

**MEETING MINUTES**  
**BOARD OF TRUSTEES**  
**YOUNGSTOWN STATE UNIVERSITY**  
**December 3, 2020**

Pursuant to notice duly given, the 373rd meeting of the Board of Trustees of Youngstown State University convened at 10 a.m. Dec. 3, 2020, through the Cisco WebEx video application.

Members present for the online meeting were: Anita A. Hackstedde, board chair; John J. Jakubek, board vice chair; Charles T. George, board secretary; Joseph J. Kerola, James E. Roberts, Molly S. Seals, Michael A. Peterson, Capri Cafaro, Allen Ryan, Victoria M. Woods, Galatiani G. Lopuchovsky and National/Global Trustees Eric A. Spiegel and Helen K. Lafferty.

Also present for the online meeting were James P. Tressel, President; Brien Smith, Provost and Vice President for Academic Affairs; Holly A. Jacobs, Vice President and University General Counsel; Mike Sherman, Vice President for Institutional Effectiveness and Board Professional; Ron Cole, Director of University Communications; Shannon Tirone, AVP University Relations; Neal McNally, Vice President for Finance and Administration; Eddie J. Howard, Jr., Vice President for Student Affairs.

**ITEM I - PROOF OF NOTICE OF MEETING**

Pursuant to Article II, Section 2, of the board's Bylaws; notice of the regular meeting was timely provided to each of the trustees, the student trustees, the national/global trustee and to the president, as well as publicly noticed on the Board of Trustees website and to the news media.

**ITEM II - DISPOSITION OF MINUTES FOR PREVIOUS MEETINGS**

Draft copies of the minutes of the board's regular meeting held September 3, 2020 (#370) and Special Meeting held October 5, 2020 (#371) were provided to the trustees prior to the meeting. There being no corrections, additions or deletions thereto, the minutes of the meetings were approved as provide.

**ITEM III - REPORT OF THE PRESIDENT OF THE UNIVERSITY**

President Jim Tressel acknowledged Eddie Howard, vice president for Student Affairs, who is leaving YSU at the end of the semester for a vice president position at Northern Kentucky University. He said Howard did a great job, "met every challenge and took us to the next level."

Tressel also reflected on the past nine months of the COVID-19 pandemic, citing in particular the "amazing" work by faculty and the "number of different pivots they've had to make." He also recognized Information Technology Services, university staff, administration and the Board of Trustees for "working extremely hard." In addition, he acknowledged the assistance of the federal government (via the CARES Act) and state government, as well as local health departments and the YSU Foundation. He thanked students for their continued patience and compliance with COVID-19 protocols. Since March, the university has recorded 371 cases of

the coronavirus, resulting in one hospitalization. Among the approximately 1,300 students living in university residence halls, there have been only 30 reported cases, he said. "We're awfully proud of what everyone has done," but he cautioned, "we know the next six months are going to be difficult; we need to stay vigilant."

While battling the pandemic, YSU must also remain committed to constant improvement, ensuring student progress, continuing diversity/equity/inclusion efforts, and staying engaged with various educational and workforce development opportunities in the region. He said the university must also stay committed to finishing the \$125 million "We See Tomorrow" fundraising campaign and to the continued implementation of Take Charge of Our Future Strategic Planning initiatives. "I feel good about the team we have in place, and now we have to go out and execute the plan," he added.

#### **ITEM IV - REPORTS OF THE COMMITTEES OF THE BOARD**

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

#### **ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE**

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

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#### **RESOLUTION TO MODIFY HONORARY DEGREES AND COMMENCEMENT SPEAKERS, POLICY 3356-10-05**

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 Disposition of Residual Funds from External Grants and Contracts policy has been reviewed and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Honorary Degrees and Commencement Speakers, policy number 3356-10-05, shown as **Exhibit A** attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting December 3, 2020  
YR 2021-25**

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**RESOLUTION TO MODIFY ACADEMIC SENATE, POLICY 3356-10-10**

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 Disposition of Residual Funds from External Grants and Contracts policy has been reviewed and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Academic Senate, policy number 3356-10-10, shown as **Exhibit B** attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting December 3, 2020  
YR 2021-26**

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**RESOLUTION TO MODIFY ACCESS TO CAMPUS FOR PURPOSES OF COMMERCIAL SOLICITATION OR ADVERTISING, POLICY 3356-7-19**

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 Disposition of Residual Funds from External Grants and Contracts policy has been reviewed and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Access to Campus for Purposes of Commercial Solicitation or Advertising, policy number 3356-7-19, shown as **Exhibit C** attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting December 3, 2020  
YR 2021-27**

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**RESOLUTION BY THE YOUNGSTOWN STATE UNIVERSITY  
BOARD OF TRUSTEES TO ENDORSE THE 2020 STATE OF OHIO MANDATED  
COMPLETION PLAN THAT IS ALIGNED WITH THE *PLAN FOR STRATEGIC ACTIONS TO TAKE  
CHARGE OF OUR FUTURE***

WHEREAS, Section 3345.81 of the Ohio Revised Code requires that each institution of higher education adopt an institution-specific completion plan consistent with the mission and strategic priorities of the institution that includes measurable student completion goals; and

WHEREAS, Criterion 4.C. of the Higher Learning Commission's Criteria for Accreditation requires the institution to "demonstrate a commitment to educational improvement through ongoing attention to retention, persistence, and completion rates in its degree and certificate programs" by having ambitious but attainable persistence and completion goals and by using data to inform decisions to increase student persistence and completion; and

WHEREAS, the Ohio Revised Code requires that the board of trustees of each institution of higher education shall update its plan at least once every two years and provide a copy of their updated plan to the chancellor upon adoption; and

WHEREAS, the first, second, and third Completion Plans for Youngstown State University were approved by the Board of Trustees and submitted to the Ohio Department of Higher Education in 2014, 2016 and in 2018; and

WHEREAS, the Completion Plan has been updated in 2020 considering the goals and objectives of the 2018 Plan; and

WHEREAS, the academic leadership as well as the Academic Senate Student Success Taskforce have been involved in the development of the YSU 2020 Plan and that Academic Senate is anticipated to endorse the plan December 2, 2020, with Senators having provided comments and feedback related to the Plan; and

WHEREAS, the Completion Plan has been updated in 2020 to be aligned with the Board of Trustees adopted Plan for Strategic Actions to Take Charge of Our Future.

NOW THEREFORE, BE IT RESOLVED, that the Youngstown State University Board of Trustees adopts the Youngtown State University 2020 Campus Completion Plan; and

BE IT FURTHER RESOLVED, that the strategic planning process created a framework for institutional effectiveness that includes this updated student success plan as expressed in this Board's Resolution YR 2018-76.

**Board of Trustees Meeting December 3, 2020 YR 2021-28**



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**RESOLUTION TO MODIFY MINORS ON CAMPUS/BACKGROUND  
CHECKS, POLICY 3356-7-50**

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 Disposition of Residual Funds from External Grants and Contracts policy has been reviewed and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Minors on Campus/ Background Checks, policy number 3356-7-50, shown as **Exhibit D** attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting December 3, 2020  
YR 2021-29**

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**RESOLUTION TO APPROVE UNIVERSITY REMEDIATION REPORT  
FOR YOUNGSTOWN STATE UNIVERSITY**

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

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

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

WHEREAS, the Ohio Department of Higher Education (ODHE) provided a reporting template

to collect and submit the necessary information as required by law; and

WHEREAS, Youngstown State University completed the report for FY 20 as required by the Ohio Department of Higher Education;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve Youngstown State University's Remediation Report to be submitted to the Chancellor of the Ohio Department of Higher Education and the Superintendent of Public Instruction by December 31, 2020.

**Board of Trustees Meeting December 3, 2020  
YR 2021-30**

### **INSTITUTIONAL ENGAGEMENT COMMITTEE**

The chairperson noted that the Institutional Engagement 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:

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#### **RESOLUTION TO ACCEPT WYSU MEMBERSHIPS**

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

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

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

Board of Trustees Meeting, **September 3, 2020, YR 2021-31**

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#### **RESOLUTION TO APPROVE ELECTRONIC MEDIA RIGHTS POLICY, 3356-5-06**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Electronic Media Rights, policy number 3356-5-06 of the *University Guidebook*, shown as **Exhibit F** attached hereto. A copy of the policy indicating changes to be made is also attached.

Board of Trustees Meeting, December 3, 2020  
YR 2021-32

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**RESOLUTION TO APPROVE  
GIFTS FOR THE BENEFIT OF THE UNIVERSITY POLICY, 3356-5-07**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Gifts for the Benefit of the University, policy number 3356-5-07 of the *University Guidebook*, shown as **Exhibit G** attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting**  
December 3, 2020  
YR 2021-33

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**RESOLUTION TO APPROVE WYSU POLICY, 3356-5-08**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing WYSU, policy number 3356-5-08 of the *University Guidebook*, shown as **Exhibit H** attached hereto. A copy of the policy indicating changes to be made is also attached.

Board of Trustees Meeting December 3, 2020  
YR 2021-34

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#### **RESOLUTION TO APPROVE ENDOWMENT FUNDS POLICY, 3356-5-09**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Endowment Funds, policy number 3356-5-09 of the *University Guidebook*, shown as **Exhibit I** attached hereto. A copy of the policy indicating changes to be made is also attached.

Board of Trustees Meeting  
**December 3, 2020**  
**YR 2021-35**

#### **FINANCE AND FACILITIES COMMITTEE**

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

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## **RESOLUTION TO MODIFY THE ANNUAL OPERATING BUDGET FOR FY 2021**

WHEREAS, the fiscal year 2021 annual operating budget was prepared by management and approved by the Board of Trustees in June 2020, in accordance with University policy 3356-3-11; and

WHEREAS, the FY 2021 operating budget has been modified to reflect an updated revenue forecast based on changes in student enrollment and state funding levels; and

WHEREAS, said revenue modifications total more than five percent, relative to the original budget, thereby necessitating a budget modification pursuant to section E(2) of university policy 3356-3-11; and

WHEREAS, the proposed FY 2021 budget modification has been reviewed by the Finance and Facilities Committee of the Board;

NOW, THEREFORE, BE IT RESOLVED, that the Annual Operating Budget for Youngstown State University's general and auxiliary funds for Fiscal Year 2021, as modified and shown on **Exhibit J** and as presented to the Finance and Facilities Committee of the Board of Trustees, is hereby approved for the fiscal year ending on June 30, 2020.

**Board of Trustees Meeting December 3, 2020  
YR 2021-36**

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## **RESOLUTION TO APPROVE CHANGES TO STUDENT FEES**

WHEREAS, Ohio law provides that Boards of Trustees of state-assisted institutions of higher education shall supplement state subsidies by income from charges to students, including an "instructional fee" for educational and associated operational support of the institution and a "general fee" for non-instructional services, and that these two fees shall encompass all charges for services assessed uniformly to all enrolled students and shall be identified as "tuition"; and

WHEREAS, Ohio law also provides that each Board may establish special purpose fees, service and housing charges, fines and penalties and that a tuition surcharge shall be paid by all students who are not residents of Ohio; and

WHEREAS, Ohio law provides that fees charged for instruction shall not be considered to be a price for service but shall be considered to be an integral part of the state government financing program in support of higher education opportunity for students;

NOW, THEREFORE, BE IT RESOLVED, that the Youngstown State University Board of Trustees does hereby approve changes to student fees, as depicted on **Exhibit K** and made part hereof, effective spring semester 2021.

**Board of Trustees Meeting December 3, 2020 , YR 2021-37**

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**RESOLUTION TO APPROVE THE  
2020 AFFORDABILITY AND EFFICIENCY REPORT**

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

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

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

WHEREAS, Youngstown State University's 2020 efficiency and affordability report is a product of a collaborative process that included input from various levels of campus stakeholders to assess progress and capture examples of efficiencies, academic practices, policy reforms, cost savings, redeployment of savings and tangible benefits to students; and

WHEREAS, Youngstown State University's 2020 report provides evidence of affordability and efficiency in various categories, including direct savings, deferred revenue (direct savings to students), cost avoidance (that would otherwise increase expenses), funds raised (reducing pressure on fees), and savings or funds raised by auxiliary enterprises; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the 2020 efficiency and affordability report as shown in **Exhibit L** and made part hereof.

**Board of Trustees Meeting December 3, 2020  
YR 2021-38**

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**RESOLUTION TO APPROVE INTERFUND TRANSFERS**

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the transfer of funds, as detailed in **Exhibit M**.

**Board of Trustees Meeting December 3, 2020  
YR 2021-39**

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**RESOLUTION TO MODIFY  
UNMANNED AIRCRAFT (DRONES AND MODEL AIRCRAFT) POLICY, 3356-4-44**

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 Unmanned Aircraft (Drones and Model Aircraft) 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 Unmanned Aircraft (Drones and Model Aircraft), policy number 3356-4-44, shown as **Exhibit N** attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting December 3, 2020  
YR 2021-40**

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**RESOLUTION TO MODIFY  
FIFTEEN-YEAR PLAN FOR ENERGY EFFICIENCY AND CONSERVATION  
PROJECTS POLICY, 3356-1-12**

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 Fifteen-year Plan for Energy Efficiency and Conservation Projects 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 Fifteen-year Plan for Energy Efficiency and Conservation Projects, policy number 3356-1-12, shown as **Exhibit O** attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting December 3, 2020  
YR 2021-41**

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**RESOLUTION TO MODIFY  
DEVELOPMENT AND ASSESSMENT OF STUDENT TUITION AND FEES  
POLICY, 3356-3-02**

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

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

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

WHEREAS, the Development and Assessment of Student Tuition and Fees 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 Development and Assessment of Student Tuition and Fees, policy number 3356-3-02, shown as **Exhibit P** attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting  
December 3, 2020  
YR 2021-42**



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**RESOLUTION TO MODIFY CHARGEBACKS POLICY, 3356-3-12**

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 Chargebacks 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 Chargebacks, policy number 3356-3-12, shown as **Exhibit Q** attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting December 3, 2020  
YR 2021-43**

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**RESOLUTION TO MODIFY  
UNIVERSITY HEALTH AND SAFETY POLICY, 3356-4-10**

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 University Health and Safety 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 University Health and Safety, policy number 3356-4-10, shown as **Exhibit R** attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting December 3, 2020  
YR 2021-44**

**UNIVERSITY AFFAIRS COMMITTEE**

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

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**RESOLUTION TO RATIFY PERSONNEL ACTIONS**

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

WHEREAS, new appointments and other personnel actions have been made subsequent to the September 3, 2020, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2020-2021 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 S** attached hereto.

**Board of Trustees Meeting December 3, 2020  
YR 2021-45**

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**RESOLUTION TO MODIFY  
PUBLIC USE OF UNIVERSITY GROUNDS FOR EXPRESSIVE  
ACTIVITY POLICY, 3356-4-21**

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 Public Use of University Grounds for Expressive Activity 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 Public Use of University Grounds for Expressive Activity, policy number 3356-4-21, shown as **Exhibit T** attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting December 3, 2020  
YR 2021-46**

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#### **RESOLUTION TO MODIFY AND RETITLE BACKGROUND CHECKS POLICY, 3356-7-44**

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 Background Checks 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 Background Checks, policy number 3356-7-44, to be retitled as Background Checks for Employees and Volunteers, shown as **Exhibit U** attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting December 3, 2020 YR 2021-47**

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**RESOLUTION TO MODIFY AND RETITLE EMERITUS STATUS FOR FACULTY AND EXCLUDED PROFESSIONAL/ADMINISTRATIVE STAFF AND APAS POLICY, 3356-7-17**

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 Emeritus Status for Faculty and Excluded Professional/ Administrative Staff and APAS 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 Emeritus Status for Faculty and Excluded Professional/ Administrative Staff and APAS, policy number 3356-7-17, to be retitled as Emeritus Status, shown as **Exhibit V** attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting December 3, 2020  
YR 2021-48**

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**RESOLUTION REGARDING TERMS AND CONDITIONS OF EMPLOYMENT FOR CLASSIFIED EMPLOYEES EXCLUDED FROM COLLECTIVE BARGAINING**

WHEREAS, the Board of Trustees ratified a collective bargaining Agreement with the Youngstown State University Association of Classified Employees (YSU-ACE) for the three-year period August 16, 2020 through August 15, 2023, which defines wages and other terms and conditions of employment for classified employees in the bargaining unit; and

WHEREAS, it is deemed to be equitable and in the best interest of the University to extend some of the provisions of the Agreement to classified employees excluded from collective bargaining; and

WHEREAS, these provisions are in the areas of pay, leaves, vacation, retirement, insurance benefits and miscellaneous benefits;

NOW, **THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Youngstown State University, that the following YSU-ACE collective bargaining agreement articles and/or sections be extended to classified employees who are excluded from collective bargaining:

1. Article 3 (Wages) with the exception of Section 3.6 (Distinguished Classified Civil Service Awards);
2. Article 11.2 (Holidays);
3. Article 15 (Leaves) with the exception of Section 15.21 (Emergency Service Leave);
4. Article 17 (Vacation) except to the extent it is inconsistent with the O.R.C. Sections 9.44 and 124.131 regarding computation of prior service credit;
5. Article 21 (Retirement/Resignation);
6. Article 22 (Insurance Benefits); and
7. Article 27 (Miscellaneous).

**Board of Trustees Meeting December 3, 2020  
YR 2021-49**

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### **RESOLUTION TO RATIFY PERSONNEL ACTIONS**

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

WHEREAS, new appointments and other personnel actions have been made subsequent to the September 3, 2020, meeting of the Board of Trustees; and

**WHEREAS**, such personnel actions are in accordance with the 2020-2021 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 W** attached hereto.

**Board of Trustees Meeting December 3, 2020  
YR 2021-50**

\*\*\*\*\*

**ITEM V - COMMUNICATIONS AND MEMORIALS**

President Tressel recognized the following passings:

- William and JoAnn Sweeney, parents of Shannon Tirone, associate vice president for University Relations.
- Eyad Traish, a 2018 graduate of the Respiratory Care program.
- Muctar Kamara and Nekian Sesay, students who died in a car accident.
- Janice Schnall, retired director and head of Information Services, Maag Library.
- Amos Walker, retired employee, Christman Dining.
- Jay Gershen, retired president of NEOMED.
- Edith DiGregorio, spouse of the late women's basketball coach, Ed DiGregorio.

**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**

Chairperson Hackstedde expressed appreciation for students, faculty, staff and the administration for rising to the challenges over the past several months. She encouraged everyone to continue to pursue excellence, encouraged everyone to focus on their blessings, have an attitude of gratitude and keep their spirits up.

**ITEM IX - UPCOMING REGULAR MEETINGS OF THE BOARD**

Chair Hackstedde said the next regular meetings of the YSU Board of Trustees are scheduled.

- 10 a.m., Thursday, March 4, 2021
- 10 a.m., Thursday, June 3, 2021
- 10 a.m., Thursday, September 2, 2021

**ITEM X - ADJOURNMENT**

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

*Quiln Attacked* MD

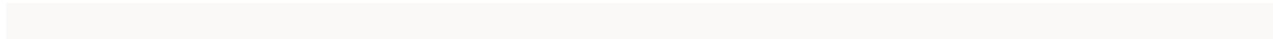
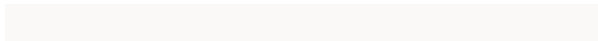
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**Chairperson**

*Charles T. Guye*

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**ATTEST: Secretary to the Board of Trustees**



# **EXHIBITS**

**MEETING MINUTES**

**BOARD OF  
TRUSTEES**

**YOUNGSTOWN  
STATE  
UNIVERSITY**

**DECEMBER 3, 2020**



# Exhibit A

## 3356-10-05 Honorary degrees and commencement speakers.

Responsible Division/Office: Academic Affairs  
Responsible Officer: Provost and VP for Academic Affairs  
Revision History: October 1997; July 2009; June 2011;  
June 2013; December 2015; [December 2020](#)  
Board Committee: Academic [Excellence](#) and Student Success  
**Effective Date:** **December 3, 2020**  
Next Review: ~~2025~~

Deleted: Previous Policy Number: → 1005.01¶

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- (A) Policy statement. The board of trustees shall review and authorize the list from which commencement speakers and honorary degree candidates will be recommended by the academic events committee [of the academic senate](#) to the president. The board of trustees shall grant honorary degrees in recognition of a significant impact on the university, on the community, state or nation, or on society. Such degrees will be conferred at commencements, special convocations, and other events.
- (B) Procedures for selecting and approving candidates.
- (1) Criteria for nomination of commencement speakers and honorary degree candidates are determined by the provost/vice president for academic affairs, subject to board of trustees' approval.
  - (2) Faculty, staff, board of trustees members and/or anyone associated with the university may submit nominations for commencement speakers and/or honorary degree candidates to the academic events committee of the academic senate or directly to the provost/vice president for academic affairs.
  - (3) Per the academic senate bylaws, the academic events committee of the academic senate "shall be responsible for making recommendations concerning policy governing academic events such as graduation ceremonies, honors convocations, inaugural ceremonies, and recommend candidates for honorary degrees and commencement speakers to the university's president."
  - (4) The academic events committee will review the credentials of all the candidates recommended and will submit a list of no less than

fifteen and no more than twenty candidates for approval by the board of trustees during its regular June meeting. The list may be amended and reapproved by the board at any time throughout the year.

(C) Selection of the commencement speaker.

- (1) The provost, in consultation with the president, shall select a commencement speaker from the board-approved list.
- (2) The president will inform the board of the selection of the commencement speaker no later than the board meeting preceding the commencement ceremony.

(D) Selection of the honorary degree recipient.

- (1) Only the board of trustees is authorized to approve the awarding of an honorary degree.
- (2) The provost, in consultation with the president, shall recommend candidates for an honorary degree from the approved list for recognition at an appropriate event.
- (3) The board shall approve the awarding of the degree no later than the board meeting preceding the event at which the honorary degree is to be conferred.

**3356-10-05 Honorary degrees and commencement speakers.**

Responsible Division/Office: Academic Affairs  
Responsible Officer: Provost and VP for Academic Affairs  
Revision History: October 1997; July 2009; June 2011;  
June 2013; December 2015; December 2020  
Board Committee: Academic Excellence and Student Success  
**Effective Date: December 3, 2020**  
Next Review: 2025

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- (A) Policy statement. The board of trustees shall review and authorize the list from which commencement speakers and honorary degree candidates will be recommended by the academic events committee of the academic senate to the president. The board of trustees shall grant honorary degrees in recognition of a significant impact on the university, on the community, state or nation, or on society. Such degrees will be conferred at commencements, special convocations, and other events.
- (B) Procedures for selecting and approving candidates.
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- (D) Selection of the honorary degree recipient.
  - (1) Only the board of trustees is authorized to approve the awarding of an honorary degree.
  - (2) The provost, in consultation with the president, shall recommend candidates for an honorary degree from the approved list for recognition at an appropriate event.
  - (3) The board shall approve the awarding of the degree no later than the board meeting preceding the event at which the honorary degree is to be conferred.

# Exhibit B

## 3356-10-10 Academic senate.

Responsible Division/Office: Academic Affairs  
Responsible Officer: Provost and VP of Academic Affairs  
Revision History: October 1998; October 2010; December 2015;  
[December 2020](#)  
Board Committee: Academic [Excellence](#) and Student Success  
Effective Date: [December 3, 2020](#)  
Next Review: [2025](#)

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(A) Policy statement. Under authority delegated to the academic senate of Youngstown state university by the board of trustees, "In recognition of the essential role of the faculty in the development of policies concerning the academic functions and activities of the university, it is appropriate for the senate to have primary responsibility for the development of new policies, or changes in existing policies, integral and essential to the academic functions and activities of the university." (See "Academic Senate Charter Preamble.")

Where required, or as appropriate, such policy recommendations shall be subject to review by the provost and, in its oversight capacity, by the board's academic [excellence](#) and student success committee, particularly as to statements of institutional mission, academic plans, university-wide standards of admission, retention, and graduation, and deletions or changes in academic programs and new programs leading to certificates or degrees.

