

MINUTES OF REGULAR MEETING  
OF  
BOARD OF TRUSTEES  
OF  
YOUNGSTOWN STATE UNIVERSITY

Tod Hall  
Thursday, March 7, 2019

Pursuant to notice duly given, a regular meeting (the three hundred sixty-first) of the Board of Trustees of Youngstown State University convened at 10:00 a.m., on Thursday, March 7, 2019, in the Board Room in Tod Hall.

Ten trustees and the National/Global Trustee were present at the meeting, to-wit: Ms. Delores E. Crawford, chairperson of the board, who presided, Mr. David C. Deibel, Dr. Anita A. Hackstedde, Mr. James E. Roberts, Dr. John R. Jakubek, Ms. Molly S. Seals, Mr. Capri S. Cafaro, Mr. Charles T. George, Ms. Lexi E. Rager, Mr. Rocco L. Core and National/Global Trust Mr. Eric A. Spiegel. Trustee Michael A. Peterson was absent.

Also present were: Mr. James P. Tressel, President of the university; Dr. Joseph Mosca, Interim Provost and Vice President of Academic Affairs; Mr. Neal McNally, Vice President for Finance and Administration; Ms. Holly A. Jacobs, Vice President and University General Counsel, Mr. Eddie J. Howard, Vice President for Student Affairs, Jr., Dr. Mike Sherman, Special Assistant to the President and Mr. Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 40 persons, including deans, members of the faculty, students, administrators, and members of the news media.

The chairperson called the meeting to order.

ITEM I – PROOF OF NOTICE OF MEETING.

Evidence was available to establish that pursuant to Article II, Section 1, of the board's *Bylaws*; written notice of today's regular meeting was timely provided to each of the trustees, the student trustees, the national/global trustee and to the president.

ITEM II – DISPOSITION OF MINUTES FOR MEETINGS HELD DECEMBER 6, 2018 AND JANUARY 16, 2019.

Prior to the meeting, the secretary to the board had provided draft copies of the minutes of the board's regular meeting held December 6, 2018 (#359) and special meeting held January 16, 2019 (#360) to each trustee, the student trustees, the national/global trustee and the president. There being no additions, corrections, or revisions thereto, the minutes of the December 6, 2018, regular board meeting and January 16, 2019, special board meeting were approved as provided.

### ITEM III – REPORT OF THE PRESIDENT OF THE UNIVERSITY

President Tressel said that it is always fun to watch the extraordinary things occurring on and off campus involving YSU faculty and students. Mr. Tressel said that it is gratifying to see the entire university community embrace and provide input to the strategic planning process. Mr. Tressel announced the YSU Board of Trustees had been selected to receive the Association of Governing Board's (AGB's) John W. Nason Award for Board Leadership. The YSU Board was selected to receive the award from nearly 40 nomination and will receive the award at the AGB annual national meeting in April. The Board and Mr. Tressel thanked Dr. Sherman for his effort in preparing the university's submission to AGB. Dr. Sherman said that it was a privilege to write the story of this Board and President.

### ITEM IV – REPORTS OF THE COMMITTEES OF THE BOARD.

The chairperson asked whether any trustee had an objection to the approval by unanimous consent of the resolutions recommended for adoption by the committees of the board. There being no objection to adoption by consent of any the proposed resolutions listed in the agenda, the chairperson stated that those recommended resolutions would be considered for adoption by consent. The board considered the following committee reports and recommendations:

1. Academic and Student Affairs Committee

Dr. Mosca said that two faculty presentations and two student presentations would be made to the board.

Dr. Mosca introduced Dr. M. Kathleen L. Cripe, Associate Professor in the Beeghly College of Education, who described her research in perceptions of student teachers before and after urban field experiences. Dr. Cripe said that she hopes her research will contribute to better preparing future teachers for work in urban school environments.

Dr. Mosca introduced Dr. Alicia Prieto Langarica, Associate Professor of Mathematics, who described her efforts to motivate and encourage students, especially female and minority students, to pursue mathematic studies and careers.

Mr. Howard introduced YSU students Ms. Jenna Roesch, a Communications major, and Ms. Isabel Stoeber, an Intervention Specialist major, who described the efforts of "Guinathon," a charitable student organization that has raised more than \$100,000 in the last three years for the Children's Miracle Network. The group's biggest fundraising event is an annual dance marathon that has grown from 120 participants in 2015 to more than 200 in 2019.

Mr. Howard introduced Ms. Jess Flynn, a senior Accounting major, and Mr. Samantha Morris, a freshman Pre-Nursing major, who described their participation with the YSU Western Equestrian Team. The team, a YSU club sport, is a member of the Intercollegiate Horse Show Association. The team recently qualified for the IHSA Western Semifinals to be held on March 16 & 17 at Utah State University.

Following the faculty and student presentations, the chairperson noted that the Academic and Student Affairs Committee was recommending five resolutions for adoption by the board. There being no objection thereto, the chairperson declared the following resolutions adopted by general consent:

Resolution to Modify  
Sabbatical Leave for Department Chairpersons Policy, 3356-10-08

**YR 2019-50**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of University Policy governing Sabbatical Leave for Department Chairpersons, policy number 3356-10-08, shown as Exhibit A attached hereto.

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Resolution to Approve  
Faculty Tenure Policy, 3356-1-01

**YR 2019-51**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of University Policy governing Faculty Tenure, policy number 3356-1-01, shown as Exhibit B attached hereto.

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Resolution to Authorize  
Conferral of Honorary Degree – Samuel Grooms

**YR 2019-52**

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Business Administration (D.B.A.) degree, honoris causa, upon Sam Grooms, with all the rights and privileges attendant thereto.

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Resolution to Authorize  
Conferral of Honorary Degree – Don Lewis

**YR 2019-53**

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Business Administration (D.B.A.) degree, honoris causa, upon Don Lewis, with all the rights and privileges attendant thereto.

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Resolution to Approve  
“Taking Charge of Our Future” Related to  
Strategic Planning by the Youngstown State University Board of Trustees

**YR 2019-54**

WHEREAS, Youngstown State University, like many institutions of higher education, is confronting many challenges including: the concerns regarding the perceived value, cost, and time associated with attaining a bachelor’s degree; declining numbers of high school graduates in the region; differences in the diversity of university student populations relative to that of the communities they serve, including differential student success-rates; and community issues such as health, education, and economics that impact regional prosperity; and

WHEREAS, based upon these and a myriad of other issues impacting higher education, the Board is compelled to “Take Charge of Our Future” as a vibrant community resource by developing a new Strategic Plan that: engages university constituents; incorporates the spirit of shared governance and responsibility-consequential governance; builds public trust by increasing collaboration aligned with community solutions; and inspires the entire university community to continuously improve itself; and

WHEREAS, the Strategic Planning Organization Team and other University and community constituents have and will continue to benefit from engaging with nationally recognized Thought Leaders & Provokers, the review of pertinent data and facts, consideration of perspectives regarding diversity, inclusion and equity, and input provided by a vast array of constituents including regional and national employers during the planning process; and

WHEREAS, this Resolution evolves from the 2018 October Board Advance meeting topics focused on strategic planning as well as the Board's previous Strategic Planning Resolution (December 6, 2018 Agenda item E.1.g); and

WHEREAS, the Board understands that analysis and synthesis of information, shared learning, mutual communication, deliberation and planning are very necessary yet time-consuming stages of developing the Strategic Plan;

NOW THEREFORE, BE IT RESOLVED, that the following are to be focus areas of the next Board-endorsed Strategic Plan:

Increase educational quality with an emphasis on faculty professional development, faculty and administrative leadership diversity, innovative teaching and measurable learning outcomes that address high impact areas for student learning and experience, and a unique and transformative general education experience that has flexibility while not reducing academic integrity including meaningful experiences possibly linked to institutional learning outcomes, those of which employers nationally have indicated are needed in the work-place as well as creating educational experiences in including study abroad and learning about abroad, and experiential learning opportunities that develop an informed citizenry that is engaged in their work and community the result of which is also related to job placement and a successful career, including assisting students from diverse backgrounds to be academically successful via access to intentional and purposeful systems of support;

A focus on research in a strategic manner that includes the Mahoning Valley Innovation and Commercialization Consortium, and associated endeavors, and consideration of a limited number of other purposefully selected areas to achieve national distinction, as well as the recognition of scholarship across all disciplines that contribute to academic excellence and scholarly distinction of the institution and that supports improving excellence in teaching that enhances learning;

Attention to the enrollment of new students through academic program strength and improvement, new academic program development, including an online strategy, and consideration of competency-based education and certifications, in addition to strategic business and industry focused academic programming as well as a strategic YSU brand marketing and communication initiative that emphasizes academic quality and distinction, as well as increasing the numbers of underrepresented, international, and students from other areas of the State and Nation;

A focus on student success including optimally locating appropriate areas of the student success organizational structure, an optimized and redesigned First Year Experience, increasing persistence and progress towards completing a degree in four years and closing achievement gaps by developing an integrated advising model with an appropriate capacity of advising, particularly for a successful career, student services, and mental health counseling as well as initiatives to support the success of students from diverse populations that responds to students' needs in innovative and successful ways that includes attention to student progress, adjusted academic policies to improve not only student academic performance but also student understanding of and ability to take and successfully complete gateway courses, enroll in courses to make progress towards graduation, and utilization of all technology-enabled capabilities to support student success as well as an enriched and learner-engaged outside the classroom experience;

Build strategic, strong, and purposeful collaborations with external community stakeholders the outcomes of which include mutually beneficial impact and influence via applied scholarship, experiential education and service learning that fulfills our role as one of several entities anchored to and contributing to the prosperity of the region and beyond and brings faculty, students, local residents, business, non-profits, innovative partners and government together in projects in ways that stretch their perspectives beyond individual experiences and addresses diversity and inclusion, community, regional and world needs from the perspective that the university and the region are a collaborative living and learning community;

Attain a level of technological capacity and competency that is necessary to enhance the educational experience and integrated systems to achieving multiple strategic objectives, including program optimization and prioritization, student success strategies including degree maps and auditing, teaching and learning outcomes assessment, student portfolios, accreditation, and other quality and effectiveness enhancement technologies;

Use reliable data created through a governance structure to generate and analyze information to create insights for well-informed decision-making that facilitates the ability to measure progress towards goals established for aspects of the Strategic Plan, adjust tactics or change courses as warranted, and to create the opportunity to be accountable for progress towards objectives so established; and

Assure organizational structures, processes and policies streamlining, as well as optimize performance management, peer review, planning, budgeting and financial management systems that prioritize the focus areas of the strategic plan, creates expectation of outcomes through agreed upon meaningful goals and recognizes units for achieving greater effectiveness and efficiency and demonstrating optimal use of resources to achieve the goals of the Strategic Plan.

**NOW, THEREFORE, BE IT FURTHER RESOLVED,** that these areas of focus are not intended to restrain the work of the Strategic Planning Organization Team and

the campus' engagement in such, but rather, to put forward areas of emphasis the Board has determined the Plan must address to "Take Charge of Our Future"; and to assure that any strategic priorities identified for strategic investment before the Board's approval of the next Plan will align with and "jump-start" the Plan, and such allocations and the justifications will be presented to the Board for consideration in the proposed FY2020 budget.

2. Institutional Engagement Committee.

The chairperson said that the Institutional Engagement Committee was recommending four resolutions for adoption by the board. There being no objection thereto, the chairperson declared the following resolutions were adopted by general consent:

Resolution to Accept WYSU Memberships

**YR 2019-55**

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 C 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.

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Resolution to Accept Gift of Real Estate

**YR 2019-56**

WHEREAS, Youngstown State University Board of Trustees policy provides that the Board of Trustees may be the recipient of gifts of real estate as determined by the President and as recommended to the Institutional Engagement Committee of the Board of Trustees; and

WHEREAS, the Youngstown State University Foundation owns real estate located within the University's campus as identified on the property map ("Real Estate") attached hereto as Exhibit D; and

WHEREAS, the Youngstown State University Foundation seeks to gift the Real Estate to the Board of Trustees for use by the University; and

WHEREAS, the President recommends that the Board of Trustees accept the gift of Real Estate from the Youngstown State University Foundation.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept the gift of Real Estate from the Youngstown State University Foundation.

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Resolution to Modify Emergency Response Policy, 3356-4-20

**YR 2019-57**

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 Emergency Response 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 Emergency Response, policy number 3356-4-20, shown as Exhibit E attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Modify  
Social Media Use on  
Official and Affiliated University Sites Policy, 3356-4-09.1

**YR 2019-58**

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 Social Media Use on Official and Affiliated University Sites 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 Social Media Use on Official and Affiliated University Sites, policy number 3356-4-09.1, shown as Exhibit F attached hereto. A copy of the policy indicating changes to be made is also attached.

3. Finance and Facilities Committee.

The chairperson said that the Finance and Facilities Committee was recommending three resolutions for adoption by the board. There being no objection thereto, the chairperson declared the following resolutions adopted by general consent:

Resolution to Modify  
Closed Circuit Television Use Policy, 3356-4-11

**YR 2019-59**

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 Closed Circuit Television System Use 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 Closed Circuit Television System Use, policy number 3356-4-11, shown as Exhibit G attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Approve  
The Penguin Tuition Promise Second Cohort Class Tuition Rate

**YR 2019-60**

WHEREAS, section 3345.48 of the Ohio Revised Code authorizes boards of trustees of state universities to establish an undergraduate tuition guarantee program; and

WHEREAS, a tuition guarantee program provides fixed tuition and fees for eligible undergraduate students for four consecutive years of attendance; and

WHEREAS, a tuition guarantee program provides students and their families with price-predictability as they plan for a four-year college education; and

WHEREAS, the Board of Trustees of Youngstown State University approved an undergraduate tuition guarantee program, the *Penguin Tuition Promise*, in December 2017 and which became effective in the 2018-2019 academic year; and

WHEREAS, section 3345.48 of the Ohio Revised Code authorizes boards of trustees of state universities to annually adjust the guaranteed tuition rates of subsequent cohort classes by the average rate of inflation, as measured by the consumer price index, for the previous sixty-month period; and

WHEREAS, the Ohio Department of Higher Education has determined that the consumer price index inflation for the applicable sixty-month period is one and a half percent.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the tuition for the second cohort class of the *Penguin Tuition Promise* program, to become effective in the 2019-2020 academic year, as shown in Exhibit H and made part hereof.

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Resolution to Approve Interfund Transfers

**YR 2019-61**

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, as detailed in Exhibit I.

Dr. Jakubek reported that the Audit Subcommittee met on March 6, 2019, and received updates on the audit matrix open audit recommendations; the second quarter FY 2019 internal audit plan; anonymous reporting hotline statistics; enterprise risk management, research compliance audit and Crowes' Independent Single Audit Report.

Dr. Hackstedde reported that the Investment Subcommittee also met on March 6, 2019. The subcommittee received reports from Clearstead (formerly known as Hartland), the university's investment advisors, regarding the university's endowment and non-endowment investments. The subcommittee also received a report from Mr. McNally regarding the "Disclosure of Relationships with University-Affiliated Financial Institutions," updated January 2019.

