Resignation
Hritz, Diane	APAS	Coordinator Career Management	Dean Bitonte Col Health & Human Services	9/30/2021	1.00	\$ 66,284.51	Retirement
Jadun, Mohammad	APAS	IT Training Services	EIT Cont Compliance Training Specialist	8/31/2021	1.00	\$ 49,528.13	Retirement
Riggleman, Ashley	APAS	Assistant Director Research Svcs	Office of Research Services	10/1/2021	1.00	\$ 61,327.55	Resignation
Gygi, Cameron	Externally Funded	Senior Research Scientist	Excellence Training Center	8/11/2021	1.00	\$ 77,647.50	Resignation
Barnhouse, Rebecca	Faculty	Professor	English & World Languages	8/15/2021	1.00	\$ 88,931.13	Retirement
Benton, Terry	Faculty	Assistant Professor	English & World Languages	7/31/2021	1.00	\$ 56,773.67	Retirement
Bobbie, Afrifah	Faculty	Assistant Professor	Rayen School of Engineering	7/31/2021	1.00	\$ 74,825.00	Resignation
Buckler, William	Faculty	Associate Professor	Humanities & Social Sciences	8/15/2021	1.00	\$ 83,201.30	Retirement
Coyne, Daniel	Faculty	Senior Lecturer	School of Technology	7/31/2021	1.00	\$ 67,478.83	Retirement
Farris, Jaelyn	Faculty	Assistant Professor	Psychological Sciences Counseling	7/31/2021	1.00	\$ 64,298.25	Resignation
Frissora, Gordon	Faculty	Associate Professor	Criminal Justice Consumer Science	7/31/2021	1.00	\$ 77,510.42	Retirement
Gage, Stephen	Faculty	Professor and Director of Band	Dana School of Music	7/31/2021	1.00	\$ 90,178.82	Retirement
Garr, Jeanette	Faculty	Professor	Rayen School of Engineering	8/23/2021	1.00	\$113,271.37	Retirement
Gitimu, Priscilla	Faculty	Professor	Criminal Justice & Consumer Sciences	8/23/2021	1.00	\$ 80,829.00	Resignation
Huber, Marsha	Faculty	Professor	Accounting & Finance	7/31/2021	1.00	\$136,284.53	Retirement
Karpak, Birsen	Faculty	Professor	Management & Marketing	7/31/2021	1.00	\$125,942.00	Retirement
Lewis, Lillian	Faculty	Assistant Professor	Teacher Education/Visual & Dramatic Arts	7/31/2021	1.00	\$ 56,773.00	Resignation
Lovelace-Cameron, Sherri	Faculty	Professor	Chemical and Biological Sciences	8/23/2021	1.00	\$ 85,215.06	Retirement

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21**  
**SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATION</b>	<b>FTE</b>	<b>SALARY</b>	<b>SEPARATION TYPE</b>
McCullough, Christine	Faculty	Professor	Visual and Dramatic Arts	7/31/2021	1.00	\$ 83,544.17	Retirement
Mithy, Sharmin	Faculty	Lecturer	Mechanical Engineering	10/8/2021	1.00	\$ 56,000.00	Resignation
Mosher, Allan	Faculty	Professor	Dana School of Music	7/31/2021	1.00	\$ 89,051.62	Retirement
Naderi, Nazanin	Faculty	Assistant Professor	Rayen School of Engineering	7/31/2021	1.00	\$ 74,825.00	Resignation
Owens, Fred	Faculty	Professor	Communication	8/23/2021	1.00	\$109,421.69	Retirement
Paul, Anindita	Faculty	Assistant Professor	Electrical Engineering	7/31/2021	1.00	\$ 37,500.00	Resignation
Petruska, Dennis	Faculty	Professor	Accounting & Finance (Economics)	7/31/2021	1.00	\$106,161.00	Retirement
Raulin, Michael	Faculty	Professor	Psychological Sciences and Counseling	7/31/2021	1.00	\$ 69,026.00	Retirement
Schueller, Kriss	Faculty	Professor	Comp Science & Info Systems	7/31/2021	1.00	\$131,462.06	Retirement
Sole, Francis	Faculty	Senior Lecturer	Management & Marketing	7/31/2021	1.00	\$ 60,158.28	Retirement
Stringer, Sharon	Faculty	Professor	Psychological Sciences and Counseling	7/31/2021	1.00	\$100,812.00	Retirement
Strom, Linda	Faculty	Associate Professor	English & World Languages	8/1/2021	1.00	\$ 81,069.38	Retirement
Usip, Ebenge	Faculty	Professor	Accounting & Finance (Economics)	7/31/2021	1.00	\$104,931.62	Retirement
Vendemia, William	Faculty	Professor	Management & Marketing	7/31/2021	1.00	\$123,055.26	Retirement
Vergon, Charles	Faculty	Professor	Teacher Education	8/23/2021	1.00	\$123,002.55	Retirement
Waithaka, Abel	Faculty	Associate Professor	Teacher Education	7/31/2021	1.00	\$ 75,559.04	Resignation