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Where required, or as appropriate, the academic [excellence](#) and student success committee will inform or make recommendations to the board.

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(B) Purpose. The establishment of the academic senate as an integral part of the governance structure of the university recognizes the essential role and primary responsibility of the faculty in the development of new policies, or changes in existing policies, integral and essential to the academic functions and activities of the university.

(C) Parameters. The academic senate establishes bylaws for its own operation, which are consistent with its charter and the mission of the university.

(D) Procedures.

- (1) Operating procedures for the academic senate are found in the charter of the academic senate and bylaws of the academic senate.
- (2) Amendments to the charter of the academic senate, passed in accordance with [relevant article within the charter](#), are presented to the president, or designee, and the board of trustees for action.
- (3) Amendments to the bylaws of the academic senate, which are approved by the academic senate, are forwarded to the provost and presented at a regular meeting of the academic quality and student success committee of the board of trustees.
- (4) Copies of the charter of the academic senate and the current bylaws are available in the offices of the academic senate and the provost as well as on the academic senate website at <http://academicsenate.yzu.edu/>.

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**3356-10-10 Academic senate.**

Responsible Division/Office:	Academic Affairs
Responsible Officer:	Provost and VP of Academic Affairs
Revision History:	October 1998; October 2010; December 2015; December 2020
Board Committee:	Academic Excellence and Student Success
<b>Effective Date:</b>	<b>December 3, 2020</b>
Next Review:	2025

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Where required, or as appropriate, the academic excellence and student success committee will inform or make recommendations to the board.

- (B) Purpose. The establishment of the academic senate as an integral part of the governance structure of the university recognizes the essential role and primary responsibility of the faculty in the development of new policies, or changes in existing policies, integral and essential to the academic functions and activities of the university.
- (C) Parameters. The academic senate establishes bylaws for its own operation, which are consistent with its charter and the mission of the university.

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- (4) Copies of the charter of the academic senate and the current bylaws are available in the offices of the academic senate and the provost as well as on the academic senate website at <http://academicsenate.yosu.edu/>.



# Exhibit C

## 3356-7-19 Access to campus for purposes of commercial solicitation or advertising.

Responsible Division/Office: Finance and ~~Business Operations~~; Student Affairs  
Responsible Officer: VP for Finance and ~~Business Operations~~  
VP for Student Affairs  
Revision History: January 1998; September 2011; September 2014;  
~~December 2020~~  
Board Committee: ~~Academic Excellence and Student Success~~  
Effective Date: ~~December 3, 2020~~  
Next Review: ~~2025~~

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- (A) Policy statement. University property is dedicated to the educational mission of the university. The university may prohibit the solicitation, distribution, and presentation of information to students and employees on campus and at other locations where university business is being conducted.
- (B) Purpose. These procedures are designed to ensure that the university employees can perform their duties free from intrusions and work interruptions, and to safeguard the security of persons, facilities, and property.
- (C) Scope. This policy applies to all facilities and property on the university campus or under the operating authority of the university and to solicitation and advertising. This policy does not apply to university-sponsored events, the YSU foundation, university-affiliated organizations, registered student organizations, or to vendors or business representatives who are provided goods or services procured by the university.
- (D) Definitions. For purposes of this policy, "solicitation and advertising" (hereinafter collectively referred to as commercial solicitation) is defined as an attempt to publicize a commercial product, service, activity, or entity or raise funds through direct sale of merchandise, services, or donations, with or without products or services rendered. Also, any method of communication intended to market or induce support of such a product, service, activity, or entity will be considered commercial solicitation.

(E) Procedures. In general, commercial solicitation of goods or services that are in competition with the goods or services provided by the bookstore or other university facilities may not be conducted on university property.

(1) Activities by employees.

- (a) Solicitation to or by employees is prohibited during either employee's work time. Specifically, solicitation by an employee of another employee is prohibited while either employee is on work time. Work time does not include meal periods, authorized rest breaks, or any other specific period of the day when the employees are not properly engaged in the performance of their work duties.
- (b) The use of university facilities, services, mail, [social media](#), email, fax or telephone by university employees for the purpose of solicitation not directly related to or endorsed by the university is prohibited.
- (c) Employees should consult rule 3356-7-25 of the Administrative Code regarding political activities of employees.

(2) Activities by non-employees/non-university organizations.

- (a) An organization, business, or non-employee of the university wishing to engage in commercial solicitation on university property must request permission in writing five business days prior to the proposed visit. The request must be forwarded in writing to the vice president of finance and [business operations](#), and must state:
  - (i) The name of the organization, business, or entity as registered with the Ohio secretary of state, if applicable;
  - (ii) The purpose of the proposed visit;
  - (iii) The desired time frame of the visit;

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- (iv) A copy of materials to be distributed, if applicable;
  - (v) The names of all individuals that might be involved with the visit; and
  - (vi) Contact information, including name, address, and phone number of the person having accountability for the activity.
- (b) The vice president of finance and business operations will review the request with the vice president of student affairs or other appropriate university administrator. Permission will be granted subject to reasonable time, place, and manner limits. When granting permission for commercial solicitation, the mission of the university will be considered as well as other activities and programs occurring during the requested time. A response to the request will be provided in writing no later than two business days after receipt of the request.
- (c) If the request is honored, specific parameters regarding access to the campus and communication and contact with university employees will be included in the response. The vice president of finance and business operations, or his/her designee, will notify the university policy department of the approved request.
- (d) All persons and organizations accessing campus for this purpose are required to comply with all university policies, specifically rule 3356-7-45 of the Administrative Code, "Persona non grata."
- (e) Non-university individuals or groups are prohibited from using university facilities and services, including the internal campus mail system, unless authorized in writing by an appropriate university official.
- (f) For safety and security purposes, solicitations are prohibited in university parking lots, decks, and driveways.

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**3356-7-19      Access to campus for purposes of commercial solicitation or advertising.**

Responsible Division/Office: Finance and Business Operations; Student Affairs  
Responsible Officer: VP for Finance and Business Operations  
VP for Student Affairs  
Revision History: January 1998; September 2011; September 2014;  
December 2020  
Board Committee: Academic Excellence and Student Success  
**Effective Date: December 3, 2020**  
Next Review: 2025

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- (A) Policy statement. University property is dedicated to the educational mission of the university. The university may prohibit the solicitation, distribution, and presentation of information to students and employees on campus and at other locations where university business is being conducted.
- (B) Purpose. These procedures are designed to ensure that the university employees can perform their duties free from intrusions and work interruptions, and to safeguard the security of persons, facilities, and property.
- (C) Scope. This policy applies to all facilities and property on the university campus or under the operating authority of the university and to solicitation and advertising. This policy does not apply to university-sponsored events, the YSU foundation, university-affiliated organizations, registered student organizations, or to vendors or business representatives who are provided goods or services procured by the university.
- (D) Definitions. For purposes of this policy, “solicitation and advertising” (hereinafter collectively referred to as commercial solicitation) is defined as an attempt to publicize a commercial product, service, activity, or entity or raise funds through direct sale of merchandise, services, or donations, with or without products or services rendered. Also, any method of communication intended to market or induce support of such a product, service, activity, or entity will be considered commercial solicitation.

- (E) Procedures. In general, commercial solicitation of goods or services that are in competition with the goods or services provided by the bookstore or other university facilities may not be conducted on university property.
- (1) Activities by employees.
- (a) Solicitation to or by employees is prohibited during either employee's work time. Specifically, solicitation by an employee of another employee is prohibited while either employee is on work time. Work time does not include meal periods, authorized rest breaks, or any other specific period of the day when the employees are not properly engaged in the performance of their work duties.
- (b) The use of university facilities, services, mail, social media, email, fax or telephone by university employees for the purpose of solicitation not directly related to or endorsed by the university is prohibited.
- (c) Employees should consult rule 3356-7-25 of the Administrative Code regarding political activities of employees.
- (2) Activities by non-employees/non-university organizations.
- (a) An organization, business, or non-employee of the university wishing to engage in commercial solicitation on university property must request permission in writing five business days prior to the proposed visit. The request must be forwarded in writing to the vice president of finance and business operations and must state:
- (i) The name of the organization, business, or entity as registered with the Ohio secretary of state, if applicable;
- (ii) The purpose of the proposed visit;
- (iii) The desired time frame of the visit;

- (iv) A copy of materials to be distributed, if applicable;
  - (v) The names of all individuals that might be involved with the visit; and
  - (vi) Contact information, including name, address, and phone number of the person having accountability for the activity.
- (b) The vice president of finance and business operations will review the request with the vice president of student affairs or other appropriate university administrator. Permission will be granted subject to reasonable time, place, and manner limits. When granting permission for commercial solicitation, the mission of the university will be considered as well as other activities and programs occurring during the requested time. A response to the request will be provided in writing no later than two business days after receipt of the request.
- (c) If the request is honored, specific parameters regarding access to the campus and communication and contact with university employees will be included in the response. The vice president of finance and business operations, or his/her designee, will notify the university policy department of the approved request.
- (d) All persons and organizations accessing campus for this purpose are required to comply with all university policies, specifically rule 3356-7-45 of the Administrative Code, "Persona non grata."
- (e) Non-university individuals or groups are prohibited from using university facilities and services, including the internal campus mail system, unless authorized in writing by an appropriate university official.
- (f) For safety and security purposes, solicitations are prohibited in university parking lots, decks, and driveways.

# Exhibit D

3356-7-50 **Minors on campus/background checks.**

Responsible Division/Office: [Student Experience](#)

Responsible Officer: [Vice-President](#) for [Student Experience, Vice President for](#)

[Academic Affairs/Provost, Associate Vice President for University Relations, Executive Director for Athletics](#)

Revision History: December 2014; [December 2020](#)

Board Committee: [Academic Excellence and Student Success](#)

Effective Date: [December 3, 2020](#) Next Review: [2025](#)

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- (A) Policy statement. Youngstown state university (“university”), as part of its educational mission, offers and participates in youth-oriented programs and allows minors to access the university and its facilities. The university is committed to ensuring a safe environment for minors and requires that all staff, volunteers, program participants and campus visitors hold themselves to the highest standards of conduct.
- (B) Purpose. To establish standards and requirements for university programs or activities involving minors and for minors accessing the university and its facilities.
- (C) Scope.
- (1) This policy applies to university programs and activities specifically designed for participation by minors and all participants, volunteers and employees, including student employees, who exercise direct supervision, chaperone, or otherwise oversee minors, in the course of their duties in these particular programs.

This policy does not apply to: enrolled or dually enrolled minor university students participating in normal class and academic settings; employees or volunteers at university events or single performances open to the general public; or employees or volunteers who may have incidental contact with minors but do not work directly with minors within a program or activity.

(2) This policy also applies to minors who are on campus as guests or as members of the general public. Refer to section (E)(6) below, “Minors on campus not participating in programs,” for procedures applicable to minors on campus generally.

(3) Minor children of residential students who reside on campus either full or part-time are expected to follow this policy when they are on campus in any facility other than the residential hall in which they reside. While inside the residence hall, the minor child and the student parent should defer to housing policies regarding having minor children in residence.

(4) A program or activity may impose additional requirements than those found in this policy.

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(5) This policy does not replace the requirements for reporting child abuse or neglect pursuant to the Revised Code or other statutory reporting requirements.

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(6) Except where required by law, background checks conducted pursuant to this policy will be used only for purposes consistent with this policy and will otherwise be kept confidential.

(D) Definitions.

(1) “Abuse or neglect of minors.” Infliction or threat of physical or mental injury, sexual abuse or exploitation, or neglect of a person under age 18 or of someone who is incapable of self-care because of a mental or physical disability.

(2) “Minor.” A participant in a program for minors who is under 18 years old or is incapable of self-care because of a mental or physical disability.

(3) “Programs for Minors.” An organized activity or event that is specifically designed for minor participants, is staffed by university employees and/or volunteers, and is offered by an academic or administrative unit of the university, whether on or off campus.



- (4) “University organization.” Any academic or administrative unit of the university unit staffed by university employees, including student employees, acting within the scope of their employment.
- (5) “Volunteer.” Any individual working in an unpaid capacity in a program for minors, including interns and practicum students; however, this does not include invited speakers or guests who do not oversee minor participation.
- (6) [“Direct Supervision”. Supervision, guidance or instruction of children in lieu of parent or guardian by campus employees or volunteers.](#)

(E) Procedures.

- (1) Standards of behavior. All programs must provide reasonable monitoring of employee, volunteer, and participant behavior and all program participants, staff, leaders, employees, associates and volunteers must refrain from and promptly address inappropriate behavior. Inappropriate behavior includes, but is not limited to:
  - (a) Abusive conduct of any kind;
  - (b) Possession, distribution, or use of alcohol, illegal drugs, fireworks, guns or other weapons or dangerous materials;
  - (c) Hazing, bullying;
  - (d) Theft, misuse or destruction of property;
  - (e) Accessing by or making available to a minor any sexually oriented materials.
- (2) [“Ratio of Counselors.” The university does not offer camp programming for participants under the age of 5. The ratio of counselors to program participants shall be based on the American Camping Association current guidelines which are available on the student experience website.](#)
- (3) Reporting requirements.

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(a) Any employee or volunteer who in the course of their duties witnesses abuse or neglect of a minor or has information that would lead a reasonable person to believe that a minor faces a substantial threat of such abuse or neglect, shall immediately contact the county children services agency and the Youngstown state university police department (330) 941-3527.

(b) The Youngstown state university police department shall ensure that the applicable county children’s services agency has been notified that a minor faces a substantial threat of such abuse or neglect and shall notify the appropriate municipal or county peace officer department, the office of general counsel and the office of human resources of such threat. The office of human resources will contact the director of the university program to ensure that the director has been notified of such threat.

(4) Training.

(a) Colleges and units of the university offering programs and activities specifically designed for participation by minors, regardless of whether supervision of minors is part of the program or activity, must ensure that employees and volunteers staffing the program or activity, annually complete applicable training provided by the office of human resources and keep records of such training.

Training content must include at a minimum child abuse awareness and prevention, and reporting obligations and procedures.

(b) In order to insure appropriate oversight in the event of staff shortages, departments offering programs or activities which include direct supervision of minors must insure that at least one professional staff undergo annual applicable training as described in paragraph (4)(a) above.

(5) Background checks. Background checks must be conducted on all employees and volunteers working with minors in programs and activities covered by this policy, as follows:

(a) Employees and volunteers in programs which do not involve overnight stays must have a bureau of criminal

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investigation (“BCI”) background check prior to working in a program for minors and once every four years thereafter.

- (b) Parental consent must be obtained for the background check of a minor age employee or volunteer.
- (c) Where required by Ohio law or where the employee or volunteer is engaged at a facility or in a program that involves the use of showering, changing or sleeping facilities, the background check shall include both a BCI and federal bureau of investigation (“FBI”) records check.
- (d) Employees and volunteers who have not lived in Ohio for five consecutive years must have a BCI and FBI background check.
- (e) Employees and volunteers who have any break in service for any time period must have a new BCI background check prior to rehire and an FBI criminal records check must be completed if the employee or volunteer lived in a state other than Ohio during the break in service.
- (f) Employees and volunteers must self-disclose to the program leader or administrator any felony or misdemeanor convictions or pleas of guilty or no contest (nolo contendere) that occur after hire or after being accepted as a volunteer within three days of pleading or being convicted.
- (g) Employees and volunteers must self-disclose any pending felony or misdemeanor charges to the program leader, college, or unit, prior to the time of or after hire or that are pending at the time of or after acceptance as a volunteer.
- (h) Programs or units may perform background checks more frequently at their discretion and must do so if required by law.

(i) BCI and FBI background checks will be forwarded to the director of the office or unit responsible for the program or activity.

(6) Background check review.

(a) Adverse or unfavorable information revealed through a background check or self-disclosure shall be reviewed by the university police department in coordination with the divisional administrator or designee. The review will be an individualized assessment in order to identify potential risk to minors.

(b) Following receipt of a background check by the director of the office or unit responsible for the program or activity and review with the university policy department, All background check forms and records, regardless of whether they contain adverse or unfavorable information, shall be provided to and maintained in the office of human resources. The office of human resources shall maintain these documents separate from personnel or student files and shall only disclose adverse information on a need to know basis or pursuant to legal requirements.

(7) Addressing reports of abuse or neglect.

(a) Investigation of allegations of child abuse, sexual abuse, or neglect will be addressed in accordance with the investigatory protocols of children services agencies, local law enforcement agencies, and/or the university.

(b) Upon receipt of an allegation and during the course of an investigation, the person against whom an allegation has been made may be removed from a program or activity and/or may have his/her contact with minors limited until such allegation has been satisfactorily investigated and resolved.

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**Deleted:** maintained separately from an individual's personnel or...

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- (8) Minors on campus not participating in programs. The university's campus and facilities are not generally an appropriate environment for minors unless they are matriculated students or enrolled in a university program specifically designed for their participation and are appropriately supervised by their parents, legal guardians or properly trained responsible adults (hereinafter collectively referred to as guardian). The following policies apply to any minor on campus who is not participating in a university program or as an enrolled or dually enrolled as a student:
- (a) No minor under the age of fourteen may be left alone on campus at any time for any reason.
  - (b) The university police department will be notified if a minor under the age of fourteen is left unattended on campus or at an athletic event or public program or event.
  - (c) A guardian must have line of sight supervision of the minor at all times.
  - (d) A guardian must assure that the minor is not disruptive to others and if the minor becomes disruptive, the guardian shall correct the situation.
  - (e) The university retains the right to require visitors who are unwilling or unable to exercise appropriate control over minors to leave university facilities.
  - (f) Minors age fourteen and above are held to the same standards of conduct that apply to all members of the university community.
  - (g) Minors may not accompany students to class unless specifically approved by the class instructor. This restriction does not apply to university programs involving campus visits by prospective students or university sponsored family or sibling programs.
  - (h) Unless authorized by the appropriate dean, or department head, or as part of a university program, a minor may not accompany a parent or guardian to work.

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- (i) Minors are restricted from access to safety sensitive areas such as laboratories and workshops, except as part of a university program or as a university student pursuant to an academic course or program.
- (j) Due to the potential health risks to others, children with communicable illnesses cannot be brought to campus.
- (k) Students, faculty or staff who have child care emergencies are advised to stay home or make alternative arrangements and not bring children to campus. No university space is to be used as an alternative to child care, including but not limited to libraries, classrooms, laboratories, residence halls, lounges, and restaurants or other public space.

(9) Departments, programs, and schools may impose additional limitations on the presence of minors.

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(F) Violation and accountability. Individuals, entities, programs or units that violate this policy will be held accountable for their actions under the applicable program's standards of behavior and expectations, university policies and rules, and applicable law including, but not limited to:

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(1) Volunteers are subject to reprimand or loss of volunteer status.

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(2) Students are subject to the code of student rights, responsibilities, and conduct.

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(3) Employees, including student employees, are subject to applicable disciplinary action up to and including termination.

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(4) Suspension or termination of the use of university facilities for a program or activity.

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**3356-7-50 Minors on campus/background checks.**

Responsible Division/Office: Student Experience  
Responsible Officer: Vice-President for Student Experience, Vice  
President for Academic Affairs/Provost, Associate  
Vice President for University Relations,  
Executive Director for Athletics  
Revision History: December 2014; December 2020  
Board Committee: Academic Excellence and  
Student Success  
**Effective Date: December 3, 2020**  
Next Review: 2025

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- (A) Policy statement. Youngstown state university (“university”), as part of its educational mission, offers and participates in youth-oriented programs and allows minors to access the university and its facilities. The university is committed to ensuring a safe environment for minors and requires that all staff, volunteers, program participants and campus visitors hold themselves to the highest standards of conduct.
- (B) Purpose. To establish standards and requirements for university programs or activities involving minors and for minors accessing the university and its facilities.
- (C) Scope.
- (1) This policy applies to university programs and activities specifically designed for participation by minors and all participants, volunteers and employees, including student employees, who exercise direct supervision, chaperone, or otherwise oversee minors, in the course of their duties in these particular programs.

This policy does not apply to: enrolled or dually enrolled minor university students participating in normal class and academic settings; employees or volunteers at university events or single performances open to the general public; or employees or volunteers who may have incidental contact with minors but do not work directly with minors within a program or activity.

- (2) This policy also applies to minors who are on campus as guests or as members of the general public. Refer to section (E)(6) below, “Minors on campus not participating in programs,” for procedures applicable to minors on campus generally.
  - (3) Minor children of residential students who reside on campus either full or part-time are expected to follow this policy when they are on campus in any facility other than the residential hall in which they reside. While inside the residence hall, the minor child and the student parent should defer to housing policies regarding having minor children in residence.
  - (4) A program or activity may impose additional requirements than those found in this policy.
  - (5) This policy does not replace the requirements for reporting child abuse or neglect pursuant to the Revised Code or other statutory reporting requirements.
  - (6) Except where required by law, background checks conducted pursuant to this policy will be used only for purposes consistent with this policy and will otherwise be kept confidential.
- (D) Definitions.
- (1) “Abuse or neglect of minors.” Infliction or threat of physical or mental injury, sexual abuse or exploitation, or neglect of a person under age 18 or of someone who is incapable of self-care because of a mental or physical disability.
  - (2) “Minor.” A participant in a program for minors who is under 18 years old or is incapable of self-care because of a mental or physical disability.
  - (3) “Programs for Minors.” An organized activity or event that is specifically designed for minor participants, is staffed by university employees and/or volunteers, and is offered by an academic or administrative unit of the university, whether on or off campus.



- (4) “University organization.” Any academic or administrative unit of the university unit staffed by university employees, including student employees, acting within the scope of their employment.
  - (5) “Volunteer.” Any individual working in an unpaid capacity in a program for minors, including interns and practicum students; however, this does not include invited speakers or guests who do not oversee minor participation.
  - (6) “Direct Supervision”. Supervision, guidance or instruction of children in lieu of parent or guardian by campus employees or volunteers.
- (E) Procedures.
- (1) Standards of behavior. All programs must provide reasonable monitoring of employee, volunteer, and participant behavior and all program participants, staff, leaders, employees, associates and volunteers must refrain from and promptly address inappropriate behavior. Inappropriate behavior includes, but is not limited to:
    - (a) Abusive conduct of any kind;
    - (b) Possession, distribution, or use of alcohol, illegal drugs, fireworks, guns or other weapons or dangerous materials;
    - (c) Hazing, bullying;
    - (d) Theft, misuse or destruction of property;
    - (e) Accessing by or making available to a minor any sexually oriented materials.
  - (2) “Ratio of Counselors.” The university does not offer camp programming for participants under the age of 5. The ratio of counselors to program participants shall be based on the American Camping Association current guidelines which are available on the [student experience](#) website.
  - (3) Reporting requirements.

- (a) Any employee or volunteer who in the course of their duties witnesses abuse or neglect of a minor or has information that would lead a reasonable person to believe that a minor faces a substantial threat of such abuse or neglect, shall immediately contact the county children services agency and the Youngstown state university police department (330) 941-3527.
  - (b) The Youngstown state university police department shall ensure that the applicable county children's services agency has been notified that a minor faces a substantial threat of such abuse or neglect and shall notify the appropriate municipal or county peace officer department, the office of general counsel and the office of human resources of such threat. The office of human resources will contact the director of the university program to ensure that the director has been notified of such threat.
- (4) Training.
- (a) Colleges and units of the university offering programs and activities specifically designed for participation by minors, regardless of whether supervision of minors is part of the program or activity, must ensure that employees and volunteers staffing the program or activity, annually complete applicable training provided by the office of human resources and keep records of such training. Training content must include at a minimum child abuse awareness and prevention, and reporting obligations and procedures.
  - (b) In order to insure appropriate oversight in the event of staff shortages, departments offering programs or activities which include direct supervision of minors must insure that at least one professional staff undergo annual applicable training as described in paragraph (4)(a) above.
- (5) Background checks. Background checks must be conducted on all employees and volunteers working with minors in programs and activities covered by this policy, as follows:

- (a) Employees and volunteers in programs which do not involve overnight stays must have a bureau of criminal investigation (“BCI”) background check prior to working in a program for minors and once every four years thereafter.
- (b) Parental consent must be obtained for the background check of a minor age employee or volunteer.
- (c) Where required by Ohio law or where the employee or volunteer is engaged at a facility or in a program that involves the use of showering, changing or sleeping facilities, the background check shall include both a BCI and federal bureau of investigation (“FBI”) records check.
- (d) Employees and volunteers who have not lived in Ohio for five consecutive years must have a BCI and FBI background check.
- (e) Employees and volunteers who have any break in service for any time period must have a new BCI background check prior to rehire and an FBI criminal records check must be completed if the employee or volunteer lived in a state other than Ohio during the break in service.
- (f) Employees and volunteers must self-disclose to the program leader or administrator any felony or misdemeanor convictions or pleas of guilty or no contest (nolo contendere) that occur after hire or after being accepted as a volunteer within three days of pleading or being convicted.
- (g) Employees and volunteers must self-disclose any pending felony or misdemeanor charges to the program leader, college, or unit, prior to the time of or after hire or that are pending at the time of or after acceptance as a volunteer.
- (h) Programs or units may perform background checks more frequently at their discretion and must do so if required by law.

