

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

Tod Hall  
Thursday, September 5, 2019

Pursuant to notice duly given, a regular meeting (the three hundred sixty-third) of the Board of Trustees of Youngstown State University convened at 10:05 a.m., on Thursday, September 5, 2019, in the Board Room in Tod Hall.

All eleven trustees and the National/Global Trustee were present at the meeting, to-wit: Mr. David C. Deibel, chairperson of the board, who presided, Dr. Anita A. Hackstedde, Mr. James E. Roberts, Dr. John R. Jakubek, Ms. Molly S. Seals, Mr. Michael A. Peterson, Mr. Capri S. Cafaro, Mr. Charles T. George, Mr. Allen L. Ryan, Jr., Mr. Rocco L. Core, Ms. Victoria M. Woods and National/Global Trustee Mr. Eric A. Spiegel.

Also present were: Mr. James P. Tressel, President of the university; Dr. Brien Smith, 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, Vice President for Institutional Effectiveness and Board Professional and Mr. Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 25 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 MARCH 7, 2019 AND JUNE 6, 2019

Draft copies of the minutes of the board's regular meetings held March 7, 2019 (#361) and June 6, 2019 (#362) had been provided to the trustees prior to the meeting. There being no corrections, additions or deletions thereto, the minutes of the meetings were approved as provided.

ITEM III – REPORT OF THE PRESIDENT OF THE UNIVERSITY

President Tressel said that today is a special day on the campus of Youngstown State University as we welcome the Chancellor of the Ohio Department of Higher Education, Mr. Randy Gardner. Following his introduction Chancellor Gardner thanked President Tressel and said that he was delighted to be in Youngstown. Mr. Gardner complimented Mr. Tressel on his presidency and commitment to students. Mr. Gardner then presented a commendation to the YSU board of trustees on recently receiving the Association of Governing Boards of Universities and Colleges John W. Nason Award for Board Leadership.

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 Excellence and Student Success Committee

Dr. Smith introduced Mr. Isaac J. Hraga, an Honors College student in the Cliffe College of Creative Arts and Communications majoring in Music Performance with an interdisciplinary minor in video game design. Mr. Hraga described his studies and his work in composing music for video games. Mr. Hraga explained that music is integral to the video game experience augmenting the player's emotions as the game evolves.

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

Resolution to Modify  
Faculty Rank and Tenure for Designated Administrators Policy, 3356-9-05

**YR 2020-01**

WHEREAS, University Policies are being created, 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 Rank and Tenure for Designated Administrators, policy number 3356-9-05, shown as Exhibit A attached hereto.

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Resolution to Modify Degrees Policy, 3356-10-04

**YR 2020-02**

WHEREAS, University Policies are being created, 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 Degrees, policy number 3356-10-04, shown as Exhibit B attached hereto.

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Resolution to Authorize  
Conferral of Honorary Degree – Dr. Helen Lafferty

**YR 2020-03**

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Humane Letters (L.H.D.) degree, *honoris causa*, upon Helen Lafferty, with all the rights and privileges attendant thereto.

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Resolution to Approve  
Tenure of the Dean of the Honors College

**YR 2020-04**

WHEREAS, at the June 6, 2019 meeting, the Board of Trustees approved the appointment of Dr. Amy L. Cossentino as Dean of the Honors College; and

WHEREAS, Dr. Cossentino's credentials have been reviewed by the faculty of the Department of Teacher Education, the Dean of the Beeghly College of Education, and the Interim Provost and Vice Associate for Academic Affairs, who have recommended appointment of the candidate with tenure to the President; and

WHEREAS, the candidate's credentials have been reviewed by the President, who recommends the appointment of the candidate as a Professor with tenure to the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the awarding of tenure to Dr. Amy L. Cossentino, in the Department of Teacher Education, effective September 5, 2019.

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Board of Trustees' Resolution  
Take Charge of Our Future for Sustainability

**YR 2020-05**

WHEREAS, the Youngstown State University Board of Trustees has participated in many aspects of Strategic Planning including a recent Board of Trustees Advance focused on items related to institutional distinction and Planning for Strategic Action, as well as three previous Resolutions (December 2018, March 2019, and June 2019) linked to said Strategic Action Planning, including an effectiveness and efficiency framework; and

WHEREAS, the ultimate objective of a Strategic Action Plan must focus on investing in academic excellence and student success, as noted in previous Resolutions and reiterated here in part, to:

- Support educational quality by providing support for teaching and learning to optimize the quality of instruction in all courses, with an emphasis on gateway courses and the adoption of technology to improve student success;
- Place a value on all scholarship, particularly linked to teaching and learning, and areas identified for research distinction; and
- Assure that the educational quality improvement strategy is integrated with the student experience and through applied scholarship that connects to the community in mutually beneficial ways;

And from the student success perspective, assure the development of:

- Robust relational, holistic, and, when necessary, intrusive advising services as well as data analytics to support student success, paying close attention to closing the achievement gap;
- Robust internships, career-related and relevant service-learning and experiential experiences, and on-going lifelong learning support that becomes a distinctive attribute of a YSU educational experience; and
- Technological capability, capacity, and competency to optimize student success and create a student-focused experience; and

WHEREAS, the Board of Trustees anticipates that the development of procedures, adjustments to organizational structures, and strategic allocation of resources will lead to more effective investment in both student success and academic excellence; and

WHEREAS, the Board anticipates focused, university-wide-efforts to develop strategies to create new resources for such investment purposes without which there will be continuous reallocations of increasingly limited resources; and

WHEREAS, under circumstances of finite resources, decisions must be made that support the long-term sustainability of the University and that policies and procedures expected from the Board's March, 2019 "Take Charge of Our Future" Resolution will help assure the effective and efficient operation of the university, including that of the Office of Academic Affairs in its role to stimulate and enable academic excellence and student success; and

WHEREAS, it will be essential that existing and new partnerships should be innovative and create new resources, and to focus on a strategic purpose for every dollar spent; and

WHEREAS, with a focused intentionality to improve services to support students persisting and completing degrees, the Office of Academic Affairs has proposed "Momentum Gainers" that includes implementing a redesigned degree-audit system, redesigning advising as well as the First-Year Experience for which the Board anticipates an update on options to be considered in December, 2019; the specific approaches to be put in place for Fall 2020 in March, 2020, and integrated into the FY-21 budget proposal, or preferably in a more compressed timeframe; and

WHEREAS, an academic program effectiveness and advancement process should have actionable steps and outcomes with the Board to be updated no later than the March 2020 Board meeting regarding the process, feedback loops, and critical steps that will be utilized; with preliminary recommendations or insights no later than the December 2020 Board meeting; and with well-considered recommended actions no later than the March and/or June 2021 Board meetings having engaged in consequential shared governance throughout the process; and

WHEREAS, the academic program effectiveness and advancement process should be predicated upon collaboratively developed clear and known principles, procedures, feedback loops and communication strategies that build on existing foundational strengths as well as a context for a clear and strong linkage between educational experience and employability.

NOW, THEREFORE, BE IT RESOLVED, this resolution, those before it and those yet to come, continue to focus our institutional energies to optimize student success

as a student-focused campus, the basis upon which rests strong educational experiences that sustain the university because of the attractiveness and unique aspects of that educational experience.

2. Institutional Engagement Committee.

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

Resolution to Accept WYSU Memberships

**YR 2020-06**

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.

3. Finance and Facilities Committee.

The chairperson said that the Finance and Facilities 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  
Travel on Behalf of the University Policy, 3356-3-05

**YR 2020-07**

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 Travel on Behalf 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 Travel on Behalf of the University, policy number 3356-3-05, shown as Exhibit D attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Modify  
Operating Budget Approval and Modification Policy, 3356-3-11

**YR 2020-08**

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 Operating Budget Approval and Modification 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 Operating Budget Approval and Modification, policy number 3356-3-11, 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 Approve Interfund Transfers

**YR 2020-09**

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 F.

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Resolution to Approve  
FY20 Proposed Internal Audit Plan and Risk Assessment

**YR 2020-10**

WHEREAS, the Annual Internal Audit Plan contains the planned scope and time budget of audit engagements for the fiscal year; and

WHEREAS, Internal Audit assesses risk annually and focuses priorities of the Annual Internal Audit Plan on risk exposures throughout the University; and

WHEREAS, the risk-based Annual Internal Audit Plan for fiscal year 2020 has been developed; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the FY20 Annual Internal Audit Plan, as shown in Exhibit G and made part hereof.

Following discussion, and upon motion made by Dr. Jakubek, seconded by Dr. Hackstedde, the trustees voted, with Mr. Roberts voting to oppose, to approve the following resolution:

Resolution to Acquire  
Real Estate for Campus Improvement

**YR 2020-11**

WHEREAS, Youngstown State University (the "University") has identified an area surrounding the campus, and within its Ohio Board of Regents (OBOR) boundary, which it seeks to acquire property for the benefit of the University; and

WHEREAS, the Flats at Wick is a four story, 55,930 square feet apartment-style student housing facility located within the University's campus boundary at 139



West Madison Avenue, as identified on the property map attached hereto as Exhibit A; and

WHEREAS, the Flats at Wick was constructed in 2009 and contains 49 units and 116 total beds, consisting of 3 one-bedroom units, 36 two-bedroom units, 2 three-bedroom units and 8 four-bedroom units; and

WHEREAS, the Flats at Wick is at or near full occupancy for the University's 2019-2020 academic year and is presently available for sale; and

WHEREAS, the University's student housing facilities are at or near full occupancy for the University's 2019-2020 academic year; and

WHEREAS, it is in the best interest of the University to pursue the acquisition of the Flats at Wick to increase the number of University owned apartment-style housing units available for students.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the University to negotiate and enter into a purchase agreement with Flats at Wick, LLC for the purchase of the Flats at Wick student housing facility at a purchase price not to exceed appraised value as determined by an appraisal obtained by the University, and upon such other terms and conditions as approved by the President, the Ohio Department of Higher Education and the Controlling Board of the State of Ohio; and

BE IT FURTHER RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the administration to obtain appraisals of properties surrounding the Flats of Wick that are available for sale, and if deemed appropriate by the President, proceed with acquisition of such properties, subject to approval by the Board of Trustees of Youngstown State University; and

BE IT FURTHER RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the administration to secure financing for the purchase of the Flats at Wick, upon such terms and conditions approved by the Board of Trustees of Youngstown State University and the Chancellor of the State of Ohio.

Ms. Seals reported that the Audit Subcommittee met on September 4, 2019, and received updates on internal audit.

Ms. Cafaro reported that the Investment Subcommittee also met on September 4, 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.

4. University Affairs Committee.

The chairperson noted that the University Affairs Committee was recommending seven 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 - Athletics

**YR 2020-12**

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 June 6, 2019, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2019-2020 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 H attached hereto.

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Resolution to Modify  
Sexual Misconduct Policy, 3356-2-03.1

**YR 2020-13**

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 Sexual Misconduct 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 Sexual Misconduct, policy number 3356-2-03.1, shown as Exhibit I attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Modify  
Search Waivers for Hiring of  
Faculty and Professional/Administrative Staff Policy, 3356-2-04

**YR 2020-14**

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 Search Waivers for Hiring of Faculty and 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 Search Waivers for Hiring of Faculty and Professional/Administrative Staff, policy number 3356-2-04, shown as Exhibit J attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Modify  
Discrimination/Harassment Policy, 3356-2-03

**YR 2020-15**

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 Discrimination/Harassment 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 Discrimination/Harassment, policy number 3356-2-03, 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 and Retitle  
Outside Consulting Services – Excluded Professional/  
Administrative Staff, including Deans and Chairs Policy, 3356-7-34

**YR 2020-16**

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 Outside Consulting Services – Excluded Professional/ Administrative Staff, Including Deans and Chairs 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 Outside Consulting Services – Excluded Professional/ Administrative Staff, Including Deans and Chairs, policy number 3356-7-34, to be retitled as Outside Consulting Services/Employment by Professional/

Administrative Staff, Including Deans and Chairpersons, 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  
Staff Development Leave,  
Excluded Professional/Administrative Staff Policy, 3356-7-10

**YR 2020-17**

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 Staff Development Leave, Excluded Professional/Administrative Staff, policy number 3356-7-10, shown as Exhibit M, attached hereto.

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Resolution to Ratify  
Personnel Actions – Faculty/PA Staff

**YR 2020-18**

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 June 6, 2019, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2019-2020 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 N attached hereto.

#### ITEM V – COMMUNICATIONS AND MEMORIALS

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

Joseph A. Donatelli, former YSU painter  
Dr. Charles L. Reid, former YSU professor of philosophy  
Charles T. Powers, former YSU software developer  
James S. Mineo, former YSU director of purchasing  
Patrick J. Ungaro, former mayor of the city of Youngstown

#### 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

Mr. Deibel said that the board of trustees is gratified to have been awarded the AGB Nason award and thanked all who contributed to making receipt of the award possible.

#### 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, December 5, 2019  
10:00 a.m., Thursday, March 5, 2020  
10:00 a.m., Thursday, June 4, 2020

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 10:35 a.m.

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Chairperson

ATTEST:

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Secretary to the Board of Trustees

**3356-2-03      Discrimination/harassment.**

Responsible Division/Office: Equal Opportunity, Policy Development, and Title IX  
Responsible Officer: Director for Equal Opportunity, Policy Development and Title IX  
Revision History: June 2009; June 2015; September 2016; September 2019  
Board Committee: University Affairs  
**Effective Date: September 5, 2019**  
Next Review: 2024

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(A) Policy statement. Youngstown state university (“university”) does not discriminate on the basis of race, color, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law in its programs or activities. The university is firmly committed to maintaining a working and learning environment free of discrimination and harassment of any employee, applicant for employment, student, or visitor. The university community seeks to eliminate discrimination and harassment through education and encourages staff, faculty, students, visitors, and volunteers to report concerns or complaints. Prompt corrective measures will be taken to stop discrimination and harassment whenever it occurs.

This policy shall be interpreted and applied consistent with the speech protections of the first amendment of the United States Constitution.

(B) Purpose. The purpose of this policy is to establish expectations for institutional and individual conduct, aid the university community in recognizing and preventing discrimination and harassment, and provide effective reporting and response mechanisms. For purposes of this policy, the university community includes, but is not limited to, all university employees, students, and any other individual visiting or engaging in any university activity or program.

(C) Scope. This policy applies to students, faculty, employees (including student employees), third parties, campus visitors, or other individuals engaged in any university activity or program, regardless of sexual orientation or gender identity, and whether on or off campus. The prohibitions of this policy may, in some instances, be broader in scope than the legal prohibitions of state, federal, or other laws prohibiting discrimination or harassment. A determination that this policy has been violated is not equivalent to a violation of law.



- (D) Definitions. For the purpose of determining whether a particular behavior or course of conduct constitutes discrimination or harassment under this policy, the following definitions shall be used:
- (1) “Discrimination.” Conduct that is based on an individual’s sex (including pregnancy), race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran/military status or any other basis protected by law that:
    - (a) Adversely affects a term or condition of an individual’s employment, education, or participation in a university activity or program; or
    - (b) Is used as the basis for a decision affecting an individual’s employment, education, or participation in a university activity or program; or
    - (c) Is sufficiently severe and pervasive to a reasonable person that it substantially interferes with an individual’s employment or educational performance or creates a working, living, or educational environment that is intimidating, hostile, or abusive.
  - (2) “Harassment.” Conduct, or a course of conduct, that degrades or shows hostility toward an individual or group of individuals is based on sex (including pregnancy), race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law, and is sufficiently severe and pervasive to a reasonable person that it:
    - (a) Unreasonably interferes with an individual’s employment or education; or
    - (b) Objectively creates a working, living, or educational environment that is hostile, intimidating, or abusive.
  - (3) “Sexual harassment.” Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that is unwelcome and sufficiently severe or pervasive from both a subjective (the complainant’s) and an objective (reasonable person’s) viewpoint when it meets any of the following:
    - (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, academic status, or participation in a university program or activity.

- (b) Submission to or rejection of such conduct by an individual is used as the basis for employment, academic, or programing decisions affecting the individual.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an employment, academic, or participation environment that is objectively intimidating, hostile, or abusive.
- (d) Sexual harassment can be directed at a member of the same or different sex or sexual orientation. Examples of inappropriate conduct which may constitute sexual harassment include but are not limited to:
  - (i) Sexual advances or propositions, either explicit or implied.
  - (ii) Sexually suggestive or sexually degrading innuendo, comments or gestures.
  - (iii) Remarks or inquiries about sexual activity, sexual orientation, or gender identity or expression.
  - (iv) The display or communication of sexually oriented material (including through e-mail or other electronic means).
  - (v) Unwanted touching, hugging, or contacting another's body.
- (4) Intimidating, hostile, or abusive environment (collectively referred to as a hostile environment) is a specific form of discrimination and is often contextual and must be based on the circumstances. These circumstances include but are not limited to:
  - (a) The frequency of the conduct.
  - (b) The nature and severity of the conduct.
  - (c) The relationship between the complainant and the respondent.
  - (d) The location and context in which the alleged conduct occurs.
  - (e) Whether the conduct was physically threatening.
  - (f) Whether the conduct was humiliating.

- (g) Whether the conduct arose in the context of other discriminatory conduct.
- (E) No supervisor (including a faculty supervisor), manager, or official representative of the university shall directly or indirectly imply or threaten that an applicant, employee, or student's submission to or refusal of sexual advances will positively or negatively affect his or her employment, employment conditions, career development, or academic status. This prohibition includes, but is not limited to, instructors, faculty members, graduate assistants and teaching assistants.
- (F) Employee-student consensual relationships. Relationships that might be appropriate in other contexts may, within a university setting, create the appearance or basis for an abuse of power, conflict of interest, favoritism, or of undue advantage. Many university employees are entrusted with advising and mentoring students, evaluating their work, and recommending students for advancement in employment, programs or academia. The unequal institutional power which is inherent in such a relationship heightens the vulnerability of both the student and employee for possible abuse or coercion and can present real or perceived conflict.
- (1) For purposes of this policy, a consensual intimate or sexual relationship is a relationship of an intimate, dating, and/or sexual nature entered into with the consent of both parties (hereinafter referred to as a relationship for purposes of this policy).
  - (2) This policy applies to employees and individuals, whether paid or unpaid, who teach, coach, evaluate, supervise, advise, control, or influence student employment, academic, or resource opportunities. These individuals include but are not limited to:
    - (a) Faculty, lecturers, and instructors (including visiting faculty/instructors),
    - (b) Graduate students,
    - (c) Teaching assistants,
    - (d) Academic advisors,
    - (e) Coaches,
    - (f) Residence hall professional staff.

- (3) Intimate relationship with students. Because of the elevated risk and the potential exposure of the university and employees to liability for violation of laws against sexual harassment and discrimination and in order to maintain an environment as free as possible from conflicts of interest and favoritism, no employee/individual as defined in this rule shall enter into a relationship with a Youngstown state university student, including but not limited to undergraduate, graduate, part-time or full-time, regardless of whether or not there is a direct supervisory or evaluative relationship between them. Should a relationship predate either admission or employment with the university, the individuals involved in the relationship shall inform his/her immediate supervisor and dean and alternate supervisory or academic arrangements shall be made. This prohibition does not apply to married couples; however, rule 3356-7-01 of the Administrative Code regarding conflicts of interest should be consulted. (Corresponding university policy 3356-7-01 can be found at: <http://cms.yzu.edu/administrative-offices/university-policies/university-policies>.)
- (G) Duty of managers and supervisors to act. Any supervisor, including executive and administrative officers, chairs, executive directors/directors, or faculty supervisor who becomes aware of information that would lead a reasonable person to believe that harassment and/or discrimination has or is occurring shall notify the office of equal opportunity and policy development (“EOPD”) and/or human resources promptly but no later than five working days after becoming aware of the information. The office of human resources shall promptly notify EOPD.
- (H) Complaint procedures.
  - (1) The university encourages all persons who believe they have experienced or witnessed discrimination or harassment to promptly file a complaint with EOPD. A complaint may be formal or informal. However, a complaint alleging a violation of this policy must be filed within three hundred days of the behavior or the last incident at issue. Delays in filing or reporting may make it more difficult for the university to conduct an investigation.
  - (2) An individual also has the right to file a complaint with external agencies, including, but not limited to, the Ohio civil rights commission, the equal employment opportunity commission and/or the department of education. Utilizing the university’s internal complaint procedure does not extend the deadline for filing a complaint with the external agencies. However, it is recommended that the complainant first exhaust the internal complaint procedures by promptly reporting the complaint.

- (3) The university may assume the role of a complainant and pursue a complaint either informally or formally when it obtains information that would lead a reasonable person to believe that this policy has been violated. In these instances, the university may take any action it deems appropriate, including informing the alleged perpetrator of the complaint and pursuing an investigation even in cases where an alleged victim of harassment or discrimination is reluctant to proceed. The alleged victim will be notified in advance when such action is necessary.
  - (4) Complaint investigations will follow the procedures set forth in the university's "Guidelines for Initiating and Investigating Complaints of Discrimination and Harassment." These guidelines may be obtained from EOPD.
  - (5) Information related to a report of discrimination and/or harassment will only be shared with those university employees who need to know in order to assist in the review, investigation, or resolution of a complaint. The university will make every reasonable effort to conduct all proceedings in a manner that will protect the privacy of all parties. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.
- (I) Interim measures. During the course of an investigation, it may be necessary and advisable for the university to take appropriate interim measures that are reasonably available to alleviate the conduct which is the basis of a complaint. These interim measures may include, but are not limited to, separating the parties, placing limitations on contact between the parties, or making alternative academic, living or workplace arrangements. Failure to comply with the terms of interim measures is a violation of this policy and may result in corrective measures, even if the initial complaint is not proven.
- (J) Non-retaliation. University policy and state and federal law prohibit retaliation against an individual for reporting discrimination or harassment or for assisting or participating in an investigation. Persons who believe they are experiencing retaliation for reporting or participating in an investigation of a complaint are strongly encouraged to contact EOPD. Any person found to have retaliated against another for reporting, participating, or cooperating in an investigation will be in violation of this policy and will be subject to corrective measures and/ or sanctions independent of the merits of the original complaint.
- (K) Corrective measures.

