

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

Tod Hall  
Friday, May 1, 2020

Pursuant to notice duly given, a special meeting (the three hundred sixty-seventh) of the Board of Trustees of Youngstown State University convened at 3:00 p.m., on Friday, May 1, 2020, through the Cisco WebEx Video Conference application.

All eleven trustees and the National/Global Trustee were present for the online 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. Mr. Deibel, Dr. Hackstedde, Mr. Peterson, Mr. George and Mr. Ryan participated from their business locations. Mr. Roberts, Dr. Jakubek, Ms. Seals, Ms. Cafaro, Mr. Core, Ms. Woods and Mr. Spiegel participated from their places of residence.

Also present from the Tod Hall Leaders Conference Room 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 for Legal Affairs and Human Resources 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. Mr. Franklin S. Bennett, Jr., Secretary to the Board of Trustees was also present through the WebEx application. Students, faculty, staff and other interested parties were also able to observe the meeting through online access.

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 2, of the board's *Bylaws*; notice of today's special 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 5, 2020, APRIL 9, 2020.

The chairperson stated that disposition of the minutes of the board's regular meeting held March 5, 2020 (#365) and special meeting held April 9, 2020 (#366) would be deferred until the next regular meeting of the board of trustees.

ITEM III – REPORT OF THE PRESIDENT OF THE UNIVERSITY

Mr. Tressel thanked the board members for their willingness and availability to participate whenever needed in virtual board meetings during these challenging times. Mr. Tressel reported on steps being taken to form an executive group of eight individuals who will focus upon effective university communication in response to Covid-19.

Dr. Smith spoke briefly on creative academic course delivery efforts being undertaken by a group of 16 YSU faculty and staff members. Dr. Smith said that medical/behavior Covid-19 issues being reviewed are focusing on testing, contact tracing and social distancing. Dr. Smith said that course delivery methodologies are being considered on a course-by-course inventory with every intention to one day be back to face-to-face course delivery.

Dr. Sherman said that efforts are focusing on creating opportunities for students to continue their studies and/or come to YSU, and that unique virtual campus orientation presentations are being developed.

Mr. McNally reported that a group of eight individuals broadly representative of the YSU community has been formed to address financial realities requiring swift pragmatic actions when necessary.

Mr. Tressel said that the fifty students and YSU employees involved with these discussion and action groups will not be relaxing as the 2019-2020 academic year comes to a close.

ITEM IV – REPORTS OF THE COMMITTEES OF THE BOARD.

The chairperson recognized Dr. Hackstedde who moved that the board of trustees of Youngstown State University enter executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, and/or compensation of one or more university employees and to review collective bargaining negotiations with university employees concerning their compensation or other terms and conditions of their employment. Mr. Peterson seconded the motion to enter executive session. The chairperson requested the secretary to conduct a roll call vote on the motion the results of which are as follows (YES being a vote in favor of the motion to enter executive session):

Mr. Deibel	YES	Dr. Hackstedde	YES
Mr. Roberts	YES	Dr. Jakubek	YES
Ms. Seals	YES	Mr. Peterson	YES
Ms. Cafaro	YES	Mr. George	YES
Mr. Ryan	YES		

The vote being unanimous in favor of the motion to enter executive session, the chairperson declared the motion carried and the board entered executive session at 3:32 p.m. Present via WebEx and in the Tod Leaders Conference Room were the trustees, the student trustees, the Na-

tional/Global Trustee, Mr. Tressel, Dr. Smith, Mr. McNally, Ms. Jacobs, Mr. Howard, Dr. Sherman and the secretary to the board of trustees. Public access to the WebEx application was suspended during the executive session. While in executive session, the trustees discussed matters pertaining to YSU employment options and opportunities and heard reports from administration regarding the status of collective bargaining negotiations prior to Covid-19 and the various collective options and alternatives. The board returned to public session at 4:38 p.m. at which time public access to the WebEx application was restored.

After the board returned to public session Mr. McNally read aloud the following:

Resolution to Modify  
Budget-Deficit Options Applicable to Excluded Employees Policy, 3356-3-11.2

**YR2020-56**

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 Budget-Deficit Options Applicable to Excluded Employees 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 Budget-Deficit Options Applicable to Excluded Employees, policy number 3356-3-11.2, shown as Exhibit A attached hereto. A copy of the policy indicating changes to be made is also attached.

Dr. Hackstedde moved that the board of trustees adopt the proposed resolution read by Mr. McNally. Ms. Seals seconded the resolution. Mr. Deibel requested the secretary to conduct a roll call vote on the motion, the results of which are as follows (YES being a vote in favor of adopting the resolution):

Mr. Deibel	YES	Dr. Hackstedde	YES
Mr. Roberts	YES	Dr. Jakubek	YES
Ms. Seals	YES	Mr. Peterson	YES
Ms. Cafaro	YES	Mr. George	YES
Mr. Ryan	YES		

The Chairperson declared the motion carried and the resolution adopted.