- (i) BCI and FBI background checks will be forwarded to the director of the office or unit responsible for the program or activity.
- (6) Background check review.
  - (a) Adverse or unfavorable information revealed through a background check or self-disclosure shall be reviewed by the university police department in coordination with the divisional administrator or designee. The review will be an individualized assessment in order to identify potential risk to minors.
  - (b) Following receipt of a background check by the director of the office or unit responsible for the program or activity and review with the university policy department, All background check forms and records, regardless of whether they contain adverse or unfavorable information, shall be provided to and maintained in the office of human resources. The office of human resources shall maintain these documents separate from personnel or student files and shall only disclose adverse information on a need to know basis or pursuant to legal requirements.
- (7) Addressing reports of abuse or neglect.
  - (a) Investigation of allegations of child abuse, sexual abuse, or neglect will be addressed in accordance with the investigatory protocols of children services agencies, local law enforcement agencies, and/or the university.
  - (b) Upon receipt of an allegation and during the course of an investigation, the person against whom an allegation has been made may be removed from a program or activity and/or may have his/her contact with minors limited until such allegation has been satisfactorily investigated and resolved.
- (8) Minors on campus not participating in programs. The university's campus and facilities are not generally an appropriate environment for minors unless they are matriculated students or enrolled in a

university program specifically designed for their participation and are appropriately supervised by their parents, legal guardians or properly trained responsible adults (hereinafter collectively referred to as guardian). The following policies apply to any minor on campus who is not participating in a university program or as an enrolled or dually enrolled as a student:

- (a) No minor under the age of fourteen may be left alone on campus at any time for any reason.
- (b) The university police department will be notified if a minor under the age of fourteen is left unattended on campus or at an athletic event or public program or event.
- (c) A guardian must have line of sight supervision of the minor at all times.
- (d) A guardian must assure that the minor is not disruptive to others and if the minor becomes disruptive, the guardian shall correct the situation.
- (e) The university retains the right to require visitors who are unwilling or unable to exercise appropriate control over minors to leave university facilities.
- (f) Minors age fourteen and above are held to the same standards of conduct that apply to all members of the university community.
- (g) Minors may not accompany students to class unless specifically approved by the class instructor. This restriction does not apply to university programs involving campus visits by prospective students or university sponsored family or sibling programs.
- (h) Unless authorized by the appropriate dean, or department head, or as part of a university program, a minor may not accompany a parent or guardian to work.
- (i) Minors are restricted from access to safety sensitive areas such as laboratories and workshops, except as part of a

university program or as a university student pursuant to an academic course or program.

- (j) Due to the potential health risks to others, children with communicable illnesses cannot be brought to campus.
  - (k) Students, faculty or staff who have child care emergencies are advised to stay home or make alternative arrangements and not bring children to campus. No university space is to be used as an alternative to child care, including but not limited to libraries, classrooms, laboratories, residence halls, lounges, and restaurants or other public space.
- (9) Departments, programs, and schools may impose additional limitations on the presence of minors.
- (F) Violation and accountability. Individuals, entities, programs or units that violate this policy will be held accountable for their actions under the applicable program standards of behavior and expectations, university policies and rules, and applicable law including, but not limited to:
- (1) Volunteers are subject to reprimand or loss of volunteer status.
  - (2) Students are subject to the code of student rights, responsibilities, and conduct.
  - (3) Employees, including student employees, are subject to applicable disciplinary action up to and including termination.
  - (4) Suspension or termination of the use of university facilities for a program or activity.

# Exhibit E

**UNIVERSITY MEMBERSHIPS  
EXECUTIVE SUMMARY  
Fiscal Year 2019-2020  
July 1, 2019-September 30, 2019**

<b>Memberships Received</b>	<b>Number of Members</b>	<b>Amount</b>
WYSU-FM	736	\$ 95,161
<b>Total University Members</b>	<b>736</b>	<b>\$ 95,161</b>

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

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



# Exhibit F

## **3356-5-06 Electronic media rights.**

Responsible Division/Office: University Relations  
Responsible Officer: President; Associate VP for University Relations  
Revision History: May 1998; December 2010; December 2015;  
December 2025  
Board Committee: Institutional Engagement  
Effective Date: ~~December 16, 2015~~ December 3, 2020 (no  
changes)  
Next Review: ~~2020~~ 2025

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- (A) Policy statement. The president, or designee, in order to gain the greatest possible external exposure for the university and to realize income when feasible, may grant electronic media rights.
- (B) Parameters.
- (1) All transmissions and/or distributions shall meet any applicable regulations placed upon the university by affiliated governing groups.
  - (2) Electronic media includes radio, television, internet, and any other transmission and/or distribution medium utilized to transmit non-instructional university events on a live or delay basis.
- (C) Procedures.
- (1) The office of marketing and communication is responsible for the external distribution of electronic media programs.
  - (2) Program initiatives that have the potential of generating income are subject to bid.
  - (3) The office of marketing and communication identifies, communicates appropriate electronic standards, reviews external programming activities, recommends new program initiatives, and packages all programs with income potential for bid.
  - (4) The office of marketing and communication recommends action to

**the president for the final decision.**

**3356-5-06 Electronic media rights.**

Responsible Division/Office: University Relations  
Responsible Officer: President; Associate VP for University Relations  
Revision History: May 1998; December 2010; December 2015;  
December 2025  
Board Committee: Institutional Engagement  
**Effective Date: December 3, 2020 (no changes)**  
Next Review: 2025

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- (A) Policy statement. The president, or designee, in order to gain the greatest possible external exposure for the university and to realize income when feasible, may grant electronic media rights.
- (B) Parameters.
- (1) All transmissions and/or distributions shall meet any applicable regulations placed upon the university by affiliated governing groups.
  - (2) Electronic media includes radio, television, internet, and any other transmission and/or distribution medium utilized to transmit non-instructional university events on a live or delay basis.
- (C) Procedures.
- (1) The office of marketing and communication is responsible for the external distribution of electronic media programs.
  - (2) Program initiatives that have the potential of generating income are subject to bid.
  - (3) The office of marketing and communication identifies, communicates appropriate electronic standards, reviews external programming activities, recommends new program initiatives, and packages all programs with income potential for bid.
  - (4) The office of marketing and communication recommends action to the president for the final decision.

# Exhibit G

## **3356-5-07 Gifts for the benefit of the university.**

**Previous Policy Number:** ~~—~~ **New**  
**Responsible Division/Office:** Office of the President  
**Responsible Officer:** President  
**Revision History:** June 2015; December 2020  
**Board Committee:** Institutional Engagement  
**Effective Date:** ~~June 17, 2015~~ December 3, 2020  
**Next Review:** ~~2020~~ 2025

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- (A) Policy statement. Gifts for the benefit of Youngstown state university (“the university”) help the university fulfill its mission of education, scholarship, research, and service. The Youngstown state university foundation (“the foundation”) exists to secure gifts for the benefit of the university. In order to provide long-term managed financial support for the university, the foundation and university have mutually agreed that gifts to the university shall be made through the foundation in accordance with the “Youngstown State University Development Transfer and Service Agreement” (available through the office of the general counsel) and this policy.
- (B) Purpose. To provide guidance to the university community, the foundation, and the general public regarding the solicitation, acceptance, and management of gifts for the benefit of the university.
- (C) Scope. This policy applies to all fundraising efforts to benefit the university and the management of such funds. This policy does not apply to the fundraising efforts of the university’s public radio station (“WYSU”), the Rich center for autism, and the penguin club, which may continue to raise, bill, and acknowledge their own gifts and/or funds.
- (D) Definitions.
- (1) “Gift.” The voluntary irrevocable transfer of an item of value from an individual, corporation, or organization for the benefit of the university with no expectation of a return of goods or services. Gifts may consist of real or personal property, both tangible and intangible, and may be restricted, unrestricted, for permanent endowment, pledged, deferred, or made outright.

- (2) “Conditional gift.” A gift which is subject to or dependent on a particular event or occurrence.

(E) Parameters.

- (1) The university and the foundation shall work cooperatively to implement donor intent and to fulfill the stated and/or written strategic fundraising goals and priorities of the university, particularly those aligned with the mission, vision and values and that support successful implementation of the strategic plan the uses for which support achieving one or more goals of the plan.
- (2) Gifts to the university shall only be accepted in accordance with all applicable federal or state laws, university policies, and written agreements between the university and the foundation.
- (3) The university and the foundation reserve the right to refuse any gift which is too restrictive in purpose, requires an unreasonable expenditure of the university or the foundation resources, is contrary to law, compromises the mission of the university, or is based on a vague or uncertain condition.
- (4) When conducting fundraising activities, a university division, department, or college must coordinate with the foundation to ensure that such activity does not conflict with any ongoing or planned foundation fundraising activity or prospects.
- (5) When determining the acceptance of gifts, the university and the foundation shall consider any long-term and/or ongoing costs or commitments associated with or resulting from the gift.

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**3356-5-07      Gifts for the benefit of the university.**

Responsible Division/Office:    Office of the President  
Responsible Officer:            President  
Revision History:                June 2015; December 2020  
Board Committee:                Institutional Engagement  
**Effective Date:                 December 3, 2020**  
Next Review:                      2025

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- (A)    Policy statement. Gifts for the benefit of Youngstown state university (“the university”) help the university fulfill its mission of education, scholarship, research, and service. The Youngstown state university foundation (“the foundation”) exists to secure gifts for the benefit of the university. In order to provide long-term managed financial support for the university, the foundation and university have mutually agreed that gifts to the university shall be made through the foundation in accordance with the “Youngstown State University Development Transfer and Service Agreement” (available through the office of the general counsel) and this policy.
- (B)    Purpose. To provide guidance to the university community, the foundation, and the general public regarding the solicitation, acceptance, and management of gifts for the benefit of the university.
- (C)    Scope. This policy applies to all fundraising efforts to benefit the university and the management of such funds. This policy does not apply to the fundraising efforts of the university’s public radio station (“WYSU”), the Rich center for autism, and the penguin club, which may continue to raise, bill, and acknowledge their own gifts and/or funds.
- (D)    Definitions.
  - (1)    “Gift.” The voluntary irrevocable transfer of an item of value from an individual, corporation, or organization for the benefit of the university with no expectation of a return of goods or services. Gifts may consist of real or personal property, both tangible and intangible, and may be restricted, unrestricted, for permanent endowment, pledged, deferred, or made outright.

- (2) “Conditional gift.” A gift which is subject to or dependent on a particular event or occurrence.

(E) Parameters.

- (1) The university and the foundation shall work cooperatively to implement donor intent and to fulfill the stated and/or written strategic fundraising goals and priorities of the university, particularly those aligned with the mission, vision and values and that support successful implementation of the strategic plan the uses for which support achieving one or more goals of the plan.
- (2) Gifts to the university shall only be accepted in accordance with all applicable federal or state laws, university policies, and written agreements between the university and the foundation.
- (3) The university and the foundation reserve the right to refuse any gift which is too restrictive in purpose, requires an unreasonable expenditure of the university or the foundation resources, is contrary to law, compromises the mission of the university, or is based on a vague or uncertain condition.
- (4) When conducting fundraising activities, a university division, department, or college must coordinate with the foundation to ensure that such activity does not conflict with any ongoing or planned foundation fundraising activity or prospects.
- (5) When determining the acceptance of gifts, the university and the foundation shall consider any long-term and/or ongoing costs or commitments associated with or resulting from the gift.

# Exhibit H

**3356-5-08 WYSU.**

~~Previous Policy Number: 5008.01~~

Responsible Division/Office: WYSU/University Relations

Responsible Officer: AVP University Relations

Revision History: August 1998; June 2010; September 2015;  
December 2020

Board Committee: Institutional Engagement

Effective Date: ~~September 24, 2015~~ December 3, 2020

Next Review: ~~2020~~ 2025

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- (A) Policy statement. Licensed to the board of trustees of Youngstown state university, WYSU is a fifty-thousand watt radio station that serves the regional community with fine arts and news and information programming. WYSU-FM is a noncommercial, community-based public radio committed to being the region's leading source for quality programming. It provides trusted in-depth news, engaging conversation and music that stimulates the mind and spirit. As one of Youngstown state university's most visible daily representatives to the community, WYSU also strives to be a valuable ambassador to that community, providing a forum to promote the artistic and intellectual activities of the university. Support for the station is provided by the university, station members, business underwriters, the corporation for public broadcasting, and other grant and foundation sources.
- (B) Parameters. WYSU operates within all regulations of the federal communications commission ("FCC") and other federal agencies.
- (C) Procedures.
- (1) WYSU provides a fine arts and news and information program service to the community, utilizing its main analog channel, two digital channels (HD 1 and HD 2), and two internet streams. WYSU broadcasts at 88.5 megahertz in Youngstown, at 88.1 megahertz in Ashtabula, and 97.5 megahertz in New Wilmington, Pennsylvania.
  - (2) The core of the radio operation is a full-time professional staff. Students whose qualifications meet professional broadcasting



standards are also employed to support various aspects of the station's operations.

- (3) Membership contributions are generally solicited on air, through the program guide, and through direct mailings.
- (4) Underwriting agreements and the on-air acknowledgments of underwriters are implemented using guidelines established by the FCC and national public radio.
- (5) All direct public support received by WYSU (membership contributions, underwriting support, gifts, and grants) supplement the general fund support received by the station from the university.
- (6) WYSU serves as a distribution link to other area radio stations (LP2 station) for the local emergency alert system.
- (7) On its broadcast subcarrier, WYSU facilitates the broadcast of radio reading services for the sight-impaired offered by goodwill industries.
- (8) The director of WYSU will have final approval of radio station programming.

**3356-5-08 WYSU.**

Responsible Division/Office: WYSU/University Relations  
Responsible Officer: AVP University Relations  
Revision History: August 1998; June 2010; September 2015;  
December 2020  
Board Committee: Institutional Engagement  
Effective Date: **December 3, 2020**  
Next Review: 2025

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- (A) Policy statement. Licensed to the board of trustees of Youngstown state university, WYSU is a fifty-thousand watt radio station that serves the regional community with fine arts and news and information programming. WYSU-FM is a noncommercial, community-based public radio committed to being the region's leading source for quality programming. It provides trusted in-depth news, engaging conversation and music that stimulates the mind and spirit. As one of Youngstown state university's most visible daily representatives to the community, WYSU also strives to be a valuable ambassador to that community, providing a forum to promote the artistic and intellectual activities of the university. Support for the station is provided by the university, station members, business underwriters, the corporation for public broadcasting, and other grant and foundation sources.
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- (8) The director of WYSU will have final approval of radio station programming.

# Exhibit I

## **3356-5-09 Endowment funds.**

~~Previous Policy Number: 5009.04~~  
Responsible Division/Office: Office of the President  
Responsible Officer: President  
Revision History: March 1999; March 2010; March 2015;  
[December 2020](#)  
Board Committee: Institutional Engagement  
~~BOT Approval Date: March 11, 2015~~ [December 3, 2020](#)  
Next Review: ~~2020~~ [2025](#)

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- (A) Policy statement. In order to assist in the mission of the university, the board of trustees authorizes the Youngstown state university foundation ("YSU foundation") to accept, manage, and invest philanthropic gifts on behalf of the university in accordance with this policy and all applicable laws and agreements between the university and the YSU foundation.
- (B) Purpose. To establish guidelines for the acceptance and management of endowed philanthropic gifts to the university.
- (C) Scope. This policy applies to all philanthropic endowed gifts made to benefit the university, whether restricted or unrestricted.
- (D) Parameters.
- (1) Those endowments recorded in the financial records of the university up to the date of December 16, 2014 shall be managed and invested pursuant to the university board of ~~trustees~~ [trustees'](#) policies.
  - (2) Donor intent shall be respected and complied with at all times to the extent permissible under applicable tax laws.
- (E) Procedures.
- (1) All philanthropic endowed gifts, whether restricted or unrestricted, for an endowment not recorded in the financial records of the university as of December 16, 2014, shall be deposited with the YSU foundation to be managed by the foundation, unless specific

donor intent demonstrates that the gift is to be given to the university for a restricted or unrestricted purpose.

- (2) Additions to any endowment recorded in the financial records of the university as of December 16, 2014 shall be deposited with the university, unless specific donor intent demonstrates that the gift is to be given to the YSU foundation.
- (3) Those philanthropic endowed funds which are under university management and unless otherwise provided by a donor will operate in accordance with rule 3356-3-10 of the Administrative Code with regard to investment of endowment or non-endowment funds.
- (4) Any actions taken pursuant to this policy will be reported to the Board of Trusteesboard of trustees at its meeting as close in time as possible to when the action is taken.

**3356-5-09 Endowment funds.**

Responsible Division/Office: Office of the President  
Responsible Officer: President  
Revision History: March 1999; March 2010; March 2015;  
December 2020  
Board Committee: Institutional Engagement  
**BOT Approval Date: December 3, 2020**  
Next Review: 2025

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- (A) Policy statement. In order to assist in the mission of the university, the board of trustees authorizes the Youngstown state university foundation (“YSU foundation”) to accept, manage, and invest philanthropic gifts on behalf of the university in accordance with this policy and all applicable laws and agreements between the university and the YSU foundation.
- (B) Purpose. To establish guidelines for the acceptance and management of endowed philanthropic gifts to the university.
- (C) Scope. This policy applies to all philanthropic endowed gifts made to benefit the university, whether restricted or unrestricted.
- (D) Parameters.
  - (1) Those endowments recorded in the financial records of the university up to the date of December 16, 2014 shall be managed and invested pursuant to the university board of trustees’ policies.
  - (2) Donor intent shall be respected and complied with at all times to the extent permissible under applicable tax laws.
- (E) Procedures.
  - (1) All philanthropic endowed gifts, whether restricted or unrestricted, for an endowment not recorded in the financial records of the university as of December 16, 2014, shall be deposited with the YSU foundation to be managed by the foundation, unless specific

donor intent demonstrates that the gift is to be given to the university for a restricted or unrestricted purpose.

- (2) Additions to any endowment recorded in the financial records of the university as of December 16, 2014 shall be deposited with the university, unless specific donor intent demonstrates that the gift is to be given to the YSU foundation.
- (3) Those philanthropic endowed funds which are under university management and unless otherwise provided by a donor will operate in accordance with rule 3356-3-10 of the Administrative Code with regard to investment of endowment or non-endowment funds.
- (4) Any actions taken pursuant to this policy will be reported to the board of trustees at its meeting as close in time as possible to when the action is taken.

## Exhibit J

# Fiscal Year 2021 Operating Budget (Modified)

As adopted by the Board of Trustees on June 4, 2020, and with modifications adopted by the Board of Trustees on December 3, 2020





***Executive Summary***

This budget modification was prepared in accordance with University policy 3356-3-11 that requires the Board of Trustees to adopt a modified operating budget when there is a 5% or greater variance between originally-budgeted revenue vs. a revised revenue forecast. Relative to the original FY 2021 budget adopted by the Board of Trustees in June 2020, the modified budget contained herein includes the following adjustments:

1. A \$13.6 million or 9.8% increase in budgeted general fund revenues, due to:
  - a. A 7.6% increase in projected tuition and fee revenue resulting from actual fall FTE enrollments having declined by 4.4%, as opposed to the 15% decline upon which the original FY 2021 budget was based.
  - b. A 17% increase in State Share of Instruction (SSI) appropriations resulting from a 3.4% reduction in SSI funding, relative to the prior fiscal year, as opposed to a 20% SSI reduction originally budgeted.
2. An increase in personnel expense budgets resulting from:
  - a. The cessation of temporary furloughs for ACE and APAS union staff and for excluded hourly staff, effective on the first pay period of December 2020;
  - b. The cessation of temporary tiered salary reductions for management staff, effective on the first pay period of December 2020.
3. An increase in general fund operating expense budgets resulting from:
  - a. Instructional activity associated with accelerated online courses;
  - b. A revised scholarship spending forecast (based on fall semester awards);
  - c. A reduced general deficit that will be managed through controlled spending and by the reallocation of eligible COVID-related expenses to the federal CARES Act grant fund(s).
4. An increase in transfers from the general fund:
  - a. To support instructional activity in the academic colleges;
  - b. To defray COVID-related revenue losses for certain University auxiliaries.
5. Modifications to the budgets for the Andrews Rec. & Wellness Center, Kilcawley Center, Intercollegiate Athletics and the Rich Center for Autism.