4. University Affairs Committee.

The chairperson noted that the University Affairs Committee was recommending nine resolutions for adoption by the board. There being no objection thereto, the chairperson declared the following resolutions adopted by general consent:

Resolution to Ratify  
Personnel Actions – Intercollegiate Athletics

**YR 2019-62**

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

WHEREAS, new appointments and other personnel actions have been made subsequent to the December 6, 2018, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2018-2019 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 as listed in Exhibit J attached hereto.

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Resolution to Modify and Retitle  
Designation of Movable University Holidays Policy, 3356-7-21

**YR 2019-63**

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 Designation of Movable University Holidays 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 Designation of Movable University Holidays, policy number 3356-7-21, to be retitled as University Holidays, shown as Exhibit K attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Modify  
Collective Bargaining and Negotiations Policy, 3356-7-23

**YR 2019-64**

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 Collective Bargaining and Negotiations 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 Collective Bargaining and Negotiations, policy number 3356-7-23, shown as Exhibit L attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Rescind  
Multiple-Year Contracts for  
Executive Level Officers, Administrative Officers, and  
Other Designated Professional/Administrative Staff Policy, 3356-7-35

**YR 2019-39**

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 rescind the University Policy governing Multiple-Year Contracts for Executive Level Officers, Administrations Officers, and Other Designated Professional/ Administrative Staff, policy number 3356-7-35, shown as Exhibit M, attached hereto.

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Resolution to Modify and Retitle  
Selection and Annual Evaluation of  
Administrative Officers of the University Policy, 3356-9-02

**YR 2019-66**

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 Selection and Annual Evaluation of Administrative Officers of the University 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 Selection and Annual Evaluation of Administrative Officers of the University, policy number 3356-9-02, to be retitled as Selection, Appointment, and Annual Evaluation of Administrative Officers, shown as Exhibit N attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Modify and Retitle  
Selection and Annual Evaluation of  
Executive Officers of the University Policy, 3356-9-01

**YR 2019-67**

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 Selection and Evaluation of Executive Level Officers of the University 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 Selection and Evaluation of Executive Level Officers of the University, policy number 3356-9-01, to be retitled as Selection, Appointment, and Evaluation of Executive Officers, shown as Exhibit O attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Modify and Retitle  
Selection of Professional/Administrative Staff Policy, 3356-7-42

**YR 2019-68**

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 Selection of 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 Selection of Professional/Administrative Staff, policy number 3356-7-42, to be retitled as Selection, Appointment, and Evaluation of Professional/Administrative Staff, shown as Exhibit P attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Approve  
YSU Retirement Plan Committee Charter

**YR 2019-69**

WHEREAS, Youngstown State University provides a number of alternative retirement plans, and voluntary defined contribution 403(b) and 457(b) plans to eligible faculty and staff employed by the University; and

WHEREAS, the Ohio Uniform Prudent Investors Act and Ohio Revised Code chapter 3305 section 9.911 provide regulatory guidance for public institutions of higher education regarding the management of alternative retirement plans and custodial accounts for individual employees; and

WHEREAS, Youngstown State University has established a Retirement Plan Committee to ensure the financial integrity of plan options available to employees of the University; and

WHEREAS, the Retirement Plan Committee is responsible for the general oversight of the University's alternative retirement and defined contribution plans.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the Charter for the Retirement Plan Committee as shown in Exhibit Q and made part hereof.

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Resolution to Ratify  
Personnel Actions – Faculty/PA Staff

**YR 2019-70**

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

WHEREAS, new appointments and other personnel actions have been made subsequent to the December 6, 2018, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2018-2019 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 as listed in Exhibit R attached hereto.

5. Governance Committee

The chairperson noted that the Governance Committee was recommending one resolution for adoption by the board. There being no objection thereto, the chairperson declared the following resolutions adopted by general consent:

Resolution to Amend  
The Bylaws of the Board of Trustees of Youngstown State University

**YR 2019-71**

WHEREAS, the Board of Trustees of Youngstown State University is a self-governing body established under Chapter 3356 of the *Ohio Revised Code*; and



WHEREAS, the Board of Trustees has adopted *Bylaws of the Board of Trustees of Youngstown State University* (the “*Bylaws*”) regarding its governance and policies regarding its procedures; and

WHEREAS, the Governance Committee of the Board of Trustees has recently undertaken a review of the Board’s *Bylaws* and has determined that the *Bylaws* should be amended; and

WHEREAS, pursuant to Article IX, Section 3.A. of the *Bylaws*, the Governance Committee announced its proposed amendments to the *Bylaws* at the regular meeting of the Board of Trustees held December 6, 2018.

NOW, THEREFORE, BE IT RESOLVED, effective immediately, that the Board of Trustees of Youngstown State University does hereby amend its *Bylaws* to change the name of the Board’s “Academic and Student Affairs Committee” to the “Academic Excellence and Student Success Committee.”

BE IT FURTHER RESOLVED, that University administration is authorized and directed to take such actions as are necessary and appropriate to effect the amendment of the Board’s *Bylaws*, including the republication of the *Bylaws* booklet.

Nomination of 2019-2020 Board Officers. The chairperson reported that in accordance with the board's Bylaws, the Governance Committee had met and today makes its report to the board regarding its nominations of officers for the year starting this June. Today’s report constitutes a first reading only. Voting on the election of officers will take place at the board’s June regular meeting. The Governance Committee’s recommendations for the 2019-2020 board officers are:

Chairperson	Mr. David C. Deibel
Vice Chairperson	Dr. Anita A Hackstedde
Secretary	Mr. Franklin S. Bennett, Jr.

#### ITEM V – COMMUNICATIONS AND MEMORIALS

The chairperson recognized the secretary to the board who read aloud the following resolution:

#### Resolution of Appreciation – Delores E. Crawford

**YR 2019-72**

WHEREAS, in 1968, Delores Elizabeth Jennings graduated from Youngstown State University; and

WHEREAS, in June of 2010, Ohio Governor Ted Strickland appointed Ms. Delores Elizabeth Crawford as a Trustee of Youngstown State University; and

WHEREAS, for the following nine years Ms. Crawford served faithfully as a Trustee of Youngstown State University, and generously devoted her time, talents, skills and efforts to the best interests of the University, its students, faculty and staff; and

WHEREAS, during her tenure on the Board, Ms. Crawford served with distinction as a member of the Academic and Student Affairs Committee, Executive Committee, Finance and Facilities Committee, Institutional Engagement Committee, University Affairs Committee and Governance Committee and presidential search and ad hoc committees and subcommittees of the Board of Trustees of Youngstown State University, and

WHEREAS, from June 2017 until June 2018, Ms. Crawford served as Vice Chairperson of the Board of Trustees, and from June 2018 until June 2019, served as Chairperson of the Board of Trustees of Youngstown State University; and

WHEREAS, Ms. Crawford's commitment to the University is clearly evidenced by her regular attendance at hundreds of meetings of the Board and its committees and her presence and participation at meetings and gatherings of the greater University and Youngstown communities, while unflinchingly managing major family and personal health challenges; and

WHEREAS, during her term as a Trustee of Youngstown State University, Ms. Crawford brought a firm hand to the Board made wise by many years of service and experience with Mahoning Valley social service, government and nonprofit organizations; and

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Trustees express their appreciation to Dee Crawford for her devotion, dedication and efforts to promote the welfare and best interests of the students, faculty, and staff of Youngstown State University and the community which it serves; and

BE IT FURTHER RESOLVED that a copy of this Resolution be furnished to Ms. Crawford.

Mr. Deibel moved that the resolution read by the secretary be adopted by the board of trustees. Dr. Jakubek seconded Mr. Deibel's motion and the trustees voted unanimously to adopt the resolution as read by the secretary.

The chairperson recognized the secretary to the board who read aloud the following resolution:

Resolution of Appreciation – Lexi E. Rager

**YR 2019-73**

WHEREAS, Lexi E. Rager was appointed a Student Trustee of Youngstown State University on May 26, 2017, by Governor John Kasich; and

WHEREAS, during her term as Student Trustee, Ms. Rager served on the Academic and Student Affairs, Institutional Engagement, Finance and Facilities, University Affairs Committees and the Audit and Investment Subcommittees of the Board of Trustees of Youngstown State University; and

WHEREAS, Ms. Rager served as Student Trustee while at the same time maintaining a rigorous academic and work regimen and a number of campus leadership positions; and

WHEREAS, as a Student Trustee, Ms. Rager served Youngstown State University, its faculty, staff, and especially its students, with distinction, bringing to the Board of Trustees a thoughtful, articulate and respected perspective on student issues and concerns; and

WHEREAS, Ms. Rager's term as Student Trustee has proved mutually enriching to her and to the Board of Trustees, exemplifying the value of the Student Trustee experience both to the student and to the University; and

WHEREAS, its members wish to thank Lexi Rager for the leadership and perspective that she brought to the Board of Trustees of Youngstown State University;

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Trustees express their appreciation to Lexi E. Rager for her dedication and efforts to promote the welfare and best interests of the students, faculty, and staff of Youngstown State University and the community which it serves; and

BE IT FURTHER RESOLVED that a copy of this Resolution be furnished to Ms. Rager.

Mr. Roberts moved that the resolution read by the secretary be adopted by the board of trustees. Dr. Hackstedde seconded Mr. Roberts' motion and the trustees voted unanimously to adopt the resolution as read by the secretary.

Mr. Tressel stated that the following persons associated with the university had passed away:

Guy Shebat, English faculty member.

Norma Watson, university benefactor and the mother of Ellen Tressel.

Martin J. O'Connell, former YSU trustee.

Barbara Krauss, WYSU.  
Pei Huang, History faculty member.

ITEM VI – UNFINISHED BUSINESS

The board considered no unfinished business.

ITEM VII – NEW BUSINESS

The committee considered no new business.

ITEM VIII – CHAIRPERSON’S REMARKS

Ms. Crawford stated that she was privileged and proud to have been a graduate, employee and trustee of Youngstown State University.

ITEM IX – TIME AND PLACE OF UPCOMING REGULAR MEETINGS

Upon motion duly made and seconded, which received the affirmative vote of all trustees present, the trustees resolved to set the following dates and times for the next regular meetings of the board to be held in the Board Room in Tod Hall:

10:00 a.m., Thursday, June 6, 2019  
10:00 a.m., Thursday, September 5, 2019  
10:00 a.m., Thursday, December 5, 2019

ITEM X – ADJOURNMENT

There being no further business to come before the board of trustees, and upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at 10:45 a.m.

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Chairperson

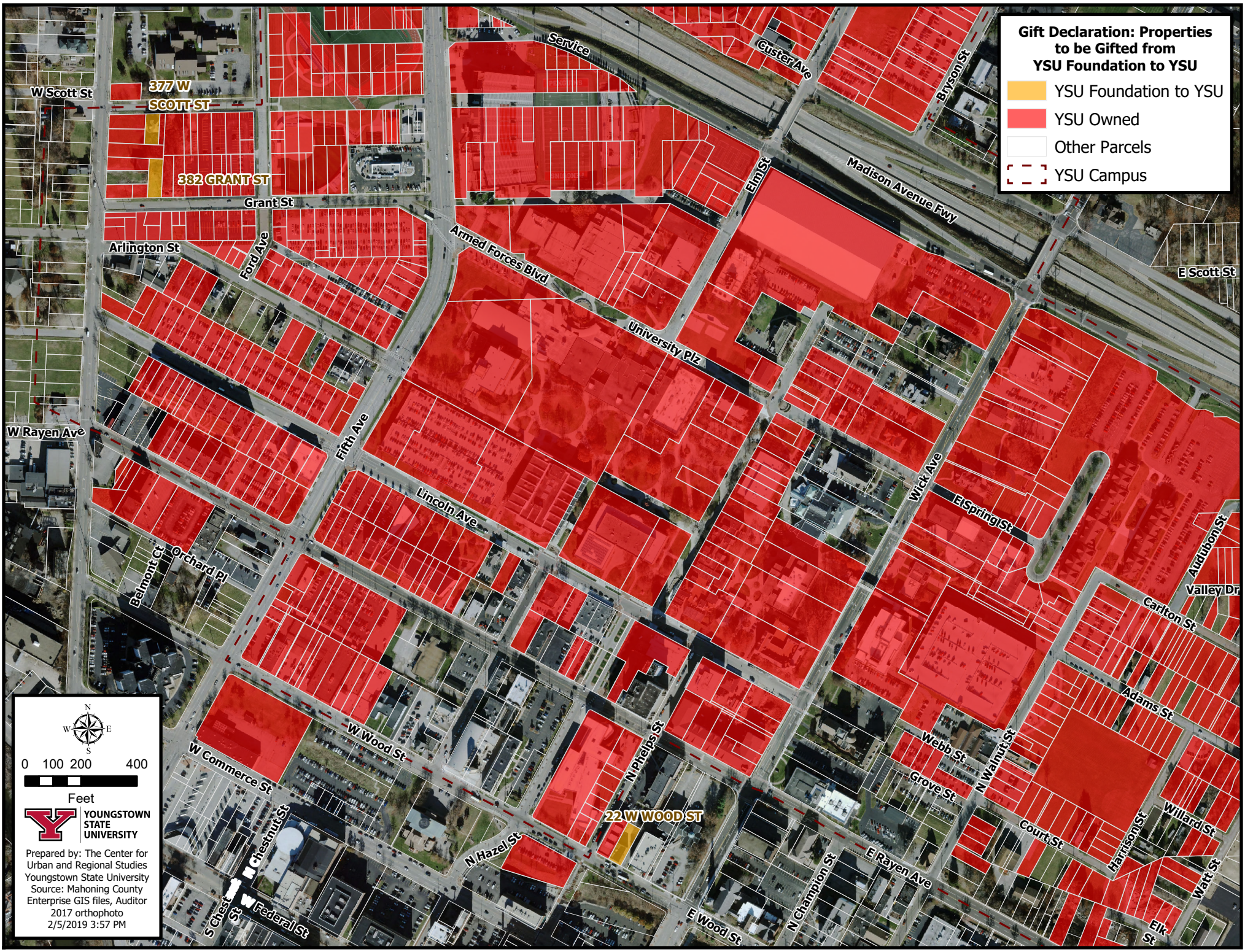
ATTEST:

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Secretary to the Board of Trustees

**Gift Declaration: Properties to be Gifted from YSU Foundation to YSU**

- YSU Foundation to YSU
- YSU Owned
- Other Parcels
- YSU Campus



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Feet

Prepared by: The Center for Urban and Regional Studies  
 Youngstown State University  
 Source: Mahoning County Enterprise GIS files, Auditor 2017 orthophoto  
 2/5/2019 3:57 PM

**3356-4-20      Emergency response.**

Responsible Division/Office:    Office of the President  
Responsible Officer:             President  
Revision History:                 September 2013; March 2019  
Board Committee:                Institutional Engagement  
**Effective Date:**                 **March 7, 2019**  
Next Review:                      2024

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- (A) Policy statement. In the event of an emergency, the president or designee are authorized to declare that an emergency situation exists and to invoke the university’s comprehensive emergency management plan.
  