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21**  
**RECLASSIFICATIONS/POSITION ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Bibler, Cheri	APAS	Business Systems Administrator/ Business Systems Administrator 1	IT Application Services	8/1/2021	1.00	\$ 72,572.50	\$ 65,975.00
Holdridge, Shannon	APAS	Senior Academic Advisor 1/ Academic Advisor 2	Dean Cliffe College of Creative Arts	9/16/2021	1.00	\$ 51,000.00	\$ 47,623.80
Knudson, Scott	APAS	Senior Business Systems Admin/ Academic Info System Specialist	IT Application Services/ Graduate Studies	8/1/2021	1.00	\$ 73,858.88	\$ 70,341.79
Kroliski, Joel	APAS	Business Systems Administrator/ Business Systems Administrator 1	IT Application Services	8/1/2021	1.00	\$ 62,040.56	\$ 56,400.51
Drennen, Jennifer	Excluded	Director HR Operations/ Director Org Development	Human Resources	6/16/2021	1.00	\$ 88,028.51	\$ 80,025.92
Greco-Yanniello, Alisha	Excluded	Senior Business Systems Admin/ Manager HRIS	IT Application Services/ Human Resources	8/1/2021	1.00	\$ 81,709.94	\$ 78,946.80
Marchionda, Dominic	Externally Funded	Associate Director	Center for Workforce Education and Innovation/ Dean - WCBA	8/1/2021	1.00	\$ 72,000.00	\$ 70,400.00
Jackson, Carrie	Faculty	Assistant Professor (Tenure Track)/Assistant Professor (Term)	Counseling, Sch Psych & Ed Leader	8/23/2021	1.00	\$ 76,000.00	\$ 71,049.57
Kellar, Garrett	Faculty	Assistant Professor/Lecturer	Kinesiology & Sport Science	8/23/2021	1.00	\$ 55,660.00	\$ 42,734.00



**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21**  
**PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>NEW EMPLOYEE TYPE/OLD EMPLOYEE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Stipanovich, Carrie	APAS	Academic Advisor 2/ Academic Advisor 1	Dean WCBA/ Dean Beeghly College Liberal Arts, Soc Science & Education	9/16/2021	1.00	\$ 42,000.00	\$ 39,664.53
Wormley, Jeffrey	APAS	Senior Project Manager/ Project Manager	IT Customer Service	9/1/2021	1.00	\$ 84,510.00	\$ 69,326.79
Cossentino, Amy	Excluded	Associate Provost & Dean/ Dean	Provost VP-Acad Affairs/ Honors College	8/1/2021	1.00	\$ 125,000.00	\$ 98,734.13
Michaliszyn, Sara	Excluded	Assistant Dean/ Associate Professor & Chair	Dean Bitonte College Health & Human Services/ Health Professions	9/16/2021	1.00	\$ 115,000.00	\$ 94,456.74
Zembower, Sharyn	Excluded/ APAS	Manager, IT Service Desk & Training/ Coordinator Tech Training	IT Customer Service	8/16/2021	1.00	\$ 75,000.00	\$ 51,088.51
Chizmar, Melissa	Externally Funded	Lead Site Coordinator/ Site Coordinator	Ctr for Human Services Development	10/1/2021	1.00	\$ 46,000.00	\$ 33,278.04
Arslanyilmaz, Abdurrahman	Faculty	Professor	School of Comp Science, Info & Engineering Tech	8/23/2021	1.00	\$ 93,787.58	\$ 85,429.00
Blundell, Shelley	Faculty	Associate Professor	Communication	8/23/2021	1.00	\$ 69,026.00	\$ 56,773.67
Boczkowska, Ewelina	Faculty	Professor	Dana School of Music	8/23/2021	1.00	\$ 80,079.05	\$ 73,214.75
Bruns, Kristin	Faculty	Associate Professor	Psychological Sciences and Counseling	8/23/2021	1.00	\$ 72,763.42	\$ 67,513.16