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## General Fund Revenue Detail, FY 2021 Budget

	Original Budget	Modified Budget	Modifications	
	June 2020	December 2020	%	\$
<b>STUDENT TUITION &amp; FEES</b>				
Instructional Fee	\$69,147,250	\$71,968,308	4.1%	\$2,821,058
General Fee	15,312,013	18,166,737	18.6%	2,854,724
Info. Services Tech. Fee	572,900	802,003	40.0%	229,103
Accelerated Online Tuition	0	1,808,668		1,808,668
<b>Subtotal - Tuition &amp; Fees</b>	<b>\$85,032,163</b>	<b>\$92,745,716</b>	<b>9.1%</b>	<b>\$7,713,553</b>
<b>OTHER STUDENT FEES</b>				
Non-resident Tuition Surcharge	\$4,433,465	\$4,582,621	3.4%	\$149,156
Academic Fees	7,158,700	7,322,891	2.3%	164,191
Career Services Fee	175,000	159,638	-8.8%	(15,362)
Non-credit Instructional Fees	24,300	21,750	-10.5%	(2,550)
Miscellaneous Fees	173,800	156,335	-10.0%	(17,465)
Application Fees	223,000	253,349	13.6%	30,349
College Credit Plus/Jump Start	1,112,000	1,076,881	-3.2%	(35,119)
<b>Subtotal - Other Tuition &amp; Fees</b>	<b>\$13,300,265</b>	<b>\$13,573,465</b>	<b>2.1%</b>	<b>\$273,200</b>
<b>STUDENT CHARGES</b>				
Fines & Penalty Assessments	\$629,250	\$243,750	-61.3%	(\$385,500)
Service Charges	532,000	537,935	1.1%	5,935
<b>Subtotal - Student Charges</b>	<b>\$1,161,250</b>	<b>\$781,685</b>	<b>-32.7%</b>	<b>(\$379,565)</b>
<b>Total - Tuition, Fees &amp; Other Chrgs.</b>	<b>\$99,493,678</b>	<b>\$107,100,866</b>	<b>7.6%</b>	<b>\$7,607,188</b>
<b>STATE SHARE OF INSTRUCTION</b>				
<b>Subtotal - State Appropriations</b>	<b>\$34,743,409</b>	<b>\$40,643,835</b>	<b>17.0%</b>	<b>\$5,900,426</b>
<b>OTHER SOURCES</b>				
Investment Income for Operations	\$2,000,000	\$2,000,000	0.0%	\$0
Administrative Charge - Auxiliaries	1,266,413	1,266,413	0.0%	0
Alumni Relations	16,000	10,000	-37.5%	(6,000)
Sales & Services of Educational Activities	5,400	850	-84.3%	(4,550)
Private Gifts, Unrestricted	100,000	90,000	-10.0%	(10,000)
Facility Rental, Athletics and University	482,000	470,666	-2.4%	(11,334)
Indirect Cost Recoveries	570,000	615,000	7.9%	45,000
Other-Miscellaneous	323,100	402,370	24.5%	79,270
<b>Subtotal - Other Sources</b>	<b>\$4,762,913</b>	<b>\$4,855,299</b>	<b>1.9%</b>	<b>\$92,386</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$139,000,000</b>	<b>\$152,600,000</b>	<b>9.8%</b>	<b>\$13,600,000</b>

## General Fund Expenses & Transfers, FY 2021 Budget

	Original Budget	Modified Budget	Modifications	
	June 2020	December 2020	%	\$
<b>Personnel</b>				
Full-service faculty	\$29,920,438	\$29,098,299	-2.7%	(\$822,139)
Part-time faculty	6,393,935	6,393,935	0.0%	0
Dept. Chairperson Stipends	522,778	396,140	-24.2%	(126,638)
Faculty vacancy reserve <sup>^</sup>	N/A	N/A		
Subtotal - Faculty	<u>\$36,837,151</u>	<u>\$35,888,374</u>	-2.6%	<u>(\$948,777)</u>
Staff	\$28,782,981	\$28,103,252	-2.4%	(\$679,729)
Furloughs for union staff*	(2,183,416)	(676,584)	N/A	1,506,832
Tiered salary reductions for excluded staff*	(675,486)	(281,453)	N/A	394,033
Reductions in Force*	(2,509,655)	Reflected above and in auxiliary budgets		
Subtotal - Net Staff	<u>\$23,414,424</u>	<u>\$27,145,215</u>	15.9%	<u>\$3,730,791</u>
Temporary Staff and Student Wages	4,446,622	4,469,122	0.5%	22,500
Fringe Benefits	25,361,896	25,046,609	-1.2%	(315,287)
Total Personnel	<u>\$90,060,093</u>	<u>\$92,549,320</u>	2.8%	<u>\$2,489,227</u>
<b>Operating Expenses</b>				
Supplies	\$1,572,411	\$1,572,411	0.0%	\$0
Business-Related Expenses and Travel	1,155,161	1,155,161	0.0%	0
Dues and Memberships	280,670	280,670	0.0%	0
Public Relations & Communications	922,924	922,924	0.0%	0
Repairs and Maintenance	2,877,096	2,877,096	0.0%	0
Rental of Facilities	148,994	148,994	0.0%	0
Utilities	3,308,269	3,308,269	0.0%	0
Library Acquisitions	1,092,445	1,092,445	0.0%	0
Equipment	342,941	342,941	0.0%	0
Contracted Fees & Services	3,598,721	3,973,721	10.4%	375,000
Chargebacks Campus Security	(39,089)	(39,089)	0.0%	0
Revenue Sharing	489,042	489,042	0.0%	0
Miscellaneous	488,120	488,120	0.0%	0
Bad Debt	400,000	400,000	0.0%	0
Rentals Non Facilities	262,043	262,043	0.0%	0
Scholarships & Awards	12,723,369	13,763,005	8.2%	1,039,636
Managed Spending & CARES Fund Reallocations	(10,726,893)	(3,938,763)	-63.3%	6,788,130
Plan for Strategic Actions <sup>^</sup>	1,550,000	2,122,313	36.9%	572,313
Match Funds & Reserve Accounts	2,199,725	2,199,725	0.0%	0
	<u>\$22,645,949</u>	<u>\$31,421,028</u>	38.7%	<u>\$8,775,079</u>
<b>Transfers</b>				
Transfers to Academic Colleges for operations	\$4,753,776	\$5,953,776	25.2%	\$1,200,000
Transfers to Auxiliaries for operations**	15,621,570	16,757,263	7.3%	\$1,135,693
Transfers to other funds	5,918,613	5,918,613	0.0%	0
	<u>\$26,293,959</u>	<u>\$28,629,652</u>	8.9%	<u>\$2,335,693</u>
Total General Fund	<u>\$139,000,000</u>	<u>\$152,600,000</u>	9.8%	<u>\$13,600,000</u>

<sup>^</sup> Faculty vacancy reserve funding has been combined with funds set aside for the Plan for Strategic Actions.

\*Includes savings from both wages and fringe benefits. The original FY 2021 budget consolidated all estimated savings into the general fund; actual savings are allocated to various funds, in addition to the general fund.

\*\*See pages 3 - 5 for additional detail for the auxiliary budget modifications. An increase in transfers to certain auxiliaries is necessary to defray COVID-related revenue losses in those budgets.

**ANDREWS RECREATION & WELLNESS CENTER - FY 2021 Budget**

	Original Budget	Modified Budget	Modifications	
	June 2020	December 2020	%	\$
<b>REVENUES</b>				
Faculty & Staff Memberships	\$24,000	\$18,000	-25.0%	(\$6,000)
Guest Passes/Locker Rentals	6,000	1,000	-83.3%	(5,000)
Program Fees	20,000	5,000	-75.0%	(15,000)
Sponsorship income	5,000	10,000	100.0%	5,000
<b>Total Revenues</b>	<b>\$55,000</b>	<b>\$34,000</b>	<b>-38.2%</b>	<b>(\$21,000)</b>
<b>OTHER RESOURCES</b>				
General Fund Allocation	\$1,182,249	\$1,203,249	1.8%	\$21,000
<b>TOTAL RESOURCES</b>	<b>\$1,237,249</b>	<b>\$1,237,249</b>	<b>0.0%</b>	<b>\$0</b>
<b>EXPENSES</b>				
Permanent Staff	\$380,095	\$364,642	-4.1%	(\$15,453)
Furloughs for union staff*	(33,396)	(14,494)	-56.6%	\$18,902
Tiered salary reductions for excluded staff*	(2,262)	(942)	-58.3%	\$1,319
Reductions in Force & staff retirements	0	Reflected above		
Temporary Staff	371,373	205,758	-44.6%	(\$165,615)
Fringe Benefits	168,919	154,766	-8.4%	(\$14,153)
Administrative Charge	77,600	77,600	0.0%	\$0
Operating	213,980	379,201	77.2%	\$165,221
Inst. Work Study Transfer	20,000	20,000	0.0%	\$0
Transfer for Capital Improvements	5,282	35,282	568.0%	\$30,000
<b>Total Expenses</b>	<b>\$1,237,249</b>	<b>\$1,237,249</b>	<b>0.00%</b>	<b>\$0</b>
*Includes savings from both wages and fringe benefits. For this presentation, these amounts are not netted from total expenses.				



**INTERCOLLEGIATE ATHLETICS - FY 2021 Budget**

	Original Budget	Modified Budget	Modifications	
	June 2020	December 2020	%	\$
<b>REVENUE RECORDED IN THE GENERAL FUND*</b>				
Tuition & Fees from Student Athletes	\$8,658,658	\$8,658,658	0.0%	\$0
State Share of Instruction Funding	948,705	948,705	0.0%	0
<b>Total Athletic Revenue in Gen. Fund*</b>	<b>\$9,607,362</b>	<b>\$9,607,362</b>	<b>0.0%</b>	<b>\$0</b>
<b>REVENUE</b>				
Football Tickets	\$375,000	\$42,500	-88.7%	(\$332,500)
Basketball Tickets	162,500	42,500	-73.8%	(120,000)
Guarantees	500,000	0	-100.0%	(500,000)
Program Sales	5,500	3,000	-45.5%	(2,500)
Medical Services Commissions	50,000	50,000	0.0%	0
Concession Commissions	45,000	45,000	0.0%	0
Royalty Commissions	75,000	50,000	-33.3%	(25,000)
NCAA Revenue Sharing	1,150,000	1,150,000	0.0%	0
Program Ad. Sales/Recognition	275,000	175,000	-36.4%	(100,000)
Radio/Television Income	100,000	100,000	0.0%	0
Pouring Rights & Miscellaneous	150,000	135,000	-10.0%	(15,000)
Football Tailgate	85,000	60,000	-29.4%	(25,000)
Scoreboard Advertising:				
Football	235,000	120,000	-48.9%	(115,000)
Basketball	105,000	40,000	-61.9%	(65,000)
Stadium Loge Rentals	519,973	519,973	0.0%	0
<b>Total Revenue</b>	<b>\$3,832,973</b>	<b>\$2,532,973</b>	<b>-33.9%</b>	<b>(\$1,300,000)</b>
<b>TOTAL REVENUE</b>	<b>\$13,440,335</b>	<b>\$12,140,335</b>	<b>-9.7%</b>	<b>(\$1,300,000)</b>
<b>GENERAL FUND ALLOCATION</b>				
Total General Fund Support**	\$2,700,199	\$3,343,292	5.2%	\$643,093
<b>TOTAL RESOURCES</b>	<b>\$16,140,534</b>	<b>\$15,483,627</b>	<b>-4.1%</b>	<b>(\$656,907)</b>
<b>EXPENSES</b>				
Permanent Staff	\$3,904,865	\$3,704,583	-5.1%	(\$200,282)
Furloughs for union staff^	(97,660)	(42,384)	-56.6%	55,276
Tiered salary reductions for excluded staff^	(126,919)	(52,883)	-58.3%	74,036
Reductions in Force & staff retirements	0	Reflected Above		
Temporary Staff	436,902	436,902	0.0%	0
Fringe Benefits	1,763,854	1,607,229	-8.9%	(156,625)
Scholarships	5,611,012	5,611,012	0.0%	0
Operating	4,393,901	4,093,901	-6.8%	(300,000)
Transfer, Inst. Work Study	30,000	30,000	0.0%	0
<b>TOTAL EXPENSES</b>	<b>\$16,140,534</b>	<b>\$15,483,627</b>	<b>-4.1%</b>	<b>(\$656,907)</b>
*Tuition and state funding are recorded in the general fund but are presented here to illustrate the estimated revenue attributable to YSU student athletes.				
** General fund support for Athletics has been adjusted to illustrate the estimated impact of tuition and state funding revenue that is attributable to YSU student athletes. The FY 2021 general fund allocation for Athletics is \$12,950,654 as modified.				
NOTE: Athletics budget reductions include the deferral of five (5) new coaching and training positions planned for the Lacrosse and Swimming/Diving expansions slated for FY 2021.				
^Includes savings from both wages and fringe benefits. For this presentation, these amounts are not netted from total expenses.				



**KILCAWLEY CENTER - FY2021 Budget**

	Original Budget	Modified Budget	Modifications	
	June 2020	December 2020	%	\$
<b>REVENUES</b>				
Food Services Commissions	\$432,000	\$97,250	-77.49%	(\$334,750)
Bookstore Commissions	484,200	442,000	-8.72%	(42,200)
Pete's Treats Candy Counter	108,000	64,000	-40.74%	(44,000)
Duplicating Services	90,000	2,400	-97.33%	(87,600)
Graphic Center	49,500	24,750	-50.00%	(24,750)
Recreation Room	5,000	0	-100.00%	(5,000)
Room Rental	5,000	0	-100.00%	(5,000)
Vending and Misc. Sales & Service	33,300	31,500	-5.41%	(1,800)
<b>Total Revenue</b>	<b>\$1,207,000</b>	<b>\$661,900</b>	<b>-45.16%</b>	<b>(\$545,100)</b>
<b>OTHER RESOURCES</b>				
General Fund Allocation	\$506,760	\$978,360	93.06%	\$471,600
<b>TOTAL RESOURCES</b>	<b>\$1,713,760</b>	<b>\$1,640,260</b>	<b>-4.29%</b>	<b>(\$73,500)</b>
<b>EXPENSES</b>				
Permanent Staff	\$450,025	\$450,025	0.00%	\$0
Furloughs for union staff*	(27,755)	(12,046)	-56.60%	15,710
Tiered salary reductions for excluded staff*	(2,208)	(920)	-58.33%	1,288
Temporary Staff	220,000	150,000	-31.82%	(70,000)
Fringe Benefits	183,175	179,675	-1.91%	(3,500)
Administrative Charge	126,000	126,000	0.00%	0
Operating	677,581	677,581	0.00%	0
Inst. Work Study transfer	55,979	55,979	0.00%	0
Transfer for Capital Improvements	1,000	1,000	0.00%	0
<b>TOTAL EXPENSES</b>	<b>\$1,713,760</b>	<b>\$1,640,260</b>	<b>-4.29%</b>	<b>(\$73,500)</b>
*Includes savings from both wages and fringe benefits. For this presentation, these amounts are not netted from total expenses.				

## Rich Center for Autism - FY 2021 Budget

	Original Budget	Modified Budget	Modifications	
	Sep. 2020	December 2020	%	\$
<b>Revenues</b>				
Noncredit Tuition	\$1,707,783	\$1,526,268	-10.6%	(\$181,515)
Cash Gifts	442,862	271,034	-38.8%	(171,828)
Misc. Income	0	115,000		115,000
<b>Total Revenues</b>	<b>\$2,150,645</b>	<b>\$1,912,302</b>	<b>-11.1%</b>	<b>(\$238,343)</b>
<b>Expenses</b>				
<i>Personnel</i>				
Full- and Part-time Staff	\$1,272,136	\$1,186,243	-6.8%	(\$85,893)
Temporary Staff	60,822	11,271	-81.5%	(49,551)
Fringe Benefits	469,172	439,473	-6.3%	(29,699)
<b>Total Personnel</b>	<b>\$1,802,130</b>	<b>\$1,636,987</b>	<b>-9.2%</b>	<b>(\$165,143)</b>
<i>Operating Expenses</i>				
Supplies	\$42,700	\$42,700	0.0%	\$0
Travel and Related Expenses	5,200	2,000	-61.5%	(3,200)
Information & Communication	15,505	15,505	0.0%	0
Facility Maintenance/Repairs	400	400	0.0%	0
Fees & Services	255,500	185,500	-27.4%	(70,000)
Volunteer Services	14,000	14,000	0.0%	0
Events & Promotions	3,710	3,710	0.0%	0
Miscellaneous / Reserve	11,500	11,500	0.0%	0
<b>Total Operating Expenses</b>	<b>\$348,515</b>	<b>\$275,315</b>	<b>-21.0%</b>	<b>(\$73,200)</b>
<b>Total Rich Center Expenses</b>	<b>\$2,150,645</b>	<b>\$1,912,302</b>	<b>-11.1%</b>	<b>(\$238,343)</b>

**CARES Act Funds Activity**  
As of 11/16/20

Fund Title	Award	Grant End Date	FY 2020	FY 2021	Cumulative Spend	Remaining Balance
			Expensed	Expensed & Encumbered		
YSU Penguins CARE Emergency Grant (Student Financial Aid)	\$5,188,231	3/12/2021	\$3,200,000	\$1,987,436	\$5,187,436	\$795
HEERF Institutional Portion	5,188,231	3/12/2021	2,845,135	592,091	3,437,225	1,751,006
Higher Ed COVID Relief Funding	3,924,308	12/30/2020	1,079,230	1,932,428	3,011,658	912,650
WYSU-FM FY20 CPB CARES	75,000	N/A	18,457	3,379	21,836	53,164
CARES-Mental Health - CRF	124,200	12/30/2020	0	0	0	124,200
CARES (CRF) Round 2	1,962,154	12/30/2020	0	0	0	1,962,154
	<u>11,273,893</u>		<u>3,942,822</u>	<u>2,527,897</u>	<u>6,470,719</u>	<u>4,803,174</u>
Total CARES Act Funds Activity	<u>\$16,462,124</u>		<u>\$7,142,822</u>	<u>\$4,515,333</u>	<u>\$11,658,155</u>	<u>\$4,803,969</u>

NOTE: The use of federal funding from the Coronavirus Aid, Relief & Economic Security (CARES) Act is subject to the restrictions established by the U.S. Treasury Department and the U.S. Department of Education. CARES Act funds are temporary one-time dollars and are restricted for expenses directly related to the COVID-19 pandemic.



**CARES Act Funds Spending Activity (non-financial aid portions), as of 11/16/20**

	FY 2020	FY 2021		Cumulative Total
	Expensed	Expensed	Enc. Total	
<b>211514 HEERF Institutional Portion</b>				
Transfers to Operating Budgets for Loss of Revenue				
Student Adjustments	\$2,844,279	\$90,239	\$0	\$2,934,518
Total Transfers	2,844,279	90,239	0	2,934,518
Expenses				
Instructional Supplies and Small Equipment		28,392	2,640	31,032
Uniforms Safety Equip and Supplies		18,063	45	18,108
Furnishing Supplies		1,459	0	1,459
Instructional Computers/Printers		127,223	0	127,223
Equipment		75,000	0	75,000
Instructional Equipment		100,710	0	100,710
Contractual Fees and Services		7,794	0	7,794
Software Licenses and Fees	856	93,421	47,006	141,283
Printing Service Supplies		99	0	99
Total Expenses	856	452,162	49,690	502,707
Total Transfers and Expenses	\$2,845,135	\$542,400	\$49,690	\$3,437,225
<b>211522 Higher Ed Relief Funding</b>				
Compensation				
Labor	\$377,306	\$129,321	\$11,544	\$518,171
Fringes	152,575	25,678	4,387	182,640
Total Compensation	529,881	154,999	15,931	700,811
Operating Expenses				
Office Supplies and Small Equipment	6,537	15,911	3,998	26,446
Instructional Supplies and Small Equipment	10,319	4,602	9,466	24,386
Maintenance Supplies	20,895	0	0	20,895
Janitorial Supplies	4,668	0	0	4,668
Uniforms Safety Equip and Supplies	21,788	164,010	113,592	299,390
Furnishing Supplies	0	21,100	0	21,100
Non-instructional Computers/Printers	0	208,902	0	208,902
Instructional Computers/Printers	434,495	389,859	1,748	826,101
Miscellaneous Supplies	152	1,897	0	2,049
Business-Related & Entertainment	0	1,500	0	1,500
Public Relations and Advertising	0	192,978	0	192,978
Cell Phones	31,651	299	0	31,950
Repairs and Maintenance	0	0	17,410	17,410
Equipment	0	31,871	16,906	48,777
Contractual Fees and Services	0	232,275	264,639	496,915
Other Fees and Services	0	0	5,000	5,000
Software Licenses and Fees	18,843	828	17,016	36,686
Food Service Residents	0	29,096	14,292	43,388
Printing Services Supplies	0	2,304	0	2,304
Total Operating Expenses	549,349	1,297,432	464,066	2,310,847
Total Expenses	\$1,079,230	\$1,452,430	\$479,998	\$3,011,658
<b>211512 WYSU-FM FY20 CPB CARES</b>				
Office Supplies and Small Equipment	\$18,457	\$3,379	\$0	\$21,836
Total Expenses	18,457	3,379	0	21,836
<b>211530 CARES-Mental Health - CRF</b>				
Total Expenses	\$0	\$0	\$0	\$0
Total Expenses	0	0	0	0
<b>211532 CARES (CRF) Round 2</b>				
Total Expenses	\$0	\$0	\$0	\$0
Total Expenses	0	0	0	0
Totals	\$3,942,822	\$1,998,209	\$529,688	\$6,470,719

# Exhibit K

Fee Description	FY 2020 Actual	FY 2021 Proposed	Change
<b>Beeghly College of Liberal Arts, Social Sciences &amp; Education</b>			
Undergrad with Junior Standing and Above (per credit hour)	N/A	\$8.00	N/A
Bulk rate, 12-18 hours	N/A	\$96.00	N/A
<b>Beeghly College of Education</b>			
All Undergraduate Students (per credit hour)	\$8.00	\$0.00	(\$8.00)
Bulk rate, 12-18 hours	\$96.00	\$0.00	(\$96.00)
<b>College of Liberal Arts &amp; Social Sciences</b>			
Undergrad with Junior Standing and Above (per credit hour)	\$8.50	\$0.00	(\$8.50)
Bulk rate, 12-18 hours	\$102.00	\$0.00	(\$102.00)
<b>Late Fees</b>			
Late Class Add Fee (per course)	\$50.00	\$0.00	(\$50.00)
Late Registration Fee	\$75.00	\$0.00	(\$75.00)



Department of  
Higher Education



Affordability & Efficiency

Mike DeWine, Governor  
Randy Gardner, Chancellor

## FY20 Efficiency Reporting Template

### Introduction:

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

Prior Efficiency Reports have been heavily influenced by the Ohio Task Force on Affordability and Efficiency’s October 2015 report “Action Steps to Reduce College Costs” (Task Force). That report provided many good recommendations that set a course for increasing efficiency throughout public higher education in Ohio. However, in light of the impacts of COVID-19, this year’s template will take a different focus and give IHE’s the opportunity to highlight what they have done to adjust to the pandemic and its impact on their institutions, including the expansion of online delivery models.

This means that much of the report will be more focused on the current year than prior years. Nonetheless, the FY20 reporting template does require Ohio’s IHEs to conduct an annual study to determine the cost of textbooks for students enrolled in the institution pursuant to Ohio Revised Code section 3333.951(C); as well as information on efficiencies gained as a result of the “regional compacts” as outlined in ORC section 3345.59. The reporting template also requests information regarding college debt and debt collection practices.

**Your Efficiency Report Contact: Jennifer Carson**, Senior Director, Audit & Compliance, 614-752-7538, [jcarson@highered.ohio.gov](mailto:jcarson@highered.ohio.gov)  
Please provide your institution’s efficiency report by [Friday, October 30, 2020](#) via email to [OdheFiscalReports@highered.ohio.gov](mailto:OdheFiscalReports@highered.ohio.gov)

# Exhibit L

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

- **Section I: Operational Response** – This section captures information on the impacts of COVID-19 on each institution, the planning process used to address the impact and the eventual actions taken in response to the pandemic.
- **Section II: Academic Practices** – This section covers areas more directly related to instruction, including the actions taken to adjust to remote learning in spring term of 2020 and the impacts on the institution and students. It also seeks updates regarding the cost of textbooks and flexible delivery methods
- **Section III: Policy Reforms/Continued Progress** – This section captures state IHE responses to suggested policy reforms originating in gubernatorial task force efforts, legislative joint committee reports, student loan debt advisory group reports, etc. In recent years, a number of stakeholder perspectives have been shared with institutions. Our hope is that institutions will respond to this stakeholder feedback regarding items such as, textbooks and student debt.
- **Section IV: Student Benefit** – This section asks institutions to provide cost savings and/or resource generation in actual dollars for any major initiatives within the past fiscal year. Emphasis should be placed on highlighting major initiatives that may be considered best practices, rather than responding to specific recommendations from the Ohio Task Force on Affordability and Efficiency in Higher Education October 2015 report. To facilitate understanding, IHE's should advise if savings have been redeployed to students to reduce costs, or if they have been reinvested in some other manner for the benefit of students.
- **Section V: Future goals** – This section corresponds to Master Recommendation 2 of the Ohio Task Force on Affordability. It is designed to allow each institution to benchmark its respective five-year goals to its actual institutional cost savings or avoidance. In the spirit of continuous improvement, this section allows you to revise and/or update your five-year goals as needed. In addition, the DeWine-Husted administration would like to know more about possible roles the state could play in supporting your institutional goals; your input is requested in this section.

**For purposes of this report, efficiency is defined as quality versus cost as a means to measure value:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Direct cost savings to students (reducing costs)</li><li>• Direct cost savings to the institution (reducing costs)</li><li>• Cost avoidance for students (reducing costs)</li><li>• Cost avoidance to the college/university (reducing costs)</li><li>• Enhanced advising, teaching (improving quality)</li></ul> | <ul style="list-style-type: none"><li>• IP commercialization (improving quality)</li><li>• Graduation/completion rates (improving quality)</li><li>• Industry-recognized credentials (improving quality)</li><li>• Experiential learning (improving quality)</li></ul> |
|---|--|

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

## Section I: Operational Response

The onslaught of the COVID-19 pandemic has had a major impact on all higher education institutions forcing them to quickly adjust to remote learning. Beyond this immediate impact there is significant uncertainty about the duration of the pandemic, how it will impact student behavior and the resulting economic challenges faced by institutions and the State of Ohio.

**Please describe the major fiscal impacts of COVID-19 on your institution in FY 20.** The \$1,663,970 reduction to YSU's State Share of Instruction allocation had a significant and negative fiscal impact because CARES/HEERF funds cannot be used to replace lost SSI income. See tables below for additional information.