- (B) Definitions.
  - (1) “Emergency.” An event or condition that presents an imminent risk of death, serious injury, or illness to the university community, suspension or significant disruption of university operations, significant physical or environmental damage, or significantly affects the university’s financial well-being. Specific emergencies or classes of emergencies are listed in the university’s comprehensive emergency management plan.
  
  - (2) “Comprehensive emergency management plan.” A statement of policy and procedures regarding emergency management. It assigns tasks and responsibilities to university officials specifying, and in some cases redefining, their roles during specific emergency situations. The comprehensive emergency management plan (“plan”) is also the university’s published authoritative strategies and directives to prepare for, mitigate, respond to, and recover from actual or potential emergencies university-wide. The plan references second-level “departmental emergency operations plans” that prescribe changes in functional responsibilities and operations by and/or within that specific department during an emergency.
  
- (C) Authorities and responsibilities.

- (1) Reacting to reported or predicted campus or environmental situations, the president or designee is authorized to declare that an emergency exists and to direct the implementation of the plan.
  - (2) The president or designee has the authority to invoke the full force of state and local laws and to exercise all necessary emergency authority to respond to any threat to lives and property and to restore normal university operations with minimal interruption.
  - (3) The plan may, depending upon the type of emergency, redefine authorities within the university during a specific emergency.
  - (4) With the declaration of a university emergency, all officers and essential personnel of the university are directed to undertake appropriate and rapid response to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and to comply with all university emergency procedures, applicable regulations, as well as state and local laws. Work rules and associated compensation will be governed by applicable labor contracts and university policy.
  - (5) All members of the university community (including faculty, students, staff, and visitors) are required to comply with emergency procedures, to cooperate with university response personnel as well as with public officials and emergency service operatives in executing emergency plans, and to obey and comply with the lawful directions of properly identified officers.
  - (6) In response to a specific emergency, and depending on the circumstances, the president may direct each executive officer where to report.
  - (7) The university will plan and implement an annual emergency management training program for identified members of the university community.
- (D) Implementation.
- (1) The president directs that the university, led by the chief of university police and the director of environmental and occupational health and safety, shall create, maintain, and annually

update the university's comprehensive emergency management plan. The plan shall include, at a minimum, the following:

- (a) The common goal to maximize human safety and survival, minimize danger, preserve and protect property and critical infrastructure, provide for responsible communication with the university community and the general public during and after an emergency, and restore normal activities;
  - (b) Plans, and the associated use of university resources, to prevent or otherwise mitigate potential emergencies;
  - (c) The establishment of a university emergency planning and response team;
  - (d) Collaboration with local emergency management partners;
  - (e) An effective means of public emergency notification;
  - (f) Departmental level emergency operations planning, education, and training;
  - (g) Adoption of the national incident management system; and
  - (h) A university communication and education plan for emergency response.
- (2) The president will direct each executive officer to ensure their awareness of, and compliance with, this policy and with the plan and to further ensure that such awareness and compliance is promulgated throughout each of their respective divisions.



**3356-4-20      Emergency response.**

Previous Policy Number: ~~4018.01 (new)~~  
Responsible Division/Office: Office of the President  
Responsible Officer: President  
Revision History: September 2013; March 2019  
Board Committee: University AffairsInstitutional Engagement  
**Effective Date:** ~~September~~March 25<sup>7</sup>, 2013<sup>9</sup>  
Next Review: ~~2018~~24

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- (A) Policy statement. In the event of an emergency, the president or designee are authorized to declare that an emergency situation exists and to invoke the university’s comprehensive emergency management plan.
- (B) Definitions.
- (1) “Emergency.” An event or condition that presents an imminent risk of death, serious injury, or illness to the university community, suspension or significant disruption of university operations, significant physical or environmental damage, or significantly affects the university’s financial well-being. Specific emergencies or classes of emergencies are listed in the university’s comprehensive emergency management plan.
- (2) “Comprehensive emergency management plan.” A statement of policy and procedures regarding emergency management. It assigns tasks and responsibilities to university officials specifying, and in some cases redefining, their roles during specific emergency situations. The comprehensive emergency management plan (“plan”) is also the university’s published authoritative strategies and directives to prepare for, mitigate, respond to, and recover from actual or potential emergencies university-wide. The plan references second-level “departmental emergency operations plans” that prescribe changes in functional responsibilities and operations by and/or within that specific department during an emergency.

(C) Authorities and responsibilities.

- (1) Reacting to reported or predicted campus or environmental situations, the president or designee is authorized to declare that an emergency exists and to direct the implementation of the plan.
- (2) The president or designee has the authority to invoke the full force of state and local laws and to exercise all necessary emergency authority to respond to ~~the~~any threat ~~of~~to lives and property and to restore normal university operations with minimal interruption.
- (3) The plan may, depending upon the type of emergency, redefine authorities within the university during a specific emergency.
- (4) With the declaration of a university emergency, all officers and essential personnel of- the university are directed to undertake appropriate and rapid response to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and to comply with all university emergency procedures, applicable regulations, as well as state and local laws. Work rules and associated compensation will be governed by applicable labor contracts and university policy.
- (5) All members of the university community (including faculty, students, staff, and visitors) are required to comply with emergency procedures, to cooperate with university response personnel as well as with public officials and emergency service operatives in executing emergency plans, and to obey and comply with the lawful directions of properly identified officers.
- (6) In response to a specific emergency, and depending on the circumstances, the president may direct each executive officer where to report.
- (7) The university will plan and implement an annual emergency management training program for identified members of the university community.

(D) Implementation.

- (1) The president directs that the university, led by the chief of university police and the director of environmental and occupational health and safety, shall create, maintain, and annually update the university's comprehensive emergency management plan. The plan shall include, at a minimum, the following:
  - (a) The common goal to maximize human safety and survival, minimize danger, preserve and protect property and critical infrastructure, provide for responsible communication with the university community and the general public during and after an emergency, and restore normal activities;
  - (b) Plans, and the associated use of university resources, to prevent or otherwise mitigate potential emergencies;
  - (c) The establishment of a university emergency planning and response team;
  - (d) Collaboration with local emergency management partners;
  - (e) An effective means of public emergency notification;
  - (f) Departmental level emergency operations planning, education, and training;
  - (g) Adoption of the national incident management system; and
  - (h) A university communication and education plan for emergency response.
- (2) The president will direct each executive officer to ensure their awareness of, and compliance with, this policy and with the plan and to further ensure that such awareness and compliance is promulgated throughout each of their respective divisions.

### 3356-4-09.1 Social media use on official and affiliated university sites.

Responsible Division/Office: Office of Marketing and Communications  
Responsible Officer: Associate Vice President of University  
Relations  
Revision History: June 2014; March 2019  
Board Committee: Institutional Engagement  
**Effective Date:** **March 7, 2019**  
Next Review: 2024

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- (A) Policy statement. The university recognizes the importance of social media as an evolving technology to communicate relevant information and enhance the university's reputation and profile.
- (B) Purpose. To provide guidance for current and future use of official and affiliated university social media sites.
- (C) Scope. This policy applies to individuals including university faculty, staff, volunteers and students, including student employees, who create or contribute to official or affiliated university social media sites.
- (D) Definitions.
  - (1) "Social media." Internet-based applications, websites, platforms, blogs, wikis, networks, and mobile-based technologies that enable users to create and share information.
  - (2) "Official university social media site." Any social media sponsored, controlled, or managed by a university college, school, department, program, office, or unit.
  - (3) "Affiliated social media site." Any social media created as part of an individual's work or university responsibilities or by a university-sponsored organization as part of its activities.
  - (4) "Post." Publication of content in any form on social media.
- (E) Parameters.

- (1) The university's office of marketing and communications shall establish, and when appropriate, revise guidelines and/or best practices for university-sponsored and affiliated social media sites. (Please refer to: [http://web.yzu.edu/contentm/easy\\_pages/easy\\_page\\_view.php?sid=25&page\\_id=1033](http://web.yzu.edu/contentm/easy_pages/easy_page_view.php?sid=25&page_id=1033)).
- (2) University sponsored and affiliated social media sites and postings are subject to all applicable state and federal regulations such as the Family Educational Rights and Privacy Act ("FERPA") and copyright rights, university policies, guidelines, and best practices established by the office of marketing and communications, and "The Code of Student Rights, Responsibilities, and Conduct."
- (3) Individual departments, colleges, programs, or administrative offices may establish additional guidelines specific to their areas of study or responsibilities. However, these guidelines must be reviewed and approved by the university's information technology department and office of marketing and communications prior to implementation.

**3356-4-09.1 Social media use on official and affiliated university sites.**

Previous Policy Number: ~~4009.02 (new)~~  
Responsible Division/Office: Office of Marketing and Communications  
Responsible Officer: Associate Vice President of University  
Advancement Relations  
Revision History: June 2014; March 2019  
Board Committee: University Affairs Institutional Engagement  
**Effective Date:** June March 187, 20149  
Next Review: 201924

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- (A) Policy statement. The university recognizes the importance of social media as an evolving technology to communicate relevant information and enhance the university’s reputation and profile.
- (B) Purpose. To provide guidance for current and future use of official and affiliated university social media sites.
- (C) Scope. This policy applies to individuals including university faculty, staff, volunteers and students, including student employees, who create or contribute to official or affiliated university social media sites.
- (D) Definitions.
  - (1) “Social media.” Internet-based applications, websites, platforms, blogs, wikis, networks, and mobile-based technologies that enable users to create and share information.
  - (2) “Official university social media site.” Any social media sponsored, controlled, or managed by a university college, school, department, program, office, or unit.
  - (3) “Affiliated social media site.” Any social media created as part of an individual’s work or university responsibilities or by a university-sponsored organization as part of its activities.
  - (4) “Post.” Publication of content in any form on social media.

(E) Parameters.

- (1) The university's office of marketing and communications shall establish, and when appropriate, revise guidelines and/or best practices for university-sponsored and affiliated social media sites. (Please refer to: [http://web.yzu.edu/contentm/easy\\_pages/easy\\_page\\_view.php?sid=25&page\\_id=1033](http://web.yzu.edu/contentm/easy_pages/easy_page_view.php?sid=25&page_id=1033)).
- (2) University sponsored and affiliated social media sites and postings are subject to all applicable state and federal regulations such as the Family Educational Rights and Privacy Act ("FERPA") and copyright rights, university policies, guidelines, and best practices established by the office of marketing and communications, and "The Code of Student Rights, Responsibilities, and Conduct."
- (3) Individual departments, colleges, programs, or administrative offices may establish additional guidelines specific to their areas of study or responsibilities. However, these guidelines must be reviewed and approved by the university's information technology department and office of marketing and communications prior to implementation.

**NEW**

**3356-1-01 Faculty Tenure**

Responsible Division/Office: Academic Affairs  
Responsible Officer: Office of Academic Affairs  
Revision History:  
Board Committee: Academic and Student Affairs Committee  
**Effective Date:** March 7, 2019  
Next Review: 2024

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(A) Policy statement. Ohio Revised Code Section 3345.45 permits the Board of Trustees of each state university to review its policy on faculty tenure and update it to promote excellence in instruction (teaching), research, service, commercialization, or any combination of those areas. The law specifies that commercialization may be one of the included pathways to tenure.

(1) The following are examples of commercialization:

- (a) Creation of intellectual property
- (b) Protection of the intellectual property
- (c) Marketing of the intellectual property
- (d) Licensing of the intellectual property
- (e) Manufacturing a product based on the license
- (f) Sale of the technology covered by the license

(B) Purpose. To be in compliance with ORC 3345.45, the Board of Trustees is ensuring that “commercialization” is included as one of the areas for faculty to emphasize as a pathway to tenure.

(C) Procedures. The tenure process is governed by the collective bargaining agreement between Youngstown State University and The Youngstown State University Chapter of the Ohio Education Association and the policies of the Youngstown State University Board of Trustees.

(1) In granting tenure to eligible faculty, Youngstown State University recognizes and promotes excellence in instruction (teaching), research, service, commercialization or any combination thereof.

(2) Faculty are evaluated in the areas of instruction (teaching), service, and scholarship, which may include commercialization activities.



**3356-4-11 Closed circuit television system use.**

Responsible Division/Office: Police Department  
Responsible Officer: Vice President for Finance and  
Business Operations  
Revision History: March 2014; March 2019  
Board Committee: Finance and Facilities  
**Effective Date: March 7, 2019**  
Next Review: 2024

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- (A) Policy statement. To standardize the installation and regulate the use of closed circuit television (“CCTV”) and any other related surveillance systems at Youngstown state university in order to deter crime, enhance campus security, and assist the Youngstown state university police department (“YSU-PD”) in its response to safety and security issues on university property.
- (B) Definitions.
- (1) “Equipment.” Any item, system, technology device, or process, including software, used alone or in conjunction with a network for the purpose of gathering, monitoring, recording or storing an image, images, and/or audio. Images and/or audio may be viewed in real-time and/or captured and preserved for possible review at a later date.
  - (2) “Monitoring.” The process of observing or reviewing recordings that are captured by CCTV equipment either in real-time or that have been prerecorded and are reviewed at a later date and time.
  - (3) “Recording.” The process of capturing images and/or audio using CCTV systems and saving those images to a storage medium.
  - (4) “University property.” All land, structures, or other real property owned, operated, leased or controlled by Youngstown state university. This includes both internal and external areas, including but not limited to common spaces, grounds, and parking lots.

- (5) “Internet protocol (‘IP’).” The communication protocol used in the collection and transmission of recordings on the CCTV network. All surveillance devices shall utilize open internet protocols and standards.
  - (6) “Public areas.” Any portion of university property that is operated and controlled by Youngstown state university, including buildings and facilities, in which a person does not have a reasonable expectation of privacy.
  - (7) “Private areas.” Any portion of university property where a person would have a reasonable expectation of privacy, e.g., restrooms, residence rooms, personal offices, or locker rooms or any other area designated as a clothing changing area. Personal offices do not include reception, informational or waiting areas.
  - (8) Restricted access areas. University property that is not accessible to the general public. Restricted access areas may be accessible to university employees, but do not include private areas.
- (C) Parameters.
- (1) The YSU-PD is responsible for implementation of this policy, including the approval, placement, and monitoring of all CCTV surveillance systems (“CCTV system[s]”) on university property.
  - (2) This policy does not apply to the use of video or visual surveillance, monitoring or recording, covert or otherwise, by the YSU-PD for criminal investigations or as authorized by a court of law.
  - (3) This policy does not apply to the legitimate academic use of cameras or video recordings for educational or journalism purposes, the general use of webcams by the university, the use of video recording for public performances, events, or interviews, or for university academic or research purposes.
  - (4) This policy does not imply or guarantee that the CCTV system will be monitored in real time.