- (1) When it has been determined that discrimination, harassment, or retaliation has occurred, steps will be taken to ensure that the prohibited behavior is stopped. Corrective measures and/or sanctions will be imposed consistent with the severity of the offense, applicable university procedures, and collective bargaining agreements. Corrective measures may include sanctions and/or discipline up to and including termination for employees and expulsion for students. In the event that a record of such sanctions will become a part of an employee's personnel records, prior notice will be given to the employee.
  - (2) Sanctions may also be imposed on any individual with a duty to act under this policy and associated procedures, who fails to respond in a manner consistent with this policy to a complaint or reasonable information of discrimination, harassment, or retaliation.
  - (3) To the extent possible under applicable law and policies, a complainant will be informed of the corrective measures taken.
- (L) False allegations. It is a violation of this policy for anyone to intentionally report information or allegations that they know, or reasonably should know, to be untrue or false. Sanctions may be imposed on individuals who make false accusations of discrimination or harassment. Failure to prove a claim of discrimination or harassment is not equivalent to a false allegation and no person shall be penalized for good faith reporting of concerns under this policy.
- (M) Use of discrimination and harassment allegations in employment actions or academic status decisions. When making decisions affecting an individual's employment or academic status, allegations of discrimination and harassment may be considered only if they have been addressed through this policy or procedure, a court of law, or other administrative proceeding such as a student conduct hearing for a student accused of a policy violation. Whenever such an allegation is discussed as part of a determinant in the terms and conditions of an employment or academic status, the affected party should be given notice.
- (N) Policy and procedure administration. The office of equal opportunity and policy compliance is responsible for the administration of this policy and the associated procedures. However, all university employees, staff, and students play a role in preventing and reporting discrimination and harassment.
- (O) Educational goals and objectives.
- (1) It is the goal of the university to prevent and eliminate discrimination and/or harassment and to foster an environment of respect for all individuals. In furtherance of these goals, every employee shall complete programs and/or

training as directed by the office of human resources and/or the office of equal opportunity and policy compliance. The office of human resources, in conjunction with the office of equal opportunity and policy compliance, shall provide information, programs, and/or training to meet the following goals:

- (a) Provide information about the university's policies relating to discrimination and harassment and the corresponding procedures and reporting mechanisms.
  - (b) Include information regarding this policy in orientation materials for new faculty, staff, students, and volunteers.
  - (c) Notify persons of inappropriate conduct and encourage appropriate behavior when interacting with others.
  - (d) Inform the university community about the problems caused by discrimination and harassment and the unacceptability and illegality of discrimination and harassment.
  - (e) Address issues of discrimination and harassment from a multicultural perspective.
- (2) A statement regarding discrimination and harassment will appear in the university bulletins (graduate and undergraduate), on the webpage of the office of equal opportunity and policy development, and relevant portions shall be referenced in "The Student Code of Conduct."
- (P) Information, assistance, and counseling.
- (1) Individuals may seek general information, anonymously or otherwise, regarding this policy by contacting any of the following offices/units. However, general inquiries with these offices/units will not be considered a report to the university and will not result in action under this policy.
    - (a) The equal opportunity, policy development and Title IX office.
    - (b) The center for student progress/office of disability services.
    - (c) Housing and residence life.
    - (d) Office of human resources.
    - (e) Intercollegiate athletics.
    - (f) Office of student affairs through the ombudsperson.

- (2) A student may seek counseling or support services on campus from the university student counseling services during regular business hours (330-941-3737). Employees may contact the office of human resources for information on available counseling services. Information shared within the context of counseling services is considered confidential to the extent permitted by state and federal law.
- (3) An individual who seeks information, assistance, or counseling may still utilize this policy to file a complaint.
- (4) For information on sexual misconduct including sexual assault, dating violence, domestic violence, stalking, or any other conduct of a sexual nature that is carried out without consent or through force, threat, intimidation or coercion, please see rule 3356-2-3.1 of the Administrative Code. (Corresponding university policy 3356-2-3.1 can be found at: <http://cms.ysu.edu/administrative-offices/university-policies/university-policies>.)



**3356-2-03 Discrimination/harassment.**

~~Previous Policy Number: 2001.03~~

Responsible Division/Office: Equal Opportunity, ~~and~~ Policy Development, ~~and~~ Title IX

Responsible Officer: ~~Vice President~~ Director for Equal Opportunity, Policy Development and Title IX ~~for Legal Affairs and Human Resources~~

Revision History: June 2009; June 2015; September 2016; September 2019

Board Committee: University Affairs

**Effective Date: September 15, 2016**~~9~~

Next Review: 2024

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(A) Policy statement. Youngstown state university (“university”) does not discriminate on the basis of race, color, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law in its programs or activities. The university is firmly committed to maintaining a working and learning environment free of discrimination and harassment of any employee, applicant for employment, student, or visitor. The university community seeks to eliminate discrimination and harassment through education and encourages staff, faculty, students, visitors, and volunteers to report concerns or complaints. Prompt corrective measures will be taken to stop discrimination and harassment whenever it occurs.

This policy shall be interpreted and applied consistent with the speech protections of the first amendment of the United States Constitution.

(B) Purpose. The purpose of this policy is to establish expectations for institutional and individual conduct, aid the university community in recognizing and preventing discrimination and harassment, and provide effective reporting and response mechanisms. For purposes of this policy, the university community includes, but is not limited to, all university employees, students, and any other individual visiting or engaging in any university activity or program.

(C) Scope. This policy applies to students, faculty, employees (including student employees), third parties, campus visitors, or other individuals engaged in any university activity or program, regardless of sexual orientation or gender identity, and whether on or off campus. The prohibitions of this policy may, in some instances, be broader in scope than the legal prohibitions of state, federal, or other laws prohibiting discrimination or harassment. A determination that this policy has been violated is not equivalent to a violation of law.

**Agenda Item E.4.d**

**Exhibit K**

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- (D) Definitions. For the purpose of determining whether a particular behavior or course of conduct constitutes discrimination or harassment under this policy, the following definitions shall be used:
- (1) “Discrimination.” Conduct that is based on an individual’s sex (including pregnancy), race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran/military status or any other basis protected by law that:
    - (a) Adversely affects a term or condition of an individual’s employment, education, or participation in a university activity or program; or
    - (b) Is used as the basis for a decision affecting an individual’s employment, education, or participation in a university activity or program; or
    - (c) Is sufficiently severe and pervasive to a reasonable person that it substantially interferes with an individual’s employment or educational performance or ~~creates~~ a working, living, or educational environment that is intimidating, hostile, ~~offensive~~, or abusive.
  - (2) “Harassment.” Conduct, or a course of conduct, that degrades or shows hostility toward an individual or group of individuals is based on sex (including pregnancy), race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law, and is sufficiently severe and pervasive to a reasonable person that it:
    - (a) Unreasonably interferes with an individual’s employment or education; or
    - (b) Objectively ~~creates~~ a working, living, or educational environment that is hostile, intimidating, ~~offensive~~, or abusive.
  - (3) “Sexual harassment.” Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that is unwelcome and sufficiently severe or pervasive from both a subjective (the complainant’s) and an objective (reasonable person’s) viewpoint when it meets any of the following:
    - (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, academic status, or participation in a university program or activity.
    - (b) Submission to or rejection of such conduct by an individual is used as the basis for employment, academic, or programing decisions affecting the individual.

- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an employment, academic, or participation environment that is objectively intimidating, hostile, ~~offensive~~ or abusive.
- (d) Sexual harassment can be directed at a member of the same or different sex or sexual orientation. Examples of inappropriate conduct which may constitute sexual harassment include but are not limited to:
  - (i) Sexual advances or propositions, either explicit or implied.
  - (ii) Sexually suggestive or sexually degrading innuendo, comments or gestures.
  - (iii) Remarks or inquiries about sexual activity, sexual orientation, or gender identity or expression.
  - (iv) The display or communication of sexually oriented material (including through e-mail or other electronic means).
  - (v) Unwanted touching, hugging, or contacting another's body.
- (4) Intimidating, hostile, ~~offensive~~ or abusive environment (collectively referred to as a hostile environment) is a specific form of discrimination and is often contextual and must be based on the circumstances. These circumstances include but are not limited to:
  - (a) The frequency of the conduct.
  - (b) The nature and severity of the conduct.
  - (c) The relationship between the complainant and the respondent.
  - (d) The location and context in which the alleged conduct occurs.
  - (e) Whether the conduct was physically threatening.
  - (f) Whether the conduct was humiliating.
  - (g) Whether the conduct arose in the context of other discriminatory conduct.
- (E) No supervisor (including a faculty supervisor), manager, or official representative of the university shall directly or indirectly imply or threaten that an applicant, employee, or student's submission to or refusal of sexual advances will positively or

negatively affect his or her employment, employment conditions, career development, or academic status. This prohibition includes, but is not limited to, instructors, faculty members, graduate assistants and teaching assistants.

- (F) Employee-student consensual relationships. Relationships that might be appropriate in other contexts may, within a university setting, create the appearance or basis for an abuse of power, conflict of interest, favoritism, or of undue advantage. Many university employees are entrusted with advising and mentoring students, evaluating their work, and recommending students for advancement in employment, programs or academia. The unequal institutional power which is inherent in such a relationship heightens the vulnerability of both the student and employee for possible abuse or coercion and can present real or perceived conflict.
- (1) For purposes of this policy, a consensual intimate or sexual relationship is a relationship of an intimate, dating, and/or sexual nature entered into with the consent of both parties (hereinafter referred to as a relationship for purposes of this policy).
  - (2) This policy applies to employees and individuals, whether paid or unpaid, who teach, coach, evaluate, supervise, advise, control, or influence student employment, academic, or resource opportunities. These individuals include but are not limited to:
    - (a) Faculty, lecturers, and instructors (including visiting faculty/instructors),
    - (b) Graduate students,
    - (c) Teaching assistants,
    - (d) Academic advisors,
    - (e) Coaches,
    - (f) Residence hall professional staff.
  - (3) ~~Undergraduate s~~Intimate relationship with students. Because of the elevated risk and the potential exposure of the university and employees to liability for violation of laws against sexual harassment and discrimination and in order to maintain an environment as free as possible from conflicts of interest and favoritism, no employee/individual as defined in this rule shall enter into a relationship with a Youngstown state university ~~undergraduate~~ student, including but not limited to undergraduate, graduate, part-time or full-time, regardless of whether or not there is a direct supervisory or evaluative relationship between them. Should a relationship predate either admission or employment with the university, the individuals involved in the relationship shall inform his/her immediate supervisor and dean and alternate supervisory or academic arrangements shall be made. This prohibition does not apply to

married couples; however, rule 3356-7-01 of the Administrative Code regarding conflicts of interest should be consulted. (Corresponding university policy 3356-7-01 can be found at: <http://cms.ysu.edu/administrative-offices/university-policies/university-policies>.)

~~(4) Graduate students:~~

~~(a) Relationships involving graduate students can also raise issues of conflict of interest, favoritism, and exploitation; therefore, no employee/individual should enter into a relationship with a university graduate student under his/her supervision, evaluation, or advisement. Should such a relationship arise or predate the institutional relationship, the employee/individual must promptly notify his/her supervisor in order to make alternate arrangements (where appropriate). This prohibition does not apply to married couples.~~

~~(b) In those instances where a faculty member/instructor and a graduate student enter into a relationship and are in the same department or affiliated with the same graduate program, the possibility exists that the faculty member/instructor could influence the academic evaluation or advancement of the student. Therefore, such relationships must be disclosed promptly by the faculty member/instructor to his/her department chair upon the beginning of the relationship. A relationship that predates the effective date of this policy must also be promptly disclosed to the applicable department chair. If the relationship involves a department chair, then the disclosure shall be made to the appropriate dean.~~

~~This prohibition does not apply to married couples; however, effective management of department and/or program integrity is paramount and such situations will be considered on a case by case basis and dealt with in consultation with the chair, dean, and provost.~~

~~(c) Rule 3356 7 01 of the Administrative Code regarding conflicts of interest should be consulted for situations involving married couples. (Corresponding university policy 3356 8 01 can be found at: <http://cms.ysu.edu/administrative-offices/university-policies/university-policies>.)~~

- (G) Duty of managers and supervisors to act. Any supervisor, including executive and administrative officers, chairs, executive directors/directors, or faculty supervisor who becomes aware of information that would lead a reasonable person to believe that harassment and/or discrimination has or is occurring shall notify the office of equal opportunity and policy development (“EOPD”) and/or human resources promptly but no later than five working days after becoming aware of the information. The office of human resources shall promptly notify EOPD.

(H) Complaint procedures.

- (1) The university encourages all persons who believe they have experienced or witnessed discrimination or harassment to promptly file a complaint with EOPD. A complaint may be formal or informal. However, a complaint alleging a violation of this policy must be filed within three hundred days of the behavior or the last incident at issue. Delays in filing or reporting may make it more difficult for the university to conduct an investigation.
  - (2) An individual also has the right to file a complaint with external agencies, including, but not limited to, the Ohio civil rights commission, the equal employment opportunity commission and/or the department of education. Utilizing the university's internal complaint procedure does not extend the deadline for filing a complaint with the external agencies. However, it is recommended that the complainant first exhaust the internal complaint procedures by promptly reporting the complaint.
  - (3) The university may assume the role of a complainant and pursue a complaint either informally or formally when it obtains information that would lead a reasonable person to believe that this policy has been violated. In these instances, the university may take any action it deems appropriate, including informing the alleged perpetrator of the complaint and pursuing an investigation even in cases where an alleged victim of harassment or discrimination is reluctant to proceed. The alleged victim will be notified in advance when such action is necessary.
  - (4) Complaint investigations will follow the procedures set forth in the university's "Guidelines for Initiating and Investigating Complaints of Discrimination and Harassment." These guidelines may be obtained from EOPD.
  - (5) Information related to a report of discrimination and/or harassment will only be shared with those university employees who need to know in order to assist in the review, investigation, or resolution of a complaint. The university will make every reasonable effort to conduct all proceedings in a manner that will protect the privacy of all parties. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.
- (I) Interim measures. During the course of an investigation, it may be necessary and advisable for the university to take appropriate interim measures that are reasonably available to alleviate the conduct which is the basis of a complaint. These interim measures may include, but are not limited to, separating the parties, placing limitations on contact between the parties, or making alternative academic, living or workplace arrangements. Failure to comply with the terms of interim measures is a

violation of this policy and may result in corrective measures, even if the initial complaint is not proven.

- (J) Non-retaliation. University policy and state and federal law prohibit retaliation against an individual for reporting discrimination or harassment or for assisting or participating in an investigation. Persons who believe they are experiencing retaliation for reporting or participating in an investigation of a complaint are strongly encouraged to contact EOPD. Any person found to have retaliated against another for reporting, participating, or cooperating in an investigation will be in violation of this policy and will be subject to corrective measures and/ or sanctions independent of the merits of the original complaint.
- (K) Corrective measures.
  - (1) When it has been determined that discrimination, harassment, or retaliation has occurred, steps will be taken to ensure that the prohibited behavior is stopped. Corrective measures and/or sanctions will be imposed consistent with the severity of the offense, applicable university procedures, and collective bargaining agreements. Corrective measures may include sanctions and/or discipline up to and including termination for employees and expulsion for students. In the event that a record of such sanctions will become a part of an employee's personnel records, prior notice will be given to the employee.
  - (2) Sanctions may also be imposed on any individual with a duty to act under this policy and associated procedures, who fails to respond in a manner consistent with this policy to a complaint or reasonable information of discrimination, harassment, or retaliation.
  - (3) To the extent possible under applicable law and policies, a complainant will be informed of the corrective measures taken.
- (L) False allegations. It is a violation of this policy for anyone to intentionally report information or allegations that they know, or reasonably should know, to be untrue or false. Sanctions may be imposed on individuals who make false accusations of discrimination or harassment. Failure to prove a claim of discrimination or harassment is not equivalent to a false allegation and no person shall be penalized for good faith reporting of concerns under this policy.
- (M) Use of discrimination and harassment allegations in employment actions or academic status decisions. When making decisions affecting an individual's employment or academic status, allegations of discrimination and harassment may be considered only if they have been addressed through this policy or procedure, a court of law, or other administrative proceeding such as a student conduct hearing for a student accused of a policy violation. Whenever such an allegation is discussed as part of a determinant in the terms and conditions of an employment or academic status, the affected party should be given notice.

- (N) Policy and procedure administration. The office of equal opportunity and policy compliance is responsible for the administration of this policy and the associated procedures. However, all university employees, staff, and students play a role in preventing and reporting discrimination and harassment.
- (O) Educational goals and objectives.
- (1) It is the goal of the university to prevent and eliminate discrimination and/or harassment and to foster an environment of respect for all individuals. In furtherance of these goals, every employee shall complete programs and/or training as directed by the office of human resources and/or the office of equal opportunity and policy compliance. The office of human resources, in conjunction with the office of equal opportunity and policy compliance, shall provide information, programs, and/or training to meet the following goals:
- (a) Provide information about the university's policies relating to discrimination and harassment and the corresponding procedures and reporting mechanisms.
  - (b) Include information regarding this policy in orientation materials for new faculty, staff, students, and volunteers.
  - (c) Notify persons of inappropriate conduct and encourage appropriate behavior when interacting with others.
  - (d) Inform the university community about the problems caused by discrimination and harassment and the unacceptability and illegality of discrimination and harassment.
  - (e) Address issues of discrimination and harassment from a multicultural perspective.
- (2) A statement regarding discrimination and harassment will appear in the university bulletins (graduate and undergraduate), on the webpage of the office of equal opportunity and policy development, and relevant portions shall be referenced in "The Student Code of Conduct."
- (P) Information, assistance, and counseling.
- (1) Individuals may seek general information, anonymously or otherwise, regarding this policy by contacting any of the following offices/units. However, general inquiries with these offices/units will not be considered a report to the university and will not result in action under this policy.
- (a) The equal opportunity, ~~and policy compliance~~ development and Title IX office.
  - (b) The center for student progress/office of disability services.



- (c) Housing and residence life.
  - (d) Office of human resources.
  - (e) Intercollegiate athletics.
  - (f) Office of student affairs through the ombudsperson.
- (2) A student may seek counseling or support services on campus from the university student counseling services during regular business hours (330-941-3527/37). Employees may contact the office of human resources for information on available counseling services. Information shared within the context of counseling services is considered confidential to the extent permitted by state and federal law.
- (3) An individual who seeks information, assistance, or counseling may still utilize this policy to file a complaint.
- (4) For information on sexual misconduct including sexual assault, dating violence, domestic violence, stalking, or any other conduct of a sexual nature that is carried out without consent or through force, threat, intimidation or coercion, please see rule 3356-2-3.1 of the Administrative Code. (Corresponding university policy 3356-2-3.1 can be found at: <http://cms.ysu.edu/administrative-offices/university-policies/university-policies>.)

**3356-2-03.1 Sexual misconduct policy.**

Responsible Division/Office: Equal Opportunity, Policy Development and  
Title IX  
Responsible Officer: Director of Equal Opportunity, Policy  
Development and Title IX  
Revision History: March 2015; September 2019  
Board Committee: University Affairs  
**Effective Date: September 5, 2019**  
Next Review: 2024

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- (A) Policy statement. Youngstown state university (“YSU” or “university”) is committed to fostering and maintaining an environment of tolerance, mutual respect, and concern for all members of the campus community. Consistent with these values and applicable law, including Title IX of the Education Amendments of 1972, the university prohibits and will not tolerate sexual misconduct in any university program or activity. The university will take appropriate steps to eliminate sexual assault and misconduct, prevent its recurrence, and address its effects.
- (B) Purpose. To provide university community with a clearly articulated set of behavioral standards, common understandings of definitions, descriptions of prohibited conduct, relevant information, and reporting options in order to foster a climate free from sexual misconduct.
- (C) Scope. This policy applies to all students, faculty, employees (including student employees), volunteers, and third parties, campus visitors, or other individuals engaged in any university activity or program, regardless of sexual orientation or gender identity, whether on or off campus, and including any location owned, leased, or rented by the university.

For purposes of this policy, an individual is a student when they are registered for courses, seminars, or workshops at the university, either full-time or part-time; pursuing graduate, undergraduate or continuing education courses; accepted for admission; or living in a residence hall whether or not actually enrolled at the university.

For purposes of this policy, an individual is a faculty member when they are employed by the university to conduct classroom or teaching activities.

For purposes of this policy, an individual is an employee/student employee when they have been hired/employed by the university to perform certain work or services at a specified hourly wage or salary.

(D) Definitions (for purposes of this policy).

- (1) “Sexual misconduct.” A broad range of behaviors including sexual assault, dating violence, domestic violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual or is carried out through force, threat, intimidation or coercion. (For purposes of this policy, conduct prohibited under this policy shall generally be referred to as “sexual misconduct”).
- (2) “Sexual assault.” Any intentional, nonconsensual and/or coerced sexual contact. Physical resistance need not occur to meet the definition of sexual assault.
- (3) “Sexual harassment.” Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that is unwelcome and sufficiently severe or pervasive from both a subjective (the complainant’s) and an objective (reasonable person’s) viewpoint when it meets any of the following:
  - (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, academic status, or participation in a university program or activity.
  - (b) Submission to or rejection of such conduct by an individual is used as the basis for employment, academic, or programing decisions affecting the individual.
  - (c) The conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an employment, academic, or participation environment that is objectively intimidating, hostile, or abusive. (See university policy 3356-2-03, Discrimination/harassment).