Please quantify the revenue and cost impacts.

Major Revenue Impacts	Net Fiscal Impact
Tuition & Fees	(\$1,096,186)
Auxiliary Fees, including refunds	(\$1,748,093)
State Support	(\$1,663,970)
Investment Income, Unrealized Losses	(\$425,748)
Other: Concert event cancelation	(\$250,000)
<b>External Assistance (HEERF, CRF, etc.)</b>	<b>\$3,924,364 (institutional portion only)</b>

Major Net Increased Expenses	Net Fiscal Impact
Transition to Online Delivery	\$501,844
Changing Support for Students	\$3,200,000 in Penguin CARES Emergency grants; \$333,333 in YSU Foundation Emergency Student Aid
Shutdown of Campus	See revenue losses above
Cleaning/Preparing Campus for Return of Students (Testing, PPE, etc.)	\$47,504

Other (labor costs associated with transition to online and preparation of campus re-opening	\$529,881
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**CARES Act and other Federal Support impact**

**What process did your institution use to distribute one-half of Higher Education Emergency Relief Funds to students?**

In April 2020, YSU officially certified to the U.S. Department of Education that YSU has used and intends to use no less than 50 percent of the funds received under Section 18004 (a)(1) of the CARES Act to provide Emergency Financial Aid Grants to students. The total amount of direct funding that YSU has received from the Higher Education Emergency Relief Fund (HEERF) is \$10,376,462. A minimum of \$5,188,231 must be used for Emergency Financial Aid Grants to students.

For FY 2020, \$3.2 million in CARES Act funding was distributed to students with a review of numerous applications still underway for distribution. To date, the estimated total number of students eligible to receive CARES Act funding from YSU is 3,821. To date, the total number of students who have already received an Emergency Financial Aid Grant are 3,806. YSU has created two grant programs and requires students to apply.

The first program, known as phase 1, is named the YSU Penguins CARE Emergency Grant. The Penguins CARE Emergency Grant application was created by the University to prioritize the release of grant funds to Pell grant recipients who were not enrolled in online degree programs when the COVID-19 pandemic emerged causing disruption to on-campus learning and creating financial challenges.

The log-in process validates that students have met all conditions to request financial support from the Penguins CARE Emergency Grant. Those conditions include Pell Grant and Title IV eligibility during the spring 2020 semester, enrollment in an on-campus degree program prior to March 13, 2020, and pandemic-related expenses for housing, food, course materials, technology, healthcare and/or child care. Those qualified receive \$1,000. The Phase 1 YSU Penguins CARE Emergency Grant application is available [online](#).

The second program, known as phase 2, is similarly named the YSU Penguins CARE Grant with the following description. The Penguins CARE Grant, funded by the Coronavirus Aid, Relief and Economic Security Act approved by Congress earlier this spring, is available to Title IV-eligible students who were enrolled in an on-campus degree program during Spring Semester 2020, and who incurred pandemic-related expenses for housing, food, course materials, technology, healthcare and/or child care. Students who were enrolled in exclusively online programs as of March 13, 2020 are not eligible to receive the Penguins CARE Grant.

Procedure to apply for the YSU Penguins CARE Grant: Students in need of financial assistance to cover COVID-19 related expenses should complete the following online application and provide supporting documentation for review. Those qualified receive between \$500 and \$2,000. Students that qualified for the Penguins CARE Emergency Grant application may apply for funding from phase 2.

Both the Phase 1 and 2 YSU Penguins CARE Emergency Grant applications are easily accessible on the YSU website: <https://ysu.edu/financial-aid-and-scholarships/higher-education-emergency-relief-fund-website-reporting>

**How has the institutional share of HEERF been utilized at your institution?**

YSU has utilized HEERF funding in a manner consistent with guidance provided by the Ohio Department of Higher Education, the U.S. Treasury Department and the U.S. Department Education. The table below illustrates YSU's actual HEERF expenses for FY 2020.

	<b>FY 2020 Expensed</b>
<b>211514 HEERF Institutional Portion</b>	
Student Refunds & Fee Adjustments	\$ 2,844,279.07
Software Licenses and Fees	855.79
Total Transfers and Expenses	<u>\$ 2,845,134.86</u>
<b>211522 Higher Ed Relief Funding</b>	
Compensation	
Labor	\$377,305.82
Fringes	<u>152,575.32</u>
Total Compensation	529,881.14
Operating Expenses	
Office Supplies and Small Equipment	6,537.24
Instructional Supplies and Small Equipment	10,318.56
Maintenance Supplies	20,895.28
Janitorial Supplies	4,668.48
Uniforms Safety Equip and Supplies	21,788.25
Instructional Computers/Printers	434,494.96
Miscellaneous Supplies	152.38
Cell Phones	31,651.17
Software Licenses and Fees	18,842.67
Total Operating Expenses	<u>549,348.99</u>
Total Expenses	<u>\$ 1,079,230.13</u>
<b>Total CARES Act Funds Utilized</b>	<u><u>\$ 3,924,364.99</u></u>



**What other external sources have been made available to the institution to address the impacts of COVID-19?** In addition to the federal relief funding from the CARES Act and as noted above, the YSU Foundation provided \$333,333 in FY 2020 in the form of emergency financial aid for students with demonstrated need due to the effects of the COVID-19 pandemic.

What planning assumptions were used related to the fiscal impact of COVID-19 in developing the institution's FY 21 budget?

Major Assumptions	Description	Projected Fiscal Impact	Actual Fiscal Impact – as of fall 20
Fall Enrollment/ Fee Revenue Relative to Fall 19	15% decline in FTE enrollments budgeted	(\$13,108,837)	(\$3,727,350) based on actual fall FTE enrollment decline of 4.4%.
Auxiliary Services	15% decline in FTE enrollments budgeted, including 85% housing occupancy.	(\$1,502,182)	(\$1,300,000) annualized estimate
State Support	20% decline in SSI budgeted	(\$8,842,850)	(\$1,446,159)
Unique Cost Drivers – in response to COVID-19	Additional expenses for janitorial and cleaning supplies, office supplies and small equipment, safety equipment and supplies, technology upgrades to enable distance learning and teleworking, laptop computers, software licenses and fees	\$2,000,000	\$1,228,752 (actual expenses through 6/30/20 - 9/14/20)
Other			

**Please describe the major initiatives the institution is implementing in response to COVID-19 and the anticipated impact on the institution.**

Youngstown State University developed and continues to execute a comprehensive response plan to provide continuous instructional delivery to all students, with fall 2020 courses being taught roughly one-third in-person, one-third online and one-third hybrid. With the goal of ensuring a safe and healthy campus environment, YSU's comprehensive reopening strategy includes the distribution of \$3.8 million in student aid through the Penguins CARE Emergency Grant program. YSU has also distributed more than 15,000 Penguin Safety kits to students, faculty, staff and visitors. Other notable plan highlights include a laptop loaner program for students, the installation of Plexiglas and social distancing signage campus-wide, robust COVID testing and contact tracing protocols, the enhanced use of technology to enable virtual interaction among all members of the campus community, and full and complete compliance with all CDC and state and local health department guidelines. Additionally, YSU established a COVID-19 information page on its website that is continually updated as new information becomes available: <https://ysu.edu/coronavirus-information>



## Regional Compacts

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

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

<b>Category</b>	<b>Description</b>	<b>Monetary Impact</b>
Reducing duplication of academic programming	Discussions are underway with the Northeast Ohio Regional Compact.  On September 5, 2019, the YSU Board of Trustees passed its "Take Charge of Future for Sustainability" resolution outlining an academic program effectiveness and advancement process. According to the resolution, this academic program effectiveness and advancement process will have actionable steps and outcomes with the Board to be updated no later than March 2020 regarding the process, feedback loops, and critical steps that will be utilized. Preliminary recommendations and insights are due no later than the December 2020 Board meeting. Well-considered recommended actions are due no later than the March and/or June 2021 with the Office of Academic Affairs having engaged in consequential shared governance throughout the process.	TBD  TBD
Implementing strategies to address workforce education needs of the region	YSU's Mahoning Valley Innovation and Commercialization Center (MVICC) will be a workforce development, education, and entrepreneurial hub, connecting creative minds with the modern equipment of advanced manufacturing and the knowledge of the regional business community. By working collaboratively with the Mahoning Valley Manufacturers Coalition, Eastern Gateway Community College, Career and Technical Center, other K-12 educational providers, and area incubators, this multi-stakeholder center will become a driving force for economic growth and prosperity in the region.	\$12 million in capital expenditures

	<p>YSU recently hired a former IBM Manager for Apprenticeships to make YSU a leader in facilitating business with apprentices and awarding college credit through PLA for the training.</p> <p>The Health Professions Department in YSU's Bitonte College of Health and Human Services is in the second step of its action plan working with the Youngstown City Fire Department to train their firefighters to be emergency responders. The first step of the plan involved training 30 of the current YFD firefighters to the Emergency Medical Technology (EMT) level. The second step of the action plan is to train a critical mass of the new YFD EMTs to the paramedic level in the subsequent year so that YFD can begin to provide its own advanced life support service.</p> <p>YSU is actively involved in three state committees working to increase the number of individuals with post-secondary workforce credentials: (1) Prior Learning Assessment, (2) Competency Based Education, and (3) Finish for Your Future: Adult Learner Working Group.</p> <p>Deans in each of the academic colleges have been tasked with created advisory boards (if boards do not already exist in that college) consisting of community business leaders and executives.</p>	
<p>Sharing resources to align educational pathways and to increase access within the region</p>	<p>Discussions are underway within the Northeast Ohio Regional Compact.</p> <p>YSU was awarded two Regionally Aligned Priorities in Delivering Skills (RAPIDS) grants to enhance regional manufacturing success by building upon the existing regional MVIC partnership and the combined state, federal, and partner investments that support it. Equipment investments support a spectrum of training, which represents current workforce needs, next-generation skills that are evolving the manufacturing enterprise, and next-generation skills that are poised to</p>	<p>\$1,433,332</p>

	<p>disruptively change not only manufacturing, but huge segments of the economy.</p> <p>YSU has led the development of a regional partnership of manufacturing stakeholders to meet the diverse needs of this evolving community.</p> <p>Comprised of academic, industrial, and economic development organizations, the Mahoning Valley Innovation and Commercialization Consortium (MVICC) addresses broad perspectives on the needs and opportunities of manufacturing in Northeast Ohio. A key component of that partnership is the concept of shared resources and cross-institutional collaboration. The cornerstone of that shared resource model is YSU's Excellence Training Center (ETC), which will provide a central facility to house a full spectrum of manufacturing training and research equipment. It will serve not only as a one-of-a-kind training and research center, but it also will provide an invaluable opportunity for students, faculty, and industry professionals to work collaboratively and accelerate technology adoption.</p>	
<p>Reducing operational and administrative costs to provide more learning opportunities and collaboration in the region</p>	<p>Via the NEO Regional Compact, YSU is working with Kent State University, the University of Akron, Cleveland State University, and NEOMED to develop shared procurement strategies to take advantage of campus proximity to streamline the acquisition and delivery of goods and services common among these institutions. Areas under serious consideration include:</p> <ul style="list-style-type: none"> <li>• Custodial Cleaning Equipment</li> <li>• Emergency Repair Services</li> <li>• Energy (Electricity and/or Natural Gas)</li> <li>• Janitorial and Sanitary Supplies</li> <li>• MRO Supplies (including tools)</li> <li>• Service Contracts (Janitorial and/or maintenance services)</li> <li>• Systems Controls contracts</li> </ul>	<p>\$100,000 to \$200,000 in possible annual savings.</p>
<p>Enhancing career counseling and experiential learning opportunities for students</p>	<p>Career assessment: first-year and transfer students complete PathwayU, a self-assessment/career assessment, in their first semester at YSU. YSU also uses the MyPlan</p>	<p>N/A</p>

	assessment tool with students who seek individual career counseling.	N/A
	Individual career counseling is available to all students through the Office of Career & Academic Advising as well as each of YSU's colleges.	N/A
	YSU will offer CARD 1520: Exploring Majors and Careers for the first time in Spring 2021. CARD 1520 is an eight-week career development intervention course focused on major selection and learning to use career research tools like Ohio Means Jobs and O*NET. This course is required for all students admitted with academic restrictions and available to exploratory students and students considering a major change.	N/A
	YSU continues to use Handshake to provide students with easy access to internship opportunities.	N/A
	YSU participates in the Northeast Consortium for Career Advancement.	N/A
	YSU participates in the Ohio Cooperative Education Association (OCEA), a state organization that shares knowledge and resources surrounding experiential learning. This group works together to build a cohesive network between four-year institutions, two-year institutions, high school guidance counselors, the state of Ohio, and representatives from other states.	N/A
	YSU participates in Ohio Means Internships and Co-Ops (OMIC 3), a regional grant shared with nine northeast Ohio two- and four-year higher education institutions (including Stark State College, Cleveland State University, University of Akron, Kent State University, YSU, Lakeland Community College, Lorain County Community College, North Central State College, and Cuyahoga Community College).	N/A

	<p>YSU participates in Ohio Means Internships and Co-Ops (OMIC 4), a regional grant shared with nine northeast Ohio two- and four-year higher education institutions (including Kent State University, Cleveland State University, University of Akron, YSU, Lakeland Community College, Lorain County Community College, North Central State College, Cuyahoga Community College, and Stark State College). This sub-grant emphasizes scholarships and monetary employer reimbursements for employers who offer internships/co-ops to science students.</p>	N/A
	<p>YSU participates in Ohio I/C Engineering Directors virtual meetings. This group consists of internship and co-op engineering directors from Cleveland State University, University of Akron, University of Toledo, Case Western Reserve University, University of Dayton, University of Cincinnati, and YSU. This group was formed in response to COVID-19. The group meets every two weeks to discuss career-related items, the effects of COVID on events and internships/co-ops, the transition from face-to-face events to virtual events, and other topics.</p>	N/A
	<p>YSU's Williamson College of Business Administration is one of four universities participating in the Export Program through the State of Ohio. WCBA Export Program recruits students for programs across YSU's campus as well as University of Akron and Kent State University. Students attend an Export course in WCBA during the spring semester. The course is delivered by the Director of Ohio SBDG Export Assistance Network. After completing the Exporting course, students are placed with a company in Ohio for a full-time, 12-week, paid internship. The internship is credit-bearing. Relationships are built with exporting companies, and companies are reimbursed half of the intern wages through the Ohio Development Services Agency.</p>	N/A

	<p>YSU's Bitonte College of Health and Human Services hosts Employer Outreach Tables that include five Employer Class Presentations attended by more than 515 students and 39 faculty members. A Criminal Justice/Forensic Science Career Week featuring seven employers was attended by more than 257 students. The following resources have been created to assist students in career management and in securing experiential learning opportunities: Job Search Strategies, Successful Interviewing, Criminal Justice Internship Advantages, Building an Effective Resume, Interviews, Career Ready, NACE Competencies, BCHHS Career Snapshots Handbook. Because of the challenges associated with the pandemic, these resources are available in live and virtual formats.</p>	
<p>Collaboration and pathways with information technology centers, adult basic and literacy education programs and school districts</p>	<p>YSU leverages database administration services from Kent State University.</p> <p>YSU's Maag Library is pursuing increased collaboration with the Mahoning County Public Library system.</p> <p>Through the Alternative Credit Project (ACP) provided through the American Council on Education, YSU offers alternative pathways for non-traditional/adult learners and active military/veteran students designed to accelerate time to degree completion. ACP provides students access to a pool of online courses at low cost that YSU will accept toward their degree. ACP is designed to make YSU four-year degrees more attainable by lowering costs and increasing flexibility. ACP encourages greater acceptance of students' alternative credit and creates a more flexible pathway toward post-secondary education attainment for the more than 32 million non-traditional students who may have some college credit but no degree (<a href="http://cms.ysu.edu/ysu/alternative-credit-project">http://cms.ysu.edu/ysu/alternative-credit-project</a>). YSU accepts selected courses from: Straighterline, Saylor, Ed4Online, JumpCourse, Pearson, and Sophia. The courses accepted were reviewed and approved by YSU faculty and are taught using a competence-based education format.</p>	<p>\$42,182</p> <p>TBD</p>

<p>Enhancing the sharing of resources between institutions to expand capacity and capability for research and development</p>	<p>In addition to the above efforts, YSU also collaborates regionally on teacher education strategies with the following institutions:</p> <ul style="list-style-type: none"> <li>• Ashland University</li> <li>• Baldwin Wallace University</li> <li>• Cleveland State University</li> <li>• Hiram College</li> <li>• Lake Erie College</li> <li>• Malone University</li> <li>• Notre Dame College</li> <li>• University of Akron</li> <li>• University of Mount Union</li> <li>• Ursuline College</li> <li>• Walsh University</li> </ul>	<p>\$12 million in capital expenditures</p>
<p>Identifying and implementing the best use of university regional campuses</p>	<p>YSU's Mahoning Valley Innovation and Commercialization Center (MVICC) will be a workforce development, education, and entrepreneurial hub, connecting creative minds with the modern equipment of advanced manufacturing and the knowledge of the regional business community. By working collaboratively with the Mahoning Valley Manufacturers Coalition, Eastern Gateway Community College, Career and Technical Center, other K-12 educational providers, and area incubators, this multi-stakeholder center will become a driving force for economic growth and prosperity in the region.</p> <p>Not applicable.</p>	



## Section II: Academic Practices

### Textbook Affordability

#### Textbook Cost Study

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

Category	Amount
Average cost for textbooks that are new	\$59.25
Average cost for textbooks that are used	\$65.54
Average cost for rental textbooks	\$52.12
Average cost for eBook	\$54.95

#### Reducing Textbook Costs for Students

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

1. **Does your institution offer inclusive access purchasing of college textbooks?** If yes, what percentage of courses participate?  
Yes, just over 2% of courses participate.
2. **What use did the institution make of OER materials in the past academic year?** How many and which courses used the materials?
  - GEOG 2626 - 9 sections used OERs with a total of 232 students.
  - CMST 4899 – 3 sections used OERs with a total of 38 students.
  - JOUR 3723 – 1 sections with a total of 19 students.
  - CMST 3757 – 1 section with a total of 22 students.
  - JOUR 3761 – 1 section with a total of 18 students.
3. **How did the institution discover and access OER materials?**
  - Ohio Open Ed Collaborative?
    - <https://ohiolink.oercommons.org/hubs/OOEC>



- OER Commons?
  - <https://www.oercommons.org/>
- YSU uses the Open Textbook Network through the University of Minnesota. In addition, YSU has a long-standing member of OhioLINK.

**4. What other practices does your institution utilize to improve college textbook affordability?** YSU is a member of the Open Textbook Network that is operated out of the University of Minnesota. These books can be accessed for no cost, or printed at low cost. All textbooks are either used at multiple higher education institutions; or affiliated with an institution, scholarly society, or professional organization. The YSU Maag library currently includes 796 textbooks, with more being added all the time. YSU also partners with Barnes & Noble to promote the LoudCloud product. The LoudCloud courseware platform lowers the cost of learning materials, is easy to personalize, and ensures your students have the course materials they need for academic success. Lastly, we are a member of OhioLINK. Through OhioLINK YSU has access to Open Course Content Library and inclusive access initiative with commercial publishers. We are also able to participate in webinars and workshops that OhioLINK hosts.

Please provide any relevant information in the table below.

Initiative	Explanation of Initiative	Cost Savings to Students
Open Education Resources	Student access to free textbooks.	\$ 20,528
YSU Bookstore Price Match Program	Barnes & Noble program matches the lowest price (advertised by other vendors) for books and instructional materials sold.	\$1,709 (savings lower than prior years as YSU bookstore continues to lower prices)
First-Day Ready	An inclusive access and general affordability initiative that provides digital materials, e-books and textbook rentals to students.	\$751,300

### Alternative Delivery Methods

Online and competency-based education are both growing dramatically as delivery platforms for higher education across the United States. Flexible delivery methods, such as distance learning, provide an opportunity to improve access by providing students with additional opportunities to complete their education. Obviously, events of this past spring forced a transition to remote learning beyond that which many institutions had already offered.

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

Percent of Courses offered online prior to March 2020	Percent of students enrolled in online courses prior to March 2020
---	--

10.16%	12.25%
<b>Percent of Courses offered online fall term 2020</b>	<b>Percent of students enrolled in online courses fall term 2020</b>
74% (includes Agile Hybrid Campus, Virtual Campus, On Line Live meetings, and Web-based Courses)	87.49%

What steps has the institution taken to transition courses to online in response to the coronavirus pandemic?

1. Did the institution provide centralized support to the faculty?

Yes, YSU provided centralized support to its faculty. Three university offices—the Institute for Teaching and Learning, the Office of Cyberlearning, and Information Technology Customer Services—came together to form a collaborative group called the Academic Continuity Team (ACT). These offices have been working together since the beginning of the COVID-19 pandemic in order to provide one main point of contact. The ACT members communicated with campus, coordinated services, provided consultation, training, and resources, and supported faculty members teaching in the spring, through the summer, and into the start of the fall semester. The offices continue to meet periodically to discuss cross-office needs and issues. Their extensive resources can be viewed at the Creative Course Delivery website: <https://ysu.edu/institute-teaching-and-learning/creative-course-delivery>.

In addition, in response to faculty demand and a request from the Office of Academic Affairs, Youngstown State University purchased Zoom to supplement the use of WebEx in offering courses online.

2. How has the institution assured student access to remote learning?

YSU's IT Services (ITS) did extensive work to make sure that YSU students could get access to loaner computer equipment, including computers, webcams, headsets, wifi hotspots, and remote specialty software to ensure that students would not have learning disrupted. These efforts extended from the spring, through the summer, and into the fall semester. Students were provided guidance on requesting loaner equipment:

<https://ysu.teamdynamix.com/TDClient/2000/Portal/KB/ArticleDetail?ID=109023&SIDs=7762>.

In addition, YSU students were provided with a range of articles to prepare them for the shift to online learning: <https://ysu.teamdynamix.com/TDClient/2000/Portal/KB/?CategoryID=18038>.

YSU's ITS also developed virtual desktops to replicate some of YSU's most popular software used in general and engineering computer labs across campus. More information can be found at the following site:

<https://ysu.teamdynamix.com/TDClient/2000/Portal/KB/ArticleDetail?ID=102432&SIDs=6729>. YSU increased the number of licenses for Bomgar during the spring and summer at a total cost of just \$1,800. This resource enables IT to view clients' desktops to assist with technology concerns.

3. Has the increase in remote learning required investments in the institution's Learning Management System?

The shift to remote learning caused by the pandemic led to an increased number of faculty using the LMS (from 60% to as high as 90%). As a result, YSU experienced a dramatic increase in the need for data storage (from 3 terabytes (TB) to 7 TB).

- a. What LMS is currently utilized? YSU utilizes Blackboard as its Learning Management System.

**Course and Program Evaluation**

Recommendation 8 of the Task Force was for institutions to evaluate courses and programs for enrollment and consideration of continuation. Per ORC Section 3345.35, the colleges and universities need to address this recommendation every five years. The next applicable date is FY22.