- (5) The CCTV system will be utilized in a professional, ethical and legal manner.
- (D) Procedures.
- (1) Any and all requests for use of CCTV systems and/or equipment will be made in writing to the chief of the YSU-PD. The request will include the name of the college or department making the request, the purpose or reason for the request, and the desired installation area. YSU-PD will review each proposal and the review will consider security issues, institutional needs, technological standards, installation, wiring, networking, licensing, and cost. The chief of the YSU-PD will make the final decision on new equipment installations and changes to equipment placement.
  - (2) Cameras will only be permitted to be placed in public or restricted access areas and on university property. Cameras will not be placed in private areas or in a public area in order to view into private areas.
  - (3) Any equipment currently in place as of the date of this policy will come under the control and authority of YSU-PD. YSU-PD will determine if the equipment currently in place meets the institutional needs of the university and current technological standards for a CCTV recording system. YSU-PD will determine if any new equipment is permitted or if any current equipment is to be replaced or removed. No equipment is permitted unless recorded and controlled by YSU-PD or a specific exception is given by the YSU-PD. If an exception is given, the college or department is still required to comply with all other terms of this policy.
  - (4) All equipment, where able, will utilize IP technology to transmit recordings, unless an exception is granted by YSU-PD. All legacy equipment currently in use at Youngstown state university will be converted to university standard technology within twelve months from the date of this policy, unless an extension is granted by YSU-PD.

- (5) When an incident is reported or circumstances raise safety or security issues, the YSU-PD may authorize others to observe or review recordings or images.
  - (6) In those areas that require on-site viewing or monitoring of CCTV equipment such as student residence halls, the director of the applicable office or department will designate an appropriate individual to serve as the contact with YSU-PD regarding the equipment and will, at the beginning of the spring and fall semesters, provide a list to the YSU-PD of persons authorized to view or monitor the CCTV equipment. Viewing of these images shall be done only in restricted areas unless an exception is granted by the YSU-PD.
  - (7) Each department or college with CCTV equipment will designate an appropriate individual within the department or college to serve as a contact with the YSU-PD regarding the equipment.
  - (8) Each department or college will be responsible for the cost of the equipment within the department or college.
  - (9) The chief of the YSU-PD shall be notified of any future university construction or any upgrading of existing university facilities prior to approval of the final designs of said facility if said facility is to include CCTV equipment. The chief of the YSU-PD, or a designee appointed by the chief of the YSU-PD, shall provide input into the placement of CCTV equipment during the design phase. The chief of the YSU-PD will make the final decision on new equipment installations.
  - (10) The chief of the YSU-PD shall be responsible for contracting any services for the repair and service of all equipment.
  - (11) Any complaints involving violations of this policy shall be made to the university's office of general counsel and/or the chief of the YSU-PD.
- (E) Retention and release of information.

- (1) Retention of all recorded information is the responsibility of the YSU-PD except in the case of exceptions granted by the chief of the YSU-PD.
- (2) It is the goal of the YSU-PD to retain recordings in a secure location and for thirty days; however, there are numerous factors that can limit retention, including but not limited to equipment capabilities. Specific image and/or audio files may be required to be kept for a longer period at the direction of the office of general counsel and/or YSU-PD.
- (3) Recordings with information about a specific student are considered law enforcement records unless the university uses the recording for discipline purposes or makes the recording part of a student's education record.
- (4) Requests to view or to receive recording files from persons not authorized to access the system will be reviewed by the office of general counsel and the YSU-PD. The files will be distributed in an appropriately secured method. A log shall be maintained by the YSU-PD indicating the date and time range of the files, camera views, and the identification of the person receiving the files.
- (5) The recordings are considered security records under section 149.433 of the Revised Code because they are used to protect and maintain the security of the university. A record kept by a public office that is a security record is not a public record under section 149.43 of the Revised Code and is not subject to mandatory release or disclosure under that section. Any record requests, including subpoenas, will be directed to the office of general counsel for a response.
- (6) Any documentation, written or electronic, which identifies the location of all cameras installed on campus are considered security records under section 149.433 of the Revised Code, because they are used to protect and maintain the security of the university. A record kept by a public office that is a security record is not a public record under section 149.43 of the Revised Code and is not subject to mandatory release or disclosure under that section. Any record requests, including subpoenas, will be directed to the office of general counsel for a response.

**3356-4-11 Closed circuit television system use.**

~~Previous Policy Number: 4010.02 (new)~~  
Responsible Division/Office: YSU-PD Police Department  
Responsible Officer: Vice President for Finance and ~~Administration~~  
Business Operations  
Revision History: March 2014; March 2019  
Board Committee: ~~Finance and Facilities~~  
**Effective Date:** **March ~~127, 2014~~**  
Next Review: 201924

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- (A) Policy statement. To standardize the installation and regulate the use of closed circuit television (“CCTV”) and any other related surveillance systems at Youngstown state university in order to deter crime, enhance campus security, and assist the Youngstown state university police department (“YSU-PD”) in its response to safety and security issues on university property.
- (B) Definitions.
- (1) “Equipment.” Any item, system, technology device, or process, including software, used alone or in conjunction with a network for the purpose of gathering, monitoring, recording or storing an image, images, and/or audio. Images and/or audio may be viewed in real-time and/or captured and preserved for possible review at a later date.
  - (2) “Monitoring.” The process of observing or reviewing recordings that are captured by  ~~CCTV~~ equipment either in real-time or that have been prerecorded and are reviewed at a later date and time.
  - (3) “Recording.” The process of capturing images and/or audio using CCTV systems and saving those images to a storage medium.
  - (4) “University property.” All land, structures, or other real property owned, operated, leased or controlled by Youngstown state university. This includes both internal and external areas,

**Agenda Item E.3.a  
Exhibit G**

including but not limited to common spaces, grounds, and parking lots.

- (5) "Internet protocol ('IP')." The communication protocol used in the collection and transmission of recordings on the CCTV network. All surveillance devices shall utilize open internet protocols and standards.
- (6) "Public areas." Any portion of university property that is operated and controlled by Youngstown state university, including buildings and facilities, in which a person does not have a reasonable expectation of privacy.
- (7) "Private areas." Any portion of university property where a person would have a reasonable expectation of privacy, e.g., restrooms, residence rooms, personal offices, or locker rooms; or any other area designated as a clothing changing area. Personal offices do not include reception, informational or waiting areas.
- (8) Restricted access areas. University property that is not accessible to the general public. Restricted access areas may be accessible to university employees, but do not include private areas.

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(C) Parameters.

- (1) The YSU-PD is responsible for implementation of this policy, including the approval, placement, and monitoring of all CCTV surveillance systems ("CCTV system[s]") on university property.
- (2) This policy does not apply to the use of video or visual surveillance, monitoring or recording, covert or otherwise, by the YSU-PD for criminal investigations or as authorized by a court of law.
- (3) This policy does not apply to the legitimate academic use of cameras or video recordings for educational or journalism purposes, the general use of webcams by the university, ~~or to the~~ use of video recording for public performances, events, or interviews, or for university academic or research purposes.
- (4) This policy does not imply or guarantee that the CCTV system will be monitored in real time.

- (5) The CCTV system will be utilized in a professional, ethical and legal manner.

(D) Procedures.

- (1) Any and all requests for use of CCTV systems and/or equipment will be made in writing to the chief of the YSU-PD. The request will include the name of the college or department making the request, the purpose or reason for the request, and the desired installation area. YSU-PD will review each proposal and ~~recommended specific equipment and installations or repositioning as dictated by institutional needs and current technological standards.~~ The review will consider security issues, institutional needs, technological standards, installation, wiring, networking, licensing, and cost. The chief of the YSU-PD will make the final decision on new equipment installations and changes to equipment placement.
- (2) Cameras will only be permitted to be placed in public or restricted access areas and on university property. Cameras will not be placed in private areas or in a public area in order to view into private areas.
- (3) Any equipment currently in place as of the date of this policy will come under the control and authority of YSU-PD. YSU-PD will determine if the equipment currently in place meets ~~with~~ the institutional needs of the university and current technological standards for a CCTV recording system. YSU-PD will determine if any new equipment is permitted or if any current equipment is to be replaced or removed. No equipment is permitted unless recorded and controlled by YSU-PD or a specific exception is given by the YSU-PD. If an exception is given, the college or department is still required to comply with all other terms of this policy.
- (4) All equipment, where able, will utilize IP technology to transmit recordings, unless an exception is granted by YSU-PD. All legacy equipment currently in use at Youngstown state university will be converted to university standard technology within twelve months from the date of this ~~rule~~policy, unless an extension is granted by YSU-PD.



- (5) When an incident is reported or circumstances raise safety or security issues, the YSU-PD may authorize others to observe or review recordings or images.
  - (6) In those areas that require on-site viewing or monitoring of CCTV equipment such as student residence halls, the director of the applicable office or department will designate an appropriate individual to serve as the contact with YSU-PD regarding the equipment and will, at the beginning of the spring and fall semesters, provide a list to the YSU-PD of persons authorized to view or monitor the CCTV equipment. Viewing of these images shall be done only in restricted areas unless an exception is granted by the YSU-PD.
  - (7) Each department or college with CCTV equipment will designate an appropriate individual within the department or college to serve as a contact with the YSU-PD regarding the equipment.
  - (8) Each department or college will be responsible for the cost of the equipment within the department or college.
  - (9) The chief of the YSU-PD shall be notified of any future university construction or any upgrading of existing university facilities prior to approval of the final designs of said facility if said facility is to include CCTV equipment. The chief of ~~police~~the YSU-PD, or a designee appointed by the chief of ~~police~~the YSU-PD, shall provide input into the placement of CCTV equipment during the design phase. The chief of the YSU-PD will make the final decision on new equipment installations.
  - (10) The chief of ~~police~~the YSU-PD shall be responsible for contracting any services for the ~~responsibility of~~ repair and service of all equipment.
  - (11) Any complaints involving violations of this policy shall be made to the university's office of general counsel and/or the chief of ~~police~~the YSU-PD.
- (E) Retention and release of information.
- (1) Retention of all recorded information is the responsibility of the YSU-PD except in the case of exceptions granted by the chief of ~~police~~the YSU-PD.

- (2) It is the goal of the YSU-PD to retain recordings in a secure location and for thirty days; however, there are numerous factors that can limit retention, including but not limited to equipment capabilities. Specific image and/or audio files may be required to be kept for a longer period at the direction of the office of general counsel and/or YSU-PD.
- (3) Recordings with information about a specific student are considered law enforcement records unless the university uses the recording for discipline purposes or makes the recording part of a student's -education record.
- (4) Requests to view or to receive recording files from persons not authorized to access the system will be reviewed by the office of general counsel and the YSU-PD. The files will be distributed in an appropriately secured method. A log shall be maintained by the YSU-PD indicating the date and time range of the files, camera views, and the identification of the person receiving the files.
- (5) The recordings are considered security records under section 149.433 of the Revised Code because they are used to protect and maintain the security of the university. A record kept by a public office that is a security record is not a public record under section 149.433 of the Revised Code and is not subject to mandatory release or disclosure under that section. Any record requests, including subpoenas, will be directed to the office of general counsel for a response.
- (6) Any documentation, written or electronic, which identifies the location of all cameras installed on campus are considered security records under section 149.433 of the Revised Code, because they are used to protect and maintain the security of the university. A record kept by a public office that is a security record is not a public record under section 149.433 of the Revised Code and is not subject to mandatory release or disclosure under that section. Any record requests, including subpoenas, will be directed to the office of general counsel for a response.

**3356-7-21 University holidays.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and HR  
Revision History: March 1998; December 2009; March 2014;  
March 2019  
Board Committee: University Affairs  
**Effective Date: March 7, 2019**  
Next Review: 2024

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- (A) Policy statement. The board of trustees has been authorized by section 124.19 of the Revised Code to observe certain paid holidays on days other than their customary date of observance. Pursuant to state law, the board authorizes the president to move observance of these movable paid holidays to days that most favorably meet the needs of the university community.
- (B) Parameters. The below holidays may be observed as set forth below or may be observed on another day per section 124.19 of the Revised Code.
- (1) Martin Luther King, Jr. day (third Monday in January).
  - (2) Presidents' day (third Monday in February).
  - (3) Columbus day (second Monday in October).
- (C) Procedures.
- (1) The president, on the recommendation of the provost, will designate which of the paid holidays will be moved to better meet the needs of the academic calendar.
  - (2) The office of human resources is responsible for scheduling the annual holiday calendar after consulting with the president and the office of academic affairs. This schedule of holidays will then be provided to the registrar and the office of academic affairs to set the academic calendar.

**3356-7-21**    ~~Designation of movable university~~ **University holidays.**

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~~Previous Policy Number:~~    7007.01  
Responsible Division/Office:    Human Resources  
Responsible Officer:    VP for ~~Finance and Administration~~ Legal Affairs and HR  
Revision History:    March 1998; December 2009; March 2014; March 2019  
Board Committee:    University Affairs  
**Effective Date:**    ~~March 12, 2014~~ March 7, 2019  
Next Review:    ~~2019~~ 2024

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- (A) Policy statement. The board of trustees has been authorized by section 124.19 of the Revised Code to observe certain paid holidays on days other than their customary date of observance. Pursuant to state law, the board authorizes the president to move observance of these movable paid holidays to days that most favorably meet the needs of the university community.
- (B) Parameters. ~~The movable paid holidays include:~~ below holidays may be observed as set forth below or may be observed on another day per section 124.19 of the Revised Code.
- (1) Martin Luther King, Jr. day (third Monday in January).
  - (2) Presidents' day (third Monday in February).
  - (3) Columbus day (second Monday in October).
- (C) Procedures.
- (1) The president, on the recommendation of the provost, will designate which of the paid holidays will be moved to better meet the needs of the academic calendar.
  - (2) ~~Annually, the office of human resources will distribute a complete listing of the paid university holidays to the board of trustees and members of the university community.~~ The office of human resources is responsible for scheduling the annual holiday calendar after consulting with the president and the office of academic affairs. This schedule of holidays will then be provided to the registrar and the office of academic affairs to set the academic calendar.

**Agenda Item E.4.b**  
**Exhibit K**

**3356-7-23      Collective bargaining and negotiations.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and HR  
Revision History: August 1998; December 2009; December 2014;  
March 2019  
Board Committee: University Affairs  
**Effective Date: March 7, 2019**  
Next Review: 2024

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- (A) Policy statement. Youngstown state university recognizes the right of eligible faculty and staff to be represented by an exclusive bargaining representative for purposes of collectively negotiating agreements defining the terms and conditions of employment. This recognition is extended solely to faculty and staff who are defined as “public employees” in section 4117.01 of the Revised Code.
- (B) Purpose. To establish a framework for the professional and collegial negotiation of successor agreements with each bargaining unit that achieve the goals of both the university and bargaining unit members.
- (C) Definitions.
  - (1) Division (C) of section 4117.01 of the Revised Code defines “public employees” as “...any person holding a position by appointment or employment in the service of a public employer, including any person working pursuant to a contract between a public employer and a private employer and over whom the national labor relations board has declined jurisdiction on the basis that the involved employees are employees of a public employer...”