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21**  
**PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>NEW EMPLOYEE TYPE/OLD EMPLOYEE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Colwell, Kelly	Faculty	Associate Professor	Health Professions	8/23/2021	1.00	\$ 69,026.00	\$ 56,796.79
D'Uva, Joseph	Faculty	Professor	Visual & Dramatic Arts	8/23/2021	1.00	\$ 80,829.00	\$ 71,943.74
Gilliland, Robert	Faculty	Senior Lecturer	Computer Science & Info Systems	8/23/2021	1.00	\$ 56,452.86	\$ 52,993.00
Jackson Leftwich, Cryshanna	Faculty	Professor	Humanities and Social Sciences	8/23/2021	1.00	\$ 80,829.00	\$ 70,893.00
Juergensen, James	Faculty	Associate Professor	Psychological Sciences and Counseling	8/23/2021	1.00	\$ 69,026.00	\$ 56,773.67
Pleva, Kimberly	Faculty	Senior Lecturer	Management & Marketing	8/23/2021	1.00	\$ 48,925.00	\$ 43,589.39
Solomon, Constantin	Faculty	Professor	Mechanical Engineering	8/23/2021	1.00	\$ 81,875.56	\$ 74,976.04
Sperry, Jonathan	Faculty	Professor	Visual & Dramatic Arts	8/23/2021	1.00	\$ 80,829.00	\$ 72,174.35
Tang, Ying	Faculty	Associate Professor	Psychological Sciences and Counseling	8/23/2021	1.00	\$ 70,276.00	\$ 56,773.67
Tomhave, Alan	Faculty	Chair/Professor	Humanities and Social Sciences	8/23/2021	1.00	\$ 101,011.00	\$ 90,589.63
Zapka, Jason	Faculty	Associate Professor	School of Technology	8/23/2021	1.00	\$ 71,670.36	\$ 66,441.53

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21**  
**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>
Markowitz, Ronald	APAS	Coordinator Ad Rec	Andrews Student Recr & Wellness Ctr	8/16/2021	1.00	\$ 45,543.44	1.00	\$ 43,791.77
Noday, Linda	APAS	Coordinator	Accessibility Services	10/1/2021	1.00	\$ 36,960.21	0.375	\$ 13,860.08
Phillips, Desja	APAS	Academic Advisor 1	Dean Bitonte Coll Health & Human Services	7/16/2021	1.00	\$ 32,823.08	0.50	\$ 16,411.54
Stone Wolbrecht, Tiffany	APAS	Planetarium Lecturer	Ward Beecher Planetarium	9/1/2021	0.50	\$ 21,049.05	1.00	\$ 42,098.10
Berlinski, Claudia	Excluded	Director	McDonough Museum	8/15/2021	1.00	\$ 71,109.89	0.50	\$ 35,554.94
Howell, Charles	Excluded	Dean	Beeghly College Liberal Arts, Social Science & Education	8/16/2021	1.00	\$ 170,000.00	1.00	\$ 151,441.93
Miller, Kelli	Excluded	Director	Internal Audit	8/16/2021	1.00	\$ 79,170.00	0.80	\$ 63,336.00
Orlando, Terri	Excluded	Academic Budget Officer	Provost VP - Acad Affairs	8/16/2021	1.00	\$ 72,000.00	1.00	\$ 66,990.00
Reichert, Lisa	Excluded	Associate Controller	Controller's Office	7/1/2021	1.00	\$ 93,763.71	1.00	\$ 92,835.36
Banas, Kristin	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 26,791.26	1.00	\$ 26,265.94
Bock, Jodie	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 27,577.57	1.00	\$ 27,036.83
Bondi, Daniel	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 35,163.13	1.00	\$ 34,473.65
Campolito, Erika	Externally Funded	Classroom Supervisor	Rich Center for Autism	7/1/2021	1.00	\$ 38,049.61	1.00	\$ 37,303.54
Candel, Anthony	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 40,590.14	1.00	\$ 39,794.26
Considine, Brendan	Externally Funded	Class Sprvsr Tech Coord	Rich Center for Autism	7/1/2021	1.00	\$ 52,908.75	1.00	\$ 51,871.32
Corey, Taylar	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 22,471.08	1.00	\$ 22,030.47
Corey, Taylar	Externally Funded	Instruction Specialist	Rich Center for Autism	8/1/2021	1.00	\$ 23,819.35	1.00	\$ 22,471.08
Cornell, Amy	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 34,267.47	1.00	\$ 33,595.56
Corpa, Joseph	Externally Funded	Bd Certfd Behavior Analyst	Rich Center for Autism	7/1/2021	1.00	\$ 49,303.72	1.00	\$ 48,336.98