**Co-located Campuses**

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

Co-located campus: Not applicable to YSU

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

## Section III: Policy Reforms

### Financial Advising

Recommendation 10A of the Task Force was for institutions to provide financial literacy as a standard part of students' education. In addition, the Ohio Attorney General's Student Loan Debt Advisory Group report of June 2017 made a similar recommendation as well as other proposals on how to improve processing of student accounts and debts. The report can be found at:

[www.ohioattorneygeneral.gov/Files/Publications-Files/Publications-for-Schools/Ohio-Attorney-General-s-Student-Loan-Debt-Collect.aspx](http://www.ohioattorneygeneral.gov/Files/Publications-Files/Publications-for-Schools/Ohio-Attorney-General-s-Student-Loan-Debt-Collect.aspx)

**1. Has your institution considered the Ohio Attorney General's Student Loan Debt Advisory Group Report Recommendation 4 regarding best practices (Appendix C) for financial literacy? If so, please describe your institution's implementation and whether it is specific to the (Appendix C) advisory sheet or the institution's own practices.**

Yes, Youngstown State University has considered the Ohio Attorney General's Student Loan Debt Advisory Group Report Recommendation 4 regarding best practices (Appendix C) for financial literacy. YSU has determined that its practices align with Appendix C. The following describes how YSU meets the best practices standards shown in Appendix C by category:

- Financial aid information nights:
  - The Office of Financial Aid and Scholarships hosts a financial aid night annually. This year, due to COVID-19, the office will host two virtual financial aid nights to educate students and families on the financial aid processes, applications, and deadlines and will include an opportunity to live chat or call in to speak with financial aid staff to ask questions.
- Financial aid shopping sheet:
  - The Office of Financial Aid and Scholarships offers the financial aid shopping sheet to prospective students.
- Peer-to-peer student loan and financial counseling:
  - The Office of Financial Aid and Scholarships requires all withdrawing students to have one-on-one counseling with Financial Aid staff. During counseling, staff work to ensure students understand the financial implications of withdrawing and reinforce student repayment obligations. Financial Aid counseling has reduced the number of students withdrawing as well as student defaults.
- End of Semester Loan Reminder:
  - End of Semester Loan Reminder functions are met in the following manner -Students continuing studies are automatically apprised of loan status when federal loan balances populate from the U. S. Dept of Education into the YSU loan acceptance system. The university relies upon the U.S. Department of Education system to deliver accurate and timely information regarding federal student debt. Students not continuing studies receive university prompting to complete federal exit counseling through which student are presented with the debt balances as of the time of

separation of studies. The U. S. Department of Education has also added a requirement that students complete an annual student loan acknowledgement which requires students to acknowledge the amount owed and amount remaining available to borrow.

- Financial aid education:
  - The Office of Financial Aid and Scholarships hosts financial aid awareness week in October of each year. Throughout the week, various sessions are offered to students. Sessions include topics such as how to apply for financial aid by completing the FAFSA, applying for scholarships, maintaining satisfactory academic progress, financial literacy and default prevention. This year's week long events will be offered via WebEx and will be recorded for students who are unable to attend.
  - Annually, the Office of Financial Aid and Scholarships hosts a session targeted to graduating student loan borrowers and open to general student loan borrowers. Sessions include how to manage their debt and money saving strategies on student loan repayment. This year's event, "Student Loan Repayment Strategies presented by Sallie Mae", will be offered during financial aid awareness week in October and discuss important information including student loan repayment plans, loan forgiveness programs, borrower rights and responsibilities, and default avoidance. The presenter will be available for answering questions.
  - The Office of Financial Aid and Scholarships also participates in financial aid nights at area high schools, on campus events such as orientations and classroom visits with presentations focused on financial aid matters.

**2. The Ohio Attorney General's report also suggested (Recommendation 5) institutions seek student consent to contact them by email and/or mobile phone. Does your institution make an effort to collect this form of contact information? Do you include consent to be contacted as part of this effort? Please describe.**

Youngstown State University does make an effort to capture the contact information discussed in Recommendation 5. Email and phone contact information are obtained from students prior to admission through the admission application. Students have opportunity to also to update contact information and preferences through their student portal throughout enrollment.

Consent to contact by cell phone and email is captured regularly. Each time a student registers for a new semester, the student is required to complete an electronic Promise to Pay which includes this consent.

**Certification Practices**

ORC 131.02 requires state IHE's to certify their outstanding debt to the Ohio Attorney General's office (AGO) for collection either 45 days after the amount is due or within 10 days after the start of the next academic session, whichever is later. However, Ohio's institutions certify their outstanding debt pursuant to varying policies and practices. To ensure that all Ohio students are treated fairly and uniformly, Recommendation #7 of the Student Loan Debt Advisory Group report is that state institutions adopt uniform certification practices that

emphasize transparency for both debtors and the AGO. The advisory group recommended that the Ohio Bursars Association, in partnership with the Ohio Association of Community Colleges and the Inter-University Council, facilitate this effort.

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

- 1. Please provide a chronological summary of notification practices your institution uses to notify students of debts owed? For example, does your institution email students to notify them of debt owed? Do you send repeated emails using a schedule? Do you only use a hardcopy letter? Does your institution require confirmation of receipt before certifying the debt to the AG? Do you task a human being with making phone calls to students before certifying debt? Please be specific about standards, timelines, and specific methods of communication.**

Youngstown State University uses emails, hard copy letters, and phone calls to notify students of debts owed. The university does not require confirmation of receipt of these notices before certifying debt to the Office of the Attorney General. Obtaining confirmations would be difficult if not impossible with university resources alone. Even the Office of Attorney General and its special counsel with better access to resources struggle to locate students. It is worth noting that the university does make a comprehensive effort to give students notice of their debt and performs in depth outreach to make students aware.

The following describes Youngstown State University debt notification standards, timelines, and specific methods of communication.

#### INTRODUCTION:

In advance of each semester, the Bursar Office develops a production calendar that plots key process dates which drive debt notification processes. The calendar includes billing dates, due dates, financial suspension dates, collections process dates, etc. with consideration for academic calendar, state and federal regulations, and any operational/business system limitations. The calendars are built following consistent structure semester to semester. The following is a chronological summary of notification practices reflective of the framework upon which the YSU production calendar is constructed.

#### REGISTERED STUDENT DEBT NOTIFICATIONS:

All YSU tuition and fee balances are essentially considered to be immediately due. Students who do not pay by the first payment deadline receives a late fee unless they formally enroll in an in-semester pay plan. Students are permitted to continue in a semester with a current semester balance (with limitations). Students are not permitted to carry balances into a future semester and are penalized by late fees for missed due dates.

- One Month Prior to Semester Start: Students are first **electronically billed (email)** for their upcoming semester balance one month prior to semester start. The full balance is due one week prior to semester start.



- In-Semester Pay Plan/Due Dates (Schedule provided with **electronic notices (email)** sent 7 days prior to each due date): Students who are unable to satisfy their balance in full can enter an in-semester pay plan any time during the semester. The balance is divided evenly over the remaining plan due dates of the semester (up to 4 installments in fall and Spring, 3 in Summer). Pay plan due dates are on the first day of each month. Depending on academic calendar, final pay plan due dates are scheduled prior to the first to ensure payment in full at least one business day prior to the start of the upcoming semester registration. Electronic notices of these due dates are sent 7 days prior to each due date.
- Unpaid Registered Students with No Pay Plan are **Electronically Billed (email)** Monthly: Active students who do not fully satisfy their balance nor enter a pay plan are electronically billed for payment in full with due dates coinciding with the in-semester pay plan due dates. Electronic billing notices are sent during the first or second week of each month according to the production schedule.
- Students who do not pay the university specified minimum (currently \$500) by the second billing due date of the semester are placed in a financial suspension process.
  - Financial Suspend process commences with an **email and letter** alert to students
  - Approximately 3 weeks after beginning the process a second **letter** is sent.
  - Approximately 2 weeks after the second **letter** is sent, a FINAL Notice of Financial Suspension letter is sent.
  - Students who are financially suspended receive a **letter and email**, Notice of Financial Suspension.
- Students with remaining balances at semester end flow into post-registration/post semester collections process.

POST-REGISTRATION DEBT COLLECTIONS- NOTIFICATIONS:

The Bursar Office runs processes to identify students with balances who are not currently registered once during the semester to capture students who have withdrawn and once at semester end. The student accounts identified in these processes enter the post registration collections process.

- **Letter** mailed upon identifying population of non-registered students with unresolved past due balances.
- Past Due **Email** sent within one week.
- Second **Letter** sent 4-6 weeks from first being identified as non-registered with balance.
  - Enters Phase 2 collections.
  - Letter provides OAG Acquisition date (usually 4-6 weeks from entry into Phase 2).
- Past Due **Email** follows within one week of entering Phase 2.
- Past due outreach is conducted by staff (human beings) throughout the process with a minimum of one **phone call** attempt per student. These efforts are conducted by collections support staff which typically includes the Collections Manager, Resolutions Analyst, Customer Service II, and student worker support staff.
- Additional **emails** are typically sent but timing is not built into process.
  - This is driven by volume of activity/personnel capacity.
- An additional **letter** may be sent but timing is not built into process.
  - This is driven by volume of activity/personnel capacity.
- At least one final **email** is sent in the final week before Attorney General acquisition of accounts.

## POST REGISTRATION PAY PLANS

- Students in post semester pay plans receive monthly invoices by **mail or email** if they elect for “E-billing”.
- ECSI, pay plan servicer, performs **phone and mail** outreach for students in 1-3 month past due status. It is understood that the phone outreach has a “**auto-dial**” feature with transition to human voice assistance. Students in these pay plan specifically consent once more to “auto-dial” contact on their pay plan documents.
- YSU staff sends **emails** and performs **human dialed** outreach prior to transitions of accounts to the Office of the Attorney General for state collections enforcement.

## **2. Per Recommendation 7 in the Attorney General report, best practices may include the National Association of College and University Business Officers Best Practices of Financial Responsibility Agreements with Students (Appendix D in the report). What, if any, efforts has your institution made to adopt uniform certification practices with peer institutions in the State of Ohio?**

Youngstown State University has had a very active role in Ohio higher education efforts to develop and adopt uniform certification practices. YSU’s Manager of Collections, Becky Jasinski, chaired a statewide Ohio Inter-University Council (IUC) committee to assess practices among 4-year public universities, make recommendations and develop draft standards. Ms. Jasinski led the effort to draft the proposal, which incorporated max/min standards that were identified through 4-year institution survey findings. IUC finalized a document and circulated it to the legal offices of all 4-year universities to obtain support/approval.

After securing approvals, the proposed standards document was forwarded to the Ohio Attorney General’s office for review/consideration. Following staff turnover in the OAG’s office following the 2018 elections, this issue had a resurgence when decision makers of the new OAG administration joined the fall 2019 Ohio Bursar Association meeting. Ms. Jasinski has again been called upon to participate in discussions in OAG work groups on this topic. There have since been statewide phone conferences on this topic, though overall progress has been temporarily disrupted due to the COVID-19 pandemic.

## **Section IV: Students Benefit**

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

For fiscal year 2020 only, please explain what, if anything, your institution is doing that is a new benefit for your students that is not already addressed above. Answers may be financial benefits or intangibles such as efforts to improve career counseling, undergraduate teaching, research, etc. If you have targeted financial aid for tuition, fees, room and board, books, technology or other expenses, please explain the focus of cost reduction.



During FY 2020, YSU developed a student-centric plan to augment student advising and counseling. In particular, YSU's FY 2021 budget established five (5) new full-time *Student Success Coordinator* staff positions—a 200% increase in the number of YSU student success staff. In addition, during FY 2020, YSU hired 4 new academic advisors to augment student advising efforts.

In FY 2020, YSU's expenditures for student scholarships totaled more than \$25.3 million, or roughly 12% of total university expenses. In addition, YSU's net total scholarship allowance in FY 2020 was \$29.6 million, or about 14% of total operating expenses.

Also during FY 2020, the YSU Foundation distributed some \$15.8 million in financial aid and scholarships to YSU students. This amount represents both savings to YSU students, as well as cost-avoidance for the University (because these scholarships are funded by the YSU Foundation, i.e., charitable gifts, and not by the University's general fund).

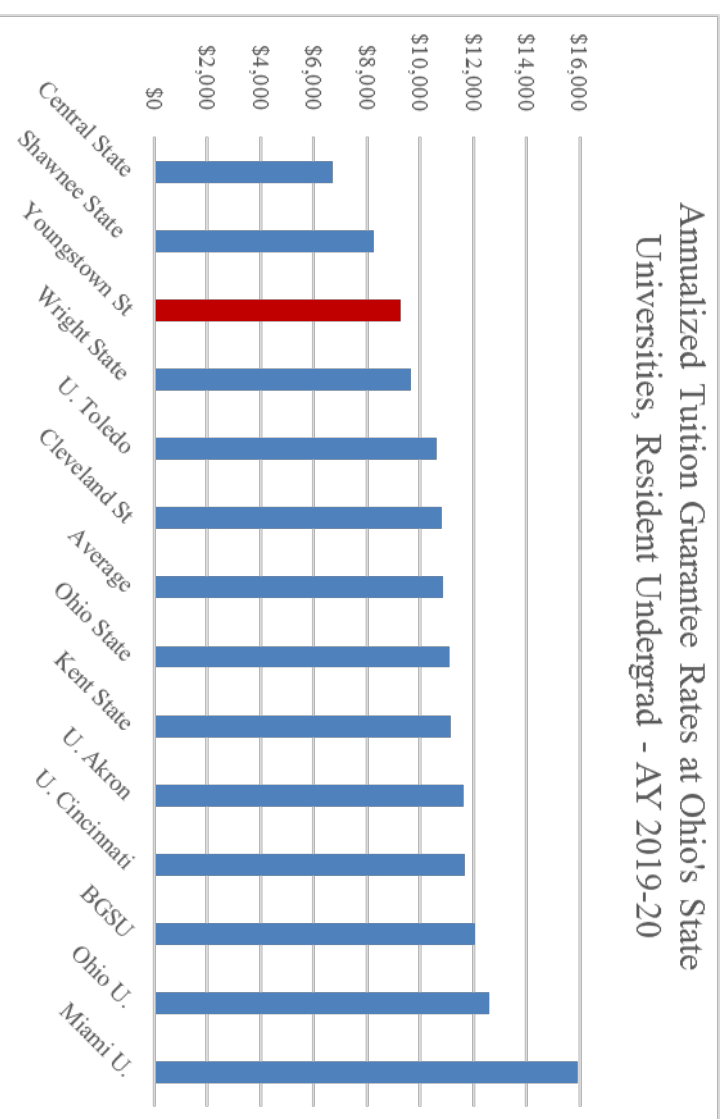
If you have seen a significant savings from an initiative in the past fiscal year, please describe that here.

Category	Initiative	FY20 (Actual)
Cost savings/avoidance to the institution in FY20 ONLY	Migration of ERP infrastructure to a cloud infrastructure and leveraging Kent State Database Services for ERP DBA support	\$42,182
	Technology Refresh (includes computer and multimedia classroom technology refresh)	\$330,000
	Janitorial Services Contract Renegotiation	\$307,197
	Supplier Rebates	\$41,544
	Rental income increase associated with YSU's ground lease with Hallmark Campus Communities for Edge Student Housing phase 3.	\$83,470
	Commercial Card Rebate Incentive (IUC contract)	\$90,216
	Academic Partnerships Online Programs expansion	\$270,528
	Sale of surplus office and classroom furniture and equipment	\$6,079
	Student refunds associated with the COVID-19 shutdown	\$2,844,279
	YSU Foundation Emergency Financial Aid (COVID-19)	\$333,333
Cost savings/avoidance to students in FY20 ONLY	YSU CARES Emergency Student Aid Grants (COVID-19)	\$3,200,000
	Increase in YSU Foundation student aid support	\$739,687
	Academic Partnerships Online Programs fee restructure	\$108,211
	International Student Health Insurance RFP	\$39,852
	Due to the COVID-19, certain fees were not assessed to students for the summer 2020 semester, including the Student Health Center fee, late fees and certain course fees.	\$514,969

## Additional Practices

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

**YSU's commitment to student affordability is perhaps best evidenced by the fact that its undergraduate tuition is among the lowest in the state of Ohio. In fact, YSU's in-state undergraduate tuition is approximately 15% below the statewide average; and the only two universities with tuition lower than YSU—Central State and Shawnee State—both receive special supplemental state funding specifically purposed to keep their tuition low. Yet despite its comparatively low tuition, YSU has continued to demonstrate its commitment to student affordability by increasing scholarship spending. Indeed, YSU's scholarship and aid programs have resulted in an out-of-pocket tuition expense that, on average, is roughly 30% below the tuition "sticker price."**



Perhaps the clearest indication of YSU's commitment to institutional efficiency lies in the fact that YSU's salaries for staff and administrators are consistently below statewide averages in nearly all categories, as reported in annual CUPA-HR surveys and as depicted in the table below.

### CUPA-HR Survey of Ohio Public University Administrator Salaries (2018-19)

Position Title	YSU as % of State Avg	Position Title	YSU as % of State Avg	Position Title	YSU as % of State Avg
Chief Athletics Admr	39%	Dean Graduate School	70%	Bursar	85%
Chief Camp Marketing Admr	53%	Chief Camp State/Local Govt/Legis Liaison	70%	Chief Acctg Officer/Controller	86%
Chief Instl Rsrch Officer	54%	Chief Facilities Officer	71%	Dean Health-Related Profs	86%
Dean Honors Prgm	55%	Chief Std Admsns Officer	73%	Chief Camp IT Sec Admr	86%
Dean Business	58%	Chief Camp Study-Abroad Admr	73%	Chief Camp Std Activities Admr	88%
Chief Std Affs/Std Life Officer	58%	Chief Camp Sec Admr/Police Chief	74%	Chief Camp Std Housing Admr	88%
Chief Business Officer	59%	Dep Chief Facil Officer	74%	Chief Camp Std Counseling Ctr Admr	88%
CEO-Single Inst/Campus within System	60%	Chief Camp Career Servs Admr	75%	Chief Camp HR Info Sys Admr	89%
Chief Camp Alumni Affs Admr	61%	Chief Diversity Officer	75%	Dean Liberal Arts	92%
Chief Research Officer	62%	Chief Info/IT Officer	76%	A/A Dean Health-Related Profs	92%
Dep Chief HR Officer	62%	Chief Std Registr/Records Officer	78%	A/A Dean Fine Arts	92%
Chief HR Officer	64%	Dean Sciences	78%	Chief Camp Telecom/Netwkg Admr	92%
Chief Acad Affs Officer/Provost	64%	Chief Purchasing Officer	80%	Chief Online Education Admr	95%
Dean Education	65%	Assoc Provost	81%	Chief Std Financial Aid Officer	96%
Chief Pub Rel/Comm Officer	65%	Dean Fine Arts	81%	Chief Equal Opportunity/A/A Officer	99%
Chief Legal Affs Officer	67%	A/A Dean Education	83%	Chief Camp Continuing Ed Admr	100%
Dep Chief Athl Officer	69%	Chief Camp Acad Comput/Instrl Techn Admr	84%	Chief Camp Parking/Transport Admr	111%
Chief Enroll Mgmt Officer	69%	A/A Dean Arts and Letters / Liberal Arts	84%	Chief Camp Intl Studies Ed Admr	122%
Chief Camp Risk Mgmt and Insurance Admr	70%	Chief Camp Std Ctr Admr	84%		

## Section V: Future Goals

This year's template does not require updates on every recommendation of the Task Force. Nonetheless, it is important that each institution continue to track its progress on achieving its Five-year goals that have been identified in prior years' submissions. An updated copy of the five-year goal template is attached. Please provide the data to complete the template, including information already provided in Section IV. In addition, if you have any updates or changes that need to be made to your five-year goals submitted in 2016, please update.

See attached MasterRecommendation2 Template to complete.

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

1. Please provide your thoughts and suggestions regarding ways that the State of Ohio can further support strength, resiliency and reputational excellence in Ohio's post-secondary education system.
  - a. **It is imperative that the State of Ohio preserve and maintain one of its greatest assets—its diverse system of public higher education. The highly-educated graduates of Ohio's state universities continue to serve as the single most important element for the state's long-range economic viability. In this vein, state funding for higher education must be prioritized and, to the greatest extent possible, restored to pre-COVID funding levels, lest Ohio fall further behind vis-à-vis the education gap.**
2. What legislative obstacles or policy roadblocks, if any, inhibit efficiencies and affordability practices at the IHE's?
  - a. **The existing requirement to seek the Chancellor's approval for fee waivers slows down universities' efforts to reduce tuition and fees for certain student cohorts. Ohio's policy on waivers could be more narrowly applied to prohibit waiving fees arbitrarily and for unethical reasons, e.g., nepotism.**
  - b. **There exist barriers to monetizing assets. In order for an IHE to sell or lease property, for example, state rules presently require reviews and approvals of multiple state entities, including the Department of Administrative Services, the Attorney General's Office, and the Governor's Office—a process that takes months, even years to complete.**
  - c. **State policymakers should consider legislation to promote and enable regional or even statewide collaboration among state of Ohio entities with regard to employee healthcare insurance coverage. This would enhance the ability of state employers to leverage lower healthcare benefit costs through greater volume.**

Thank you for completing the FY20 Efficiency Reporting Template. We appreciate the important role Ohio's colleges and universities play in supporting Ohio students, economic growth, world-class research and the overall success for our state.

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

JOHNSTOWN STATE UNIVERSITY												
Category	Recommendation	Component	Description	FY 2017 (Actual)	FY 2018 (Actual)	FY 2019 (Actual)	FY 2020 (Actual)	FY 2021 (Estimate)	Subtotal	Budget Narrative/Explanation of Efficiency Savings \$5 (attach additional sheets if necessary)		
Efficiency Savings	3B	Collaborative contracts	Savings linked to contracts shared with the ULC and other collaborations	\$199,114	\$1,617,247	\$2,002,658	\$3,960,385	\$3,500,000	\$11,279,384	BOI passed resolution in 2017 requiring use of Standard contracts. Most savings resulting from ULC-PS joint contracts.		
	5C	Organizational structure	Each institution should review its organizational structure in line with best practices to identify opportunities to streamline and reduce costs	\$1,100,000	\$1,596,115	\$1,596,115	\$1,596,115	\$1,596,115	\$7,484,460	Base savings from President Tressel's 2015 re-organization of VSU management and executive staff structures. Savings represents salaries and estimated fringe benefits.		
	5D	Health care costs	Like other employers, colleges and universities, have experienced rapid growth in health care costs	\$1,600,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,600,000	Estimated savings from VSU plan design changes.		
	5E	Data Centers	VSU had entered into a reciprocity agreement with the University of Akron to share data center space and is currently negotiating with Cleveland State University for a	\$0	\$17,000	\$17,000	\$17,000	\$17,000	\$68,000			
	N/A	Energy	Energy savings	\$2,855,607	\$9,242,446	\$4,428,012	\$4,100,000	\$4,100,000	\$24,579,065	Includes savings from VSU having built steam utility plant, as well as other utility system upgrades VSU has made to address deferred infrastructure maintenance.		
New Resource Generation	6A	Textbook Affordability	Savings to students via negotiated costs of materials, standardizing materials; developing digital capabilities, Barnes & Noble, and VSU investment	\$326,421	\$1,141,138	\$843,294	\$773,537	\$775,000	\$3,859,390	Base and ongoing savings to students		
	7A	Graduation Incentive	Change in bulk tuition rate (estimated student savings)	\$1,720,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$8,520,000			
	N/A	Additional Efficiency Practices	Increased scholarships for students	\$2,607,022	\$28,791,176	\$30,888,809	\$29,584,588	\$29,000,000	\$144,291,595	VSU's scholarship allowance is reported on VSU's audited financial statements and represents actual savings to students receiving scholarships and aid.		
	ORC	Regional Compacts	Various compacts with other higher ed institutions in northeast Ohio.	\$0	\$380,200	\$1,799,757	\$1,475,514	\$2,000,000	\$5,655,471	See Compacts section of report template.		
<b>Subtotal Efficiency Savings</b>				<b>\$33,828,164</b>	<b>\$44,985,322</b>	<b>\$43,628,645</b>	<b>\$43,707,119</b>	<b>\$43,188,115</b>	<b>\$200,337,365</b>			
<b>Subtotal New Resource Generation</b>				<b>\$77,366,523</b>	<b>\$54,766,404</b>	<b>\$11,630,826</b>	<b>\$135,065,982</b>	<b>\$150,200,000</b>	<b>\$533,833,735</b>			
<b>TOTAL OF COMBINED INSTITUTIONAL OPPORTUNITIES FOR ENHANCED STUDENT AFFORDABILITY</b>				<b>\$ 111,194,687</b>	<b>\$ 99,751,726</b>	<b>\$ 160,059,471</b>	<b>\$ 178,777,101</b>	<b>\$ 193,388,115</b>	<b>\$ 743,171,100</b>			

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

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

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

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

# Youngstown State University, FY 2020 Year-End Summary

December 3, 2020

## FY 2020 Year-End Recap\*

		<u>% of Total</u>
General fund ending balance ^	\$18,089	1%
Auxiliaries ending fund balances:		
Andrews Rec Center	255,590	12%
Housing Services & Kilcawley Center	1,083,167	49%
Intercollegiate Athletics	118,808	5%
Parking Services	713,721	33%
<b>Total ending balance</b>	<b><u><u>\$2,189,375</u></u></b>	<b>100%</b>

\*Ending balances reconciled to reflect actual revenues and expenses in each fund listed.