Exceptions applicable to colleges and universities include: confidential employees, management level employees, supervisors, students whose primary purpose is educational training, including graduate assistants or associates, residents, interns, or other students working as part-time public employees less than fifty per cent of the normal year in the employee’s bargaining unit; and part-time faculty members of an institution of higher education.

- (D) Procedures. The board of trustees of Youngstown state university within its fiduciary responsibility provides oversight of collective bargaining between the university and the bargaining units that represent employee groups. The board and university administration shall fulfill the following responsibilities within the collective bargaining process:
- (1) The chairperson of the board of trustees or his/her designee will act as the sole spokesperson for the board of trustees on any matters related to negotiations.
  - (2) The university affairs committee shall be the committee through which collective bargaining issues are presented and discussed with the board of trustees. This committee will provide the necessary authorizations for administration negotiations teams and will establish parameters for board of trustees' participation and communications for each negotiation.
  - (3) The administration will present to the university affairs committee for its review and consideration the administration's recommendations for membership of the university negotiation team, the chief negotiator, the role of legal counsel and bargaining approach (e.g., traditional versus interest-based). The administration will also provide overviews of issues and outcomes of past negotiations, internal and external contexts, financial parameters, and university goals and priorities as well as anticipated bargaining unit goals and priorities.
  - (4) The university affairs committee will review overall financial parameters for each negotiation and any changes to those parameters during the course of each negotiation.
  - (5) During each negotiation, the administration will update the designated committee on overall progress, university and bargaining unit positions, proposed draft language, tentative agreements, and new issues.
  - (6) When a final tentative agreement is reached, and after legal review, the administration will provide to the university affairs committee a summary of major changes to the agreement and a complete redline version of the proposed agreement, including all appendices typically at least one week in advance of the scheduled meeting.

- (7) If a fact finder report is issued, the report shall be brought to the university affairs committee for discussion and vote.
- (8) The university affairs committee will recommend action on the proposed agreement or fact finder report to the full board of trustees.
- (9) The board of trustees must ratify all final collective bargaining agreements.
- (10) At the conclusion of each round of negotiations, the university affairs committee will prepare recommendations to guide the next round of negotiations.

**3356-7-23 Collective bargaining and negotiations.**

~~Previous Policy Number: 7009.01~~  
Responsible Division/Office: Human Resources  
Responsible Officer: VP for ~~Finance and Administration~~ Legal Affairs and HR  
Revision History: August 1998; December 2009; December 2014; March 2019  
Board Committee: University Affairs  
**Effective Date:** ~~December 16, 2014~~ March 7, 2019  
Next Review: ~~2019~~ 2024

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- (A) Policy statement. Youngstown state university recognizes the right of eligible faculty and staff to be represented by an exclusive bargaining representative for purposes of collectively negotiating agreements defining the terms and conditions of employment. This recognition is extended solely to faculty and staff who are defined as “public employees” in section 4117.01 of the Revised Code.
- (B) Purpose. To establish a framework for the professional and collegial negotiation of successor agreements with each bargaining unit that achieve the goals of both the university and bargaining unit members.
- (C) Definitions.
- (1) Division (C) of section 4117.01 of the Revised Code defines “public employees” as “...any person holding a position by appointment or employment in the service of a public employer, including any person working pursuant to a contract between a public employer and a private employer and over whom the national labor relations board has declined jurisdiction on the basis that the involved employees are employees of a public employer...”

Exceptions applicable to colleges and universities include: confidential employees, management level employees, supervisors, students whose primary purpose is educational training, including graduate assistants or associates, residents, interns, or other students working as part-time public employees less than fifty per

**Agenda Item E.4.c  
Exhibit L**



~~Exhibit L~~ cent of the normal year in the employee's bargaining unit; and part-time faculty members of an institution of higher education.

- (D) Procedures. The board of trustees of Youngstown state university within its fiduciary responsibility provides oversight of collective bargaining between the university and the bargaining units that represent employee groups. The board and university administration shall fulfill the following responsibilities within the collective bargaining process:
- (1) The chairperson of the board of trustees or his/her designee will act as the sole spokesperson for the board of trustees on any matters related to negotiations.
  - (2) ~~No later than nine months prior to the expiration of a given contract, the board of trustees will either designate a standing committee or appoint an ad hoc committee to which reports on collective bargaining and negotiations are made~~The university affairs committee shall be the committee through which collective bargaining issues are presented and discussed with the board of trustees. This committee will provide the necessary authorizations for administration negotiations teams and will establish parameters for board of trustees' participation and communications for each negotiation.
  - (3) The administration will present to the ~~designated-university affairs~~ committee for its review and consideration the administration's recommendations for membership of the university negotiation team, the chief negotiator, the role of legal counsel and bargaining approach (e.g., traditional versus interest-based). The administration will also provide overviews of issues and outcomes of past negotiations, internal and external contexts, financial parameters, and university goals and priorities as well as anticipated bargaining unit goals and priorities.
  - (4) The ~~designated-university affairs~~ committee will review overall financial parameters for each negotiation and any changes to those parameters during the course of each negotiation.
  - (5) During each negotiation, the administration will update the designated committee on overall progress, university and bargaining unit positions, proposed draft language, tentative agreements, and new issues.
  - (6) When a final tentative agreement is reached, and after legal review, the administration will provide to the ~~designated-university affairs~~ committee a summary of major changes to the agreement and a

complete redline version of the proposed agreement, including all appendices typically at least one week in advance of the scheduled meeting.

~~(7)~~ (7) If a fact finder report is issued, the report shall be brought to the university affairs committee for discussion and vote.

~~(7)(8)~~ (8) The ~~designated university affairs committee, if a standing committee,~~ will recommend action on the proposed agreement or fact finder report to the full board of trustees; ~~if an ad hoc committee, will recommend action to the university affairs committee, who will recommend action to the full board of trustees.~~

~~(8)(9)~~ (9) The board of trustees must ratify all final collective bargaining agreements.

~~(9)(10)~~ (10) At the conclusion of each round of negotiations, the ~~designated university affairs~~ committee will prepare recommendations to guide the next round of negotiations.

~~(10)~~ (10) ~~It is the responsibility of human resources to inform those members of the faculty or staff who are not included in collective bargaining representation because of the nature of their position.~~

**3356-7-42      Selection, appointment, and evaluation of  
professional/administrative staff.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: March 1999; December 2009; April 2013;  
May 2015; March 2019  
Board Committee: University Affairs  
**Effective Date: March 7, 2019**  
Next Review: 2024

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- (A) Policy statement. While the president has overall responsibility for the management of the university, the responsibility for decisions about the employment of personnel is delegated to the appropriate division officer who is responsible for making personnel decisions within the described university procedures. The university employs staff members with experience, degrees, and other credentials appropriate to their responsibilities. Hiring managers are charged with the responsibility of assuring that qualified individuals are appointed as professional/administrative staff members. Personnel actions will become effective upon approval by the board of trustees.
- (B) Purpose. These procedures are designed to assure that qualified individuals with experience, degrees, and other credentials appropriate to their responsibilities are appointed as professional/administrative staff members.
- (C) Scope. This policy applies to professional/administrative staff (including part-time and externally funded) that perform nonteaching duties of a professional, administrative, or research nature and are not in the classified civil service or in a bargaining unit.
- (D) Procedures for the selection of professional/administrative staff. The procedures that follow provide an overall structure for the selection of professional/administrative staff. When a professional/administrative vacancy occurs, the hiring manager will follow the prescribed electronic process to seek approval to post the position and follow the standard

search procedures, as established by the office of human resources. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

- (1) When a vacancy occurs, the appropriate supervisor will review the need for the position and forward a recommendation to the dean or executive director. After review, the dean or executive director will submit a recommendation to fill, modify, or eliminate the position to the appropriate divisional executive officer.
- (2) The appropriate divisional executive officer will review the recommendation and determine whether further consideration is appropriate. If appropriate, the recommendation is forwarded to the president for his/her approval.
- (3) Filling of authorized positions must utilize recruitment activities that conform to the equal opportunity and affirmative action procedures (see rule 3356-2-02 of the Administrative Code, Equal opportunity and affirmative action recruitment and employment) unless a search waiver is granted.
- (4) Professional/administrative staff members are employed in full-time or part-time status. Part-time professional/administrative staff are employed on a full-time equivalent ("FTE") basis, assuming a forty-hour workweek. Eligibility for university benefits is determined by the individual's FTE status.
- (5) The appropriate division officer will review the proposed offer of employment with the office of human resources prior to the offer to the successful candidate.
- (6) The offer of employment may only be extended by the office of human resources in collaboration with the appropriate divisional executive officer upon the recommendation of the dean or executive director and the person responsible for the employing unit.

- (7) The office of human resources will extend an offer of employment. The offer will be in the form of either an appointment or an employment contract.
  - (a) Appointments will include a sixty-day notice of termination clause. Appointments are contingent upon board approval; however, employees may begin employment prior to board approval.
  - (b) When it is in the best interest of the university, the president may issue an employment contract for multiple years. Employment contracts must be approved by the board of trustees in advance of the employment start date.
- (8) The chief human resources officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, ~~and~~ separations) to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions shall be contingent upon approval by the board.
- (9) Terms and conditions of employment for professional/administrative staff are determined by the board of trustees as set forth in the university policy.
- (E) Search waiver. A waiver of the search process may be requested in accordance with rule 3356-2-04 of the Administrative Code, "Search waivers for strategic hiring of faculty and professional/administrative staff."
- (F) Procedures for evaluation.
  - (1) The evaluation process is conducted on an annual basis.
  - (2) Throughout the course of the year, one-on-one sessions will be initiated by either party to discuss performance thus far.

- (3) Managers will utilize the prescribed electronic process to evaluate their direct reports.

**3356-7-42 Selection, appointment, and evaluation of professional/administrative staff.**

~~Previous Policy Number: 7021.02~~

Responsible Division/\_Office: Human Resources

Responsible Officer: VP for ~~Finance and Administration~~Legal Affairs and Human Resources

Revision History: March 1999; December 2009; April 2013; May 2015; March 2019

Board Committee: University Affairs

**Effective Date:** ~~May 5, 2015~~March 7, 2019

Next Review: ~~2020~~2024

(A) Policy statement.- While the president has overall responsibility for the management of the university, the responsibility for decisions about the employment of personnel is delegated to the appropriate divisional ~~executive~~ officer who is responsible for making personnel decisions within the described university procedures. The university employs staff members with experience, degrees, and other credentials appropriate to their responsibilities. Hiring managers are charged with the responsibility of assuring that qualified individuals are appointed as professional/administrative staff members. Personnel actions will become effective upon approval by the board of trustees.

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~~The university employs staff members with experience, degrees, and other credentials appropriate to their responsibilities. Hiring managers are charged with the responsibility of assuring that qualified individuals are appointed as professional/administrative staff members.~~

(B) Purpose.- These procedures are designed to assure that qualified individuals with experience, degrees, and other credentials appropriate to their responsibilities are appointed as professional/administrative staff members.

(C) Scope.— This policy applies to professional/administrative staff (including part-time and externally funded) that perform nonteaching duties of a

**Agenda Item E.4.g  
Exhibit P**

professional, administrative, or research nature and are not in the classified civil service or in a bargaining unit covered by existing Ohio civil service position classifications and regulations. This policy does not include employees covered in rules 3356-9-01 and 3356-9-02 of the Administrative Code with regard to the selection and evaluation of executive and administrative officers of the university or to employees subject to the association of professional/administrative staff collective bargaining agreement.

- (D) Procedures for the selection of professional/administrative staff. The procedures that follow provide an overall structure for the selection of professional/administrative staff. When a professional/administrative vacancy occurs, the hiring manager will follow the prescribed electronic process to seek approval to post the position and follow the standard search procedures, as established by the office of human resources. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.
- (1) When a ~~staff~~ vacancy occurs, the appropriate supervisor will review the need for the position and forward a recommendation to the dean or executive director. After review, the dean or executive director will submit a recommendation to fill, modify, or eliminate the position to the appropriate divisional executive officer.
  - (2) The appropriate divisional executive officer will review the recommendation and determine whether further consideration is appropriate. If appropriate, the recommendation is forwarded to the president for his/her approval.
  - (3) Filling of authorized positions must utilize recruitment activities that conform to the equal opportunity and affirmative action procedures (see rule 3356-2-02 of the Administrative Code, Equal opportunity and affirmative action recruitment and employment) unless a search waiver is granted.
  - (4) Professional/administrative staff members are employed in full-time or part-time status. Part-time professional/administrative staff are employed on a full-time equivalent (“FTE”) basis, assuming a forty-hour workweek. Eligibility for university benefits is determined by the individual’s FTE status.



- (5) The appropriate divisional ~~executive~~ officer will review the proposed offer of employment with the ~~chief human resources officer~~ office of human resources prior to the offer to the successful candidate.
- (6) The offer of employment ~~is extended~~ may only be extended by the office of human resources in collaboration with the appropriate divisional executive officer upon the recommendation of the dean or executive director and the person responsible for the employing unit.
- (7) The office of human resources ~~prepares the initial offer of employment and any subsequent renewal contracts will extend an offer of employment. The offer will be in the form of either an appointment or an employment contract.~~
- (a) Appointments will include a sixty-day notice of termination clause. Appointments are contingent upon board approval; however, employees may begin employment prior to board approval.
- (b) When it is in the best interest of the university, the president may issue an employment contract for multiple years. Employment contracts must be approved by the board of trustees in advance of the employment start date.
- (8) The chief human resources officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, ~~and~~ separations) to the university affairs committee ~~of for~~ recommendation for approval by the board of trustees. The personnel actions shall be contingent upon approval by the board; ~~however, professional/administrative staff (except those covered under rules 3356-9-01 and 3356-9-02 of the Administrative Code) may begin employment prior to approval by the board.~~
- (9) Terms and conditions of employment for professional/administrative staff are determined by the board of trustees as set forth in the university policy.
- (E) Search waiver. A waiver of the search process may be requested in accordance with rule 3356-2-04 of the Administrative Code, "Search

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waivers for strategic hiring of faculty and professional/administrative staff.”

(F) Procedures for evaluation.

- (1) The evaluation process is conducted on an annual basis.
- (2) Throughout the course of the year, one-on-one sessions will be initiated by either party to discuss performance thus far.
- (3) Managers will utilize the prescribed electronic process to evaluate their direct reports.