ITEM V – COMMUNICATIONS AND MEMORIALS

Mr. Tressel reported on the passing of former trustee and board chairperson Dr. Sudershan K. Garg.

ITEM VI – UNFINISHED BUSINESS

The board considered no unfinished business.

ITEM VII – NEW BUSINESS

Mr. Tressel thanked the trustees for their time and support during these challenging times.

ITEM VIII – CHAIRPERSON’S REMARKS

Mr. Deibel thanked President Tressel for his leadership along with the YSU students, faculty, staff and family for their strength and efforts. Mr. Deibel told Mr. Tressel that he and his administration have the full support of the board of trustees as we work together through these troubling times.

ITEM IX – TIME AND PLACE OF UPCOMING REGULAR MEETINGS

Mr. Deibel said that the next regular meeting of the YSU board of trustees is scheduled to take place at 10:00 a.m. on Thursday, June 4, 2020, in the Board Room in Tod Hall, although it is possible that the meeting may be conducted virtually, as was today’s special meeting. Other regular meetings of the YSU board of trustees are scheduled as follows:

10:00 a.m., Thursday, September 3, 2020

10:00 a.m., Thursday, December 3, 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 4:45 p.m.

\_\_\_\_\_  
Chairperson

ATTEST:

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Secretary to the Board of Trustees

## EXHIBIT A

### 3356-3-11.2 Budget-deficit options applicable to excluded employees.

Responsible Division/Office: Finance and Business Operations  
Responsible Officer: VP for Finance and Business Operations  
Revision History: November 2011; June 2016; May 2020  
Board Committee: Finance and Facilities  
**Effective Date: May 1, 2020**  
Next Review: 2025

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- (A) Policy statement. The university is committed to maintaining a balanced budget and operating efficiently within the confines of such budget. The board of trustees is empowered to do all things necessary for the creation, proper maintenance, and successful continuous operation of the university.
- (B) Purpose. To provide general guidelines for the use of employee cost-sharing measures to be implemented throughout the year in order to achieve spending reductions necessitated by budget deficits. Employee cost-sharing measures include, but are not limited to, furloughs, layoffs, pay reductions, and employee transfers or unit reorganizations that achieve spending reductions. This list does not operate to exclude other cost-saving measures. An operating budget deficit may be caused by a loss of state funding, a decline in institutional enrollment, or other factors that affect the operating budget.
- (C) Scope. This policy applies to all excluded employees including professional and administrative staff, classified, academic department chairpersons and multiple year contract employees, regardless of FTE or funding.
- (D) Definitions.
  - (1) A “furlough” is unpaid leave of absence from work for a specified number of hours within a period of time. Employees shall not work when taking furlough leave. Unless otherwise notified by the office of human resources, employees shall not use accrued paid leave during periods of furlough.
  - (2) “Layoff” is the temporary or permanent deletion of a position from the organizational structure of the university.
  - (3) “Pay reduction” is the reduction in an employee’s salary. A pay reduction may be temporary or permanent and may or may not come with a reduction in responsibilities.

- (4) “Employee transfer” is the movement of an employee from one position to another position. A transfer may also include other employee cost sharing measures.
  - (5) “Unit reorganization” is the reassignment of duties among various positions within a work unit, i.e., combining job duties in an attempt to reduce staffing size while continuing to maintain efficiency without posting positions pursuant to rule 3356-7-42 and rules 3356-9-01 and 3356-9-02 of the Administrative Code. (Corresponding university policies 3356-7-42, 3356-9-01 and 3356-9-02 can be found at <http://cms.ysu.edu/administrative-offices/university-policies/university-policies>.) A unit reorganization may also include other employee cost sharing measures.
  - (6) The cost savings measures may be accompanied by suspending leave accruals, suspending university health insurance premium share (offering COBRA coverage only) and other cost savings incidentals.
- (E) Procedures.
- (1) If the vice president for finance and business operations determines that it may be necessary to implement any of the employee cost-sharing measures identified in this policy, he or she shall meet with the president to discuss the details of the budget. As necessary, the vice president for finance and business operations shall make a report to the appropriate campus constituencies, which shall include the board of trustees and may include, but is not required due to exigency of circumstances, the president’s executive management team, and the academic senate.
  - (2) If after such consultation, the president has reason to believe that action is required to address an operating budget deficit, the president may immediately institute cost-saving measures.
    - (a) This policy supersedes all policies to the contrary.
    - (b) Healthcare, dental, and life insurance may be affected by furlough leave, layoff or other employment reduction options. Employees will be notified of changes.
    - (c) Employee healthcare contribution payments may be altered or waived by the university president after consultation with the vice president for finance and business operations.
    - (d) Employees will be given at least seven calendar days’ notice prior to the start of a required furlough leave or layoff.
    - (e) Retirement contributions may be affected by employment reductions options because contributions are calculated based upon actual earnings. Also, in accordance with retirement system rules and university policy, an

employee's continuous service credit and review or evaluation date may be affected.

- (f) The implementation of employee cost-sharing measures or any other application of this policy may not be appealed under any other university policy or internal grievance process.