- (4) “Consent.” Sexual activity requires consent, which is defined as positive, unambiguous, voluntary and ongoing agreement to engage in a specific activity. Consent must be freely and affirmatively given. Consent cannot be obtained from someone through coercion or from someone who is unconscious, asleep, or whose judgment is impaired by the use of a drug or alcohol or diminished by an intellectual, mental, or physical condition or disability. Consent can be withdrawn at any time.
- (5) “Coercion.” Intimidation, physical, or psychological threat, or pressure used to force another to engage in sexual acts.
- (6) “Stalking.” Repeated behaviors or activities whether in person, online, or through any other means which threaten or endanger the safety, physical or mental health, life or property of another or creates a reasonable fear of such threat or action.
- (7) “Dating violence.” Violence or abusive behavior (sexual, physical, or threat of violence) committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship.
- (8) “Domestic violence.” Violence or abusive behavior (sexual, physical, or threat of violence) used to maintain control or power within a current or former relationship and which is committed by any of the following:
  - (a) A current or former spouse or intimate partner of the victim;
  - (b) A person with whom the victim shares a child in common;
  - (c) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - (d) By any other person against an adult or youth victim under the domestic or family violence laws of the state of Ohio (see section 2919.25 of the Revised Code).

- (9) “Sexual exploitation.” Sexual exploitation occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, nonconsensual video or audiotaping of sexual activity, permitting others to secretly observe or record consensual activity, or engaging in voyeurism.
  - (10) “Incapacitation”. Inability to evaluate, understand, or control conduct, because an individual is unconscious, asleep, intoxicated, or under the influence of other drugs, or for any other reason, physically, mentally or legally unable to communicate or grant consent. Incapacitation does not correlate to a specific Blood Alcohol Content (BAC) and could be the result of drug use.
  - (11) “Sex offenses.” See Chapter 2907 of the Revised Code which defines “sex offenses” under Ohio law.
- (E) Coordination with discrimination/harassment policy. The university recognizes that in certain circumstances harassment/discrimination related to an individual’s race, color, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, religion, or veteran/military status may occur in conjunction with sexual misconduct. Targeting individuals on the basis of these characteristics is a violation of university policy/rule 3356-2-03 of the Administrative Code. In these circumstances, the university will coordinate its responses and efforts in order to address these issues.
- (F) Privacy versus confidentiality. Privacy and confidentiality have distinct meanings under this policy.
- (1) “Privacy.” Privacy generally means that information related to a report of sexual misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those university employees who need to know in order to assist in the active review, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

- (2) “Confidentiality.” Confidentiality means that information shared by an individual with a particular campus or community professional cannot be revealed to any other individual without the express permission of the individual. These professionals include medical and mental health providers, ordained clergy, and rape crisis counselors. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.
- (G) Reporting. The university encourages anyone who has experienced sexual misconduct to report the incident to the reporting source of their choice in order to obtain information and support and so the university can respond appropriately. Prompt reporting may preserve options that delayed reporting does not, including the preservation of physical evidence, crisis counseling, and immediate police response. Additionally, delayed reporting may affect the options available to the individual and the university.
  - (1) “Confidential reporting.” An individual who desires that the details of an incident be kept confidential may speak with professional licensed counselors who provide mental health counseling on campus. Pastoral or clergy and medical professionals also have legally protected roles involving confidentiality. Confidential services are available on campus (see paragraph (M)(1) of this policy) at student counseling services in Kilcawley center, room 2082, phone number 330-941-3737; student health services at Wick Primary Care at YSU, 330 Wick Ave., phone number 330-747-4660; and through the employee assistance program, phone number 800-227-6007.
  - (2) “Responsible employees and mandatory reporting.” Under Title IX, the university is required to take immediate and corrective action if a responsible employee knew or in the exercise of reasonable care should have known about sexual misconduct or sex based discrimination or harassment that creates a hostile environment. A responsible employee is an employee who:
    - (a) Has the authority to take action to redress the harassment;

- (b) Has been given the duty to report to appropriate university officials any misconduct by students, employees or third parties; or
- (c) An individual could reasonably believe has the authority or responsibility to take action.

Employees with supervisory and leadership responsibilities on campus are considered responsible employees and include, but are not limited to, managers, supervisors, directors, assistant/associate directors, faculty members with supervisory or advisory duties over students or employees (including student employees), resident assistants, program coordinators, coaches, deans and department chairs. A responsible employee is considered a mandatory reporter under this policy and when he or she becomes aware of sexual misconduct must notify the Title IX coordinator promptly but no later than five working days of becoming aware of the information. When a responsible employee is contacted by a student regarding possible sexual misconduct, the responsible employee must inform the student of the responsible employee's reporting requirement.

For purposes of this policy, faculty members who solely provide classroom instruction with no student or employee supervisory or advisory duties are not considered responsible employees under this policy; however, they are strongly encouraged to report an alleged occurrence of sexual misconduct as well.

- (3) Filing a complaint with the university's Title IX coordinator.
  - (a) Individuals who believe they have been subjected to or who reasonably believe sexual misconduct has occurred should contact the Title IX coordinator for information and/or to file a complaint. The Title IX coordinator, or his/her designee, will make an assessment of any risk of harm to individuals or to the campus community and will take reasonable steps necessary, including interim protective measures, and to provide for the safety of individuals involved and the campus community. Thereafter, the Title IX coordinator, or his/her designee, will conduct an investigation depending on a variety of factors, including but not limited to, the reporting individual's wish to pursue

an investigation, the risk posed to the individuals involved and the campus community by not proceeding, whether there have been other complaints of sexual misconduct involving the same alleged individual(s), and the nature of the allegation.

- (b) To promote timely and effective review and investigation, complaints of possible sexual misconduct should be made immediately or as soon as reasonably possible. The Title IX coordinator will review a complaint whenever it is made; however, a lapse of time may make it more difficult to gather relevant and reliable information and to address the behavior. Complaints involving potential Title IX violations will follow the Title IX grievance procedures which are available on the university's [Title IX](#) webpage.
- (4) Student conduct process. If the alleged perpetrator of sexual misconduct is a student, an individual may seek resolution through the student conduct process. A report to the office of student conduct (phone number 330-941-4704) can be made regardless of whether or not a criminal complaint is pursued. For a more comprehensive review of the student code of conduct, including timeliness of reporting, please go to the [office of student conduct](#) webpage.
- (5) Law enforcement.
- (a) Individuals who are victims/survivors of sexual misconduct have the right to make a complaint with local law enforcement and are strongly encouraged to contact the [Youngstown state university policy department](#) ("university police") in order to receive information and to pursue criminal charges. The university police can be contacted at 330-941-3527 (campus emergencies, dial 911). Reports can also be made to the city of Youngstown police department at 330-747-7911 or 911.
  - (b) An individual who does not wish to pursue action within the criminal justice system should still consider making a report to the university police department. The university police can file a report on the details of an incident without



revealing the identity of the victim. This allows the university to take steps pursuant to the Clery Act to keep reports.

- (6) The university as reporting party. On some occasions, the university will assume the function of the reporting party. This approach may be taken when sufficient information is provided that allows the university to reach the threshold determination that an individual poses a substantial and likely threat of harm to the safety or well-being of an individual, members of the campus community, or the performance of normal university functions.
- (7) Anonymous reporting. Although the university encourages victims to talk to someone, the university provides online anonymous reporting options. Individuals may file an anonymous report with the university police at the [YSU police](#) website, with the Title IX coordinator at the [Title IX](#) website, or by contacting the [office of student conduct](#).
- (H) Interim measures. The Title IX coordinator (phone number 330-941-2216), office of student life (phone number 330-941-3533) and/or the office of human resources (phone number 330-941-1322) can assist an individual who has been subjected to sexual misconduct with appropriate interim measures that are reasonably available to alleviate the presence of a hostile environment. These measures can be taken regardless of whether an individual chooses to formally report an incident or crime and can include no-contact orders, changes in housing, work schedules, or assignments, and interim suspensions or administrative leaves. Failure to comply with interim measures is a violation of this policy and may result in corrective measures, even if the initial report of sexual misconduct is later not proven.
- (I) Non-retaliation. Retaliation against any individual in the university community either for alleging sexual assault or misconduct or for cooperating in the review or investigation of a compliant is strictly prohibited by university policy and state and federal law. Anyone who believes he/she has been the victim of retaliation should immediately contact the office of equal opportunity and policy compliance or the office of human resources. Any person found to have retaliated against another for reporting, participation, or cooperation in an investigation will be in

violation of this policy and will be subject to corrective measures independent of the merits of the underlying allegation.

- (J) Prevention and education programs. The university shall provide programs and/or training (collectively referred to as “trainings”) for employees and students designed to prevent and promote awareness of sexual misconduct. The trainings shall be consistent with applicable legal requirements and university policies. The office of human resources, with oversight from the Title IX coordinator, or his/her designee, shall provide training for employees; and the office of student affairs, with oversight from the Title IX coordinator, or his/her designee, shall provide training for students.
- (K) False allegations. It is a violation of this policy for anyone to intentionally report information or allegations that they know or reasonably should know to be untrue or false. However, failure to prove an allegation is not equivalent to a false allegation and no person shall be penalized for good faith reporting of concerns under this policy.
- (L) Consequences of violations of this policy. Any employee or student who violates this policy will be subject to corrective action, consistent with university policies and applicable collective bargaining agreements and conduct codes. Corrective action can include termination for employees and expulsion for students. Third parties who violate this policy will be subject to appropriate university action, including but not limited to removal from university property and criminal prosecution.
- (M) Support and assistance.
  - (1) On-campus contacts:
    - (a) [YSU student counseling services](#), Kilcawley center, room 2082, contact 330-941-3737. The [employee assistance program](#), contact 1-800-227-6007.
    - (b) [Student health services](#), Wick Primary Care at YSU, 330 Wick Avenue, phone number 330-747-4660.
    - (c) YSU police department, contact 330-941-3527 (24-hour line). Campus emergencies, dial 911.

- (d) YSU Director of Equal Opportunity, Policy Development and [Title IX](#) Mark Weir, Tod hall, room 301, Youngstown, Ohio 44555; contact 330-941-2216 or 330-941-2340; fax number is 330-941-2394; email address, mweir@ysu.edu.
  - (e) To be escorted to/from vehicle or classes, contact [YSU student security services](#), sponsored by YSU police department, at 330-941-1515.
- (2) Off-campus contacts.
- (a) [Ohio hopes, rape crisis and counseling center of Mahoning county](#), contact 330-782-3936 (twenty-four-hour hotline).
  - (b) Rape, abuse, and incest national network, visit the [RAINN](#) website.
  - (c) [Mercy health – St. Elizabeth Youngstown hospital](#), contact 330-746-7211 (twenty-four-hour medical services).
- (3) [Title IX](#) website. For more information on Title IX and sexual misconduct, please visit the university's [Title IX](#) website.

3356-2-03.1

**3356-2-03.1 Sexual misconduct policy.**

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Responsible Division/Office: Equal Opportunity, ~~and~~ Policy Development and Title IX

Responsible Officer: Director of Equal Opportunity, ~~Policy Development~~ and Title IX

Revision History: March 2015; September 2019

Board Committee: University Affairs

**Effective Date:** ~~Last BOT review: March 11, 2015~~ September 5, 2019

Next Review: 20204

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- (A) Policy statement. Youngstown state university (“YSU” or “university”) is committed to fostering and maintaining an environment of tolerance, mutual respect, and concern for all members of the campus community. Consistent with these values and applicable law, including Title IX of the Education Amendments of 1972, the university prohibits and will not tolerate sexual misconduct in any university program or activity. The university will take appropriate steps to eliminate sexual assault and misconduct, prevent its recurrence, and address its effects.
- (B) Purpose. To provide university community with a clearly articulated set of behavioral standards, common understandings of definitions, descriptions of prohibited conduct, relevant information, and reporting options in order to foster a climate free from sexual misconduct.
- (C) Scope. This policy applies to all students, faculty, employees (including student employees), volunteers, and third parties, campus visitors, or other individuals engaged in any university activity or program, regardless of sexual orientation or gender identity, ~~and~~ whether on or off campus, and including any location owned, leased, or rented by the university.

For purposes of this policy, an individual is a student when they are registered for courses, seminars, or workshops at the university, either full-time or part-time; pursuing graduate, undergraduate or continuing education courses; accepted for admission; or living in a residence hall whether or not actually enrolled at the university.

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

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For purposes of this policy, an individual is a faculty member when they are employed by the university to conduct classroom or teaching activities.

For purposes of this policy, an individual is an employee/student employee when they have been hired/employed by the university to perform certain work or services at a specified hourly wage or salary.

(D) Definitions (for purposes of this policy).

- (1) “Sexual misconduct.” A broad range of behaviors including sexual assault, dating violence, domestic violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual or is carried out through force, threat, intimidation or coercion. (For purposes of this policy, conduct prohibited under this policy shall generally be referred to as “sexual misconduct”).
- (2) “Sexual assault.” Any intentional, nonconsensual and/or coerced sexual contact. Physical resistance need not occur to meet the definition of sexual assault.
- (3) “Sexual harassment.” Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that is unwelcome and sufficiently severe or pervasive from both a subjective (the complainant’s) and an objective (reasonable person’s) viewpoint when it meets any of the following:
  - (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, academic status, or participation in a university program or activity.
  - (b) Submission to or rejection of such conduct by an individual is used as the basis for employment, academic, or programing decisions affecting the individual.
  - (c) The conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an employment, academic, or participation environment that is objectively intimidating,

[hostile, or abusive. \(See university policy 3356-2-03, Discrimination/harassment\).](#)

- (34) “Consent.” Sexual activity requires consent, which is defined as positive, unambiguous, voluntary and ongoing agreement to engage in a specific activity. Consent must be freely and affirmatively given. Consent cannot be obtained from someone through coercion or from someone who is unconscious, asleep, or whose judgment is impaired by the use of a drug or alcohol or diminished by an intellectual, mental, or physical condition or disability. Consent can be withdrawn at any time.
- (45) “Coercion.” Intimidation, physical, or psychological threat, or pressure used to force another to engage in sexual acts.
- (56) “Stalking.” Repeated behaviors or activities whether in person, online, or through any other means which threaten or endanger the safety, physical or mental health, life or property of another or creates a reasonable fear of such threat or action.
- (67) “Dating violence.” Violence or abusive behavior (sexual, physical, or threat of violence) committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship.
- (78) “Domestic violence.” Violence or abusive behavior (sexual, physical, or threat of violence) used to maintain control or power within a current or former relationship and which is committed by any of the following:
- (a) A current or former spouse or intimate partner of the victim;
  - (b) A person with whom the victim shares a child in common;
  - (c) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

(d) By any other person against an adult or youth victim under the domestic or family violence laws of the state of Ohio (see section 2919.25 of the Revised Code).

(89) “Sexual exploitation.” Sexual exploitation occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, nonconsensual video or audiotaping of sexual activity, permitting others to secretly observe or record consensual activity, or engaging in voyeurism.

(10) “Incapacitation”. Inability to evaluate, understand, or control conduct, because an individual is unconscious, asleep, intoxicated, or under the influence of other drugs, or for any other reason, physically, mentally or legally unable to communicate or grant consent. Incapacitation does not correlate to a specific Blood Alcohol Content (BAC) and could be the result of drug use.

(911) “Sex offenses.” See Chapter 2907 of the Revised Code which defines “sex offenses” under Ohio law.

(E) Coordination with discrimination/harassment policy. The university recognizes that in certain circumstances harassment/discrimination related to an individual’s race, color, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, religion, or veteran/military status may occur in conjunction with sexual misconduct. Targeting individuals on the basis of these characteristics is a violation of [university policy](#)/rule 3356-2-03 of the Administrative Code. In these circumstances, the university will coordinate its responses and efforts in order to address these issues.

(F) Privacy versus confidentiality. Privacy and confidentiality have distinct meanings under this policy.

(1) “Privacy.” Privacy generally means that information related to a report of sexual misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those university employees who need to know in order to assist in the active review, investigation, or resolution of the report. While

not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

- (2) “Confidentiality.” Confidentiality means that information shared by an individual with a particular campus or community professional cannot be revealed to any other individual without the express permission of the individual. These professionals include medical and mental health providers, ordained clergy, and rape crisis counselors. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.
- (G) Reporting. The university encourages anyone who has experienced sexual misconduct to report the incident to the reporting source of their choice in order to obtain information and support and so the university can respond appropriately. Prompt reporting may preserve options that delayed reporting does not, including the preservation of physical evidence, crisis counseling, and immediate police response. Additionally, delayed reporting may affect the options available to the individual and the university.
- (1) “Confidential reporting.” An individual who desires that the details of an incident be kept confidential may speak with professional licensed counselors who provide mental health counseling on campus. Pastoral or clergy and medical professionals also have legally protected roles involving confidentiality. Confidential services are available on campus (see paragraph (M)(1) of this policy) at [student counseling services in Jones Kilcawley Hall center](#), room [30092082](#), phone number 330-941-3737; student health services [in Kilcawley house, first floor, at Wick Primary Care at YSU, 330 Wick Ave.](#), phone number 330-941-3489/747-4660; and through the employee assistance program, phone number 800-227-6007.
  - (2) “Responsible employees and mandatory reporting.” Under Title IX, the university is required to take immediate and corrective action if a responsible employee knew or in the exercise of reasonable care should have known about sexual misconduct or sex based discrimination or harassment that creates a hostile environment. A responsible employee is an employee who:
    - (a) Has the authority to take action to redress the harassment;



- (b) Has been given the duty to report to appropriate university officials any misconduct by students, employees or third parties; or
- (c) An individual could reasonably believe has the authority or responsibility to take action.

Employees with supervisory and leadership responsibilities on campus are considered responsible employees and include, but are not limited to, managers, supervisors, directors, assistant/associate directors, faculty members with supervisory or advisory duties over students or employees (including student employees), resident assistants, program coordinators, coaches, deans and department chairs. A responsible employee is considered a mandatory reporter under this policy and when he or she becomes aware of sexual misconduct must notify the Title IX coordinator promptly but no later than five working days of becoming aware of the information. When a responsible employee is contacted by a student regarding possible sexual misconduct, the responsible employee must inform the student of the responsible employee's reporting requirement.

For purposes of this policy, faculty members who solely provide classroom instruction with no student or employee supervisory or advisory duties are not considered responsible employees under this policy; however, they are strongly encouraged to report an alleged occurrence of sexual misconduct as well.

- (3) Filing a complaint with the university's Title IX coordinator.
  - (a) Individuals who believe they have been subjected to or who reasonably believe sexual misconduct has occurred should contact the Title IX coordinator for information and/or to file a complaint. The Title IX coordinator, or his/her designee, will make an assessment of any risk of harm to individuals or to the campus community and will take reasonable steps necessary, including interim protective measures, and to provide for the safety of individuals involved and the campus community. Thereafter, the Title IX coordinator, or his/her designee, will conduct an investigation depending on a variety of factors, including but not limited to, the reporting individual's wish to pursue an investigation, the risk posed to the individuals involved and the campus community by not proceeding, whether

there have been other complaints of sexual misconduct involving the same alleged individual(s), and the nature of the allegation.

- (b) To promote timely and effective review and investigation, complaints of possible sexual misconduct should be made immediately or as soon as reasonably possible. The Title IX coordinator will review a complaint whenever it is made; however, a lapse of time may make it more difficult to gather relevant and reliable information and to address the behavior. Complaints involving potential Title IX violations will follow the Title IX grievance procedures which are available on the university's [Title IX](#) webpage.
- (4) Student conduct process. If the alleged perpetrator of sexual misconduct is a student, an individual may seek resolution through the student conduct process. A report to the office of student conduct (phone number 330-941-47034) can be made regardless of whether or not a criminal complaint is pursued. For a more comprehensive review of the student code of conduct, including timeliness of reporting, please go to the [office of student conduct](#) webpage.
- (5) Law enforcement.
- (a) Individuals who are victims/[survivors](#) of sexual misconduct [have the right to make a complaint with local law enforcement and](#) are strongly encouraged to contact the [Youngstown state university policy department](#) ("university police") in order to receive information and to pursue criminal charges. The university police can be contacted at 330-941-3527 (campus emergencies, dial 911). Reports can also be made to the city of Youngstown police department at 330-747-7911 or 911.
  - (b) An individual who does not wish to pursue action within the criminal justice system should still consider making a report to the university police department. The university police can file a report on the details of an incident without revealing the identity of the victim. This allows the university to take steps pursuant to the Clery Act to keep reports.

- (6) The university as reporting party. On some occasions, the university will assume the function of the reporting party. This approach may be taken when sufficient information is provided that allows the university to reach the threshold determination that an individual poses a substantial and likely threat of harm to the safety or well-being of an individual, members of the campus community, or the performance of normal university functions.
- (7) Anonymous reporting. Although the university encourages victims to talk to someone, the university provides online anonymous reporting options. Individuals may file an anonymous report with the university police at the [YSU police](#) website, with the Title IX coordinator at the [Title IX](#) website, or by contacting the [office of student conduct](#).
- (H) Interim measures. The Title IX coordinator ([phone number 330-941-2216](#)), office of student life (phone number 330-941-47033533) and/or the office of human resources ([phone number 330-941-1322](#)) can assist an individual who has been subjected to sexual misconduct with appropriate interim measures that are reasonably available to alleviate the presence of a hostile environment. These measures can be taken regardless of whether an individual chooses to formally report an incident or crime and can include no-contact orders, changes in housing, work schedules, or assignments, and interim suspensions or administrative leaves. Failure to comply with interim measures is a violation of this policy and may result in corrective measures, even if the initial report of sexual misconduct is later not proven.
- (I) Non-retaliation. Retaliation against any individual in the university community either for alleging sexual assault or misconduct or for cooperating in the review or investigation of a complaint is strictly prohibited by university policy and state and federal law. Anyone who believes he/she has been the victim of retaliation should immediately contact the office of equal opportunity and policy compliance or the office of human resources. Any person found to have retaliated against another for reporting, participation, or cooperation in an investigation will be in violation of this policy and will be subject to corrective measures independent of the merits of the underlying allegation.
- (J) Prevention and education programs. The university shall provide programs and/or training (collectively referred to as “trainings”) for employees and students designed to prevent and promote awareness of

sexual misconduct. The trainings shall be consistent with applicable legal requirements and university policies. The office of human resources, with oversight from the Title IX coordinator, or his/her designee, shall provide training for employees; and the office of student affairs, with oversight from the Title IX coordinator, or his/her designee, shall provide training for students.