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**3356-9-01 Selection, appointment, and evaluation of executive officers.**

Responsible Office: Office of the President  
Responsible Officer: President  
Revision History: June 2001; September 2003; February 2009;  
March 2013; April 2013; June 2013; May 2015;  
March 2019  
Board Committee: University Affairs  
**BOT Approval Date: March 7, 2019**  
Next Review: 2024

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- (A) Policy statement. The divisional executive officers of the university are the provost/vice president for academic affairs, vice president for student affairs, vice president for finance and business operations and the vice president for legal affairs and human resources. The president is considered to be the divisional executive officer for those work units that have a direct reporting relationship and for the staff assigned to work in the office of the president. The board of trustees is committed to establishing and developing processes designed to hire and retain effective, innovative, and strategic executive officers. In the selection and evaluation of executive officers of the university, the board of trustees is committed to the principle of collegiality, where, as appropriate, members of the university community (students, faculty, and staff) have an opportunity to participate in the decision-making processes of the university. The board of trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of divisional executive officers of the university. The board also affirms the principles of collegiality and merit-based rewards in these processes that are directly associated with positive evaluation of these officers.
- (B) Parameters.
- (1) A position announcement, including the minimum and preferred qualifications, will be developed and brought to the board of trustees for review and approval prior to initiating the search.
  - (2) Advertising to fill executive officer positions will be done in a manner that will create a diverse pool of candidates of racial,

ethnic, and social backgrounds, reflecting a wide diversity of values, ideas, and beliefs.

- (3) An individual selected to serve as an executive officer will be identified from an applicant pool obtained as a result of a national search process. With the approval of or when deemed necessary by the president, a search firm may be utilized. Filling these positions on an interim basis may be done without initiating a formal process (see rule 3356-9-10 of the Administrative Code, "Acting/interim appointments of university administrators").
  - (4) In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing potential executive officers.
  - (5) Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
  - (6) The evaluation may involve merit salary considerations as part of the year-end sessions.
- (C) Role of executive officers.
- (1) Executive officers of the university maintain overall leadership for a particular division or unit. As university officials, each has the responsibility to represent the university and provide leadership in the specified areas of responsibility. The executive officers serve as primary advisors and the members of the president's cabinet. In addition, the president may designate other administrative officers to serve as members of the cabinet. Executive officers of the university include:
    - (a) The provost and vice president for academic affairs is the chief academic officer of the university. As the president's first delegate, the provost and vice president for academic affairs has primary responsibility for the overall administration of the academic programs of the university.

- (b) The vice president for student affairs is the chief student personnel officer for the university and provides leadership for the division of student affairs and its major units.
  - (c) The vice president for finance and business operations is the chief fiscal and administrative officer for the university, provides leadership for the division of finance and business operations, recommends fiscal policy to the president for consideration by the board of trustees, and is responsible for implementation of these policies.
  - (d) The vice president of legal affairs and human resources and university general counsel is the chief legal officer of the university and administrative officer for the division of legal affairs and human resources. This position provides leadership to the division of legal affairs and human resources.
  - (e) Other positions designated by the president with the approval of the board of trustees.
- (D) The procedures for selection and appointment. The procedures that follow provide an overall structure for executive level officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation, in consultation with the chief human resources officer.
- (1) When there is a need to fill a vacant or new executive level position, the president will appoint a search advisory committee.
  - (2) This committee will include representatives of the affected university division, a member of the board of trustees, as designated by the chair, and may include other members of the university community and other external members, as appropriate.
  - (3) This committee will review all applications timely received, identify those that meet the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.

- (4) This committee will be involved in the process of interviewing all of the candidates visiting the campus.
- (5) The on-campus interview process may include a broad representation of each of the divisions of the university, students, appropriate community representatives, and others identified by the president.
- (6) The president will also host a meeting with each of the final candidates and members of the board of trustees.
- (7) The president, in consultation with the board of trustees, will identify the candidate to be extended the offer. The office of human resources will extend an offer of employment that is contingent upon the approval of the board of trustees. The offer will be in the form of either an appointment or employment contract.
  - (a) Appointments will include a ninety-day notice of termination clause.
  - (b) When it is in the best interest of the university, the president may issue an employment contract for multiple years.

Both appointments and employment contracts of an executive officer must be approved by the board of trustees prior to the employment start date.

- (8) The chief human resources officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions shall be contingent upon approval by the board.
- (E) Exceptions to the selection procedures. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the university. A request for such an exception must be submitted in writing to the office of human resources and the office of equal opportunity and policy development for review and

recommendation. The request initiated by the president, together with the recommendations of human resources and equal opportunity, will be submitted to the university affairs committee of the board of trustees, which will recommend the final action to be taken on the request by the board of trustees.

- (F) Procedures for the evaluation of an executive level officer. The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.
- (1) The evaluation process is conducted on an annual basis.
  - (2) The process will be initiated with one-on-one session(s) between the executive officer and the president.
  - (3) The initial phase of the process will be devoted to dialog whereby mutually accepted annual objectives are identified and finalized in writing.
  - (4) Through the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
  - (5) At year's end, during a one-on-one session between the executive level officer and the president, the degree to which these objectives have been met will be determined and preliminary salary adjustment considerations may be discussed. The board of trustees considers it important to have the evaluation of executive level officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation will be input from a sample of constituents and subordinates. The president will consult with the board of trustees during the evaluation process as to the performance of executive level officers and will inform the board of trustees about the results of his/her evaluation of each executive level officer.
  - (6) When considering salary adjustments for executive level officers, the president will submit proposed adjustments to the university

affairs committee for its review and approval prior to implementing said adjustment(s).



**3356-9-01 Selection, appointment, and evaluation of executive level officers of the university.**

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~~Previous Policy Number: 9001.01~~

Responsible Office: Office of the President

Responsible Officer: President

Revision History: June 2001; September 2003; February 2009;  
March 2013; April 2013; June 2013; May 2015;  
March 2019

Board Committee: University Affairs

**BOT Approval Date:** ~~May 5, 2015~~ March 7, 2019

Next Review: ~~2020~~ 2024

(A) Policy statement. The divisional executive officers of the university are the provost/vice president for academic affairs, vice president for student affairs, vice president for finance and ~~administration~~ business operations and the vice president for ~~university advancement~~ legal affairs and human resources. The president is considered to be the divisional executive officer for those work units that have a direct reporting relationship and for the staff assigned to work in the office of the president. The board of trustees is committed to establishing and developing processes designed to hire and retain effective, innovative, and strategic executive officers. In the selection and evaluation of executive officers ~~and general counsel~~ of the university, the board of trustees is committed to the principle of collegiality, where, as appropriate, members of the university community (students, faculty, and staff) have an opportunity to participate in the decision-making processes of the university. The board of trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of divisional executive officers ~~and general counsel~~ of the university. The board also affirms the ~~principle~~ principles of collegiality and merit-based rewards in these processes that are directly associated with positive evaluation of these officers.

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(B) Parameters.

(1) A position announcement, including the ~~required~~ minimum and preferred qualifications, will be developed and brought to the board of trustees for review and approval prior to initiating the search.

Agenda Item E.4.f  
**Exhibit O**

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- (2) Advertising to fill ~~divisional~~ executive officer positions ~~and the general counsel position of the university~~ will be done in a manner that will create a diverse pool of candidates of racial, ethnic, and social backgrounds, reflecting a wide diversity of values, ideas, and beliefs.
  - (3) An individual selected to serve as ~~a divisional~~ executive officer ~~or general counsel~~ will be identified from an applicant pool obtained as a result of a national search process. ~~A national search firm shall be utilized in a search for a divisional executive officer or general counsel, unless expressly waived by the board of trustees~~ With the approval of or when deemed necessary by the president, a search firm may be utilized. (Filling these positions on an interim basis may be done without initiating a formal process → (see rule 3356-9-10 of the Administrative Code, "Acting/interim appointments of university administrators")).
  - (4) In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing ~~divisional~~ potential executive officers ~~and the general counsel~~.
  - (5) Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
  - (6) The evaluation may involve merit salary considerations as part of the year-end sessions.
- (C) Role of executive officers.
- (1) Executive officers of the university maintain overall leadership for a particular division or unit. As university officials, each has the responsibility to represent the university and provide leadership in the specified areas of responsibility. The executive officers serve as primary advisors and the members of the president's cabinet. In addition, the president may designate other administrative officers to serve as members of the cabinet. Executive officers of the university include:
    - (a) ~~Provost/vice~~ The provost and vice president for academic affairs ~~is the chief academic officer of the university. As the president's first delegate, the provost and vice president~~

for academic affairs has primary responsibility for the overall administration of the academic programs of the university.

- (b) ~~Vice~~ The vice president for student affairs is the chief student personnel officer for the university and provides leadership for the division of student affairs and its major units.
- (c) ~~Vice president for finance and administration~~ The vice president for finance and business operations is the chief fiscal and administrative officer for the university, provides leadership for the division of finance and business operations, recommends fiscal policy to the president for consideration by the board of trustees, and is responsible for implementation of these policies.
- (d) ~~University general counsel~~ The vice president of legal affairs and human resources and university general counsel is the chief legal officer of the university and administrative officer for the division of legal affairs and human resources. This position provides leadership to the division of legal affairs and human resources.
- (e) Other positions designated by the president with the approval of the board of trustees.

~~(2) The provost/vice president for academic affairs is the chief academic officer of the university. As the president's first delegate, the provost/vice president for academic affairs has primary responsibility for the overall administration of the academic programs of the university. A comprehensive list of duties and responsibilities is contained in the current job description for the position.~~

~~(3) The vice president for student affairs is the chief student personnel officer for the university, and in this capacity, provides leadership for the division of student affairs and its major units, including enrollment services, student life, and student services. A comprehensive list of duties and responsibilities is contained in the current job description for the position.~~

~~(4) The vice president for finance and administration is the chief fiscal and administrative officer of the university and provides leadership for the division of finance and administration, recommends fiscal~~

~~policy to the president for consideration by the board of trustees, and is responsible for implementation of these policies. A comprehensive list of duties and responsibilities is contained in the current job description for the position.~~

~~(5) The university general counsel is the chief legal officer of the university. The general counsel is appointed jointly by the Ohio attorney general and the president with approval of the board of trustees. The general counsel serves as university legal counsel and serves as liaison between the office of the president and the office of the Ohio attorney general, including outside counsel. A comprehensive list of duties and responsibilities is contained in the current job description for the position.~~

(D) ~~Procedures for the selection of an executive level officer~~The procedures for selection and appointment. The procedures that follow provide an overall structure for executive level officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation, in consultation with the chief human resources officer.

- (1) When there is a need to ~~identify a~~fill a vacant or new executive level ~~officer~~position, the president will appoint a search advisory committee.
- (2) This committee will include representatives of the affected university division, a member of the board of trustees, as designated by the chair, and may include other members of the university community and other external members, as appropriate.
- (3) This committee will review all ~~of the~~ applications timely received, identify those that meet the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
- (4) This committee will be involved in the process of interviewing all of the candidates visiting the campus.
- (5) The on-campus interview process may include a broad representation of each of the divisions of the university, students, appropriate community representatives, and others identified by the president.
- (6) The president will also host a meeting with each of the final candidates and members of the board of trustees.

(7) The president, in consultation with the board of trustees, will identify the candidate to be extended the offer. The office of human resources will extend an offer of employment that is contingent upon the approval of the board of trustees. The offer will be in the form of either an appointment or employment contract.

(a) Appointments will include a ninety-day notice of termination clause.

(b) When it is in the best interest of the university, the president may issue an employment contract for multiple years.

Both appointments and employment contracts of an executive officer must be approved by the board of trustees prior to the employment start date.

(8) The chief human resources officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions ~~will become effective~~ shall be contingent upon approval by the board ~~of trustees~~.

(E) Exceptions to the selection procedures. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the university. A request for such an exception must be submitted in writing to the office of human resources and labor relations department and the office of equal opportunity and policy compliance development for review and recommendation. The request initiated by the president, together with the recommendations of human resources and equal opportunity, will be submitted to the university affairs committee of the board of trustees, which ~~shall~~ will recommend the final action to be taken on the request by the board of trustees.

(F) Procedures for the evaluation of an executive level officer. The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

(1) The evaluation process is conducted on an annual basis.

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- (2) The process will be initiated with one-on-one session(s) between the executive ~~level~~-officer and the president.
- (3) The initial phase of the process will be devoted to dialog whereby mutually accepted annual objectives are identified and finalized in writing, ~~usually at the start of the fiscal/academic year.~~
- (4) Through the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
- (5) At year's end, during a one-on-one session between the executive level officer and the president, the degree to which these objectives have been met will be determined and preliminary salary adjustment considerations ~~will~~may be discussed. The board of trustees considers it important to have the evaluation of executive level officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation will be input from a sample of constituents and subordinates. The president ~~shall~~will consult with the board of trustees during the evaluation process as to the performance of executive level officers and will inform the board of trustees about the results of his/her evaluation of each executive level officer.
- (6) When considering salary adjustments for executive level officers, the president ~~shall~~will submit proposed adjustments to the university affairs committee for its review and approval prior to implementing said adjustment(s).

**3356-9-02 Selection, appointment, and annual evaluation of administrative officers.**

Responsible Office: Office of the President  
Responsible Officer: President  
Revision History: February 1998; February 2009; March 2013;  
April 2013; June 2013; May 2015; March 2019  
Board Committee: University Affairs  
**BOT Approval Date: March 7, 2019**  
Next Review: 2024

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- (A) Policy statement. In the selection and annual evaluation of administrative officers of the university, the board of trustees is committed to the principle of collegiality where, as appropriate, members of the university community (students, faculty, and staff) have an opportunity to participate in the decision-making processes of the university. The board of trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of administrative officers. The board also affirms the principles of collegiality and merit-based rewards in these processes that are directly associated with positive evaluation of these officers.
- (B) Parameters.
- (1) A position announcement, including the required and preferred qualifications, will be developed and brought to the president for review and approval prior to initiating the search.
  - (2) Advertising to fill administrative officer positions will be done in a manner that will create a diverse pool of candidates of racial, ethnic and social backgrounds reflecting a wide diversity of values, ideas, and beliefs.
  - (3) An individual selected to serve as an administrative officer will be identified from an applicant pool obtained as a result of a national search process. With the approval of or when deemed necessary by the president, a search firm may be utilized. Filling these positions on an interim basis may be done without initiating a

formal process (see rule 3356-9-10 of the Administrative Code, “Acting/interim appointments of university administrators”).

- (4) In recognition of the principles of collegiality, advisory committees may be utilized during the process of searching, screening, and interviewing potential administrative officers.
  - (5) Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
  - (6) The evaluation process may involve merit salary considerations as part of the year-end session.
- (C) Role of the administrative officers. Administrative officers of the university maintain management responsibilities for a specific segment of the campus. They also serve as an integral part of the university’s leadership team that is responsible for the overall direction of the institution. Each serves as primary advisor on the various divisional advisory committees and as members of the executive and administrative staff council. Each dean has responsibility for one of the colleges and reports directly to the provost and vice president for academic affairs. Associate vice presidents, associate provosts, assistant provosts, and executive directors are responsible for a major administrative unit and each reports directly to an executive level officer or the president. Administrative officers of the university include:
- (1) College deans.
  - (2) Associate vice presidents.
  - (3) Executive directors.
  - (4) Associate provosts.
  - (5) Assistant provosts.
  - (6) Director of equal opportunity and policy development.
  - (7) Other positions designated by the president.