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21**  
**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>
DeFino, Mary	Externally Funded	Center Ops Coordinator	Rich Center for Autism	7/1/2021	1.00	\$ 30,532.02	1.00	\$ 29,933.35
Gavin, Caitlin	Externally Funded	Class Ment Lead Instr Spc	Rich Center for Autism	7/1/2021	1.00	\$ 35,547.28	1.00	\$ 34,850.28
Gereb, Scott	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 32,065.46	1.00	\$ 31,436.73
Harris, Gloria	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 32,331.82	1.00	\$ 31,697.87
Hogate, Gregory	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 22,696.06	1.00	\$ 22,251.03
Hogate, Gregory	Externally Funded	Instruction Specialist	Rich Center for Autism	7/16/2021	1.00	\$ 24,057.82	1.00	\$ 22,696.06
Joseph, Jana	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 38,323.40	1.00	\$ 37,571.97
Kassos, Pamela	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 33,317.69	1.00	\$ 32,664.40
Knight, Kristin	Externally Funded	Class Ment Lead Instr Spc	Rich Center for Autism	7/1/2021	1.00	\$ 37,483.99	1.00	\$ 36,749.01
Leskovec, Alexandra	Externally Funded	Class Ment Lead Instr Spc	Rich Center for Autism	7/1/2021	1.00	\$ 36,876.98	1.00	\$ 36,153.90
Mancini, Anthony	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 27,577.57	1.00	\$ 27,036.83
May, Tia	Externally Funded	Classroom Supervisor	Rich Center for Autism	7/1/2021	1.00	\$ 44,646.08	1.00	\$ 43,770.67
Moore, Kimberly	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 22,696.06	1.00	\$ 22,251.03
Porch, Erica	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 32,416.35	1.00	\$ 31,780.73
Protopapa, Barbara	Externally Funded	General Activities Asst	Rich Center for Autism	7/1/2021	0.25	\$ 5,055.59	0.25	\$ 4,956.47
Rach, Julia	Externally Funded	Bd Certfd Behavior Analyst	Rich Center for Autism	7/1/2021	1.00	\$ 46,088.26	1.00	\$ 45,184.57
Smith, Ashley	Externally Funded	School Nurse	Rich Center for Autism	7/1/2021	0.80	\$ 35,456.83	0.80	\$ 34,761.60
Trott, Natalie	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 37,292.97	1.00	\$ 36,561.74
Watkins, Taliah	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 37,292.97	1.00	\$ 36,561.74
Wright, Emma	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2021	1.00	\$ 22,030.47	1.00	\$ 21,598.50

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 7/16/21 THROUGH 10/15/21  
TRANSFERS**

<b>EMPLOYEE NAME</b>	<b>NEW EMPLOYEE TYPE/OLD EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/OLD DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
McCartney, Rachel	Externally Funded	Associate Director/ Research Associate II	Ctr for Workforce Educ & Innovation/ WCBA	10/1/2021	1.00	\$ 73,195.71	\$ 73,195.71