- (K) False allegations. It is a violation of this policy for anyone to intentionally report information or allegations that they know or reasonably should know to be untrue or false. However, failure to prove an allegation is not equivalent to a false allegation and no person shall be penalized for good faith reporting of concerns under this policy.
- (L) Consequences of violations of this policy. Any employee or student who violates this policy will be subject to corrective action, consistent with university policies and applicable collective bargaining agreements and conduct codes. Corrective action can include termination for employees and expulsion for students. Third parties who violate this policy will be subject to appropriate university action, including but not limited to removal from university property and criminal prosecution.
- (M) Support and assistance.
  - (1) On-campus contacts:
    - (a) [YSU student counseling services, Jones hall Kilcawley center](#), room ~~3009~~[2082](#), contact 330-941-3737. The [employee assistance program](#), contact 1-800-227-6007.
    - (b) [Student health services, -at Kilcawley house, first floor \(must enter from University Plaza side\), contact 330-941-3489](#)[Wick Primary Care at YSU, 330 Wick Avenue, phone number 330-747-4660.](#)
    - (c) YSU police department, contact 330-941-3527 (24-hour line). Campus emergencies, dial 911.
    - (d) [YSU Director of Equal Opportunity, Policy Development and Title IX coordinator, Cynthia A. Kravitz, Mark Weir](#), Tod hall, room 301, Youngstown, Ohio 44555; contact 330-941-2216 or 330-941-2340; fax number is 330-941-2394; email address, [cakravitz@ysu.edu](mailto:cakravitz@ysu.edu)[mweir@ysu.edu](mailto:mweir@ysu.edu).

- (e) To be escorted to/from vehicle or classes, contact [YSU student security services](#), sponsored by YSU police department, at 330-941-1515.
- (2) Off-campus contacts.
- (a) [Ohio hopes, rape crisis and counseling center of Mahoning county](#), contact 330-782-3936 (twenty-four-hour hotline).
  - (b) Rape, abuse, and incest national network, visit the [RAINN](#) website.
  - (c) [Mercy health – St. Elizabeth Youngstown hospital](#), contact 330-746-7211 (twenty-four-hour medical services).
  - ~~(d) [Northside medical center](#), contact 330-884-1000 (twenty-four hour medical services).~~
- (3) [Title IX](#) website. For more information on Title IX and sexual misconduct, please visit the university's [Title IX](#) website.

**3356-2-04 Search waivers for hiring of faculty and professional/ administrative staff.**

Responsible Division/Office: Equal Opportunity ~~and~~ Policy Development, and Title IX

Responsible Officer: General Counsel

Revision History: June 2006; June 2011; March 2013; May 2015; March 2017; September 2019

Board Committee: University Affairs

**Effective Date:** ~~March 16, 2017~~ September 5, 2019

Next Review: 202~~2~~4

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- (A) Policy statement. It is the policy of Youngstown state university that institutional employment and diversity goals are best served through a standard search process. However, exceptions to the standard search process may be appropriate in situations where it can be clearly demonstrated that it is in the university's best interest to forgo the standard search process.
- (B) Scope. This policy applies to faculty and professional/administrative staff vacancies, including externally funded positions (see rules 3356-7-42 and 3356-7-43 of the Administrative Code). The selection of executive and administrative officers of the university is not included within the scope of this policy. (See rules 3356-9-01 and 3356-9-02 of the Administrative Code for the selection of administrative and executive officers.) A request for a search waiver does not waive any human resource or financial requirements for a position.
- (C) Purpose. To provide a process for requesting a search waiver for fully qualified individuals who can make a unique contribution to the university and its strategic plan.
- (D) Request criteria. The following information shall be provided in writing when submitting a request for a search waiver.

(1) ~~(1)~~—A description of the position, including whether the position is temporary or has an anticipated end date, and minimum (and if appropriate) preferred qualifications.

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

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- (2) Qualifications, credentials and/or skills of the individual that qualify him/her for the position.
  - (3) Likelihood of success in the position (e.g., promotion and tenure, where applicable).
  - (4) Relevance of the hire to the university's strategic priorities.
  - (5) Input of the hiring unit for the requested appointment.
  - (6) Identification of funds to support the position.
  - (7) Rationale for departing from the standard search process presented.
  - (8) The race and gender of the proposed hire, if known.
- (E) Review criteria. The following factors will be considered when determining whether a waiver is in the university's best interests.
- (1) Whether the proposed hire supports the university's affirmative action goals.
  - (2) Whether the position and/or funding are temporary or time limited.
  - (3) The existence of an urgent situation.
  - (4) Whether the proposed hire possesses outstanding and uniquely specialized skills, knowledge, or experience that would otherwise not be available through the standard search process. Experience, skills, or knowledge gained through an interim appointment or temporary assignment of some or all of the duties of the position does not make an individual uniquely qualified for the position.
  - (5) Whether a recent search(es) for the position has lacked a qualified pool of applicants.
  - (6) Previous use of search waivers by the office or department.
  - (7) Other compelling reasons.
- (F) Procedures.
- (1) The submission of a search waiver requires the signature of the individuals considered for employment under the search waiver

~~process must be reviewed appropriate divisional officer and by the hiring department director/manager or academic unit chairperson.~~

- (2) ~~When any unit inquires about employment opportunities for a potential faculty or staff recruit that is within the university's strategic interest, the chair/director will request a~~ copy of the potential employee's curriculum vitae, resume and/or other relevant materials, must be included with the search waiver request.
- (3) A request for a search waiver, including all supporting information listed in paragraph (D) of this policy, must be submitted in writing to the chief office of human resources officer and labor relations and the office director of equal opportunity and policy development for review and recommendation. Following this review by the offices of human resources and equal opportunity and policy development, the request will be forwarded to the office of the president.
- (4) Only the president, or designee, is authorized to grant a waiver from the requirement of a standard search.
- (5) The office of equal opportunity and policy development will provide information and assistance, as appropriate.
- (6) The office of equal opportunity and policy development will provide the board of trustees with a quarterly report on hiring activity under this policy.



**3356-3-05 Travel on behalf of the university.**

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Responsible Division/Office: Finance and Business Operations  
Responsible Officer: VP for Finance and Business Operations  
Revision History: June 1994; December 2004; December 2009;  
September 2014, September 2019  
Board Committee: Finance and Facilities  
**Effective Date: September 5, 2019**  
Next Review: 2024

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- (A) Policy statement. The board of trustees authorizes the office of finance and administration to establish university travel guidelines for the expenditure of university funds for travel expenses incurred during the performance of official university business.
- (B) Purpose. The purpose of the university travel guidelines is to facilitate official university travel by university faculty, staff, students, candidates, and other nonemployees at the lowest practical and reasonable cost and by the most expedient means.
- (C) Parameters.
  - (1) Official university travel is travel in furtherance of assignment and consistent with the mission of the university; travel from place of residence to work is not.
  - (2) Allowable travel expenses include all ordinary and necessary expenses incurred in furtherance of assignment consistent with the mission of the university.
  - (3) With appropriate approval, allowable expenses may be reimbursed for those individuals representing the university on official business.
  - (4) Exceptions to university travel guidelines must be obtained in writing prior to the travel in question from the president or his/her designee.
  - (5) Information regarding university travel is available in written and electronic form on YSU website.

**3356-3-05 Travel on behalf of the university.**

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~~Previous Policy Number: 3004.01~~

Responsible Division/Office: Finance and ~~Administration~~ Business Operations

Responsible Officer: VP for Finance and ~~Administration~~ Business Operations

Revision History: June 1994; December 2004; December 2009; September 2014, September 2019

Board Committee: Finance and Facilities

**Effective Date:** ~~September 24 5, 2014~~ 2019

Next Review: ~~2019~~ 2024

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- (A) Policy statement. The board of trustees authorizes the office of finance and administration to establish university travel guidelines for the expenditure of university funds for travel expenses incurred during the performance of official university business.
- (B) Purpose. The purpose of the university travel guidelines is to facilitate official university travel by university faculty, staff, students, candidates, and other nonemployees at the lowest practical and reasonable cost and by the most expedient means.
- (C) Parameters.
- (1) Official university travel is travel in furtherance of assignment and consistent with the mission of the university; travel from place of residence to work is not.
  - (2) Allowable travel expenses include all ordinary and necessary expenses incurred in furtherance of assignment consistent with the mission of the university.
  - (3) With appropriate approval, allowable expenses may be reimbursed for those individuals representing the university on official business.
  - (4) Exceptions to university travel guidelines must be obtained in writing prior to the travel in question from the president or his/her designee.
  - (5) Information regarding university travel is available in written and electronic form ~~and on the~~ YSU website ~~at~~ [http://web.yosu.edu/gen/ysu/Travel\\_Services\\_m3480.html](http://web.yosu.edu/gen/ysu/Travel_Services_m3480.html).

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

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**3356-3-11      Operating budget approval and modification.**

Responsible Division/Office: Finance and Business Operations  
Responsible Officer: VP for Finance and Business Operations  
Revision History: December 2004; December 2006;  
December 2009; December 2014; September 2019  
Board Committee: Finance and Facilities  
**Effective Date: September 5, 2019**  
Next Review: 2024

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- (A) Policy statement. The board of trustees will approve a balanced operating budget for each fiscal year prior to the beginning of that fiscal year (July first) and subsequent modification(s) to the overall spending level.
- (B) Purpose. Establish a policy to approve and modify the university's operating budget.
- (C) Scope.
  - (1) The annual operating budget shall be a balanced budget with expenses aligned with anticipated revenue and shall be consistent with the strategic goals of the university.
  - (2) All expenditures in the university's general and auxiliary funds must be budgeted each fiscal year prior to being spent.
  - (3) The operating budget may be revised at the discretion of the board of trustees.
- (D) Definitions.
  - (1) Auxiliary funds – funds for enterprises that exist to furnish goods or services to students, faculty, or staff, or incidentally to the general public. Auxiliary enterprises charge fees directly related to the cost of the goods or services (e.g., Kilcawley center, housing, and parking).
  - (2) Budget modifications – increases or decreases to the overall level of the operating budget.

- (3) Designated funds – unrestricted funds internally transferred by the board from an operating budget for a specific purpose and available for expenditure in the current budget year and/or succeeding budget years.
  - (4) General funds – current unrestricted funds primarily sourced from student tuition and fees and state of Ohio appropriations and expended for instruction, student services, institutional support, maintenance and operations, financial aid, etc.
  - (5) Operating budget – general and auxiliary funds representing the operating activities of the university for a given fiscal year. Excluded from the operating budget are designated funds, plant and capital funds, restricted funds, endowments and funds functioning as endowments.
- (E) Procedures.
- (1) Budget approval.
    - (a) The administration will present the annual operating budget for board approval at the June meeting prior to the fiscal year beginning July first.
    - (b) When sufficient financial resources exist, the annual operating budget will include a transfer to the general fund operating reserve of at least five per cent of the increase in the general fund portion of the operating budget over the previous year. The board of trustees may approve a deviation from the transfer of five per cent of the increase in the general fund portion of the operating budget.
  - (2) Budget modifications. Revenue changes – budget modifications of five per cent or more that relate to changes in enrollment, levels of support from the state of Ohio and/or any other revenue source must be approved by the board.

**3356-3-11 Operating budget approval and modification.**

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~~Previous Policy Number: 3009.01~~

Responsible Division/Office: Finance and ~~Administration~~ Business Operations

Responsible Officer: VP for Finance and ~~Administration~~ Business Operations

Revision History: December 2004; December 2006;  
December 2009; December 2014; ~~September 2019~~

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Board Committee: Finance and Facilities

**Effective Date:** ~~December 16, 2014~~ September 5, 2019

Next Review: ~~2019~~ 2024

(A) Policy statement. The board of trustees will approve a balanced operating budget for each fiscal year prior to the beginning of that fiscal year (July first) and subsequent modification(s) to the overall spending level.

(B) Purpose. Establish a policy to approve and modify the university's operating budget.

(C) ~~Parameters~~ Scope.

(1) The annual operating budget shall be a balanced budget with expenses aligned with anticipated revenue and shall be consistent with the strategic goals of the university.

(2) All expenditures in the university's general and auxiliary funds must be budgeted each fiscal year prior to being spent.

(3) The operating budget may be revised at the discretion of the board of trustees.

(D) Definitions.

~~(1)~~ (1) Auxiliary funds – funds for enterprises that exist to furnish goods or services to students, faculty, or staff, or incidentally to the general public. Auxiliary enterprises charge fees directly related to the cost of the goods or services (e.g., Kilcawley center, housing, and parking).

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**Agenda Item E.3.b  
Exhibit E**

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- (2) Budget modifications – increases or decreases to the overall level of the operating budget.
  - (3) Designated funds – unrestricted funds internally transferred by the board from an operating budget for a specific purpose and available for expenditure in the current budget year and/or succeeding budget years.
  - (4) General funds – current unrestricted funds primarily sourced from student tuition and fees and state of Ohio appropriations and expended for instruction, student services, institutional support, maintenance and operations, financial aid, etc.
  - (5) Operating budget – general and auxiliary funds representing the operating activities of the university for a given fiscal year. Excluded from the operating budget are designated funds, plant and capital funds, restricted funds, endowments and funds functioning as endowments.
- (E) Procedures.
- (1) Budget approval.
    - (a) The administration will present the annual operating budget for board approval at the June meeting prior to the fiscal year beginning July first.
    - (b) When sufficient financial resources exist, the annual operating budget will include a transfer to the general fund operating reserve of at least five per cent of the increase in the general fund portion of the operating budget over the previous year. The board of trustees may approve a deviation from the transfer of five per cent of the increase in the general fund portion of the operating budget.
  - (2) Budget modifications. Revenue changes – budget modifications of five per cent or more that relate to changes in enrollment, levels of support from the state of Ohio and/or any other revenue source must be approved by the board.

**3356-7-10 Staff development leave, excluded professional/administrative staff.**

Previous Policy Number: 7002.06  
Responsible Division/Office: Finance and Administration/HR  
Responsible Officer: VP for Finance and Administration  
Revision History: Octob34 1998; September 2009; September 2014  
Board Committee: University Affairs  
**Effective Date: September 24, 2014**  
Revision: September 2016  
Next Review: 2019

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Scope. Staff development leaves offer members of the excluded professional/administrative staff opportunities for professional growth and development that are related to the individual's position at the university and serve to enhance the recipient's professional contributions to the university. Employees covered by collective bargaining may refer to their respective labor agreement.
- (C) Parameters.
- (1) Full-time excluded professional/administrative staff may be granted a staff development leave for a period of up to three months. The leave may be extended, if it is determined by the executive officer to whom the individual reports to be in the best interest of the university. Leave recipients remain in full-pay and benefits status while on leave.
  - (2) The university may grant up to two staff development leaves each year to the excluded professional/administrative staff.
  - (3) A leave recipient is required to return to the university for a minimum of one year of service following completion of the leave.

- (4) Academic department chairpersons should refer to rule 3356-10-08 of the Administrative Code, "Sabbatical leave for department chairpersons."
- (D) Procedures.
- (1) Applicants for staff development leave must submit a completed "Application for Staff Development Leave" to his/her supervisor for review by the application deadline date.
  - (2) The supervisor will forward a recommendation to accept or reject the request to the executive officer to whom the applicant reports.
  - (3) Due to the limited number of available leaves, executive officers will consult to identify the one or two requests that will be granted for the year and will forward the recommendation(s) to the office of human resources.
  - (4) Leave applications will be reviewed with reference to time requested, budget considerations, evidence of potential value to the university, the job performance of the applicant, and the needs of the university.
  - (5) All applicants will be notified regarding their application.
  - (6) Within sixty days after completion of the leave, the employee shall submit a written report of the professional development activities to the appropriate executive officer.
  - (7) Human resources will provide an annual report of all staff development leaves granted to the university affairs committee of the board of trustees at the committee's last scheduled meeting which precedes the final board of trustees meeting of a calendar year.
- (E) Compliance and fraud. Staff failing to comply with leave policies and procedures may be denied use of leave and corrective action may be initiated. Requests for leave with the intent to defraud or falsification of leave documents may result in corrective action up to and including dismissal and reimbursement to the university of salary or wages paid during such leave.



**3356-7-34      Outside consulting services/employment by professional/  
administrative staff, including deans and chairpersons.**

Responsible Division/Office: Legal Affairs and Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human  
Resources  
Revision History: April 1999; December 2013; September 2019  
Board Committee: University Affairs  
**Effective Date: September 5, 2019**  
Next Review: 2024

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- (A) Policy statement. Youngstown state university (university) staff are responsible for meeting the expectations and responsibilities of their positions with the university. At the same time, the university recognizes that staff, the university, and the community can benefit from staff involvement in and support of outside organizations and industry. Staff may engage in outside consulting services/employment provided that the consulting services/employment does not interfere with the performance of their university responsibilities, job performance, create a conflict of interest, or violate university policy or applicable laws.
- (B) Purpose. To establish guidelines which allow staff to engage in outside consulting/employment activities while continuing to fulfill their work responsibilities and commitment to the university.
- (C) Scope. This policy applies to all professional/administrative staff including deans and chairpersons. Professional/administrative staff covered by a collective bargaining agreement should also consult the applicable article[s] of the collective bargaining agreement.
- (D) Definition. In general, “outside consulting services or employment” is defined as professional activity related to a person’s field or discipline, where a person agrees to use their professional capabilities to further the agenda of a third party based on a fee-for-service or equivalent relationship or in return for prospective gain.
- (E) Parameters.

- (1) All staff members of state-assisted universities are covered by Chapters 102 (Ethics) and 2921 (Offenses Against Justice and Public Administration) of the Revised Code. Professional/administrative staff providing consulting services should also refer to university policies and Administrative code rules 3356-7-01 Conflicts of interest and conflicts of commitment, 3356-5-12 Licensing of university names and marks and 3356-4-19 Use of university equipment.
- (2) Outside consulting services/employment is generally allowed unless it interferes with a staff member's university duties or presents a conflict of interest regarding these duties. A conflict of interest typically exists when financial, professional, or other personal considerations directly or indirectly affect or benefit, or have the appearance of affecting or benefiting, an employee or the employee's family or business associates (See university policy/rule of the Administrative Code 3356-7-01 Conflicts of interest and conflicts of commitment).
- (3) Failure to adequately perform university responsibilities due to involvement in outside consulting/employment is considered neglect of duty and may result in corrective action up to and including termination, regardless of whether the activity has been reported or approved.
- (4) Any outside consulting services/employment should be performed outside of a staff member's regular work schedule. When this is not possible, the staff member may use accrued vacation or personal leave provided such leave is approved in advance.
- (5) University facilities, supplies, equipment, and resources, including letterhead, the university name and logo (collectively referred to as "resources") may not be utilized when providing consulting services/employment without the prior written approval of the vice president for finance and administration and the provost or appropriate vice president and appropriate compensation for the use.
- (6) A staff member may not use their affiliation with the university in a manner that suggests university approval of or involvement with

the service/employment or any product, activity, purpose, or findings of the service or work.

(F) Procedures.

- (1) All professional/administrative staff members engaged in outside consulting/employment shall annually complete the human resources professional/administrative staff outside consulting/employment form. The completed form should be submitted to the staff member's immediate supervisor at least thirty days prior to the time when consulting services are expected to begin.
- (2) If the supervisor supports the request, the request is forwarded to the next level. This process continues until the request, with endorsements, is received by the provost or appropriate vice president. Final approval is within the discretion of the appropriate vice-president/provost.
- (3) The completed form shall be forwarded to the office of human resources where it is retained in accordance with university retention schedules.
- (4) Prior approval may be rescinded at any time if the outside consulting/employment interferes with a staff member's university duties or presents a conflict of interest regarding these duties.
- (5) The office of human resources will forward a copy of the completed form, whether approved or disapproved, via university e-mail to the staff member.
- (6) All professional/administrative staff members are under a continuing duty to:
  - (a) Update a previously submitted request form when changes occur to their outside consulting/employment.
  - (b) Submit a request form when they engage in previously unreported outside consulting services/employment.

- (G) Policy violations. Failure to adhere to this policy, including but not limited to failure to properly report outside consulting services/employment may result in corrective action/discipline up to and including termination.

**3356-7-34 Outside consulting services/employment ~~–by excluded~~ professional/ administrative staff, including deans and chairpersons.**

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Previous Policy Number: ~~7015.08~~

Responsible Division/Office: ~~Finance and Administration/Human Resources~~ Legal Affairs and Human Resources

Responsible Officer: ~~Vice President for Finance~~ Legal Affairs and ~~Administration; Provost~~ Human Resources

Revision History: April 1999; December 2013; September 2019

Board Committee: University Affairs

Effective Date: ~~December 18, 2013~~ September 5, 2019

Revision: ~~September 2016~~

Next Review: ~~2018~~ 24

(A) Policy statement. ~~Youngstown state U~~ niversity (university) staff are ~~expected to primarily devote their work activities to their assigned~~ responsible for meeting the expectations and university work responsibilities of their positions with the university. At the same time, the university recognizes that staff, the university, and the community can benefit from staff involvement in and support of outside organizations and industry. They may, however, Staff may engage in outside consulting services/employment with outside entities or individuals and receive compensation for such services provided that the consulting services/employment does not interfere with the performance of their assigned university responsibilities, job performance, create a conflict of interest, or violate university policy or Ohio ethics-applicable laws. Such consulting services benefit the entities or individuals receiving such services and also help to broaden the experience base and enhance the professional stature of the person offering the service, and expand and enrich the reputation of the university.

(B) Purpose. ~~The purpose of this policy is to~~ To establish guidelines which allow staff to engage in outside consulting/employment activities with outside entities or individuals while continuing to fulfill their work responsibilities and commitment to the university.

(C) Scope. This policy applies to all professional/administrative staff including deans and chairpersons. Professional/administrative staff covered by a collective bargaining agreement should also consult the applicable article[s] of the collective bargaining agreement.

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

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(D) Definition.