- (D) Procedures for the selection of administrative officers. The procedures that follow provide an overall structure for administrative officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation. When an administrative officer vacancy occurs, the hiring manager will follow the prescribed electronic process to seek approval to post the position and follow standard search procedures as established by the office of human resources. The following is a general description of the search process.
- (1) When there is a need to identify a new administrative officer, the appropriate executive level officer or designee appointed by the president will appoint a search advisory committee.
  - (2) This committee will include representatives of the affected university division and may include other members of the university community and other external members as appropriate.
  - (3) This committee will review all of the applications received, identify those meeting the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
  - (4) This committee will be involved in the process of interviewing all of the candidates visiting the campus.
  - (5) The on-campus interview process may include a broad representation of the affected university division, other members of the university community, including the board of trustees and others identified by the appropriate executive level officer or designee appointed by the president.
  - (6) Upon the conclusion of the interview process, the search advisory committee will submit to the appropriate executive level officer or designee appointed by the president an unranked list of three to five candidates, with an assessment of each, that are recommended to fill the vacant position.
  - (7) The appropriate executive level officer appointed by the president, in consultation with the president, will review the list of recommended candidates to identify the person to be extended an

offer. The office of human resources will extend an offer of employment that is contingent upon the approval of the board of trustees. The offer will be in the form of either an appointment or an employment contract.

- (a) Appointments will include a ninety-day notice of termination clause. Appointments are contingent upon board approval; however, employees may begin employment prior to board approval.
  - (b) When it is in the best interest of the university, the president may issue an employment contract for multiple years. Employment contracts must be approved by the board of trustees in advance of the employment start date.
- (8) The chief human resources officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions will shall be contingent upon approval by the board.
- (E) Exceptions to the selection procedures. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the university. A request for such an exception must be submitted in writing to the office of human resources and the office of equal opportunity and policy development for review and recommendation. A request initialed by a hiring department, together with the recommendations of human resources and equal opportunity, will be submitted to the president, who will take final action on the request and report the recommendations and action taken to the university affairs committee of the board of trustees at or before its next meeting.
- (F) Procedures for the evaluation of administrative officers. The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.
- (1) The evaluation process is conducted on an annual basis.

- (2) The process will be initiated with one-on-one session(s) between the administrative officer and the executive officer or the president.
- (3) This initial phase of the process is devoted to dialog, whereby mutually acceptable annual objectives are identified and finalized in writing at the start of the calendar year.
- (4) Throughout the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
- (5) At year's end, during a one-on-one session between the administrative officer and the executive officer, the degree to which these objectives have been met is determined and preliminary salary adjustment considerations may be discussed. The board of trustees considers it important to have the evaluation of administrative officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation will be input from a sample of constituents and subordinates.
- (6) All administrative officers' merit considerations are reviewed by the executive officers in a group setting to ensure consistent application from an institutional perspective.
- (7) When considering salary adjustments for administrative officers, the president will submit proposed adjustments to the university affairs committee for its review and comment prior to implementing said adjustment(s).

**3356-9-02 Selection, appointment, and annual evaluation of administrative officers ~~of the university~~.**

~~Previous Policy Number: 9002.01~~

Responsible Office: Office of the President

Responsible Officer: President

Revision History: February 1998; February 2009; March 2013; April 2013; June 2013; May 2015; March 2019

Board Committee: University Affairs

**BOT Approval Date:** ~~May 5, 2015~~ March 7, 2019

Next Review: ~~2020~~ 2024

(A) Policy statement. In the selection and annual evaluation of administrative officers of the university, the board of trustees is committed to the principle of collegiality where, as appropriate, members of the university community (students, faculty, and staff) have an opportunity to participate in the decision-making processes of the university. The board of trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of ~~the administrative officers of the university.~~ The board also affirms the ~~principle of~~ principles of collegiality and merit-based rewards in these processes that are directly associated with positive evaluation of these officers.

(B) Parameters.

- (1) A position announcement, including the required and preferred qualifications, will be developed and brought to the ~~board of trustees~~ president for review and approval prior to initiating the search.
- (2) Advertising to fill administrative officer positions ~~of the university~~ will be done in a manner that will create a diverse pool of candidates of racial, ethnic and social backgrounds reflecting a wide diversity of values, ideas, and beliefs.
- (3) An individual selected to serve as an administrative officer will be identified from an applicant pool obtained as a result of a national search process. With the approval of or when deemed necessary by the president, a search firm may be utilized. ~~(Filling these positions on an interim basis may be done without initiating a formal process (see rule 3356-9-10 of the Administrative Code, "Acting/interim appointments of university administrators").)~~

**Agenda Item E.4.e  
Exhibit N**

- (4) In recognition of the principles of collegiality, advisory committees ~~will~~may be utilized during the process of searching, screening, and interviewing potential administrative officers.
- (5) Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
- (6) The evaluation process may involve merit salary considerations as part of the year-end session.
- (C) Role of the administrative officers.- Administrative officers of the university maintain management responsibilities for a specific segment of the campus. -They also serve as an integral part of the university's leadership team that is responsible for the overall direction of the institution. -Each serves as primary advisor on the various divisional advisory committees and as members of the executive and administrative staff council. -Each dean has responsibility for one of the colleges and reports directly to the provost/vice provost and vice president for academic affairs. Associate vice presidents, associate provosts, assistant provosts, and executive directors are responsible for a major administrative unit and each reports directly to an executive level officer or ~~designee appointed by~~ the president. Administrative officers of the university include:
- (1) College deans.
  - (2) Associate vice presidents.
  - (3) Executive directors.
  - (4) Associate provosts.
  - (5) Assistant provosts.
  - ~~(4)~~(6) Director of equal opportunity and policy ~~compliance~~development.
  - ~~(5)~~(7) Other positions designated by the president.
- (D) Procedures for the selection of administrative officers. The procedures that follow provide an overall structure for administrative officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation. When an administrative officer vacancy occurs, the hiring manager will follow the prescribed electronic process to seek approval to post the position and follow standard search

procedures as established by the office of human resources. The following is a general description of the search process.

- (1) When there is a need to identify a new administrative officer, the appropriate executive level officer or designee appointed by the president will appoint a search advisory committee.
- (2) This committee will include representatives of the affected university division and may include other members of the university community and other external members as appropriate.
- (3) This committee will review all of the applications received, identify those meeting the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
- (4) This committee will be involved in the process of interviewing all of the candidates visiting the campus.
- (5) The on-campus interview process may include a broad representation of the affected university division, other members of the university community, including the board of trustees and others identified by the appropriate executive level officer or designee appointed by the president.
- (6) Upon the conclusion of the interview process, the search advisory committee will submit to the appropriate executive level officer or designee appointed by the president an unranked list of three to five candidates, with an assessment of each, that are recommended to fill the vacant position.
- (7) The appropriate executive level officer ~~or designee~~ appointed by the president, in consultation with the president, will review the list of recommended candidates to identify the person to be extended an offer. The office of human resources will extend an offer of employment that is contingent upon the approval of the board of trustees. The offer will be in the form of either an appointment or an employment contract.
  - (a) Appointments will include a ninety-day notice of termination clause. Appointments are contingent upon board approval; however, employees may begin employment prior to board approval.
  - (b) When it is in the best interest of the university, the president may issue an employment contract for multiple

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years. Employment contracts must be approved by the board of trustees in advance of the employment start date.

- (8) The chief human resources officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions will ~~become effective~~ shall be contingent upon approval by the board.
- (E) Exceptions to the selection procedures. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the university. A request for such an exception must be submitted in writing to the office of human resources ~~and labor relations~~ and the office of equal opportunity and policy ~~compliance development~~ for review and recommendation. A request initiated by a hiring department, together with the recommendations of human resources and equal opportunity, will be submitted to the president, who ~~shall~~ will take final action on the request and report the recommendations and action taken to the university affairs committee of the board of trustees at or before its next meeting.
- (F) Procedures for the evaluation of administrative officers. The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.
- (1) The evaluation process is conducted on an annual basis.
  - (2) The process will be initiated with one-on-one session(s) between ~~the dean and the provost/vice president for academic affairs or the executive director~~ the administrative officer and the executive ~~level~~ officer or the president.
  - (3) This initial phase of the process is devoted to dialog, whereby mutually acceptable annual objectives are identified and finalized in writing, ~~usually~~ at the start of the ~~fiscal/academic~~ calendar year.
  - (4) Throughout the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
  - (5) At year's end, during a one-on-one session between the ~~dean and the provost/vice president for academic affairs or the executive director and~~ administrative officer and the executive ~~level~~ officer,

| the degree to which these objectives have been met is determined and preliminary salary adjustment considerations ~~are~~ may be discussed. The board of trustees considers it important to have the evaluation of administrative officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation will be input from a sample of constituents and subordinates.

- | (6) All administrative officers' merit considerations are reviewed by the executive ~~level~~ officers in a group setting to ensure consistent application from an institutional perspective.
- | (7) When considering salary adjustments for administrative officers, the president ~~shall~~ will submit proposed adjustments to the university affairs committee for its review and comment prior to implementing said adjustment(s).



**3356-10-08 Sabbatical leave for department chairpersons.**

Responsible Division/Office: Academic Affairs  
Responsible Officer: Provost and Vice President for Academic Affairs  
Revision History: September 1998; March 2007; February 2011;  
March 2013; December 2018  
Board Committee: Academic and Student Affairs  
**Effective Date: March 6, 2019**  
Next Review: 2024

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- (A) Policy statement. Academic chairpersons may be granted sabbatical leaves to pursue substantial scholarly or professional development activities which benefit both the chairperson and Youngstown state university (university).
- (B) Parameters.
- (1) Up to three sabbaticals are provided each year for academic chairpersons.
  - (2) A chairperson who has served as a full-time faculty member and/or chairperson for the past seven years without a sabbatical is eligible for a sabbatical after having served at least two years as a chairperson.
  - (3) The sabbatical can be awarded for a period of up to twelve-months. Sabbatical leave recipients will receive ninety per cent of their monthly salary for the period of their leave.
  - (4) Fringe benefits, including retirement provisions, will continue during the sabbatical period.
- (C) Procedures.
- (1) The office of academic affairs distributes applications and deadline dates during the fall term.
  - (2) A completed application should be submitted to the dean of the chairperson's college. The dean will submit the application with a

recommendation to a committee appointed by the provost/vice president for academic affairs, consisting of five individuals holding faculty rank. The committee will submit prioritized recommendations to the provost/vice president for academic affairs, who awards sabbaticals.

- (3) Along with the application, applicants are required to provide a statement detailing substitute administrative arrangements during the sabbatical. The statement will not be used to evaluate the merits of the proposal and will be detached from the proposal. The ultimate funding of a particular proposal may, however, depend upon the suitability of substitute arrangements.
- (4) Upon completion of the leave, recipients are required to submit a written report of the results of their work to the dean of their college. The report and the dean's written review are submitted to the provost/vice president for academic affairs for inclusion in the chairperson's personnel file in the office of human resources.
- (5) Recipients of these sabbaticals must return to the university for a minimum of two years of full-time service following the leave. Failure to adhere to this service requirement requires the recipient to reimburse the university within a two-year period for the full amount of the salary provided during the leave.

**3356-10-08 Sabbatical leave for department chairpersons.**

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~~Previous Policy Number: 1008.01~~

Responsible Division/Office: Academic Affairs

Responsible Officer: Provost and ~~Vice President~~ for Academic Affairs

Revision History: September 1998; March 2007; February 2011;  
March 2013; ~~December 2018~~

Board Committee: Academic ~~Quality~~ and Student ~~Success~~ Affairs

**Effective Date:** ~~March 13, 2013~~ **March 6, 2019**

Next Review: ~~2018~~ **24**

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- (A) Policy statement. Academic chairpersons may be granted sabbatical leaves to pursue substantial scholarly or professional development activities which benefit both the chairperson and Youngstown state university (university).
- (B) Parameters.
- (1) Up to three sabbaticals are provided each year for academic chairpersons.
  - (2) A chairperson who has served as a full-time faculty member and/or chairperson for the past seven years without a sabbatical is eligible for a sabbatical after having served at least two years as a chairperson.
  - (3) The sabbatical can be awarded for a period of up to twelve-months period. Sabbatical leave recipients will receive ninety per cent of their monthly twelve-month salary for the period of their leave.
  - (4) Fringe benefits, including state teachers-retirement-system ("STRS") provisions, will continue during the sabbatical period.
- (C) Procedures.
- (1) The office of ~~the provost/vice president for~~ academic affairs distributes applications and deadline dates during the fall term.

**Agenda Item E.1.b**

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**Exhibit A**

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- (2) A completed application should be submitted to the dean of the chairperson's college. The dean will submit the application with a recommendation to a committee appointed by the provost/vice president for academic affairs, consisting of five individuals holding faculty rank. The committee will submit prioritized recommendations to the provost/vice president for academic affairs, who awards sabbaticals.
- (3) Along with the application, applicants are required to provide a statement detailing substitute administrative arrangements during the sabbatical. The statement will not be used to evaluate the merits of the proposal and will be detached from the proposal. The ultimate funding of a particular proposal may, however, depend upon the suitability of substitute arrangements.
- (4) Upon completion of the leave, recipients are required to submit a written report of the results of their work to the dean of their college. The report and the dean's written review are submitted to the provost/vice president for academic affairs for inclusion in the chairperson's personnel file in the office of human resources.
- (5) Recipients of these sabbaticals must return to the university for a minimum of two years of full-time service following the leave. [Failure to adhere to this service requirement requires the recipient to ~~or~~ reimburse the university within a two-year period for the full amount of the salary provided during the leave.](#)

## **Don Lewis**

Don Lewis is president of SCA's Americas Business Unit, responsible for this global company's businesses in North and Latin America, which generate more than two billion dollars annually in sales.

Lewis joined SCA in 2001 as Senior Vice President of Sales and Marketing for the company's away from home tissue business and was named president of that division in 2008. Under his leadership, SCA introduced the global Tork® away from home tissue brand to North America and today SCA holds a top three position for this category in the North American region.

In 2012 he became president of SCA's Americas businesses. In this role he leads SCA's Americas businesses in the categories of feminine care, baby care, incontinence care, consumer tissue and away from home tissue, which include a number of market-leading brands. He oversees the operations of 23 manufacturing facilities that employ more than 8,000 in locations spanning Canada to Chile. Lewis is a member of SCA's global senior management team.

Earlier in his career, Lewis held general business, finance, sales and marketing and worked in companies such as Fort Howard Paper Company in Green Bay, WI, and Encore Paper in New York. He is a graduate of Youngstown State University and lives with his family in Youngstown, Ohio.

## **Sam Grooms**

Chief Executive Officer (CEO) Sam Grooms is responsible for measuring risk, managing growth, and maintaining relationships with Hy-Tek Material Handling's vendors, bankers, and other valuable business partners.

Based in Columbus, Ohio, Sam Grooms has spent his entire professional career, more than 33 years, at Hy-Tek. Working his way through the ranks from Aftermarket Sales Representative and Capital Sales Representative to Vice President of Integrated Systems, Sam was named CEO in 1997.