^ The general fund balance of \$18,089 reflects a \$354,865 accounting adjustment to reverse the use of federal CARES Act dollars to partially offset state funding cuts in FY 2020.

## Proposed allocation of FY 2020 year-end balance\*\*

		<u>% of Total</u>
1. Student Affairs Renewal & Replacement funds	\$725,000	33%
2. Parking Services Renewal & Replacement plant fund	572,728	26%
3. Debt Service Reserve	425,000	19%
4. Office of Academic Affairs Renewal & Replacement fund	380,842	17%
5. Strategy support for <i>Plan to Take Charge of Our Future</i>	85,805	4%
<b>Total allocation of FY 2020 year-end balance</b>	<b><u><u>\$2,189,375</u></u></b>	<b>100%</b>

\*\*See narrative on next page for more information about this proposed allocation.

## Background on proposed allocation of FY 2020 year-end balance

1. **Student Affairs Renewal & Replacement funds.** This transfer will support future capital improvements, facility maintenance and equipment replacement for certain university auxiliaries, including YSU-owned residence and dining halls, the Andrews Wellness & Rec Center and Kilcawley Center. It is an established best practice to allow auxiliary units to carry-forward year-end balances for future capital improvements, especially because auxiliary facilities are not eligible for state of Ohio capital funding, which are restricted to instructional and educational spaces. This transfer is especially necessary in light of the fact that each auxiliary's carry-forward balance was reduced by 84% last year to cover a shortfall in the general fund.
2. **Parking Services Renewal & Replacement plant fund.** As part of its annual operating budget plan, Parking Service each year budgets a reserve fund, representing planned revenues over planned expenses, and which is earmarked for future maintenance and repairs. This is an important strategy because, as a university auxiliary, parking facilities are not eligible for state of Ohio capital funding, which are restricted to instructional and educational spaces. This transfer will fulfill that strategy and support future capital improvements to YSU parking facilities, including planned maintenance on the Wick Avenue garage, and the inevitable demolition and replacement of the 5<sup>th</sup> Avenue garage. (This transfer is especially necessary in light of the fact that each auxiliary's carry-forward balance was reduced by 84% last year to cover a shortfall in the general fund.)
3. **Debt Service reserve.** The university has outstanding some \$80 million in bonded indebtedness. Consequently, the university is scheduled to make annual debt service payments averaging \$4.4 million per year through the year 2038. The university's debt service coverage strategy has partially relied upon gifts and pledges from donors wishing to support construction projects funded by debt, such as the Williamson College of Business Administration, the Watson And Tressel Training Site, and the Veterans Resource Center. As these gift funds are now beginning to dwindle, the university must set aside additional local funding to ensure debt service coverage.
4. **Office of Academic Affairs Renewal & Replacement fund.** This transfer will provide support for future capital improvements to academic spaces, equipment installation and maintenance, and/or replacement of instructional and scientific equipment. It is anticipated that a portion of these funds may be used to support equipment start-up costs at the new Excellence Training Center. While this proposed transfer is comparatively less than the auxiliary R&R transfers listed above, capital improvements to academic space have largely been funded by state of Ohio capital appropriations. For instance, the most recent state capital bill (H.B. 529) appropriated (and re-appropriated) to YSU a total of \$17.5 million in capital funding specifically earmarked for academic buildings, classrooms and labs.
5. **Strategy support funding.** To the greatest extent possible, the University must set aside funding to support the new strategic plan. Accordingly, this transfer will support the implementation phase of the *Plan for Strategic Actions to Take Charge of Our Future*.



**YOUNGSTOWN STATE UNIVERSITY**  
**Interfund Transfers Requiring Board Approval**  
**Transfers Outside of the Operating Budget**  
**Requested Transfers for Second Quarter FY2021**

FROM	TO	AMOUNT	REASON
<b>Operating Carryforward Fund</b>			
<b>Various Funds</b>			
		<i>Transfer FY20 year end operating excess of \$2,189,375.</i>	
	Kilcawley Center Plant Reserve (Auxiliary Plant Fund)	\$650,000	
	Parking Services Plant Reserve (Auxiliary Plant Fund)	\$572,728	
	Debt Service Reserve - General Fund (Unrestricted Plant Fund)	\$425,000	
	Academic Affairs Renewal & Replacement Fund (Unrestricted Plant Fund)	\$380,842	
	Strategic Initiatives (Designated Fund)	\$85,805	
	Kilcawley Repairs & Maint Reserve (Auxiliary Plant Fund)	\$24,000	
	Andrews Rec/Well Ctr Plant Reserve (Auxiliary Plant Fund)	\$21,000	
	Rec Center Improvements & Repairs (Auxiliary Plant Fund)	\$15,000	
	Rec Center Equipment Replacement Reserve (Auxiliary Plant Fund)	\$15,000	
<b>Other</b>			
Parking Services (Auxiliary Fund)	M30 & M60 Parking Deck Renovations (Auxiliary Plant Fund)	\$700,000	Transfer to fund deck projects.
Cafaro Field (Unrestricted Plant Fund)	General Fund Plant Reserve (Unrestricted Plant Fund)	\$366,745	Transfer residual project funds to reserve fund.

# Exhibit M



# Exhibit N

## 3356-4-44 Unmanned aircraft (drones and model aircraft).

~~Previous Policy Number:~~ ~~————~~ **New**

Responsible Division/Office: Environmental and Occupational Health and Safety

Responsible Officer: VP for Finance and Business Operations

Revision History: August 1997; June 2010; March 2015; December 2015; ~~October 2020~~ **December 2020**

Board Committee: Finance and Facilities

**Effective Date:** ~~December 16, 2015~~ **December 3, 2020**

Next Review: ~~2020~~ **2025**

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- (A) Policy statement. The operation of unmanned aircraft systems (“UAS”), including drones and model aircraft, is regulated by the federal aviation administration (“FAA”) and relevant state law. Youngstown State University (“university”) seeks to permit UAS’s to be utilized productively in a manner that fully meets institutional, legal, public safety, and ethical responsibilities.
- (B) Purpose. To provide direction to anyone seeking to operate a UAS or model aircraft on or above university property or as part of university employment or university activities.
- (C) Scope. This policy applies to:
- (1) Employees, students, and student groups operating UAS’s in any location as part of their university employment or as part of university activities;
  - (2) The operation by any person of UAS’s or model aircraft on or above Youngstown state university property;
  - (3) The purchase of UAS’s with funding through the university, including university accounts, grants, or Youngstown state university foundation accounts; and
  - (4) The hiring or contracting for any UAS services by a university department, office, or unit.

(D) Definitions.

- (1) “University property.” Buildings, grounds, and land that are owned, leased, licensed or otherwise controlled by the university, including but not limited to any university air rights recognized by federal or state law.
- (2) “Unmanned aircraft system (UAS), unmanned aircraft (UA), or drone.” Any unmanned aerial vehicle and all of the associated support equipment, control station, data links, telemetry, communications, and equipment necessary to operate the unmanned aerial vehicle from a distance of more than one foot via tether or remote control, including but not limited to drones, planes, model aircraft, helicopters, blimps, balloons, or kites. For purposes of this policy, collectively referred to as UAS.
- (3) “Certificate of authorization (COA) or waiver.” An authorization issued by the air traffic organization (“ATO”) of the FAA to an operator for a specific UAS activity. A certificate of authorization may contain provisions or limitations to ensure the UAS can operate safely with other airspace users.
- (4) “333 exemption.” An FAA exemption based on section 333 of the FAA Modernization and Reform Act of 2012 (“FMRA”) which grants the secretary of transportation the authority to determine whether an airworthiness certificate is required for a UAS to operate safely in the national airspace system.
- (5) “Model aircraft.” Equipment used only for hobby and recreation purposes and not for commercial purposes.
- (6) “Operator.” The pilot or individual who is controlling, maneuvering, or commanding a drone, unmanned aircraft, unmanned aircraft system, or model aircraft.

(E) Procedures.

- (1) Any individual or group, including university employees, students and student groups, seeking to operate a model aircraft or UAS ~~on university property~~ is responsible for obtaining all required documentation and approvals for compliance with FAA

regulations, state and federal laws and university policies. [This policy applies to YSU operations both on and off campus.](#)

- (2) The university's office of environmental and occupational health and safety ("EOHS") shall be responsible for university procedures, approvals, and instructions regarding UAS and model aircraft operation on university property and for UAS operation pursuant to university employment or university activities. Operators should contact EOHS for applicable forms and procedures.
  - a. [Operator must request prior approval from the EOHS at least two weeks in advance of the proposed use of the UAS using the YSU UAS \(Drone\) Use Application. Approval will require submission of a flight plan, including date, time and duration of flight, as well as the operational area.](#)
  - b. [Operator must possess a copy of the approved YSU UAS Operations Application at all times during flight activity, and present to YSUPD or University representatives upon request.](#)
  - c. [If required, operator must obtain and provide a copy of the FAA authorization to operate a UAS. Instructions for seeking FAA approval and safe operation information are available at \[www.faa.org/uas\]\(http://www.faa.org/uas\) and \[knowbeforeyoufly.org\]\(http://knowbeforeyoufly.org\)](#)
  - d. [UAS must only be operated by an employee as part of their employment or student as part of an academic/research program.](#)
- (3) Any use of UAS or model aircraft over university property other than by university students, employees, or vendors, as part of university employment or activities, is only allowed after receiving written approval from the EOHS, and is only permitted pursuant to a written agreement which holds the university harmless from any resulting claims or harm to individuals and damage to university property and provides proof of insurance as required by EOHS.
- (4) If UAS's are being used to obtain photos, video, or sound for non-university commercial purposes, university commercial use policies must also be followed. In addition to all other requirements, permission for such use must be granted in writing from the office of marketing and communications.

- (5) UAS's shall be operated in a responsible manner and shall not create a hazard to university owned or controlled property, the university community, or the public at any time, and shall not be operated in a way that disrupts instruction or unduly affects the environment of people in or passing through a common space, those working or studying within a building, or those entering, exiting or otherwise making their way about a facility.
    - a. UAS may not operate over areas of assembly, stadium, or populated areas without specific, prior approval from EOHS.
  - (6) In operating a UAS for purposes of recording or transmitting visual images, operators must take all reasonable measures to avoid violations of areas normally considered private and the unauthorized interception or recording of images, electronic communications and electronic data.
  - (7) Any person who observes the use of any UAS or model aircraft on university property should immediately notify the university police department at 330-941-3527.
  - (8) UAS purchase must be coordinated with YSU Procurement to ensure purchasing compliance, compliance with export controls, and weight and wingspan limits for insurance coverage.
  - (9) YSU Owned UAS must be securely stored when not in use and a check-out log maintained when UAS is in use.
  - (10) Because the YSU campus is near the Youngstown/Warren ~~Regional airport~~ Regional airport notification may be required.
- (F) Prohibited uses.
- (1) UAS's and model aircraft shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with university policy and social norms. These areas include but are not limited to restrooms, locker rooms, individual residential rooms, changing or dressing rooms, and healthcare rooms.

- (2) UAS's and model aircraft shall not be used to monitor the inside of university facilities, including but not limited to campus daycare facilities.
  - (3) UAS's and model aircraft shall not be used to monitor or record sensitive or personal information that may be found, for example, in an individual's workspaces, on computer, or other electronic displays.
- (G) Violations.
- (1) Any violations of this policy will be dealt with in accordance with applicable university policies and procedures, which may include disciplinary actions up to and including termination from the university for employees and sanctions for students up to and including expulsion from the university.
  - (2) Legal prohibitions regarding physical presence on campus, such as trespass, and other legal action may also be pursued against third parties that operate a UAS or model aircraft in violation of this policy.
  - (3) Fines or damages incurred by individuals or units that do not comply with this policy will not be paid by the university and will be the responsibility of those persons involved.

**3356-4-44 Unmanned aircraft (drones and model aircraft).**

Responsible Division/Office: Environmental and Occupational Health and Safety  
Responsible Officer: VP for Finance and Business Operations  
Revision History: August 1997; June 2010; March 2015; December 2015; December 2020  
Board Committee: Finance and Facilities  
**Effective Date: December 3, 2020**  
Next Review: 2025

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- (A) Policy statement. The operation of unmanned aircraft systems (“UAS”), including drones and model aircraft, is regulated by the federal aviation administration (“FAA”) and relevant state law. Youngstown State University (“university”) seeks to permit UAS’s to be utilized productively in a manner that fully meets institutional, legal, public safety, and ethical responsibilities.
- (B) Purpose. To provide direction to anyone seeking to operate a UAS or model aircraft on or above university property or as part of university employment or university activities.
- (C) Scope. This policy applies to:
- (1) Employees, students, and student groups operating UAS’s in any location as part of their university employment or as part of university activities;
  - (2) The operation by any person of UAS’s or model aircraft on or above Youngstown state university property;
  - (3) The purchase of UAS’s with funding through the university, including university accounts, grants, or Youngstown state university foundation accounts; and
  - (4) The hiring or contracting for any UAS services by a university department, office, or unit.
- (D) Definitions.

- (1) “University property.” Buildings, grounds, and land that are owned, leased, licensed or otherwise controlled by the university, including but not limited to any university air rights recognized by federal or state law.
  - (2) “Unmanned aircraft system (UAS), unmanned aircraft (UA), or drone.” Any unmanned aerial vehicle and all of the associated support equipment, control station, data links, telemetry, communications, and equipment necessary to operate the unmanned aerial vehicle from a distance of more than one foot via tether or remote control, including but not limited to drones, planes, model aircraft, helicopters, blimps, balloons, or kites. For purposes of this policy, collectively referred to as UAS.
  - (3) “Certificate of authorization (COA) or waiver.” An authorization issued by the air traffic organization (“ATO”) of the FAA to an operator for a specific UAS activity. A certificate of authorization may contain provisions or limitations to ensure the UAS can operate safely with other airspace users.
  - (4) “333 exemption.” An FAA exemption based on section 333 of the FAA Modernization and Reform Act of 2012 (“FMRA”) which grants the secretary of transportation the authority to determine whether an airworthiness certificate is required for a UAS to operate safely in the national airspace system.
  - (5) “Model aircraft.” Equipment used only for hobby and recreation purposes and not for commercial purposes.
  - (6) “Operator.” The pilot or individual who is controlling, maneuvering, or commanding a drone, unmanned aircraft, unmanned aircraft system, or model aircraft.
- (E) Procedures.
- (1) Any individual or group, including university employees, students and student groups, seeking to operate a model aircraft or UAS is responsible for obtaining all required documentation and approvals for compliance with FAA regulations, state and federal laws and

university policies. This policy applies to YSU operations both on and off campus.

- (2) The university's office of environmental and occupational health and safety ("EOHS") shall be responsible for university procedures, approvals, and instructions regarding UAS and model aircraft operation on university property and for UAS operation pursuant to university employment or university activities. Operators should contact EOHS for applicable forms and procedures.
  - a. Operator must request prior approval from the EOHS at least two weeks in advance of the proposed use of the UAS using the YSU UAS (Drone) Use Application. Approval will require submission of a flight plan, including date, time and duration of flight, as well as the operational area.
  - b. Operator must possess a copy of the approved YSU UAS Operations Application at all times during flight activity, and present to YSUPD or University representatives upon request.
  - c. If required, operator must obtain and provide a copy of the FAA authorization to operate a UAS. Instructions for seeking FAA approval and safe operation information are available at [www.faa.org/uas](http://www.faa.org/uas) and [knowbeforeyoufly.org](http://knowbeforeyoufly.org)
  - d. UAS must only be operated by an employee as part of their employment or student as part of an academic/research program.
- (3) Any use of UAS or model aircraft over university property other than by university students, employees, or vendors, as part of university employment or activities, is only allowed after receiving written approval from the EOHS, and is only permitted pursuant to a written agreement which holds the university harmless from any resulting claims or harm to individuals and damage to university property and provides proof of insurance as required by EOHS.



- (4) If UAS's are being used to obtain photos, video, or sound for non-university commercial purposes, university commercial use policies must also be followed. In addition to all other requirements, permission for such use must be granted in writing from the office of marketing and communications.
  - (5) UAS's shall be operated in a responsible manner and shall not create a hazard to university owned or controlled property, the university community, or the public at any time, and shall not be operated in a way that disrupts instruction or unduly affects the environment of people in or passing through a common space, those working or studying within a building, or those entering, exiting or otherwise making their way about a facility.
    - a. UAS may not operate over areas of assembly, stadium, or populated areas without specific, prior approval from EOHS.
  - (6) In operating a UAS for purposes of recording or transmitting visual images, operators must take all reasonable measures to avoid violations of areas normally considered private and the unauthorized interception or recording of images, electronic communications and electronic data.
  - (7) Any person who observes the use of any UAS or model aircraft on university property should immediately notify the university police department at 330-941-3527.
  - (8) UAS purchase must be coordinated with YSU Procurement to ensure purchasing compliance, compliance with export controls, and weight and wingspan limits for insurance coverage.
  - (9) YSU Owned UAS must be securely stored when not in use and a check-out log maintained when UAS is in use.
  - (10) Because the YSU campus is near the Youngstown/Warren Regional airport notification may be required.
- (F) Prohibited uses.

- (1) UAS's and model aircraft shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with university policy and social norms. These areas include but are not limited to restrooms, locker rooms, individual residential rooms, changing or dressing rooms, and healthcare rooms.
  - (2) UAS's and model aircraft shall not be used to monitor the inside of university facilities, including but not limited to campus daycare facilities.
  - (3) UAS's and model aircraft shall not be used to monitor or record sensitive or personal information that may be found, for example, in an individual's workspaces, on computer, or other electronic displays.
- (G) Violations.
- (1) Any violations of this policy will be dealt with in accordance with applicable university policies and procedures, which may include disciplinary actions up to and including termination from the university for employees and sanctions for students up to and including expulsion from the university.
  - (2) Legal prohibitions regarding physical presence on campus, such as trespass, and other legal action may also be pursued against third parties that operate a UAS or model aircraft in violation of this policy.
  - (3) Fines or damages incurred by individuals or units that do not comply with this policy will not be paid by the university and will be the responsibility of those persons involved.

# Exhibit O

## **3356-1-12 Fifteen-year plan for energy efficiency and conservation projects.**

Responsible Division/Office: Facilities  
Responsible Officer: VP for Finance and Business Operations  
Revision History: June 2009; December 2020  
Board Committee: ~~University Affairs~~ Finance and Facilities  
Effective Date: ~~March 13, 2015 (SB3 re-filing)~~ December 3, 2020  
~~Original Effective Date: December 29, 2008 (refer to June 2009 BOT)~~  
Next Review: ~~2020~~ 2025

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- (A) The statutory requirements of Ohio House Bill 251 of the 126<sup>th</sup> general assembly call for an overall reduction in energy use of twenty per cent by 2014, relative to use levels of 2004.
- (B) ~~Ohio House Bill 251~~ Pursuant to section 3345.69 of the Ohio revised code, ~~also requires that~~ the board of trustees of each state university is required to develop ~~its own~~ a fifteen-year plan for phasing in energy efficiency and conservation projects.
- (C) Youngstown state university has developed a fifteen-year plan (“plan”) for phasing in energy efficiency and conservation projects, which is available at the university office of facilities.
- ~~(D)~~ Projects completed under the plan have already satisfied the reductions in energy use specified in Ohio House Bill 251.
- (E) The plan allows for continued success at the university in energy efficiency and conservation.

*Note: This policy/rule was originally filed, along with the Fifteen-Year Plan (as Appendix 308913), with the Ohio Legislative Service Commission as Rule 3356-1-14-15 effective 9-27-10.*

**3356-1-12      Fifteen-year plan for energy efficiency and conservation projects.**

Responsible Division/Office: Facilities  
Responsible Officer: VP for Finance and Business Operations  
Revision History: June 2009; December 2020  
Board Committee: Finance and Facilities  
**Effective Date: December 3, 2020**  
Next Review: 2025

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- (A) The statutory requirements of Ohio House Bill 251 of the 126<sup>th</sup> general assembly call for an overall reduction in energy use of twenty per cent by 2014, relative to use levels of 2004.
- (B) Pursuant to section 3345.69 of the Ohio revised code, the board of trustees of each state university is required to develop a fifteen-year plan for phasing in energy efficiency and conservation projects.
- (C) Youngstown state university has developed a fifteen-year plan (“plan”) for phasing in energy efficiency and conservation projects, which is available at the university office of facilities.
- (D) Projects completed under the plan have already satisfied the reductions in energy use specified in Ohio House Bill 251.
- (E) The plan allows for continued success at the university in energy efficiency and conservation.

*Note: This policy/rule was originally filed, along with the Fifteen-Year Plan (as Appendix 308913), with the Ohio Legislative Service Commission as Rule 3356-1-14-15 effective 9-27-10.*

# Exhibit P

## 3356-3-02      Development and assessment of student tuition and fees.

~~Previous Policy Number: 3002.02~~

Responsible Division/Office: Finance and Business Operations

Responsible Officer: VP for Finance and Business Operations

Revision History: June 1998; October 2009; June 2010;

December 2015; December 2020

Board Committee: ~~Academic Quality and Student Success~~ Finance and Facilities

Effective Date: ~~December 16, 2015~~ December 3, 2020

Next Review: ~~2020~~ 2025

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- (A) Policy statement. The board of trustees of Youngstown state university shall review and approve the schedules of ~~mandatory~~ student tuition and fees and miscellaneous fees. These schedules and the associated refund procedures will be printed in university bulletins and other official university documents.
- (B) Parameters.
- (1) The board of trustees reserves the right to change any fee, charge, or fine, as may be permitted by state law.
  - (2) For the purpose of assessing tuition and fee charges, residency is determined at the time of admission or readmission ~~by the registrar and/or the associate vice president for enrollment management.~~
  - (3) Tuition and fees are assessed at the time of registration.
- (C) Procedures.
- (1) Annually as part of the budget development process, ~~the administration shall a review will occur to determine if a modification is required to the mandatory schedules of~~ tuition and fees ~~assessed to all students and to other miscellaneous fees to~~ determine if modifications are advisable, if permitted by state law.

- (2) Any proposed modifications will be reviewed by the president's executive leadership team, other administrative groups, as appropriate, and student government.
- (3) Any proposed changes to tuition and fees shall be developed within the parameters permitted by state law.
- (4) Proposed schedules of ~~mandatory~~ tuition and fees and miscellaneous fees will be presented to the finance and facilities committee of the board of trustees, which will recommend action to the full board of trustees.
- (5) In the event that state law, enacted subsequent to the board of trustees having taken action on tuition and fees, limits or prohibits the university's ability to modify tuition and fees, the university's tuition and fees will be set to the levels permitted by state law, notwithstanding any previous action taken by the board of trustees.

**3356-3-02      Development and assessment of student tuition and fees.**

Responsible Division/Office: Finance and Business Operations  
Responsible Officer: VP for Finance and Business Operations  
Revision History: June 1998; October 2009; June 2010;  
December 2015; December 2020  
Board Committee: Finance and Facilities  
**Effective Date: December 3, 2020**  
Next Review: 2025

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- (A) Policy statement. The board of trustees of Youngstown state university shall review and approve the schedules of student tuition and fees and miscellaneous fees. These schedules and the associated refund procedures will be printed in university bulletins and other official university documents.
- (B) Parameters.
- (1) The board of trustees reserves the right to change any fee, charge, or fine, as may be permitted by state law.
  - (2) For the purpose of assessing tuition and fee charges, residency is determined at the time of admission or readmission.
  - (3) Tuition and fees are assessed at the time of registration.
- (C) Procedures.
- (1) Annually as part of the budget development process, the administration shall review the schedules of tuition and fees to determine if modifications are advisable, if permitted by state law.
  - (2) Any proposed modifications will be reviewed by the president's executive leadership team, other administrative groups, as appropriate, and student government.
  - (3) Any proposed changes to tuition and fees shall be developed within the parameters permitted by state law.