—In general, “outside consulting services or employment” is defined as professional activity related to ~~the~~ a person’s field or discipline, where a person agrees to use their professional capabilities to further the agenda of a third party based on a fee-for-service or equivalent relationship or in return for prospective gain, with a third party exists.

(DE) Parameters.

- (1) All staff members of state-assisted universities are covered by Chapters 102 (Ethics) and 2921 (Offenses Against Justice and Public Administration) of the Revised Code. Professional/administrative staff providing consulting services should also refer to university polices and Administratvie code rules 3356-7-01 Conflicts of interest and conflicts of commitment, 3356-5-12 Licensing of university names and marks and 3356-4-19 Use of university equipment.
- (2) Outside consulting services/employment is generally allowed unless it interferes with a staff member’s university duties or presents a conflict of interest regarding these duties. A conflict of interest typically exists when financial, professional, or other personal considerations directly or indirectly affect or benefit, or have the appearance of affecting or benefiting, an employee or the employee’s family or business associates (See university policy/rule of the Administrative Code 3356-7-01 Conflicts of interest and conflicts of commitment).
- (3) Failure to adequately perform university responsibilities due to involvement in outside consulting/employment is considered neglect of duty and may result in corrective action up to and including termination, regardless of whether the activity has been reported or approved.
- (4) Any outside consulting services/employment should be performed outside of a staff member’s regular work schedule. When this is not possible, the staff member ~~Excluded~~ professional/administrative staff earn leave may use accrued vacation or personal leave provided such leave is approved in advance. ~~for the purpose of providing off campus consulting services appropriate to their university position, professional expertise, or academic discipline. Excluded~~ professional/administrative staff may use off duty periods to perform consulting; however, all applicable forms and approval requirements under this policy remain in effect.
- (5) University facilities, supplies, equipment, and resources, including letterhead, the university name and logo (collectively referred to as “resources”) may not be utilized when providing consulting

services/employment without the prior written approval of the vice president for finance and administration and the provost or appropriate vice president and appropriate compensation for the use.

- (6) A staff member may not use their affiliation with the university in a manner that suggests university approval of or involvement with the service/employment or any product, activity, purpose, or findings of the service or work.

~~(EE)~~ Procedures.

- (1) All professional/administrative staff members engaged in outside consulting/employment shall annually complete the human resources professional/administrative staff outside consulting/employment form. ~~Excluded professional/administrative staff considering service as a consultant should first discuss their interest with their immediate supervisor. This preliminary discussion should include the impact such service may have on duties and assignments and the anticipated time commitment and length of service. If there is agreement that the service may be pursued, the staff member must fully complete the professional/administrative staff outside consulting form and submit the form to his/her supervisor for approval/disapproval. Generally, the completed form should be submitted to the staff member's immediate supervisor at least thirty days prior to the time when consulting services are expected to begin.~~
- (2) If the supervisor supports the request, an endorsed copy of the request is forwarded to the next level. This process continues until the request, with endorsements, is received by the provost or appropriate vice president. Final approval is within the discretion of the appropriate vice-president/provost.
- (3) The completed form shall be forwarded to retained in the office of human resources where it is retained in accordance with university retention schedules.
- ~~(3) Final approval for authorization is the provost or appropriate vice president.~~
- (4) Prior approval may be rescinded at any time if the outside consulting/employment interferes with a staff member's university duties or presents a conflict of interest regarding these duties.
- (5) The office of human resources will forward a copy of the completed form, whether approved or disapproved, via university e-mail to the staff member.

- (6) All professional/administrative staff members are under a continuing duty to:

  - (a) Update a previously submitted request form when changes occur to their outside consulting/employment.
  - (b) Submit a request form when they engage in previously unreported outside consulting services/employment.
- ~~(4) University facilities, supplies, equipment, and resources, including letterhead (collectively referred to as “resources”) may not be utilized when providing consulting services without appropriate compensation and prior written approval of the vice president for finance and administration and the provost or appropriate vice president. A staff member may not use the university name or the fact that they are affiliated with the university in a manner that suggests that the university approves the product or service that is the subject of the consulting or that would suggest university involvement or approval of the consulting activity, purpose, or findings.~~
- ~~(5) Excluded professional/administrative staff providing consulting services should refer to rules 3356 7 01, 3356 7 18, and 3356 5 12 of the Administrative Code.~~
- (G) Policy violations. Failure to adhere to this policy, including but not limited to failure to properly report outside consulting services/employment may result in corrective action/discipline up to and including termination.



### **3356-9-05 Faculty rank and tenure for designated administrators.**

Responsible Division/Office: Office of Academic Affairs  
Responsible Officer: Provost and VP for Academic Affairs  
Revision History: 1999; March 2003; December 2009;  
September 2014, September 5, 2019  
Board Committee: Academic Excellence and Student Success  
**Effective Date: September 5, 2019**  
Next Review: 2024

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- (A) Policy statement. Appropriate to their academic credentials, experience and position, persons hired to serve as president, provost, vice president, dean, department chair, or other administrative positions may be appointed with earned faculty rank and tenure upon the recommendation of the president to the board of trustees for their approval.
- (B) Procedures.
- (1) If appointment is to be with faculty rank and tenure, the academic credentials of the candidate will be presented to the appropriate department and dean for review. Granting of faculty rank and tenure to designated administrators will normally require that the individual will have earned rank and tenure at a previous institution.
  - (2) The department will prepare a written recommendation regarding the viability of candidate's receipt of faculty rank and tenure. This recommendation will be forwarded to the dean of the college (unless it is for a candidate for the position of dean, in which case the recommendation will be forwarded to the provost), who will forward the department's and his/her recommendation to the provost.
  - (3) The provost will make recommendations to the president on the granting of faculty rank and tenure to candidates for dean, department chair, and other administrative positions. After paragraphs (B)(1) and (B)(2) of this rule are followed, the president will make a recommendation to the board of trustees regarding faculty rank and tenure of the candidate for provost.

- (4) The president will make recommendations to the board of trustees on the granting of rank and tenure for designated administrators to the board of trustees (excepting him or herself). The board of trustees will exercise final decision-making authority on all of the above recommendations and, as appropriate, on the granting of rank and tenure to the president.
- (5) The designated administrator will be assigned a faculty base salary after the conferral of tenure. The faculty base salary will be determined based on the following procedure:
  - (a) Faculty salaries at the appointed faculty rank in the appropriate department/college will serve as a guideline.
  - (b) The provost negotiates the faculty base salary with the hiring authority.
  - (c) The agreed-upon faculty base salary is recorded in the office of human resources and serves as the basis for calculating a faculty salary should the administrator return to faculty status.
  - (d) Each year the faculty base salary is updated based on negotiated annual increases in the agreement between Youngstown state university (“YSU”) and the Youngstown state university Ohio education association (“YSU-OEA”).
- (6) Administrators with faculty rank and tenure earned at Youngstown state university may return to their faculty position with tenure and at the rank held prior to administrative appointment. The faculty base salary prior to administrative appointment will be adjusted based on negotiated annual increases in the agreement between YSU and YSU-OEA.
- (7) Tenure provisions defined in the YSU/YSU-OEA agreement current at the time of return or transfer to a full-time faculty position apply. Rank and tenure are not guaranteed for any administrator who has been removed from his or her administrative position for cause.

**3356-9-05 Faculty rank and tenure for designated administrators.**

Responsible Division/Office: Office of ~~the Provost~~Academic Affairs  
Responsible Officer: ~~President~~Provost and VP for Academic Affairs  
Revision History: 1999; March 2003; December 2009;  
September 2014, September 5, 2019  
Board Committee: Academic ~~Quality-Excellence~~ and Student  
Success  
**Effective Date:** ~~September 24, 2014 (no changes)~~September 5,  
2019  
Next Review: ~~2019~~2024

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- (A) Policy statement. Appropriate to their academic credentials, experience and position, persons hired to serve as president, provost, vice president, dean, department chair, or other administrative positions may be appointed with earned faculty rank and tenure upon the recommendation of the president to the board of trustees for their approval.
- (B) Procedures.
- (1) If appointment is to be with faculty rank and tenure, the academic credentials of the candidate will be presented to the appropriate department and dean for review. Granting of faculty rank and tenure to designated administrators will normally require that the individual will have earned rank and tenure at a previous institution.
  - (2) The department will prepare a written recommendation regarding the viability of candidate's receipt of faculty rank and tenure. This recommendation will be forwarded to the dean of the college (unless it is for a candidate for the position of dean, in which case the recommendation will be forwarded to the provost), who will forward the department's and his/her recommendation to the provost.
  - (3) The provost will make recommendations to the president on the granting of faculty rank and tenure to candidates for dean, department chair, and other administrative positions. After paragraphs (B)(1) and (B)(2) of this rule are followed, the president will make a recommendation to the board of trustees regarding faculty rank and tenure of the candidate for provost.

**Agenda Item E.1.b**  
**Exhibit A**

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- (4) The president will make recommendations to the board of trustees on the granting of rank and tenure for designated administrators to the board of trustees (excepting him or herself). The board of trustees will exercise final decision-making authority on all of the above recommendations and, as appropriate, on the granting of rank and tenure to the president.
- (5) The designated administrator will be assigned a faculty base salary after the conferral of tenure. The faculty base salary will be determined based on the following procedure:
  - (a) Faculty salaries at the appointed faculty rank in the appropriate department/college will serve as a guideline.
  - (b) The provost negotiates the faculty base salary with the hiring authority.
  - (c) The agreed-upon faculty base salary is recorded in the office of human resources and serves as the basis for calculating a faculty salary should the administrator return to faculty status.
  - (d) Each year the faculty base salary is updated based on negotiated annual increases in the agreement between Youngstown state university ("YSU") and the Youngstown state university Ohio education association ("YSU-OEA").
- (6) Administrators with faculty rank and tenure earned at Youngstown state university may return to their faculty position with tenure and at the rank held prior to administrative appointment. The faculty base salary prior to administrative appointment will be adjusted based on negotiated annual increases in the agreement between YSU and YSU-OEA.
- (7) Tenure provisions defined in the YSU/YSU-OEA agreement current at the time of return or transfer to a full-time faculty position apply. Rank and tenure are not guaranteed for any administrator who has been removed from his or her administrative position for cause.

**3356-10-04 Degrees.**

Responsible Division/Office: Office of Academic Affairs  
Responsible Officer: Provost and VP for Academic Affairs  
Revision History: October 1997; December 2009; September 2014,  
September 2019  
Board Committee: Academic Excellence and Student Success  
**Effective Date: September 5, 2019**  
Next Review: 2024

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- (A) Policy statement. The board of trustees awards degrees to students who are recommended by the respective dean as having fulfilled the requirements established by the faculty.
- (B) Parameters.
- (1) Official diplomas are signed by the chairperson and secretary of the board of trustees and by the president and provost/vice president for academic affairs of the university.
  - (2) The seal of the university is affixed to all diplomas.
  - (3) The office of records is responsible for the development of the listing of graduates appearing in the commencement program and for ordering the diplomas awarded.
- (C) Procedures.
- (1) Students shall complete all appropriate materials in the semester in which they plan to graduate.
  - (2) The office of university scholars and honors forwards to the office of records the names of the candidates for scholars and honors diplomas.
  - (3) Degree completion requirements are verified by the appropriate department chairpersons and deans, and the information is then forwarded to the office of records.
  - (4) Diplomas will be awarded only to those candidates who have met all academic requirements and financial obligations of the university. (See, however, posthumous degrees.)

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(D) Posthumous degrees.

- (1) A deceased student who was enrolled in an undergraduate, graduate or doctoral degree program at the university at the time of his/her death may be recommended for a posthumous degree by a faculty member, department chairperson, or dean of the appropriate college or academic unit. A recommendation must be in writing and proceed, respectively, for approval as follows: faculty member to chairperson, chairperson to dean, dean to provost and vice president of academic affairs. The provost and vice president of academic affairs will notify the registrar if the recommendation is approved.
- (2) In order for a posthumous degree to be awarded, a student must be in good academic standing and have substantially completed the applicable degree requirements. Substantial completion means:
  - (a) For undergraduate degrees and master degrees without a thesis requirement, the student must be within one semester of completing all coursework and degree requirements.
  - (b) For doctoral programs and master degree programs with a thesis requirement, the student must be within one semester of completing all coursework and degree requirements, and the student must have completed a full draft of his/her thesis to the satisfaction of his/her thesis chairperson.
- (3) If approved, the appropriate dean will notify the immediate family of the student who may choose to have the diploma presented at commencement or in a private ceremony. If the diploma will be presented at commencement, it will occur at the next feasible commencement.
- (4) Diplomas for posthumous degrees will be identified as "Awarded Posthumously."

**3356-10-04 Degrees.**

~~Previous Policy Number: 1004.01~~

Responsible Division/Office: Office of ~~the Provost~~Academic Affairs

Responsible Officer: Provost and VP for Academic Affairs

Revision History: October 1997; December 2009; September 2014,

September 2019

Board Committee: Academic ~~Quality-Excellence~~ and Student Success

**Effective Date:** ~~September 24, 2014~~September 5, 2019

Next Review: ~~2019~~2024

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- (A) Policy statement. The board of trustees awards degrees to students who are recommended by the respective dean as having fulfilled the requirements established by the faculty.
- (B) Parameters.
- (1) Official diplomas are signed by the chairperson and secretary of the board of trustees and by the president and provost/vice president for academic affairs of the university.
  - (2) The seal of the university is affixed to all diplomas.
  - (3) The office of records is responsible for the development of the listing of graduates appearing in the commencement program and for ordering the diplomas awarded.
- (C) Procedures.
- (1) Students shall complete all appropriate materials in the semester in which they plan to graduate.
  - (2) The office of university scholars and honors forwards to the office of records the names of the candidates for scholars and honors diplomas.

(3) Degree completion requirements are verified by the appropriate department chairpersons and deans, and the information is then forwarded to the office of records.

(4) Diplomas will be awarded only to those candidates who have met all academic requirements and financial obligations of the university. (See, however, posthumous degrees.)

(D) Posthumous degrees.

(1) A deceased student who was enrolled in an undergraduate, graduate or doctoral degree program at the university at the time of his/her death may be recommended for a posthumous degree by a faculty member, department chairperson, or dean of the appropriate college or academic unit. A recommendation must be in writing and proceed, respectively, for approval as follows: faculty member to chairperson, chairperson to dean, dean to provost and vice president of academic affairs. The provost and vice president of academic affairs will notify the registrar if the recommendation is approved.

(2) In order for a posthumous degree to be awarded, a student must be in good academic standing and have substantially completed the applicable degree requirements. Substantial completion means:

(a) For undergraduate degrees and master degrees without a thesis requirement, the student must be within one semester of completing all coursework and degree requirements.

(b) For doctoral programs and master degree programs with a thesis requirement, the student must be within one semester of completing all coursework and degree requirements, and the student must have completed a full draft of his/her thesis to the satisfaction of his/her thesis chairperson.

(3) If approved, the appropriate dean will notify the immediate family of the student who may choose to have the diploma presented at commencement or in a private ceremony. If the diploma will be presented at commencement, it will occur at the next feasible commencement.

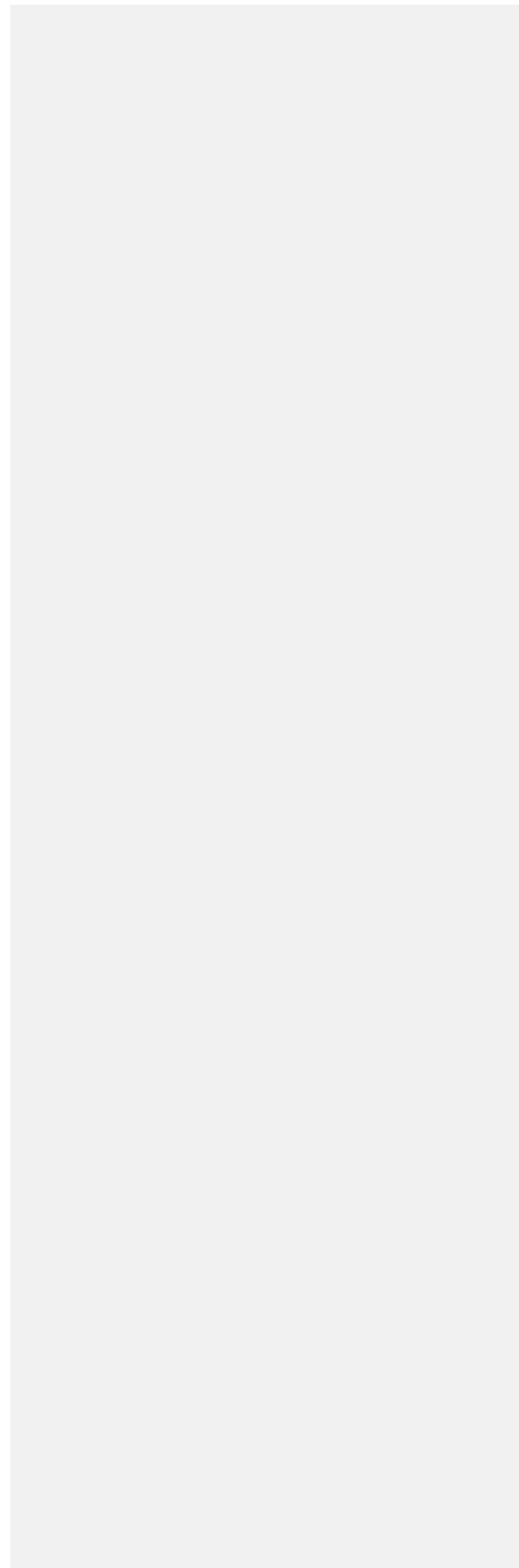
(4) Diplomas for posthumous degrees will be identified as "Awarded Posthumously."

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**SUMMARY OF PERSONNEL ACTIONS**  
**Athletics Employees**  
**4/16/19 through 7/15/19**

**Appointments – 12**

**New Positions – 1**

- Professional Administrative Excluded – 1

**Replacement Positions – 11**

- Professional Administrative Excluded – 11

**Separations – 9**

- Classified Civil Service– 1
- Professional Administrative Excluded – 8

**Reclassifications – 1**

- Professional Administrative Excluded – 1

**Promotions – 2**

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 1

**Salary Adjustments – 11**

- Professional Administrative Excluded – 11

**Multi-Year Appointments – 1**

- Professional Administrative Excluded – 1

**SUMMARY OF PERSONNEL ACTIONS**  
**Professional Administrative and Faculty Employees**  
**4/16/19 through 7/15/19**

**Appointments – 13**

**New Positions – 4** *(Notated with an asterisk \*)*

- Professional Administrative Staff – 1
- Professional Administrative Externally Funded – 3

**Replacement Positions – 9**

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

**Separations – 25**

- Professional Administrative Staff – 6
- Professional Administrative Excluded – 6
- Professional Administrative Externally Funded – 3
- Faculty – 10

**Reclassifications/Position Adjustments – 28**

- Professional Administrative Staff – 7
- Professional Administrative Excluded – 14
- Faculty – 7

**Promotions – 7**

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

**Salary Adjustments – 4**

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

**Transfers – 1**

- Professional Administrative Staff – 1

**3356-2-04 Search waivers for hiring of faculty and professional/  
administrative staff.**

Responsible Division/Office: Equal Opportunity, Policy Development, and Title IX  
Responsible Officer: General Counsel  
Revision History: June 2006; June 2011; March 2013; May 2015;  
March 2017; September 2019  
Board Committee: University Affairs  
**Effective Date: September 5, 2019**  
Next Review: 2024

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- (A) Policy statement. It is the policy of Youngstown state university that institutional employment and diversity goals are best served through a standard search process. However, exceptions to the standard search process may be appropriate in situations where it can be clearly demonstrated that it is in the university's best interest to forgo the standard search process.
- (B) Scope. This policy applies to faculty and professional/administrative staff vacancies, including externally funded positions (see rules 3356-7-42 and 3356-7-43 of the Administrative Code). The selection of executive and administrative officers of the university is not included within the scope of this policy. (See rules 3356-9-01 and 3356-9-02 of the Administrative Code for the selection of administrative and executive officers.) A request for a search waiver does not waive any human resource or financial requirements for a position.
- (C) Purpose. To provide a process for requesting a search waiver for fully qualified individuals who can make a unique contribution to the university and its strategic plan.
- (D) Request criteria. The following information shall be provided in writing when submitting a request for a search waiver.
- (1) A description of the position, including whether the position is temporary or has an anticipated end date, and minimum (and if appropriate) preferred qualifications.

- (2) Qualifications, credentials and/or skills of the individual that qualify him/her for the position.
  - (3) Likelihood of success in the position (e.g., promotion and tenure, where applicable).
  - (4) Relevance of the hire to the university's strategic priorities.
  - (5) Input of the hiring unit for the requested appointment.
  - (6) Identification of funds to support the position.
  - (7) Rationale for departing from the standard search process presented.
  - (8) The race and gender of the proposed hire, if known.
- (E) Review criteria. The following factors will be considered when determining whether a waiver is in the university's best interests.
- (1) Whether the proposed hire supports the university's affirmative action goals.
  - (2) Whether the position and/or funding are temporary or time limited.
  - (3) The existence of an urgent situation.
  - (4) Whether the proposed hire possesses outstanding and uniquely specialized skills, knowledge, or experience that would otherwise not be available through the standard search process. Experience, skills, or knowledge gained through an interim appointment or temporary assignment of some or all of the duties of the position does not make an individual uniquely qualified for the position.
  - (5) Whether a recent search(es) for the position has lacked a qualified pool of applicants.
  - (6) Previous use of search waivers by the office or department.
  - (7) Other compelling reasons.
- (F) Procedures.

- (1) The submission of a search waiver requires the signature of the appropriate divisional officer and the hiring department director/manager or chairperson.
- (2) A copy of the potential employee's curriculum vitae, resume and/or other relevant materials, must be included with the search waiver request.
- (3) A request for a search waiver, including all supporting information listed in paragraph (D) of this policy, must be submitted in writing to the chief human resources officer and director of equal opportunity and policy development for review and recommendation. Following this review, the request will be forwarded to the office of the president.
- (4) Only the president, or designee, is authorized to grant a waiver from the requirement of a standard search.
- (5) The office of equal opportunity and policy development will provide information and assistance, as appropriate.
- (6) The office of equal opportunity and policy development will provide the board of trustees with a quarterly report on hiring activity under this policy.