Under Sam Grooms' leadership, Hy-Tek's revenues have grown nearly seven-fold over the past decade, with sales of \$72 million recorded in 2013. Recognized for his business acumen, Sam has twice been a finalist for Ernst & Young's Entrepreneur of the Year Award.

As an Employee Stock Ownership Plan (ESOP), Hy-Tek is owned by its associates. CEO Sam Grooms retains one-quarter ownership of the company, with the remaining three-fourths divided among Hy-Tek's employee-owners.

Active professionally, Sam served on the board of directors of the Material Handling Equipment Distributors Association (MHEDA) from 1994-2002. In addition, he was a member of MHEDA's executive board, 1995-2002, and served as the association's youngest ever president in 1999. Grooms served on Key Bank's Advisory Council as well as NACCO Material Handling Group and Unarco's Client Advisory Councils.

Sam Grooms holds a Bachelor of Science degree in Business Administration from Youngstown State University.

**SUMMARY OF PERSONNEL ACTIONS**  
**Athletics Employees**  
**10/16/18 through 1/15/19**

**Appointments – 1**

**Replacement Positions – 1**

- Professional Administrative Excluded – 1

**Separations – 2**

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

**Promotions – 1**

- Professional Administrative Externally Funded – 1

**SUMMARY OF PERSONNEL ACTIONS**  
**Professional Administrative and Faculty Employees**  
**10/16/18 through 1/15/19**

**Appointments – 16**

**New Positions – 7** *(Notated with an asterisk \*)*

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

**Replacement Positions – 9**

- Professional Administrative Staff – 4
- Professional Administrative Excluded – 3
- Professional Administrative Externally Funded – 2

**Separations – 10**

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 4
- Professional Administrative Externally Funded – 3
- Faculty – 2

**Reclassifications/Position Adjustments – 10**

- Professional Administrative Staff – 5
- Professional Administrative Excluded – 2
- Professional Administrative Externally Funded – 1
- Faculty – 2

**Promotions – 8**

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

**Salary Adjustments – 2**

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





**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 10/16/18 THROUGH 1/15/19**  
**SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATON</b>	<b>FTE</b>	<b>SALARY</b>
Daley, Clint	Excluded	Interim Coach	Women's Bowling	12/5/2018	0.375	\$ 15,000.00
Tomsich, John	Externally Funded	Asst Director Sales Development	Athletic Administration	11/2/2018	1.000	\$ 46,507.47

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 10/16/18 THROUGH 1/15/19**  
**PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Wingard, Rahumus	Externally Funded	Asst. Director, Athletic Sales Dev./ Manager Athletic Ticket Sales	Athletic Administration/ Ticket Office	11/1/2018	1.00	\$ 46,507.00	\$ 45,450.00

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 10/16/18 THROUGH 1/15/19**  
**APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT	FTE	SALARY
				DATES		
Adams, Cameron	APAS	Asst Director Facility Operations	Andrews Student Recr & Wellness Ctr	1/7/2019	1.000	\$ 46,047.00
Alexander, Diana*	APAS	GIS Course Content Specialist	Geological & Environmental Sciences	8/16/2018	0.175	\$ 5,559.00
Catalano, Anthony	APAS	Counselor Financial Aid	Financial Aid and Scholarships	10/29/2018	1.000	\$ 36,000.00
D'Amato, Joseph	APAS	Interim Assistant Director	English Language Institute	1/1/2019	1.000	\$ 50,000.00
Duchon, Brian	APAS	Counselor Financial Aid	Financial Aid and Scholarships	10/16/2018	1.000	\$ 33,000.00
Jordan, Thomas*	APAS	GIS Map Tech Sup Specialist	Geological & Environmental Sciences	8/16/2018	0.175	\$ 7,350.00
Hungerman, Erin	Excluded	Assoc Director Student Conduct	Student Experience	1/2/2019	1.000	\$ 57,000.00
McCracken, David*	Excluded	Manager Procurement	Procurement Services	11/1/2018	1.000	\$ 58,000.00
Phillips, Desja	Excluded	Temporary Academic Advisor 1	Dean - Health & Human Services	10/16/2018	0.500	\$ 16,169.00
Scott, Brenda	Excluded	Temporary Program Coordinator	College Access and Transition	11/1/2018	0.500	\$ 21,028.00
Sipusic, David*	Excluded	Assoc Gnl Cnsl Rsrch EEO Comp	General Counsel	10/16/2018	1.000	\$ 103,000.00
Corey, Taylar	Externally Funded	Instruction Specialist	Rich Center for Autism	12/3/2018	1.000	\$ 21,175.00
Loomis, Kaleigh	Externally Funded	Instruction Specialist	Rich Center for Autism	12/3/2018	1.000	\$ 21,175.00
Bobbie, Afrifah*	Faculty	Assistant Professor	Mech Ind & Manufacturing Engineering	1/1/2019	1.000	\$ 36,500.00
Gessler, Elyse*	Faculty	Lecturer	Communication	1/1/2019	1.000	\$ 20,745.00
Ross, Omar*	Faculty	Assistant Professor	Physical Therapy	1/1/2019	1.000	\$ 36,000.00
<b>*New Positions</b>						

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18  
SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATON</b>	<b>FTE</b>	<b>SALARY</b>
Padilla, Tessa	APAS	Coordinator Sport Clubs Camps	Club Sports	10/23/2018	1.00	\$ 40,508.07
Binning, William	Excluded	Government Relations Representative	Government Relations	12/31/2018	0.50	\$ 40,430.30
Boggs, Allan	Excluded	Director Labor Relations	Human Resources	12/31/2018	1.00	\$ 90,395.00
Marsico, Richard	Excluded	Director	IT Application Services	11/30/2018	1.00	\$ 112,725.72
Rodriguez, Millie	Excluded	Director	Distance Learning	10/26/2018	1.00	\$ 110,383.04
Giordani, Bergen	Externally Funded	Associate Director Development	Rich Center for Autism	11/30/2018	1.00	\$ 55,000.00
Mc Glone, Carolyn	Externally Funded	Instruction Specialist 1	Rich Center for Autism	11/10/2018	1.00	\$ 24,516.00
Ciotola, Richard	Externally Funded	Project Manager	Biological Sciences	11/30/2018	0.12	\$ 8,441.58
Kiser, Brian	Faculty	Professor	Dana School of Music	10/31/2018	1.00	\$ 78,474.00
Shebat, Guy	Faculty	Senior Lecturer	English	12/12/2018	1.00	\$ 47,500.00

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18**  
**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>
Gaskell, Jessica	APAS	Senior Counselor, Penguin Service Center/ Counselor, Student One Stop	Registration & Records	9/1/2018	1.00	\$ 36,593.00	\$ 32,643.20
Hoff, Raymond	APAS	Sr Instrumentation Specialist/ Instrumentation Srv Specialist	Chemistry	10/16/2017	1.00	\$ 89,346.00	\$ 84,498.03
Noday, Linda	APAS	Coordinator/ Temporary Coordinator	Disability Services	12/16/2018	1.000	\$ 35,000.00	\$ 32,338.00
Scrocco, Frank	APAS	Assistant Director Special Prg/ Senior Fin. Aid Counselor II	Financial Aid and Scholarships	9/16/2018	1.00	\$ 48,287.27	\$ 44,287.27
Thomas, Jennifer	APAS	Assistant Director SP Verif/ Senior Fin. Aid Counselor II	Financial Aid and Scholarships	8/16/2018	1.00	\$ 43,473.93	\$ 38,473.93
Boggs, Allan	Excluded	Director Labor Relations/ Interim CHRO	Human Resources	12/7/2018	1.00	\$ 90,395.00	\$ 113,120.00
Bowyer, Brittany	Excluded	Executive Assistant to VP/ Office Assistant 2	VP - Finance & Business Operations	11/1/2018	1.00	\$ 41,194.00	\$ 32,572.80
Considine, Brendan	Externally Funded	Class Sprvsr Tech Coordinator/ Classroom Supervisor	Rich Center for Autism	7/1/2018	1.00	\$ 45,417.87	\$ 40,917.00
Ahmadi, Farzad	Faculty	Assistant Professor/ Lecturer	Electrical & Computer Engineering	1/1/2019	1.00	\$ 74,000.00	\$ 67,532.00
Atef Yekta, Hoda	Faculty	Assistant Professor/ Lecturer	Management	1/1/2018	1.00	\$ 114,000.00	\$ 109,000.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18  
PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Olekshuk, David	APAS	Tech Support Engineer 1/ Network Services Technician 3	IT Customer Services	11/1/2018	1.00	\$ 86,466.00	\$ 86,465.60
Pedaline, Cory	APAS	Tech Support Engineer 1/ Network Administrator 2	IT Customer Services	11/1/2018	1.00	\$ 62,500.00	\$ 50,460.80
Kravitz, Cynthia	Excluded	AVP and CHRO/ Director	Human Resources/Equal Opportunity & Policy Comp.	12/7/2018	1.00	\$ 145,000.00	\$ 117,185.25
Massaro, Megan	Excluded	Organizational Development Officer/ Human Capital Management Analyst	Human Resources	10/16/2018	1.00	\$ 57,000.00	\$ 41,912.00
Torres, Ana	Excluded	Co-Director Library/ Interim Director	Maag Library	10/16/2018	1.00	\$ 87,000.00	\$ 77,623.55
Gereb, Scott	Externally Funded	Lead Instruction Specialist/ Instruction Specialist	Rich Center for Autism	12/1/2018	1.00	\$ 30,216.00	\$ 25,216.00
Leskovec, Alexandra	Externally Funded	Class Mentor Lead Instruction Specialist/ Class Mentor Instruction Specialist	Rich Center for Autism	12/1/2018	1.00	\$ 34,750.00	\$ 29,750.00
Porch, Erica	Externally Funded	Lead Instruction Specialist/ Instruction Specialist 1	Rich Center for Autism	12/1/2018	1.00	\$ 28,817.00	\$ 23,817.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 10/16/18 THROUGH 1/15/19  
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>
Howard, Eddie	Excluded	Vice President Student Affairs	Student Experience	1/1/2019	1.00	\$ 139,000.00	1.00	\$ 136,855.00
Boerio, Gregory	Externally Funded	Associate Director	Rich Center for Autism	7/1/2018	1.00	\$ 84,150.00	1.00	\$ 82,500.00





**UNIVERSITY MEMBERSHIPS  
EXECUTIVE SUMMARY  
Fiscal Year 2017-2018  
July 1, 2017-December 31, 2017**

<b>Memberships Received</b>	<b>Number of Members</b>	<b>Amount</b>
WYSU-FM	992	\$ 130,233
<b>Total University Members</b>	<b>992</b>	<b>\$ 130,233</b>

# Youngstown State University

## Retirement Plan Committee Charter

Adopted on: March 7, 2019

### Introduction:

The Board of Trustees of Youngstown State University has designated the Retirement Plan Committee (the “Committee”) to be responsible for the general oversight of the University’s ARP, 403(b), and 457(b) Plans (the “Plans”). This Charter outlines the responsibilities of the Committee with respect to the duties of individual members.

### Committee Purpose:

The Committee has overall responsibility for the investments, operation, and administration of the Plans. The members of the Committee are fiduciaries of the Plans, as defined by the Ohio Revised Code and Ohio Uniform Prudent Investor Act, with respect to all responsibilities allocated to them. Furthermore, the Committee will also utilize the Employee Retirement Income Security Act of 1974 (ERISA) for fiduciary guidance.

### Membership:

The Vice President for Finance & Business Operations of Youngstown State University is responsible for appointing the members of the Committee. Membership of the Committee will include the following:

- Chief Human Resources Officer
- Controller
- Associate General Counsel
- Manager of Employee Benefits, Human Resources
- Manager of Accounting, Controller’s Office
- Vice President for Finance & Business Operations
- Others as deemed appropriate

Members of the Committee may serve for as long as they hold those positions at the University but membership may evolve, as necessary. The Vice President for Finance & Business Operations shall chair the Committee; and the Chief Human Resources Officer shall serve as co-chair.

### Voting:

Action items brought to the Committee must be approved by a quorum of Committee members attending in-person or remotely via telephone or video conference. A quorum for the transaction of business at any meeting shall consist of a majority of Committee members.

**Agenda Item E.4.h**  
**Exhibit Q**

**Organization:**

The Committee shall hold regular quarterly meetings and shall meet more frequently as circumstances require. A record of meeting activity will be maintained, as necessary, and distributed to all Committee members for review and approval.

**Roles and Responsibilities:**

In its fiduciary role, the Committee's responsibilities include:

1. Evaluate and supervise university retirement plan vendors;
2. Select and deselect retirement plan vendors;
3. Monitor the performance of plan vendors against appropriate benchmarks;
4. Monitor compliance with investment policies through regular review;
5. Review employee perception of plan, educational offerings, and non-routine employee communication;
6. Review reasonableness of costs passed on to participants through retirement plan vendors, fees or hard dollar assessments;
7. Review employee participant behavior, participation, investment activity, and utilization as made available by the university retirement plan vendors;
8. Prepare and maintain the Investment Policy Statement;
9. Prudently select the investments available to participants that provide sufficient asset classes with unique risk/return profiles;
10. Periodically monitor, evaluate, or change the investments when deemed necessary or appropriate;
11. Avoid prohibited transactions and conflicts of interest; and
12. Take other actions deemed necessary, appropriate, or advisable to carry out the objectives.

The Committee shall retain one or more outside consultants to assist in fulfilling its duties as a co-fiduciary. The consultant will be responsible for guiding the Committee through an investment process enabling them to meet their responsibilities listed above. Services and activities of the consultant include:

1. Annual review and refinement of the Investment Policy Statement;
2. Assist in maintaining compliance with the Investment Policy Statement;
3. Ongoing research and oversight on, and potential replacement of, existing investments and asset classes;
4. Ongoing oversight on, and potential replacement of, existing vendors (includes RFPs);
5. Quarterly investment evaluation and performance reporting;
6. Quarterly vendor evaluation;
7. Provide such other studies and services as necessary and/or requested by the Committee (e.g., legislative or statutory changes);
8. Annual review and benchmarking of fees; and

9. Annual review of plan success measures (participant behavior, investment activity, and utilization).

**Evaluation of the Charter:**

The Committee will review this Charter periodically to determine the need for modifications, as circumstances may require.



**YOUNGSTOWN STATE UNIVERSITY**  
**Interfund Transfers Requiring Board Approval**  
**Transfers Outside of the Operating Budget**  
**Requested Transfers for Second Quarter FY2019**

<b>FROM</b>	<b>TO</b>	<b>AMOUNT</b>	<b>REASON</b>
North Central Parking Lot (Unrestricted Plant Fund)	Indoor Tennis Center (Unrestricted Plant Fund)	\$412,800	Transfer to support the Indoor Tennis Center Project.
North Central Parking Lot (Unrestricted Plant Fund)	Cafaro Field (Unrestricted Plant Fund)	\$950,000	Transfer to support the Cafaro Field Budget.