**UNIVERSITY MEMBERSHIPS  
EXECUTIVE SUMMARY  
Fiscal Year 2017-2018  
July 1, 2017-June 30, 2018**

<b>Memberships Received</b>	<b>Number of Members</b>	<b>Amount</b>
WYSU-FM	1,622	\$ 247,414
<b>Total University Members</b>	<b>1,622</b>	<b>\$ 247,414</b>



**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 4/16/19 THROUGH 7/15/19**  
**APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Cavaiani, Jessica	Excluded	Assistant Coach Swim	Swimming & Diving - Women's	7/1/2019	1.00	\$ 35,000.00
Chen, Fengting	Excluded	Assistant Coach, Diving	Swimming & Diving - Women's	7/8/2019	1.00	\$ 30,000.00
Clark, Destiny	Excluded	Assistant Volleyball Coach	Volleyball	6/17/2019	1.00	\$ 40,400.00
Green, Mandy	Excluded	Assistant Soccer Coach	Soccer - Women's	7/1/2019	1.00	\$ 30,000.00
Grossetti, Terry	Excluded	Assistant Coach Football	Training Room	4/22/2019	1.00	\$ 51,273.00
Jennings, Myisha	Excluded	Assistant Director of Athletics	Athletic Administration	7/1/2019	1.00	\$ 46,457.94
Nuzum, Dominique	Excluded	Assistant Coach Softball	Softball	7/3/2019	1.00	\$ 30,000.00
Paisley, Ryan	Excluded	Assistant Coach, Swimming	Swimming & Diving - Women's	7/1/2019	1.00	\$ 35,000.00
Rademacher, Autumn	Excluded	Assistant Coach Women's Basketball	Basketball - Women's	6/10/2019	1.00	\$ 50,000.00
Reeves, Amber	Excluded	Assistant Coach Wmn Bsk Dir of Oper	Basketball - Women's	6/17/2019	1.00	\$ 30,805.00
Smith, Bradley	Excluded	Head Coach Wmn Swimming & Diving	Swimming & Diving - Women's	5/6/2019	1.00	\$ 55,000.00
Walton, Theresa*	Excluded	Head Coach Lacrosse	Lacrosse - Women's	7/1/2019	1.00	\$ 60,000.00
<b>*New Positions</b>						

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 4/16/19 THROUGH 7/15/19  
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>
Brown, Marquis	ACE	Rec Athletic Facil Specialist	Athletic Facilities Rental	6/7/2019	1.00	\$ 30,992.00
Brandenstein, Mark	Excluded	Assistant Coach Strength Conditioning	Training Room	4/19/2019	1.00	\$ 51,272.65
Bruinsma, Kevin	Excluded	Assistant Coach Player Personnel	Basketball - Men's	5/10/2019	1.00	\$ 50,500.00
Campbell, Calae	Excluded	Assistant Coach Volleyball	Volleyball	4/22/2019	1.00	\$ 40,400.00
Davidson, Courtney	Excluded	Assistant Coach Women's Basketball	Basketball - Women's	5/14/2019	1.00	\$ 42,925.00
Griffin, Nicole	Excluded	Director of Op Women Basketball	Basketball - Women's	5/10/2019	1.00	\$ 30,805.00
Lawrence, Jennifer	Excluded	Assistant Coach Dir Personnel Wm BB	Basketball - Women's	6/7/2019	1.00	\$ 24,401.60
Purdy, Ryan	Excluded	Head Coach Swim Dive Aqua Coord	Swimming & Diving - Women's	4/21/2019	1.00	\$ 51,853.40
O'Bruba, Marilyn	Excluded	Senior Athletic Advisor	Academic Counseling	7/1/2019	1.00	\$ 49,973.14

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 4/16/19 THROUGH 7/15/19  
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 APPT. DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Rollins, Matthew	Excluded	Assistant Director Athletics/ Coordinator of Facilities	Athletic Facilities Rental	3/1/2019	1.00	\$ 45,547.00	\$ 40,508.07

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 4/16/19 THROUGH 7/15/19**  
**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>
Wolke, Rebecca	APAS	Senior Athletic Advisor/ Counselor Penguin Service Center	Academic Counseling/ Registration & Records	5/16/2019	1.00	\$ 40,000.00	\$ 32,100.00
Reese, Daniel	Excluded	Asst Coach Men's Basketball/ Asst Coach Special Asst	Basketball - Men's	6/16/2019	1.00	\$ 50,500.00	\$ 25,250.00

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 4/16/19 THROUGH 7/15/19**  
**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>
Crane, Andrew	Excluded	Asst Coach Women's Basketball	Basketball - Women's	7/1/2019	1.00	\$ 50,000.00	1.00	\$ 44,945.00
Gorby, Brian	Excluded	Head Coach Track and CC	Track - Men's	7/1/2019	1.00	\$ 63,750.00	1.00	\$ 58,153.78
Hernandez, Ulises	Excluded	Assistant Coach Tennis	Tennis - Men's	7/1/2019	1.00	\$ 30,906.00	1.00	\$ 30,000.00
Markota, Michelle	Excluded	Co-Head Coach Cheerleading	Cheerleaders	7/1/2019	0.48	\$ 11,427.06	0.50	\$ 13,443.91
Mettile, Tyler	Excluded	Assistant Coach Track Field	Track - Women's	7/1/2019	1.00	\$ 40,126.80	1.00	\$ 34,340.00
Nicolais, John	Excluded	Asst Coach Women's Basketball	Basketball - Women's	7/1/2019	1.00	\$ 55,000.00	1.00	\$ 52,015.00
Penniman, Richard	Excluded	Assistant Coach Track Field	Track - Women's	7/1/2019	0.25	\$ 6,858.48	0.25	\$ 6,591.26
Schneider, Jennifer	Excluded	Co-Head Coach Cheerleading	Cheerleaders	7/1/2019	0.48	\$ 11,203.00	0.25	\$ 7,498.85
Slay, Jason	Excluded	Asst Coach Men's Basketball	Basketball - Men's	7/1/2019	1.00	\$ 103,020.00	1.00	\$ 75,750.00
Tomei, Megan	Excluded	Asst Coach Track Field Throws	Track - Women's	7/1/2019	1.00	\$ 35,037.00	1.00	\$ 33,676.00
Townsend, David	Excluded	Assistant Coach Track Field	Track - Women's	7/1/2019	0.5	\$ 15,393.84	0.50	\$ 14,794.48

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 4/16/19 THROUGH 7/15/19  
MULTI-YEAR APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Barnes, John	Excluded	Head Coach Women's Basketball	Basketball - Women's	6/28/2019 - 4/30/2023	1.00	\$ 164,327.00

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/16/19 THROUGH 7/15/19**  
**APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Bridge, Thomas*	APAS	Network Architect	IT Infrastructure Services	6/17/2019	1.00	\$ 84,510.00
Haskins, Jacob	APAS	Housing Coordinator	Housing & Residence Life	7/1/2019	1.00	\$ 32,640.00
Jones-Canter, Jessie	APAS	Coordinator MAC	Math Assistance Center	5/16/2019	1.00	\$ 49,000.00
Sak, Domonique	APAS	Club Sports Camps Coordinator	Club Sports	4/16/2019	1.00	\$ 40,107.00
Zembower, Sharyn	APAS	Coordinator Technology Training	IT Customer Services	5/16/2019	1.00	\$ 48,379.00
Miller, Kelli	Excluded	Director Internal Audit	Internal Audit	7/8/2019	0.80	\$ 62,400.00
Stauffer, Leah	Excluded	Temporary Coordinator	International Programs Office	7/1/2019	1.00	\$ 36,569.00
Smith, Brien	Excluded	Provost & VP Academic Affairs	Provost & VP Academic Affairs	6/6/2019	1.00	\$ 235,000.00
Weir, Mark	Excluded	Director Equal Opportunity Policy Development	Equal Opportunity & Policy Compliance	5/1/2019	1.00	\$ 89,500.00
Latessa, Michael	Externally Funded	Assoc Director of Development	Rich Center for Autism	5/1/2019	1.00	\$ 72,610.00
Rapp, John*	Externally Funded	Research Project Engineer	Mech Ind & Manufacturing Engineering	6/10/2019	1.00	\$ 72,000.00
Tatebe, Caleb*	Externally Funded	Research Specialist	Chemistry	7/1/2019	1.00	\$ 30,000.00
Zell, Elizabeth*	Externally Funded	Senior Research Scient Add Mfg	Mech Ind & Manufacturing Engineering	5/16/2019	1.00	\$ 64,000.00
<b>*New Positions</b>						

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/16/19 THROUGH 7/15/19**  
**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>
Dhole, Abhishek	APAS	Research Analyst	Institutional Research & Analytics	5/16/2019	1.00	\$ 58,000.00
Eisnagle, Sarah	APAS	Coordinator Penguin Think	First Year Student Services	5/15/2019	0.23	\$ 5,500.00
Getz, Justin	APAS	Operations Manager	Kilcawley Center	4/24/2019	1.00	\$ 38,597.15
Hernandez, Sheila	APAS	Coord International Activities	International Programs Office	6/15/2019	1.00	\$ 40,615.13
Tharp, Andrea	APAS	Coordinator	Honors College	6/14/2019	1.00	\$ 42,925.00
Thompson, Chelsea	APAS	Asst Dir Supp Instruct Svcs	Ctr for Student Progress	5/15/2019	1.00	\$ 42,767.00
Blair, Kristine	Excluded	Dean of CLASS	Dean - CLASS	6/30/2019	1.00	\$ 160,085.00
DiPillo, Mary	Excluded	Associate Dean BCOE	Dean - Education	5/17/2019	1.00	\$ 104,987.88
Fitzgerald, Kathleen	Excluded	Director Housing Res Life	Housing & Residence Life	7/1/2019	1.00	\$ 86,355.00
Gustetic, Adam	Excluded	Director Procurement Svcs	Procurement Services	5/10/2019	1.00	\$ 83,325.00
Mosca, Joseph	Excluded	Temporary Associate Provost	Provost VP - Academic Affairs	6/30/2019	1.00	\$ 215,635.00
Ward, Marilyn	Excluded	Budg Off Academic Affairs	Provost VP - Academic Affairs	5/15/2019	1.00	\$ 87,364.66
Maher, Timothy	Externally Funded	Program Manager AJT	College Access and Transition	6/30/2019	1.00	\$ 41,524.13
Miller, Mallore	Externally Funded	Instruction Specialist	Rich Center for Autism	6/30/2019	1.00	\$ 21,387.00
Smith, Julie	Externally Funded	Entrepreneurship Coordinator	Ctr for Human Services Dev	6/30/2019	0.50	\$ 30,552.50
Abraham, Martin	Faculty	Professor	Civil Environmental & Chemical Engr	6/30/2019	1.00	\$ 129,248.00
Adair, Ken	Faculty	Lecturer	Chemistry	5/14/2019	1.00	\$ 45,000.00
Cornman, Edward	Faculty	Lecturer	Nursing	5/14/2019	1.00	\$ 50,000.00
DeBlasio, Donna	Faculty	Professor	History	6/30/2019	1.00	\$ 84,182.61
Kos, Anthony	Faculty	Professor	Management	5/31/2019	1.00	\$ 109,347.80
Krontiris-Litowitz, Johanna	Faculty	Professor	Biological Sciences	5/11/2019	1.00	\$ 93,091.32
Porter, Tod	Faculty	Professor and Chair	Economics	5/31/2019	1.00	\$ 120,971.00
Robinson, Keisha	Faculty	Associate Professor	Health Professions	5/11/2019	1.00	\$ 69,164.32
Sun, Lin	Faculty	Assistant Professor	Electrical & Computer Engineering	5/14/2019	1.00	\$ 77,549.00
Tingley, Stephanie	Faculty	Professor	English	6/30/2019	1.00	\$ 94,635.85



**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/16/19 THROUGH 7/15/19**  
**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>
Adams, Raelene	APAS	Technology Support Engineer/ Technology Support Engineer 1	IT Customer Services	6/16/2019	1.00	\$ 66,281.00	\$ 63,125.00
Baker, Stephanie	APAS	Housing Coordinator/ Interim Housing Coordinator	Housing & Residence Life	6/1/2019	1.00	\$ 32,000.00	\$ 31,000.00
Evans, Troy	APAS	Systems Architect/ Systems Engineer	IT Infrastructure Services	6/16/2019	1.00	\$ 81,305.00	\$ 70,700.00
Hancharenko, Michael	APAS	Information Security Architect/ Information Security Engineer	IT Security Services	6/16/2019	1.00	\$ 81,305.00	\$ 69,690.00
Myers, Jennifer	APAS	Academic Advisor 2/ Academic Advisor 1	Dean - Health & Human Services	12/16/2018	1.00	\$ 41,359.50	\$ 39,390.00
Scott, Brenda	APAS	Program Coordinator OCAT/ Temp Program Coordinator	College Access and Transition	6/16/2019	1.00	\$ 43,800.00	\$ 43,800.00
Wells, Tasha	APAS	Systems Engineer/ Systems Engineer1	IT Infrastructure Services	6/16/2019	1.00	\$ 67,097.00	\$ 63,902.00
Bettura, Justin	Excluded	Assoc Dir IT Infrastructure/ Manager Systems Admin	IT Infrastructure Services	5/16/2019	1.00	\$ 86,543.00	\$ 69,185.00
Cossentino, Amy	Excluded	Dean/Senior Director	Honors College	7/1/2019	1.00	\$ 97,275.00	\$ 93,930.00
Gajdos, Dennis	Excluded	Assoc Dir IT Customer Svcs/ Manager CTS	IT Customer Services	5/16/2019	1.00	\$ 86,543.00	\$ 76,255.00
Geltz, Rebecca	Excluded	Director Institutional Rsrch/ Senior Inst. Research Analyst	Institutional Research & Analytics	4/1/2019	1.00	\$ 90,000.00	\$ 77,425.56
Hoffmaster, Steven	Excluded	Manager General Accounting/ Manager Monthly Close	Controller's Office	2/1/2019	1.00	\$ 70,402.56	\$ 67,050.14
King, Tammy	Excluded	Interim Dean/ Associate Dean CHHS	Dean - Health & Human Services	7/1/2019	1.00	\$ 122,000.00	\$ 103,653.78

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/16/19 THROUGH 7/15/19**  
**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>
Kuboff, Andrew	Excluded	Temporary Coordinator/ Assistant Coordinator	College Access and Transition	7/1/2019	1.00	\$ 38,886.48	\$ 38,124.47
McCracken, David	Excluded	Interim Director Procurement/ Manager Procurement	Procurement Services	5/16/2019	1.00	\$ 66,400.00	\$ 58,000.00
Mosca, Joseph	Excluded	Int Provost & VP Acad. Affairs/ Temporary Associate Provost	Academic Affairs	6/6/2019	1.00	\$ 215,635.00	\$ 215,635.00
Orwell, Theresa	Excluded	Assoc Controller and Director/ Associate Controller	Controller's Office	2/1/2019	1.00	\$ 89,750.12	\$ 85,476.30
Pallante, Martha	Excluded	Interim Dean/ Associate Dean Professor	Dean - CLASS	7/1/2019	1.00	\$ 122,000.00	\$ 106,940.00
Sherman, William	Excluded	VP Institutional Effectiveness and Board Professional/ Special Assistant to President	President's Office	7/1/2019	1.00	\$ 135,000.00	\$ 126,250.00
Wormley, Jeffrey	Excluded	Interim Manager CTS/ Project Manager - IT Cust Srv	IT Customer Services	5/16/2019	1.00	\$ 72,850.00	\$ 65,650.00
Ziobert, Randall	Excluded	Manager Tech Maintenance Svs/ Manager Tech Desk IT Cust Svs	IT Customer Services	8/1/2018	1.00	\$ 76,255.00	\$ 76,255.00
Hu, Ou	Faculty	Chair and Professor/ Professor	Economics	6/1/2019	1.00	\$ 106,163.08	\$ 86,323.00
Jackson Leftwich, Cryshanna	Faculty	Associate Professor/ Assoc Prof and Acting Chair	Politics and International Relations	6/30/2019	1.00	\$ 70,893.43	\$ 88,096.00
Jalali, Jalal	Faculty	Professor/ Professor and Chair	Electrical & Computer Engineering	6/30/2019	1.00	\$ 119,994.47	\$ 134,750.00

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/16/19 THROUGH 7/15/19**  
**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>
Li, Frank	Faculty	Chair and Professor/ Professor	Electrical & Computer Engineering	7/1/2019	1.00	\$ 110,189.28	\$ 90,251.00
Mazuroski, Matthew	Faculty	Associate Professor/ Associate Professor and Chair	Theatre and Dance	6/30/2019	1.00	\$ 70,407.63	\$ 86,372.00
Smith, Stephanie	Faculty	Acting Chair and Professor/ Professor	Theatre and Dance/ Art	7/1/2019	1.00	\$ 102,897.06	\$ 83,136.64
Vopat, Mark	Faculty	Acting Chair and Professor/ Professor	Philosophy & Religious Studies	7/1/2019	1.00	\$ 100,128.75	\$ 80,435.85

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/16/19 THROUGH 7/15/19**  
**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>
Forchione, Robert	APAS	Software Integration Engineer/ Systems Analyst 2	IT Application Services	4/16/2019	1.00	\$ 73,488.00	\$ 65,353.60
Harden, Rodney	APAS	Network Engineer/ Temp Network Engineer	IT Infrastructure Services	4/16/2019	1.00	\$ 74,957.76	\$ 65,020.80
Hinebaugh, Lorraine	APAS	Software Integration Engineer/ Systems Analyst 2	IT Application Services	4/16/2019	1.00	\$ 73,488.00	\$ 63,460.80
Mattiussi, Carla	APAS	Coord Career Development/ Career Academic Advisor 2	Career and Academic Advising	6/16/2019	1.00	\$ 44,000.00	\$ 39,895.00
Beers, Kelly	Excluded	Dir Housing Off Camp Living/ Director Title IX	Housing & Residence Life/ Student Experience	6/16/2019	1.00	\$ 65,466.79	\$ 62,349.32
Christiansen Erb, Joy	Faculty	Professor and Chair/ Associate Professor and Chair	Art	7/1/2019	1.00	\$ 96,465.52	\$ 89,275.00
Mincher, Jeanine	Faculty	Professor and Chair/ Associate Professor and Chair	Human Ecology	7/1/2019	1.00	\$ 95,156.00	\$ 86,846.00

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/16/19 THROUGH 7/15/19**  
**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	6/1/2019	1.00	\$ 142,500.00	1.00	\$ 139,000.00
Filipowicz, Paul	Externally Funded	School Nurse	Rich Center for Autism	5/16/2019	0.40	\$ 22,624.00	1.00	\$ 56,560.00
Sracic, Paul	Faculty	Professor & Chair	Politics & International Relations	7/1/2019	1.00	\$ 107,707.05	1.00	\$ 94,960.00
Tomhave, Alan	Faculty	Associate Professor & Chair	Philosophy & Religious Studies	7/1/2019	1.00	\$ 79,280.67	1.00	\$ 88,089.63

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 4/16/19 THROUGH 7/15/19  
TRANSFERS**

<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>
Beverly, Michael	APAS	Asst Dir Academic Coaching/ Asst Dir Coll Transition Support	Ctr for Student Progress/ College Access & Transition	6/16/2019	1.00	\$ 56,545.41	\$ 56,545.41

Amy Cossentino  
330.719.3383  
alcossentino@ysu.edu

## **EXECUTIVE SUMMARY**

Experienced higher education administrative professional skilled in collaboration, communication and listening, motivation, service, and leadership. Evidenced by the transition from a program to a college through which internal and external partnerships and pathways were cultivated to enrich student learning, development, and fulfillment.

## **EDUCATION**

Ph.D. Educational Studies with a specialization in Educational Leadership and Higher Education	University of Nebraska-Lincoln	2006
Dissertation: "Understanding the experiences, satisfaction and performance of honors students: A multisite case study at public higher education institutions"		
Masters in Education: Counseling	Youngstown State University	1995
Bachelor of Science: Psychology Industrial/Organizational Emphasis	Slippery Rock University	1990
Bachelor of Education: Elementary Education	Slippery Rock University	
Lifelong Learning: Plant-based Nutrition Certificate	Cornell	2014

## **PROFESSIONAL AWARDS and HONORS**

Athena Nominee Youngstown-Warren Regional Chamber					2017
Beeghly College of Education Counselor Alumni Award					2017
United Way Service Award - Honors College					2017
YSU Campus Leadership Diversity Award					2015
YSU Student Government "Last Lecture" Recipient					2015
Martin T. "Marty" Manning Award					2015
YSU Distinguished Service Award	1998	2003	2008	2010	2015
YSU Libra Award, Advisor of the Year		1995	1998	1999	2014
The Charles McBriarty Award for outstanding service to students			1999	2007	2011
YSU Student Affairs Award					2002
Mahoning Valley Outstanding Young Professional Award					2005

## CAREER EXPERIENCE

Dean/Senior Director/Director, Honors College, Youngstown State University, Youngstown OH.  
2015 - Present

### *Primary Responsibilities*

- Collaborate with Deans, Department Chairs, & Faculty to create courses and curriculum that lead to a “Path to Honors” completion.
- Lead the development of course, curricular and co-curricular offerings.
- Provide leadership for inclusion and diversity initiatives.
- Faculty selection, evaluation, training and professional growth.
- Secure and manage sources of revenue and college level budget oversight.
- Serve as university designee to Campus Compact and develop communication strategies to inform campus of membership opportunities.
- Select, train and supervise part-time faculty teaching Honors seminars, part-time and full-time professional administrative, and classified support staff, graduate assistants, interns, and student assistants.
- Implement long-term fundraising strategy through the identification and development of short and long-term fundraising possibilities in collaboration with YSU Foundation.
- Oversee operations and maintenance of Fok Hall.
- Liaise with the Youngstown community to assist and facilitate the execution of events and activities needing volunteers, and create partnerships connected to student development.
- Provide academic, personal, and career coaching to honors students. Advise students with the development of the Honors Capstone. Assist students with generating proposals for submission to present at conferences and with applications for national scholarships, cooperative experiences, internships, graduate school, and employment opportunities.
- Communicate with faculty regarding the development of contract Honors and senior thesis/capstones. Generate offerings for annual honors seminars and honors courses.
- Lead assessment initiatives and implement changes based upon results to lead to an improved honors experience.

### *Leadership Accomplishments*

- Led transition from an Honors Program to an Honors College
- Executed collaborative strategy to recruit more academically talented students to YSU tripling first year students over a two year period.
- Created a National Scholarship Committee and serve as chair. Provide professional development programs for faculty. Mentored student to Rhodes Award, two students to the Barry Goldwater Award, and a student Barry Goldwater Honorable Mention.
- Oversee vision, planning and execution of *The Emperor*, a student- and faculty-reviewed academic journal and the annual Honors College magazine, *With Honors*.
- Secured two Coordinator positions.
- Led fundraising initiatives totaling more than \$20,000 a year.
- Secured funding to complete deferred maintenance to Honors College building - Fok Hall.
- Created an endowed scholarship available to current honors students not on scholarships.



- Secured grant from Iowa Campus Compact for MLK Day of Service.
- Collaborated to secure grant from Phi Kappa Phi for Penguin Pen Pal Project
- Established Honors College Liaisons to bridge the connection between the Honors College and all academic departments.
- Led the United Way Fundraising Campaign for 2018 with donations totaling \$35,000.
- Honors student engagement tracker software innovator and contributor. Marketed to other Honors Colleges and Programs across the country.
- Identified, secured, and prepared new location for the Honors College headquarters (Fok Hall) to create an academic incubator for students, faculty, staff and alumni to utilize and collaborate in support of student development within the five pillars of the honors experience.
- Expanded Penguin Pen Pal Program from one to six Youngstown elementary schools.
- Oversaw the composition of more than thirty student conference proposals in the last two years accepted for presentation at the National Collegiate Honors Council. Three students received top honors in their respective disciplines.
- Led the expansion of honors residential housing to include both Cafaro House and building #2 of the Courtyards. Freshmen residing on campus doubled from the previous year.
- Spearheaded annual Global Day of Service to include current students, families, friends, and alumni totaling more than 6,000 hours annually in five years of volunteerism with an estimated \$128,000 local economic impact.

Director, YSU Summer Honors Institute for Gifted and Talented High School Students  
 YSU, Youngstown, OH 2009 - Present

*Primary Responsibilities*

- Develop a strategic plan aligned with the university mission and position YSU as an institution of choice for students who have been formally recognized as academically talented.
- Establish and manage annual operating budget, restricted gifts, and revenue producing accounts. Select and supervise staff and faculty. Lead and design staff and faculty training, residential programming, daily activities, and closing event.
- Collaborate with university faculty, experts, and deans to establish annual course offerings, and with YSU departments, colleges to showcase YSU during the SHI experience.
- Engage in external fundraising initiatives raising \$2600.
- Expand SHI enrollment by liaising with: Admissions Office, Ohio Department of Education Gifted and Talented division, Honors Program alumni, gifted networks, past participants, gifted coordinators, and guidance counselors.
- Maintain continued connections with past program participants and parents to support future recruitment efforts.

*Leadership Accomplishments*

- Maintained the SHI experience for half of the participants after state funding was withdrawn one week before the start date; achieved this success by encouraging faculty and staff to work pro bono and by generating excitement for the staff and participants.

- Garnered approval from Provost and gained support from YSU Deans to support institutional funding of the program's continuation after loss of grant funding in 2010.
- Implemented personal vision for a residential experience in 2013, which added evening programming to focus on student development, and offer quality student-faculty interactions.
- Expanded geographical area for enrollment to the Summer Honors Institute by offering a residential component.
- Pioneered the "Fall Immersion" program for senior SHI participants to support university recruitment initiatives.
- Instituted a recruitment component in 2011 to include a department/college fair prior to the closing event.

Part-time Faculty, YSU, Youngstown OH.

1997 - Present

*Primary Responsibilities*

- Instructor of Counseling 1588 Course: Exploring Leadership (Undergraduate); Counseling 7044 Leadership and Administration in Student Affairs (Graduate)
- Creator and instructor of Honors Freshmen Seminar for all first-year Honors students
  - Developed service-learning component for seminar to encourage civic engagement, leadership growth, and offer collaborative learning experiences with peers to solve problems and master content.
  - Engaged students in learning exercises to develop skills in reflection, critical thinking, presentation construction and delivery, and basic research methodologies.
- Creator and Instructor of upper-division honors seminars including the Grant Writing, 6th Sense/Emotional Intelligence, Advanced Learning Strategies, and Senior Thesis Development

*Leadership Accomplishments*

- Institutional retention rate (fall-to-fall) for students enrolling in the Intro to Honors seminar in their first semester is no less than 97% for each of the last three consecutive years.
- Service projects designed in the course have become long-standing traditions of the program and with local agency beneficiaries (Youngstown Boys and Girls Club, Rich Center for Autism, Oh Wow! Children's Museum, Rescue Mission of the Mahoning Valley, Park Vista, Beatitude House)

Assistant Director, University Scholars & Honors Programs, YSU, Youngstown OH

1995 - 2015

*Primary Responsibilities*

- Develop retention programs as well as design and execute recruitment and marketing initiatives, while adhering to the current university mission, core values, and goals.
- Manage departmental budget and identify areas of need or change.
- Select, train, supervise, and evaluate professional, support, and paraprofessional staff.
- Liaise with the Youngstown community to assist and facilitate the execution of events and activities needing volunteers.

- Provide academic, personal, and career coaching to honors students. Advise students with the development of the Senior Honors Thesis. Assist students with generating proposals for submission to present at conferences and with applications for national scholarships, cooperative experiences, internships, graduate school, and employment opportunities.
- Develop all co-curricular activities and events in conjunction with student leaders, including the annual orientation, fireside chats with alumni, recognition and graduation events, and social activities for program members.
- Communicate with faculty regarding the development of contract Honors and senior thesis/capstones. Influence offerings for annual Honors seminars and course offering.
- Design program assessment plans, execute assessment strategies, and author department annual assessment reports.
- Provide leadership within the current program structure to make a positive transition from an Honors Program to an Honors College. Collaborate with all campus constituencies to ensure success.
- Collaborate and liaise with Financial Aid and Scholarships, College in High School, Admissions, Academic Advisors, Alumni and Events, Center for Student Progress, Disability Services, Housing, Marketing & Communications, Student Activities, Campus Recreation, Student Life, Veteran's Affairs, YSU Development, and the YSU Foundation.
- Communicate with external constituencies on behalf of department. A sample of groups include parents, guidance counselors, potential employers, Federal Bureau of Investigation, and graduate schools.
- Develop the website and social media presence for the Honors and Scholars Programs.

#### *Leadership Accomplishments*

- Increased Honors Program enrollment by 20%. The 2013-14 recruitment year yielded the highest number of applicants and enrollment. The recruitment efforts directed included contact with applicants through mail, phone, Scholar Ambassadors, three Honors Open Houses, dozens of individual campus visits, the SHI Fall Immersion and Summer Honors Institute.
- Developed and led the community service project, Shantytown, which has delivered since 1997 an estimated 30,600 volunteer hours to the Youngstown community, and distributed more than \$50,000 in donations to local agencies. The overall estimated economic impact is \$654,000. The program received the 2009 President's Higher Education Community Service Honor Roll designation. The program has provided opportunities for student leadership development and student success through a supportive environment.
- Originated and directed the annual Global Day of Service to include current students, families, friends, and alumni totaling more than 3,500 hours in three years of volunteerism with an estimated \$74,900 economic impact. Opportunities exist for student leadership development, which results in higher student satisfaction.
- Cultivated a professional network with 700+ Honors and Scholars graduates, which has resulted in connections to current students with internship/job opportunities, alumni serving as speakers for events and fireside chats, and donations to the university foundation.
- Oversaw the composition of more than twenty student conference proposals in the last two years accepted as presentation at the National Collegiate Honors Council.

- Acquired a \$10,000 donation from BP Inc. to support the outreach program Penguin Pen Pals with Harding Elementary school in Youngstown, OH.
- Spearheaded the YSU Harding Elementary Pen Pal Project.
- Planned the 20th anniversary events for the Leslie H. Cochran University Scholars Program to include alumni dinner, and shared volunteer activities.
- Created the Honors Program Talent Show to support fundraising efforts for the American Cancer Society and mentored student leaders to coordinate the event. The event has raised more than \$10,000.
- University Scholars Program recognized as a “Program of Character” by the John Templeton Foundation, 1999.

Associate Counselor, St. Francis Hospital, New Castle, PA. 1997 - 2000

*Primary Responsibilities*

- Provided comprehensive counseling to individuals on a private basis.
- Treated various problems such as schizophrenia, obsessive-compulsive disorder, marital and family difficulties, learning disabilities, perfectionism, etc.
- Collaborated with psychiatrist to develop appropriate treatment plan.

Assistant Director, First-Year Student Center, YSU, Youngstown OH. 1992 - 1995

*Primary Responsibilities*

- Managed departmental budget and exercised leadership to a department of several full-time employees and 20-plus paraprofessionals providing retention, and first-year orientation programs and retention services to approximately 1500 students.
- Provided input and support through the merger of two university departments within Student Services.
- Selected, trained and supervised staff. Provided professional development opportunities for 100-plus volunteer faculty staff mentors.
- Defined a long-range plan to increase overall student retention.
- Included the development of a midterm progress report system linked to the university mainframe.
- Utilized the Noel-Levitz Retention Management System to aid in the retention of potential at-risk students.
- Collaborated with tutorial service, the Women’s Studies Program, International Studies, Multicultural Student Services, Disability Services, and Adult Learners to address retention issues and establish retention programs.

Coordinator, Student Enrichment Center YSU, Youngstown, OH. 1990 - 1992

*Primary Responsibilities*

- Organized and coordinated a mentoring program for at-risk students.
- Monitored seventy volunteer faculty/staff mentor interactions with assigned mentees.
- Recruited and provided ongoing training and professional development for faculty/staff mentors, assigned students to mentors, maintained records of program activities, and evaluated mentor/mentee interaction.
- Instituted a mentoring program at East High School, and provided support and input into the creation of a mentoring program in the YSU Business College - Operation Nurture.

Crisis/Intake Worker, Human Service Center, New Castle, PA

1990 - 1992

*Primary Responsibilities*

- Conducted initial intakes for children and adults and presented new intakes to director.

## **PROFESSIONAL PREPARATION**

University Counseling Center Intern, YSU, Youngstown OH.

*Primary Responsibilities*

- Conducted individual and group counseling sessions with university students experiencing personal, academic, and career issues.
- Served as a proctor and room supervisor for national exams such as the ACT, SAT, GRE, MCAT, LSAT, and CLEP.
- Organized a summer experience for 100+ students who were undecided about their major.
- Assisted with class presentations about rape education, test/performance anxiety, and time management.

Intern (Industrial/Organizational Psychology), MTS International, Inc., St. Louis, MO

*Primary Responsibilities*

- Traveled to various industries across the country working with engineering consultants to assist with developing training manuals for plant employees.
- Administered the Myers-Briggs Type Indicator and Kolb's Learning Style Inventory to employees. Compiled and reported results to consulting firm President and management.
- Conducted research on the reliability and validity of the inventories.

Statistics Tutor & Student Researcher, Slippery Rock University, Slippery Rock, PA

*Primary Responsibilities*

- Assisted Professor in Psychology department with quantitative research.
- Supplemented class instruction by teaching various statistical methodologies.

## **PUBLICATIONS**

Hartup, M., & Cossentino, A. (2019). Reimagining the Airport as Classroom—Immediacy, Place, and Presence. *Journal of Learning Spaces*. 8(1), 39-41.

## **SELECT PRESENTATIONS**

- “Disrupting Institutional Practices for Diversity,” Forum on Diversity II, Panelist National Collegiate Honors Council Conference, New Orleans, LA, November, 2019. (Accepted)
- “Poverty Simulation Sets Paradigm Shift during Honors College Retreat,” Cossentino, A., & Hartup, M., General Session, National Collegiate Honors Council Conference, New Orleans, LA, November, 2019. (Accepted)
- “Beginning in Honors Forum - Small to Medium Universities,” Session Leader: Cossentino, A. National Collegiate Honors Council Conference, New Orleans, LA, November, 2019. (Accepted)

- “The Journey of a Higher Education Professional,” Guest Speaker for Graduate Counseling Program class, YSU. November, 2018.
- “Learning to Transgress: Breaking Down Silos to Increase Student Success,” Cossentino, A., & Hartup, M., General Session, National Collegiate Honors Council Conference, Boston, MA, November, 2018.
- “Beginning in Honors Forum - Small to Medium Universities,” Session Leaders: Cossentino, A. National Collegiate Honors Council Conference, Boston, MA, November, 2018.
- “Journeying in Honors,” Honors College Medallion Ceremony, Youngstown State University, May, 2018.
- “Fok Sweet Home,” Fok Hall Building Dedication, Youngstown State University, May, 2018.
- “Raking it Through the Garden,” YSU Wellness Program, Youngstown State University, May, 2018.
- “YSU Honors Justice League,” General Session, National Collegiate Honors Council Conference, Atlanta, GA, November, 2017.
- “Online Communication Strategies for a Diverse Honors Audience,” Cossentino, A., & Rager, L., Idea Exchange, National Collegiate Honors Council Conference, Atlanta, GA, November, 2017.
- “Beginning in Honors Discussion Forum - Small to Medium Universities,” Leaders: O’dea, Motley, Cossentino, National Collegiate Honors Council Conference, Atlanta, GA, November, 2017.
- “Mentorship in the Workplace,” Keynote Speaker for Walmart Women’s Mentorship Circle, September 2017.
- “How to Create Community with Limited Resources,” Guest Speaker for Graduate Counseling Program, YSU. December, 2016.
- “Honors College Two-Year Progress Report,” YSU Board of Trustees, November, 2016.
- “Our Journey to Create the Honors Community,” Innovation and Best Practices in Honors Poster Session, National Collegiate Honors Council Conference, Seattle, WA, October, 2016.
- “The YSU Honors College Experience: Benefits and Engagement Opportunities for Faculty,” New Faculty Orientation, August 2016.
- “Overcoming Obstacles by Embracing Challenges,” YSU Student Government Association’s Last Lecture, November 2015.
- “The Transition from Honors Program to Honors College,” Cossentino, A. Experts Panel, National Collegiate Honors Council Conference, Chicago, IL, 2015.
- “The Scholarly Experience - Two Decades in Review,” University Scholar 20th Anniversary Dinner Presentation, 2012.
- “Gifted and Talented Students Summer Experience,” Mahoning County Career and Technical Center, 2010.
- “Shantytown,” Service-Learning Symposium, Cossentino, A., Emig, A., and Heyman, J.; National Collegiate Honors Council Conference, San Antonio, TX, 2008.
- “Experiences, Satisfaction and Performance of Honors Students: A Multi-Site Case Study at Public Higher Education Institutions,” National Collegiate Honors Council Conference, San Antonio, TX, 2008.

- “The Use of Focus Groups in the Assessment of the Honors Experience,” National Collegiate Honors Council Conference, Denver, CO, 2007.
- “The Scholars Award and the YSU Foundation,” Poland Seminary High School Annual Awards Breakfast, 2006.
- “The Gifted College Student,” Gifted Coordinator Luncheon Taste Buds, Canfield, OH, 2002 and 2005.
- “Navigating the Graduate School Application Process,” Fireside Chat, YSU Honors Program, 2005.
- “The University Scholar Experience,” Neshannock High School Awards Assembly, New Castle, PA 1997, 2000.
- “Service, Leadership, & Scholarship,” The Centurians Induction Banquet, 1997, 1998.
- “Success and Student Engagement,” Golden Key National Honor Society Induction, 1997.

### **SELECT UNIVERSITY SERVICE**

- Strategic Planning & Organization Team (SPOT), 2018 - Present
- General Education Restructuring Team, 2018 - Present
- Student Success Center Work Group, 2018 - Present
- First-Year Experience Course Development Committee, 2018 – Present
- YSU Provost Search Committee Member - 2019
- Chair, Campus Compact Collaborative, 2017 - Present
- Chair, National Scholarship Committee, 2015 - Present
- United Way University Ambassador, 2016 - Present
- Internationalization Task Force, 2017 - Present
- Navarro Executive Fellows Program (Mentor), 2016 - Present
- Rhodes Scholarship Institutional Representative, 2015 - Present
- Quest Committee, 2015 - Present
- Dean’s Council, 2015 - Present
- Academic Senate (Administrative Member), 2015 - Present
- Honors Subcommittee Academic Senate, 2015 - Present
- Enrollment Management Group, 2015 - Present
- Culture of Community Collaborative Member, 2016 - 2019
- Barry M. Goldwater Scholarship Institutional Representative, 2015 -2018
- Streamlining Academic Reporting Processes Working Group, 2017 - 2018
- Enrollment Network, 2014 - 2018
- Associate Provost Selection Committee, 2017
- YSU Campus Compact University Representative, 2016 – 2017
- Student Activities Awards Selection Committee, 2016
- Search Committee, Grants & Sponsored Programs 2015
- Enrollment Management Committee, 2011 - 2012
- YSU Presidential Search Committee, 2009 - 2010
- University Accreditation Committee Member, 2007 - 2008
- University Assessment Council, 2006 - 2009
- APAS Vice-President, 2005 - 2006
- Honors Committee, ex officio member SubCommittee Academic Senate, 1995 - 2000

- President's Strategic Planning Committee on Student Retention, 1993 - 94

## **MEMBERSHIPS AND PROFESSIONAL SERVICE**

- Assessment and Evaluation Committee, National Collegiate Honors Council, 2018-2020
  - Consultant Mini-Grant Proposal Reviewer
- Mid East Honors Association - MEHA, Treasurer, 2019 -
- Student Interdisciplinary Research Panel Reviewer, National Collegiate Honors Council, 2019
- National Collegiate Honors Council Professional Membership
- ACPA - College Student Educators International
- Gifted Talented Network
- International Gifted Education
- National Association for Gifted Children

## **STUDENT ORGANIZATION VOLUNTEER ADVISORSHIPS**

- Honors Trustees, 2015 - Present
- Rotaract Advisor, 2016 - 2018
- Honors College Wellness Club Advisor, 2016 - 2017
- Skating Club, 2014 - 2016
- Cafe Lingua, 2014 - 2015
- Brightened Birthdays, 2013 - 2015
- Farm to YSU, 2013 - 2014
- Honors Council, 2006 - 2008, 2014 - 2015
- Scholar Trustees, 1996 - 2015
- YSU Volleyball Team, 2012 - 2014
- National Society of Collegiate Scholars, 2007 - 2011
- Alpha Lambda Delta, 2007 - 2009
- The Who (Women in Honors Organization), 2007 - 2009
- Golden Key National Honors Society, 1996 - 99, 2002 - 2007
- Student Government Association, 2002 - 2003
- Executive Council, 2001 - 2003
- Centurians, 1993 - 2002
- Alpha Xi Delta Advisor, 1996 - 1999
- Helping Hands, 1996 - 1998
- Xi Delta Gamma, 1992 - 1995



## **SELECT VOLUNTEERISM AND GLOBAL OUTREACH**


- United Way YSU Campaign Chair, 2018- Present
- Penguin Pen Pals, 2012 - Present
- Global Day of Service, 2012 - Present
- Relay for Life, 2008 - Present
- American Red Cross - 2010 - Present
- Ugandan Water Project, 2013-2015
- Second Harvest Foodbank, 1995 - 2014
- Bristolville High School Awards Ceremony photographer, 2013
- Mahoning Valley Panthers Baseball treasurer and photographer, 2013
- Poland All-Stars Baseball photographer, 2012, 2013
- Dorothy Day House, 2012, 2013, 2015
- Union Township Athletic Association Volunteer, 2006 - 2012
- ReStore, 2006, 2007
- Board Member, Shepherd of the Valley, 2005
- Ethics Committee Member, Shepherd of the Valley, 2005
- Project Opportunity Advisory Board Member, 2002 - 2004
- Organist, Harbor Presbyterian Church, Lawrence County Fair, 1983 - 2003
- Rescue Mission of the Mahoning Valley, 1998 - 2003
- World Vision - 30 Hour Famine, 1997 - 1999
- 24 Challenge Mathematics Program, 1995 - 1999
- Volunteer Administrators Organization, 1995 - 1999
- Mentoring Project - East High School, 1990 - 1992

## **TECHNOLOGIES AND SOCIAL MEDIA PROFICIENCY**

- Banner, eCube, Concur, Blackboard
- Systems: Windows, Mac
- Software: Microsoft Excel, Word, Access, PowerPoint , Pages, Keynote, ContentM, Adobe, iMovie
- Social Media: Twitter, Facebook, Instagram, LinkedIn, FaceTime, Skype, Google+

Memo to: Dr. Joseph L. Mosca, Interim Provost

c: Amy Cossentino

From: Charles Howell 

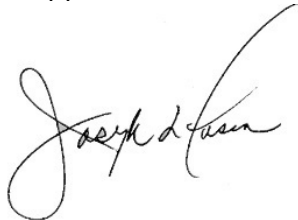
Date: 6/5/2019

RE: tenure recommendation

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The faculty of the Department of Teacher Education have voted unanimously to recommend tenure for Dr. Amy Cossentino. The chair of the department, Dr. Matanin, supports the recommendation. As Dean I support the recommendation as well.

Approved 6/6/19

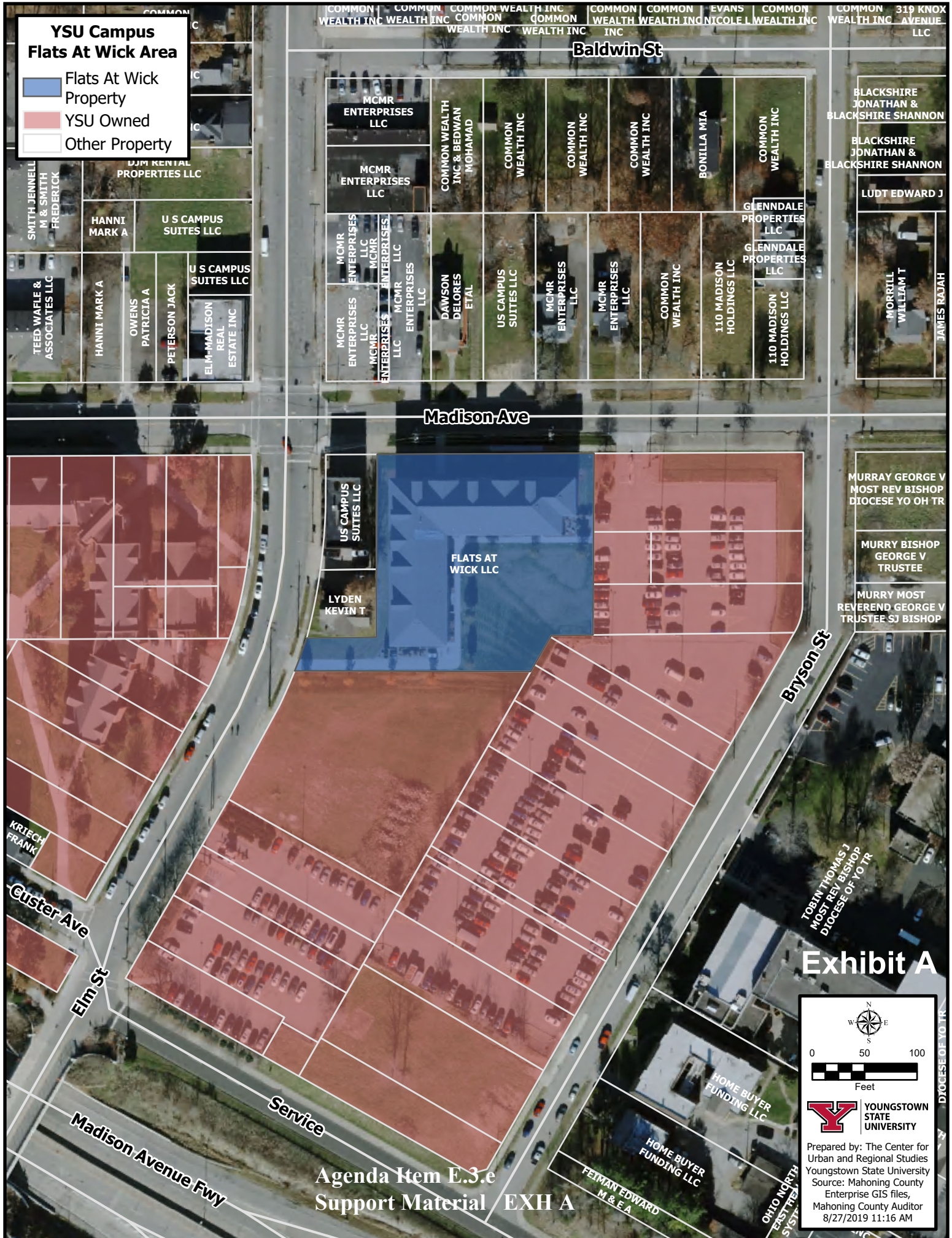


**Agenda Item E.1.e**  
**Support Material**

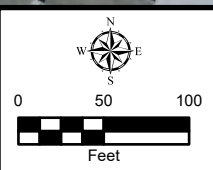


**YSU Campus  
Flats At Wick Area**

- Flats At Wick Property
- YSU Owned
- Other Property



# Exhibit A



**YOUNGSTOWN STATE UNIVERSITY**

Prepared by: The Center for Urban and Regional Studies  
 Youngstown State University  
 Source: Mahoning County Enterprise GIS files,  
 Mahoning County Auditor  
 8/27/2019 11:16 AM

Agenda Item E.3.e  
 Support Material EXH A



YSU FY 2020 Internal Audit Risk Assessment

Facilities 100

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
FAC 101	Special Events, Facility Use	4	3	4	2	2	3	2	2	1	3	26	275
FAC102	Maintenance-Buildings/Grounds	4	4	4	2	3	4	3	3	1	2.25	30.25	307.5
FAC 103	Building Access/ Key Control	4	2	3	2	2	2	2	1	1	2.25	21.25	227.5
FAC 104	Capital Project Management	3	4	4	4	4	3	4	4	1	1.5	32.5	310
Fac 105	Government Compliance	4	3	4	4	4	3	2	3	1	3	31	310

Financial 200

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
FIN 201	Grants: Accounting/Management	1	4	4	4	4	4	4	4	4	1.5	34.5	330
FIN 202	YSU Foundation	1	5	5	4	4	2	2	3	1	3	30	305
FIN 203	Budget Management	1	5	5	5	5	5	4	5	4	2	41	390
FIN 204	Procurement, Contracts	1	5	4	4	3	5	3	3	3	1.5	32.5	315
FIN 205	Financial Aid	1	5	5	5	5	5	4	4	5	0.5	39.5	385
FIN 206	Collections - Receivables	1	5	5	5	3	5	4	4	5	2.25	39.25	382.5
FIN 207	Payroll	3	5	5	5	5	5	4	4	5	1.5	42.5	425
FIN 208	Disbursements, A/P	1	5	4	4	4	5	4	4	5	1.5	37.5	365

Research 300

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
RES 301	Grant Management	1	4	5	5	5	4	5	5	3	1.5	38.5	355
RES 302	Human/Animal Subjects	5	5	5	5	4	3	3	3	3	0.5	36.5	385
RES 303	Intellectual Property	1	4	4	5	5	3	4	4	3	2.25	35.25	332.5
RES 304	External Partnerships	1	4	4	5	5	3	4	4	3	4	37	350
RES 305	Research Funding	1	5	5	5	5	4	4	4	4	2.25	39.25	382.5
Res 306	3D Printing	5	4	4	4	4	3	4	4	3	5	40	405

YSU FY 2020 Internal Audit Risk Assessment

Human Resources 400

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
HR 401	Discrimination, Harassment	4	4	5	4	4	4	3	4	2	5	39	390
HR 402	Employee Travel	4	3	3	3	1	3	2	2	1	2.5	24.5	250
HR 403	Volunteers	4	1	4	2	1	1	1	1	1	1.5	17.5	200
HR 404	Employee Productivity	4	4	3	4	3	4	1	4	3	2	32	325
HR 405	Succession Planning	3	5	5	4	5	4	4	3	1	5	39	385
HR 406	Employment Practices, Termination	4	5	4	4	4	3	2	4	3	3.75	36.75	382.5
HR 407	Employment Practices, Hiring	4	4	4	4	4	4	2	3	3	1.5	33.5	345

Athletics 500

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
ATH 501	Team Travel	4	3	3	3	2	2	1	1	1	2.25	22.25	242.5
ATH 502	Camps -Athletic	5	5	4	4	3	2	1	1	2	3	30	340
ATH 503	NCAA Compliance	3	5	4	5	4	2	2	2	2	1.5	30.5	320
ATH 504	Athletic Injury	5	5	4	4	3	2	2	2	2	3	32	350

Safety 600

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
SAF 601	Campus Safety -Crisis Management	5	3	4	3	4	4	3	3	2	5	36	365
SAF 602	Environmental Compliance	5	4	5	3	4	3	4	3	2	1	34	355
SAF 603	Youth Programs	5	3	5	4	3	2	3	2	2	3.75	32.75	347.5
SAF 604	Occupational Safety	5	3	4	3	3	4	3	3	2	1.5	31.5	320
SAF 605	Police/Law Enforcement	4	2	3	2	3	2	2	2	1	1.5	22.5	235
SAF 606	Chemical Safety	5	3	4	3	3	2	2	2	2	1.5	27.5	300
SAF 607	Crime Reporting	5	3	4	4	3	2	2	2	2	1.5	28.5	305
SAF 608	Laboratory Safety	5	3	4	3	3	2	2	2	2	3	29	315

YSU FY 2020 Internal Audit Risk Assessment

Information Technology 700

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
IT 701	Data management, PII	4	5	5	3	5	5	4	4	4	3	42	430
IT 702	Records Retention	4	4	4	3	3	5	4	4	4	3	38	380
IT 703	Cyber Security	4	5	5	3	5	5	4	4	4	4	43	440

Academic & Student Affairs - 800

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
ACA 801	Student Travel: Domestic and International	4	3	3	3	2	1	1	1	1	3	22	245
ACA 802	Student Organizations/Clubs (RSO)	4	3	4	4	3	3	2	2	1	3	29	295
ACA 803	Title IX, VAWA	1	5	5	5	5	5	4	3	4	2.25	39.25	382.5
ACA 804	Residence Life	5	3	4	3	4	3	3	3	1	3	32	325
ACA 805	Diversity	3	3	5	4	5	3	3	4	1	2.25	33.25	322.5
ACA 806	Substance Abuse	4	3	4	3	4	1	2	3	1	5	30	315
ACA 807	Student Threat Assessment	4	2	5	4	4	1	1	4	1	5	31	320
ACA 808	Distance Learning	1	3	3	2	4	2	3	2	2	1.5	23.5	235
ACA 809	Student Admission	3	5	4	4	5	4	4	4	4	1.5	38.5	385
ACA 810	Student Internships	1	2	3	2	3	1	1	1	1	3	18	190
ACA 811	Enrollment Growth	1	5	5	5	5	5	4	3	4	2	39	380
ACA 812	Student Special Needs	4	2	3	3	3	1	1	1	1	2	21	230
ACA 813	Student Data Management	3	5	5	4	4	5	3	3	5	2.25	39.25	407.5
ACA 814	Study Abroad Programs	4	2	4	3	2	1	2	2	1	2.25	23.25	247.5
ACA 815	International Students	3	3	4	3	2	2	2	2	1	1.5	23.5	245

Other Areas Not Discretely Presented in ERM

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
	Endowment And Development	2	3	4	3	2	2	1	2	2	1	22	235
	Parking Services	3	2	3	3	1	1	1	1	1	1	17	185
	Outsourced - Revenue Sharing/Commissions	2	3	3	2	1	2	2	1	1	1	18	190
	UBIT	1	4	4	3	4	2	3	4	1	1	27	260
	Strategic/Governance	4	4	5	4	5	5	5	5	3	1	41	395
	Motor Pool	4	3	3	3	2	3	2	2	1	1	24	245
	Radio	3	2	4	3	2	2	1	2	1	1	21	220
	Rich Center	5	3	4	5	3	3	2	3	3	1	32	330
	Career Services	2	3	4	3	4	3	2	3	3	1	28	285

Prior Audits:

2019	Payroll Process; Penguin Tuition Promise; and Continuous Monitoring
2018	Research Compliance; Procurement; and Continuous Monitoring
2017	YSU Foundation Agreement
2016	Compliance; Student Housing; James Dale Ethics Center; IT Security Access for Banner; Cash Counts; and Continuous Monitoring
2015	Academic Processes; IT (PII personally identifiable info and segregation of duties); Contract Mgmt., Title IV and Perkins Due Diligence; Travel and Continuous Monitoring
2014	Grants (YSU Research Foundation); IT, Business Expense Guidelines (pcard and employee expense reimbursements); Events Mgmt. and UBIT; and Continuous Monitoring
2013	Student Accounts and University Receivables; A/P; Social Media (as part of student affairs); and Continuous Monitoring
2012	Athletics; Human Resources; Facilities and Continuous Monitoring
2011	Budget; Financial Aid; Cash Management; Chargebacks; and Continuous Monitoring
2010	Human Resources; Payroll; Parking; Centennial Campaign; Continuous Monitoring of P/R and Purchasing
2009	Bookstore; Early College; Gifts; Payroll Projects; and Surprise Cash Counts
2008	Human Resource/Payroll; Budget; Petty Cash; Athletics, and Rich Center
2007	Grants; Metro College; Equipment and Facilities
2006	Human Resources; Contract Management; Admittance and Registration; Receiving and Purchasing
2005	Financial Aid; Accounting; Payroll; Gifts and IT

**Youngstown State University**  
**Office of Internal Audit**  
**FY 2019 Audit Plan**  
*Approved June 7, 2018*

Jul - Sept   Oct - Dec   Jan - Mar   Apr - Jun

	Q1 Total	Q2 Total	Q3 Total	Q4 Total	FY19 Total
<i>Audit and Assurance: (see Proposed Audit Plan for detail)</i>					
Audit engagements	155	250	240	205	<b>850</b>
Continuous Auditing/Analytics	120	155	155	120	<b>550</b>
Open Audit Recommendation Follow-up	35	35	35	35	<b>140</b>
Hotline Monitoring	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>	<b>60</b>
	325	455	445	375	<b>1600</b>
Advisory (added FY18Q3)	90	90	90	90	<b>360</b>
<i>Administrative &amp; Planning:</i>					
Administrative (includes student auditor hiring, training)	45	60	60	45	<b>210</b>
Audit Risk Assessment, Annual Planning, Audit Subcommittee Prep and Meetings	15	15	15	25	<b>70</b>
Enterprise Risk Management assistance	20	20	20	20	<b>80</b>
Professional Development & Training	10	10	10	10	<b>40</b>
Holiday, Vacation/Sick	<u>80</u>	<u>30</u>	<u>40</u>	<u>20</u>	<b>170</b>
	170	135	145	120	<b>570</b>
<b>Total Hours</b>	<b>585</b>	<b>680</b>	<b>680</b>	<b>585</b>	<b>2530</b>



**Youngstown State University**  
**Office of Internal Audit**  
**FY 2020 Audit Plan and Risk Assessment**  
*Proposed September 2019*

Audit Engagements							
Area / Quarter Planned	Last Audited	Project Scope	Risk	Risk Category	Preliminary Risk Assessment	Audit Objective	FY20 Budgeted Hours
Student Organizations 1st quarter (carryover from FY19)	n/a	operational and financial controls related to registered student organizations	noncompliance with policies and procedures; inadequate and/or ineffectiveness of operational and financial controls	Financial	Moderate	identify, assess, and test processes to ensure compliance with policies and procedures, and design and effectiveness of financial and operational controls including adequacy of policy and procedures	70
Student Billing and Accounts Receivable 2nd quarter	2013	policies, procedures and controls related to student billing and student accounts receivable including billing, receiving, posting, and depositing student payments and collection efforts on past due accounts	tuition and fees charged are incorrect; manual adjustments are in error, unsupported or not authorized; student payments are applied incorrectly or not in a timely manner; past due accounts inadequately managed; student write offs do not comply with policies and procedures; allowance is not established, inadequate or not reviewed for reasonableness; lack of segregation of duties in billing, payment collection and a/r process	Financial	High	identify, assess, and test processes and selected transactions to ensure compliance with policies and procedures, overall efficiency and effectiveness of internal control and related procedures and evaluation of segregation of duties	170
Banner User Access 3rd quarter (carryover from 2019)	2016	procedures and controls for granting, modifying, and terminating Banner access within Banner modules	inappropriate Banner user access is inherently high risk in complex ERP system with a large number of users	IT	High	ensure Banner user access is appropriately assigned and restricted based on least privilege (users have access only to what is required to perform their duties) including read-only access to sensitive and confidential information, and maintains segregation of duties	280
Donor Restricted Funds	2009	policies, procedures and controls related to acceptance, receipt, documentation and use of donor restricted funds in accordance with donor intent	compliance, financial, reputational and governance risks resulting from improper understanding, documentation, and use of funds in accordance with donor intent	Financial	Moderate	identify, assess and test processes and selected transactions to ensure compliance with policies and procedures and overall effectiveness of internal control related to acceptance, tracking and use of donor restricted funds	173
<b>Total Audit Engagements</b>							<b>693</b>

Continuous Auditing/Analytics							
Area	Last audited	Project Scope	Risk	Risk Category	Preliminary Risk Assessment	Audit Objective	FY20 Budgeted Hours
Continuous Auditing - Payroll	ongoing	quarterly continuous auditing	fraud and errors related to payroll	Financial	High	analysis of quarterly payroll data to ensure operating effectiveness of internal controls	255
Continuous Auditing - Accounts Payable	ongoing	quarterly continuous auditing	fraud and errors related to payables	Financial	Moderate	analysis of quarterly payables data to ensure operating effectiveness of internal controls	295
<b>Total Continuous Auditing</b>							<b>550</b>

Open Audit Recommendation Follow-up							
Area	Last audited	Project Scope	Risk	Risk Category	Preliminary Risk Assessment	Audit Objective	FY20 Budgeted Hours
Open Audit Recommendation Follow-up	ongoing	Follow-up on open audit recommendations from previous audits	various	various	various	assess implementation of appropriate corrective action to address audit recommendations	140
<b>Total Open Audit Recommendation Follow-up</b>							<b>140</b>

Hotline Monitoring							
Area	Last audited	Project Scope	Risk	Risk Category	Preliminary Risk Assessment	Audit Objective	FY20 Budgeted Hours
Hotline Monitoring	ongoing	Ongoing monitoring of hotline reports	fraud/unethical conduct	various	TBD	assess risk level and quality of hotline reports; ensure timely follow-up of reports as deemed necessary	60
<b>Total Hotline Monitoring</b>							<b>60</b>

**Audit Plan Total**      **1443**

**Youngstown State University**  
**Office of Internal Audit**  
**FY 2020 Audit Plan**  
**Proposed September 2019**

Jul - Sept   Oct - Dec   Jan - Mar   Apr - Jun

	Q1 Total	Q2 Total	Q3 Total	Q4 Total	FY20 Total
<i>Audit and Assurance: (see Proposed Audit Plan for detail)</i>					
Audit engagements	82	129	326	156	<b>693</b>
Continuous Auditing/Analytics	120	155	155	120	<b>550</b>
Open Audit Recommendation Follow-up	35	35	35	35	<b>140</b>
Hotline Monitoring	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u><b>60</b></u>
	252	334	531	326	<b>1443</b>
Advisory	90	90	90	90	<b>360</b>
<i>Administrative &amp; Planning:</i>					
Administrative (includes student auditor hiring, training)	45	60	60	45	<b>210</b>
Audit Risk Assessment, Annual Planning, Audit Subcommittee Prep and Meetings	15	15	15	25	<b>70</b>
Enterprise Risk Management assistance	20	20	20	20	<b>80</b>
Professional Development & Training	10	10	10	10	<b>40</b>
Holiday, Vacation/Sick	<u>44</u>	<u>52</u>	<u>20</u>	<u>20</u>	<u><b>136</b></u>
	134	157	125	120	<b>536</b>
<b>Total Hours</b>	<b>476</b>	<b>581</b>	<b>746</b>	<b>536</b>	<b>2339</b>

Note: hours above include a total of 675 hours for a student audit intern in Fall 2019 and two student audit interns in the Spring 2020

## **Helen K. (Lamb) Lafferty, Ph.D. Bio**

Helen K. (Lamb) Lafferty, Ph.D., was born and raised in Youngstown, Ohio. She graduated from Ursuline High School and attended Youngstown State University, where she received her baccalaureate and graduate degrees. She continued her studies at the University of Pittsburgh, where she was awarded the Ph.D. After that, she completed three post-doctoral studies at the University of Pennsylvania, Harvard University, and the National University of Ireland—Galway.

For nearly four decades, Dr. Lafferty has been an administrator and a faculty member at Villanova University in Villanova, Pennsylvania. She has held the positions of Academic Counselor in the University Counseling Center, Associate Dean of the College of Liberal Arts and Sciences, Interim Vice President for Academic Affairs, and the first University Vice President, a position she held for sixteen years. Currently, she holds the title College Professor of the Liberal Arts and Sciences and is a full-time faculty member of the Department of Education and Counseling, where she teaches an undergraduate course in The Philosophy of Education and a graduate course in Leadership and Administration in Higher Education. She has received the Villanova University Earl Bader Teaching Award for Excellence in Teaching and the recently inaugurated Lafferty Award which is awarded at commencement to a faculty member who excels in both teaching and counseling students. Two former Villanova students, Elizabeth and John Williams, established the Helen K. Lafferty, Ph.D. Endowed Scholarship, which is awarded annually to a junior or senior with financial need.

Her career has also included service as a Board of Trustee member at Gwynedd Mercy University in Gwynedd, Pennsylvania, and Iona College in New Rochelle, New York, where she was a board member and the chairperson of the Academic Affairs Committee at both institutions. Recently, she was elected to ADROP, Augustinian Defenders of the Rights of the Poor, of the province of St. Thomas of Villanova, which builds bridges between providers, recipients, and community leaders across economic, political, and religious groups impacted by today's social issues. In the fall of 2017, she taught a course, The Philosophy of Education, to Graterford/Phoenix prison inmates who are working on their degrees in Liberal Arts at Villanova University.

Dr. Lafferty resides in Haverford, Pennsylvania, with her husband Jim, who graduated from Youngstown State University with a degree in Business Administration.



**YOUNGSTOWN STATE UNIVERSITY**  
**Interfund Transfers Requiring Board Approval**  
**Transfers Outside of the Operating Budget**  
**Requested Transfers for First Quarter 2020**

FROM	TO	AMOUNT	REASON
<i>Debt Service Reserve Funds</i>		<i>Debt Service Funds</i>	<i>Transfers totaling \$3,806,109 to fund portion of FY20 Debt Service</i>
General Fund (Unrestricted Plant Fund)	Bond Fund - Series 2010	\$1,476,532	Portion supported by General Fund.
General Fund (Unrestricted Plant Fund)	Bond Fund - Series 2016	\$909,787	Portion supported by General Fund.
WCBA Gifts (Restricted Plant Fund)	Bond Fund - Series 2016	\$1,301,506	Portion attributed to the WCBA.
Vets Center Gifts (Restricted Plant Fund)	Bond Fund - Series 2010	\$118,284	Portion attributed to Vets Center.