- (4) Proposed schedules of tuition and fees and miscellaneous fees will be presented to the finance and facilities committee of the board of trustees, which will recommend action to the full board of trustees.
- (5) In the event that state law, enacted subsequent to the board of trustees having taken action on tuition and fees, limits or prohibits the university's ability to modify tuition and fees, the university's tuition and fees will be set to the levels permitted by state law, notwithstanding any previous action taken by the board of trustees.



# Exhibit Q

## 3356-3-12 Chargebacks.

~~Previous Policy Number: 3009.02~~  
Responsible Division/Office: Finance and Business Operations  
Responsible Officer: VP for Finance and Business Operations  
Revision History: December 2010; December 2015; December 2020  
Board Committee: Finance and Facilities  
**Effective Date: ~~December 16, 2015~~ December 3, 2020**  
Next Review: ~~2020~~2025

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- (A) Policy statement. The university is committed to financial accountability. In certain instances, chargebacks provide an effective method by which to ensure financial accountability and the appropriate allocation of costs.
- (B) Purpose. To establish a policy to create, modify and authorize chargebacks and related processes.
- (C) Definitions. “Chargeback.” The allocation of costs by charging departments for certain goods or services that have been provided by another department. Chargebacks are a way to control and allocate costs and not a mechanism for increasing the operating budget for departments providing goods and/or services.
- (D) Parameter.
- (1) Certain departments on campus need resources to perform certain functions, to provide specific services and/or materials. In some cases, resources are provided to departments so that they may provide goods and/or services to other departments. The cost of certain goods and/or services may be charged back (i.e., billed) to the departments that request the goods and/or services.
  - (2) Chargebacks for auxiliary overhead and employee fringe benefits are excluded from this policy.
  - (3) Authorized chargebacks shall be included in the university’s operating budget as adopted by the board of trustees.
  - (4) The vice president for finance and business operations shall

establish procedures and guidelines for chargeback processes.

- (5) The establishment of new chargebacks and the modification of existing chargebacks should be approved prior to implementation and as part of the annual budget process.
- (6) Chargebacks may be assessed only by departments that have been approved and designated to do so. Only the financial managers of these departments may authorize chargebacks.
- (7) A chargeback may be assessed when the goods and/or services are requested by the department receiving the goods and/or services. A chargeback also may be assessed when essential services are provided, even for services not explicitly requested (i.e., police security services for an event on campus).
- (8) Chargebacks should reflect the direct cost of the goods and/or services provided. The department providing goods/services should be able to clearly demonstrate and document how the chargeback is calculated.
- (9) Exceptions to this policy may be approved by the president or his/her designee.

### 3356-3-12 Chargebacks.

Responsible Division/Office: Finance and Business Operations  
Responsible Officer: VP for Finance and Business Operations  
Revision History: December 2010; December 2015; December 2020  
Board Committee: Finance and Facilities  
**Effective Date: December 3, 2020**  
Next Review: 2025

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- (A) Policy statement. The university is committed to financial accountability. In certain instances, chargebacks provide an effective method by which to ensure financial accountability and the appropriate allocation of costs.
- (B) Purpose. To establish a policy to create, modify and authorize chargebacks and related processes.
- (C) Definitions. “Chargeback.” The allocation of costs by charging departments for certain goods or services that have been provided by another department. Chargebacks are a way to control and allocate costs and not a mechanism for increasing the operating budget for departments providing goods and/or services.
- (D) Parameter.
  - (1) Certain departments on campus need resources to perform certain functions, to provide specific services and/or materials. In some cases, resources are provided to departments so that they may provide goods and/or services to other departments. The cost of certain goods and/or services may be charged back (i.e., billed) to the departments that request the goods and/or services.
  - (2) Chargebacks for auxiliary overhead and employee fringe benefits are excluded from this policy.
  - (3) Authorized chargebacks shall be included in the university’s operating budget as adopted by the board of trustees.
  - (4) The vice president for finance and business operations shall establish procedures and guidelines for chargeback processes.

- (5) The establishment of new chargebacks and the modification of existing chargebacks should be approved prior to implementation and as part of the annual budget process.
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- (8) Chargebacks should reflect the direct cost of the goods and/or services provided. The department providing goods/services should be able to clearly demonstrate and document how the chargeback is calculated.
- (9) Exceptions to this policy may be approved by the president or his/her designee.

# Exhibit R

## 3356-4-10 University health and safety.

Responsible Division/Office: Environmental/ and Occupational Health & and Safety  
Responsible Officer: VP for Finance and Business Operations  
Revision History: March 1999; October 2010; June 2015; December 2020  
Board Committee: Finance and Facilities  
**Effective Date:** ~~June 17, 2015 (no changes)~~ December 3, 2020  
Next review: ~~2020~~2025

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- (A) Policy statement. The university will develop and maintain programs to prevent health and safety hazards on the campus. Such programs shall be in compliance with, but not limited to, all local, state, and federal statutes pertaining to health, safety, and the environment.
- (B) Parameters.
- (1) The office of environmental and occupational health and safety (“EOHS”) has the responsibility of establishing appropriate environmental, health, and safety programs and activities.
  - (2) EOHS, in consultation with the office of the general counsel, is also responsible for keeping the university in compliance with local, state, and federal laws affecting the campus environment and the health and safety of all students, faculty, staff, and campus visitors.
- (C) Procedures.
- (1) EOHS will distribute information on all health and safety programs. Other departments may assist in the distribution of this information.
  - (2) EOHS will periodically conduct seminars and workshops relating to health, safety, and environmental matters.
  - (3) University employees and students are expected to follow all applicable health, safety, and environmental programs so that the university can prevent health and safety hazards on the campus.

### **3356-4-10 University health and safety.**

Responsible Division/Office: Environmental and Occupational Health and Safety  
Responsible Officer: VP for Finance and Business Operations  
Revision History: March 1999; October 2010; June 2015; December 2020  
Board Committee: Finance and Facilities  
**Effective Date: December 3, 2020**  
Next review: 2025

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- (A) Policy statement. The university will develop and maintain programs to prevent health and safety hazards on the campus. Such programs shall be in compliance with, but not limited to, all local, state, and federal statutes pertaining to health, safety, and the environment.
- (B) Parameters.
- (1) The office of environmental and occupational health and safety (“EOHS”) has the responsibility of establishing appropriate environmental, health, and safety programs and activities.
  - (2) EOHS, in consultation with the office of the general counsel, is also responsible for keeping the university in compliance with local, state, and federal laws affecting the campus environment and the health and safety of all students, faculty, staff, and campus visitors.
- (C) Procedures.
- (1) EOHS will distribute information on all health and safety programs. Other departments may assist in the distribution of this information.
  - (2) EOHS will periodically conduct seminars and workshops relating to health, safety, and environmental matters.
  - (3) University employees and students are expected to follow all applicable health, safety, and environmental programs so that the university can prevent health and safety hazards on the campus.

# **Exhibit S**

## **SUMMARY OF PERSONNEL ACTIONS Athletics Employees 7/16/20 through 10/15/20**

### **Appointments - 2**

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

### **Separations - 3**

- Professional Administrative Staff - 1
- Professional Administrative Excluded - 2

### **Reclassifications/Position Adjustments - 2**

- Professional Administrative Excluded - 2

### **Salary Adjustments - 2**

- Classified Civil Service - 2

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 7/16/20 THROUGH 10/15/20  
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>
Glover, Malika	Excluded	Assistant Coach Women's Basketball	Basketball - Women's	8/17/2020	1.00	\$ 50,000.00
Hinkle, David	Externally Funded	Assistant Director Sales and Athletic Development	Athletic Administration	8/3/2020	1.00	\$ 47,437.00



**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 7/16/20 THROUGH 10/15/20  
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	TYPE OF SEPARATION
Morelli, Anthony	APAS	Assistant to Head Trainer Sports Info	Sports Information	7/31/2020	0.50	\$ 20,254.26	Retired
Paisley, Ryan	Excluded	Assistant Coach, Swimming	Swimming & Diving - Women's	8/3/2020	1.00	\$ 35,000.00	Resigned
Van Blarcom, Derek	Excluded	Assistant Coach Strength Conditioning	Training Room	9/22/2020	1.00	\$ 31,695.00	Resigned

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 7/16/20 THROUGH 10/15/20  
RECLASSIFICATIONS/POSITION ADJUSTMENTS**

			<sup>1</sup> NEW						
EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	DEPARTMENT/OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY		
Hernandez, Ulises	Excluded	Head Coach Men's Tennis/ Assistant Coach Tennis	Tennis - Men's	7/1/2020	1.00	\$ 30,906.00	\$ 30,906.00		
Sopel, Mickael	Excluded	Head Coach Women's Tennis/ Head Coach Men's & Women's Tennis	Tennis - Women's	7/1/2020	1.00	\$ 52,406.28	\$ 52,406.28		

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 7/16/20 THROUGH 10/15/20  
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Innocent, Tracey	ACE	Travel Specialist	Athletic Facilities Rental	19/13/2020	1.00	\$ 37,544.00	1.00	\$ 36,982.40
Webber, Jason	ACE	Athletic Facilities Specialist	Athletic Facilities Rental	8/16/2020	1.00	\$ 24,211.20	1.00	\$ 23,857.60

*Please note: all ACE positions listed include the furlough reduction.*

# Exhibit T

## 3356-4-21 Public use of university grounds for expressive activity.

~~Previous Policy Number: 4019.01 (new)~~  
Responsible Division/Office: Office of the President  
Responsible Officer: President  
Revision History: September 2014; December 2020  
Board Committee: University Affairs  
**Effective Date:** ~~September 24, 2014~~ December 3, 2020  
Next Review: ~~2020~~ 2025

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- (A) Policy statement. Youngstown state university values the freedoms of speech, thought, expression and assembly both as constitutionally guaranteed rights and as part of the university's core educational, research, and public service mission. The university also recognizes that the exercise of these freedoms must be balanced with the rights of others to learn, work, and conduct business. Any speech or other expressive activities by persons under this policy should not be considered to be speech made by or on behalf of the university or to be endorsed by the university.
- (B) Purpose. To provide guidelines for the free and orderly exchange of ideas and to ensure that these activities do not imperil public safety, obstruct or damage university facilities, or interfere with the university's mission and functions.
- (C) Definitions. "Expressive activity" means all forms of non-commercial expression that are protected by the First Amendment to the U.S. Constitution, which may include peaceful assemblies, speeches, protests, picketing, leafleting, circulating petitions, distributing literature, and similar expressive communications and activities.
- (~~C~~D) Parameters ~~or guidelines~~.
- (1) Generally accessible outdoor areas.
- (a) Any person or group may use any ~~publically~~ publicly accessible outdoor area of the university's campus except parking lots and decks, garages, public streets, and driveways. Federal, state and local laws will be enforced

as applicable. The use of walkways or other common areas may not block the free passage of others or impede the regular operation of the university.

- (b) Use may include speaking, nonverbal expression, and distribution of literature, circulating petitions, and the display of signage. Amplification may be restricted during work or class hours or if the area is in use for an official university event, or a university-sponsored event.
  - (c) Prior approval is not necessary as long as the primary action is not to advertise or sell a commercial product.
  - (d) Those seeking access to the university for commercial solicitation or advertising purposes should consult university policy 3356-7-19, "Access to campus for purposes of commercial solicitation or advertising." Employees should consult university policy 3356-7-25 regarding political activities of employees.
  - (e) Facilities which are leased by the university and which do not have general access outdoor areas controlled by the university are not available for use under this policy.
- (2) Large groups.
- (a) Any person or group whose use of an outdoor area is expected or reasonably likely to draw more than one hundred people must notify the university's police department at (330) 941-3527 at least three business days before the date of the expressive activity and provide information as to the specific location to be used for the event, the estimated number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, and shall include at least one person who will be personally present. If three business days' notice is not provided, the person or group must contact the university's police department as soon as reasonably possible prior to the event.

- (b) Prior notice is necessary in order to ensure that there is sufficient space for the large group event, the large group event does not conflict with any other scheduled use of the outdoor area, and that sufficient university resources are available for crowd control and security.
  - (3) Student use.
    - (a) In addition to the right of access to generally accessible outdoor areas described above, any student, group of students, or registered student organization may seek to reserve the use of specific outdoor areas by contacting the office of student affairs at (330) 941-3532.
    - (b) A student or student organization request to reserve such area or space shall be made at least two business days prior to the use. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy.
    - (c) A student or student organization that has reserved a specific area or space under this policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request shall be promptly communicated in writing to the requester and shall set forth the basis for the denial.
  - (4) Public bulletin boards. The university provides designated public bulletin boards for the purpose of posting materials. Refer to university policy 3356-4-17 regarding the display of posters and other printed materials.
  - (5) Neutrality. All decisions and actions of university employees and agents made under this policy shall be content neutral.
- (DE) Prohibited activities.
- (1) Any event or activity that disrupts the ability of the university to effectively and peacefully teach students, provide client services, or conduct any of its other business and support operations is prohibited. Examples include, but are not limited to, excessive

noise, impeding vehicle or pedestrian traffic, and conduct otherwise unlawful.

- (2) Damage to university property including, but not limited to, damage to grounds and landscaping, driving stakes or poles into the ground, hammering nails into buildings, fastening or attaching anything to sidewalks, paved areas, or any part of any building, structure, or fixture.
- (3) Distribution or solicitation by placing any material on vehicles in the parking lots, decks or garages.
- (4) Leaving trash, litter, materials, or pollutants in any area.

(EF) Enforcement.

- (1) The Youngstown state university police department shall enforce the provisions of this policy.
- (2) Any person who violates this policy may be subject to any order to leave university property and may be subject to arrest if that order is not promptly obeyed. Employees who violate this policy may be subject to discipline up to and including termination.

(FG) Dispute resolution. Any person or organization that believes unlawful, unreasonable, or arbitrary limitations have been imposed on their expressive activities under this policy may file a complaint with the office of general counsel at (330) 941-2340.

**3356-4-21     Public use of university grounds for expressive activity.**

Responsible Division/Office: Office of the President  
Responsible Officer: President  
Revision History: September 2014; December 2020  
Board Committee: University Affairs  
**Effective Date: December 3, 2020**  
Next Review: 2025

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- (A) Policy statement. Youngstown state university values the freedoms of speech, thought, expression and assembly both as constitutionally guaranteed rights and as part of the university's core educational, research, and public service mission. The university also recognizes that the exercise of these freedoms must be balanced with the rights of others to learn, work, and conduct business. Any speech or other expressive activities by persons under this policy should not be considered to be speech made by or on behalf of the university or to be endorsed by the university.
- (B) Purpose. To provide guidelines for the free and orderly exchange of ideas and to ensure that these activities do not imperil public safety, obstruct or damage university facilities, or interfere with the university's mission and functions.
- (C) Definitions. "Expressive activity" means all forms of non-commercial expression that are protected by the First Amendment to the U.S. Constitution, which may include peaceful assemblies, speeches, protests, picketing, leafleting, circulating petitions, distributing literature, and similar expressive communications and activities.
- (D) Parameters.
  - (1) Generally accessible outdoor areas.
    - (a) Any person or group may use any publicly accessible outdoor area of the university's campus except parking lots and decks, garages, public streets, and driveways. Federal, state and local laws will be enforced as applicable. The use of walkways or other common areas may not block the free



passage of others or impede the regular operation of the university.

- (b) Use may include speaking, nonverbal expression, and distribution of literature, circulating petitions, and the display of signage. Amplification may be restricted during work or class hours or if the area is in use for an official university event, or a university-sponsored event.
- (c) Prior approval is not necessary as long as the primary action is not to advertise or sell a commercial product.
- (d) Those seeking access to the university for commercial solicitation or advertising purposes should consult university policy 3356-7-19, "Access to campus for purposes of commercial solicitation or advertising." Employees should consult university policy 3356-7-25 regarding political activities of employees.
- (e) Facilities which are leased by the university and which do not have general access outdoor areas controlled by the university are not available for use under this policy.

(2) Large groups.

- (a) Any person or group whose use of an outdoor area is expected or reasonably likely to draw more than one hundred people must notify the university's police department at (330) 941-3527 at least three business days before the date of the expressive activity and provide information as to the specific location to be used for the event, the estimated number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, and shall include at least one person who will be personally present. If three business days' notice is not provided, the person or group must contact the university's police department as soon as reasonably possible prior to the event.
- (b) Prior notice is necessary in order to ensure that there is sufficient space for the large group event, the large group

event does not conflict with any other scheduled use of the outdoor area, and that sufficient university resources are available for crowd control and security.

- (3) Student use.
    - (a) In addition to the right of access to generally accessible outdoor areas described above, any student, group of students, or registered student organization may seek to reserve the use of specific outdoor areas by contacting the office of student affairs at (330) 941-3532.
    - (b) A student or student organization request to reserve such area or space shall be made at least two business days prior to the use. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy.
    - (c) A student or student organization that has reserved a specific area or space under this policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request shall be promptly communicated in writing to the requester and shall set forth the basis for the denial.
  - (4) Public bulletin boards. The university provides designated public bulletin boards for the purpose of posting materials. Refer to university policy 3356-4-17 regarding the display of posters and other printed materials.
  - (5) Neutrality. All decisions and actions of university employees and agents made under this policy shall be content neutral.
- (E) Prohibited activities.
- (1) Any event or activity that disrupts the ability of the university to effectively and peacefully teach students, provide client services, or conduct any of its other business and support operations is prohibited. Examples include, but are not limited to, excessive noise, impeding vehicle or pedestrian traffic, and conduct otherwise unlawful.

- (2) Damage to university property including, but not limited to, damage to grounds and landscaping, driving stakes or poles into the ground, hammering nails into buildings, fastening or attaching anything to sidewalks, paved areas, or any part of any building, structure, or fixture.
  - (3) Distribution or solicitation by placing any material on vehicles in the parking lots, decks or garages.
  - (4) Leaving trash, litter, materials, or pollutants in any area.
- (F) Enforcement.
- (1) The Youngstown state university police department shall enforce the provisions of this policy.
  - (2) Any person who violates this policy may be subject to any order to leave university property and may be subject to arrest if that order is not promptly obeyed. Employees who violate this policy may be subject to discipline up to and including termination.
- (G) Dispute resolution. Any person or organization that believes unlawful, unreasonable, or arbitrary limitations have been imposed on their expressive activities under this policy may file a complaint with the office of general counsel at (330) 941-2340.

# Exhibit U

**3356-7-44    Background checks for employees and volunteers.**

Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: June 2011; September 2017; December 2018; December 2020  
Board Committee: University Affairs  
**Effective Date:** **December 63, 201820**  
Next Review: 20235

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(A) Policy statement. Youngstown state university (university) is committed to providing a safe environment for all students, employees, and visitors to our campus and associated worksites and to protecting its funds, property, and other assets. Background checks promote safety and security and allow the university to make well-informed employment and staffing decisions.

(B) Scope.

(1) This policy applies to all employees and individuals (both internal and external) selected for a position with the university for full- and part-time faculty, professional/administrative, ~~and~~ classified, and volunteer positions. It is a condition of employment and a prerequisite for certain volunteer positions. that all such individuals submit to the ~~criminal~~ university's background check procedures. Federal, state, and local regulations may also require background checks for specific individuals or positions.

(2) Employees, including student employees, and volunteers in university programs or activities specifically designed for participation by minors are subject to background checks pursuant to university policy 3356-7-04 Minors on campus. Campus departments/offices and current and prospective volunteers are referred to the *Legal Affairs and Human Resources Volunteer Services Administrative Guidelines* for eligibility, processes and procedures regarding all other volunteers/volunteering.

(3) All individuals seeking to volunteer in the department of athletics are required to undergo a criminal background check.

(C) Definitions.

- (1) “Background check.” The process of verifying credentials or other information about a candidate, including but not limited to, a criminal history check, educational and license verification, financial history check, and employment history.
- (2) “Conviction.” A guilty verdict, a guilty plea, or a plea of no contest (nolo contendere) of a felony or misdemeanor, other than minor traffic offenses.
- (3) “Criminal background/history check.” The process of gathering and reviewing criminal history records or information furnished by a criminal justice agency or third party vendor in the business of obtaining and providing criminal history records relating to an individual's criminal convictions. A criminal history record does not include an individual's conviction records that have been sealed by court order. Criminal records include in-state and out-of-state criminal history, including misdemeanor and felony convictions.
- (4) “Credit history check.” The process of gathering and reviewing financial history records or information furnished by any court of civil law, credit reporting agency (credit report), or a third party vendor in the business of obtaining and providing credit reports.

(D) Parameters.

- (1) The chief human resources officer (“CHRO”) is responsible for developing procedures necessary for the implementation of this policy.
- (2) Former university employees who are proposed for rehire following an interrupted employment period of twelve months or more are subject to a criminal background check.
- (3) With the exception of minor traffic violations, an candidate individual who has falsified or withheld information will

be disqualified from further consideration. This exception for minor traffic violations does not apply to positions which require a motor vehicle record check.

- (4) University departments, offices, or units may require additional background checks such as motor vehicle checks, driver insurability or license verification on final(s) for positions with corresponding job or volunteering responsibilities.

(E) Procedures.

- (1) Candidates who are considered to be finalists in a job search and all volunteers, are required to provide a written release authorizing a background check using a prescribed form and are required to provide necessary authorization and information for all other applicable background checks. A state of Ohio and a federal criminal background check will be conducted for final candidates who are under consideration for employment.
- (2) Criminal history checks, including sex offender checks, will be conducted for ~~the~~ selected candidates for all employment positions as noted in this policy.
- (3) A credit history check will be conducted for selected candidates for any positions with access to or responsibility for cash receipts, cash accounts, blank checks, checking accounts or other bank accounts. Credit checks will also be required for positions that initiate accounting/financial transactions that are not reviewed or verified by others, positions that have override authority for spending, and deans, directors and/or department head or above. Current employees who assume these duties during the course of their employment will be subject to a credit history check.
- (4) Background check forms and documentation will be kept in the office of human resources in accordance with applicable state and federal regulations.

- (F) Guidelines for review of criminal background and credit history checks. The review of criminal background and credit history checks will be done in accordance with state and federal laws

- (1) ~~a~~ A previous criminal conviction does not automatically disqualify a candidate from consideration for employment with the university. A criminal background check containing a criminal conviction will be reviewed by the CHRO, or designee, ~~with~~ in coordination with the appropriate administrative officer, or designee, in order to determine whether an individual is eligible for the position in question. An ~~candidate's~~ individual's eligibility will depend on a variety of factors, including but not limited to:
- ~~(1a)~~ (a) The nature of and circumstances surrounding any crime(s);
  - ~~(2b)~~ (b) The time elapsed since conviction, rehabilitation record, and completion of any sentence;
  - ~~(3c)~~ (c) The actions and activities of the individual since the crime(s), including the individual's subsequent work history and the truthfulness and completeness of the candidate's disclosure of the conviction(s);
  - ~~(4d)~~ (d) The nature and duties of the position;
  - ~~(5e)~~ (e) Any other relevant information.
- (2) A credit history check with potentially negative information will be reviewed by the CHRO, or designee, in coordination with the appropriate administrative officer, or designee, to determine if the information could reasonably pose a financial or security risk for the university.
- (3) The CHRO, or designee, will inform the hiring manager or volunteer supervisor, and the individual if they have been ~~disqualified from consideration and the basis for disqualification.~~
- (G) Employee and volunteer continuing duty to disclose/necessity for criminal background check.
- (1) Current employees and volunteers who are convicted of or arrested for a criminal offense (other than a minor traffic violation) have a continuing duty to report any conviction or arrest to the CHRO, or designee, within seven calendar days of the conviction or arrest so

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that a determination may be made regarding the necessity to initiate a background check.

- (2) Current employees and volunteers who have been identified as a perpetrator in a police report, criminally charged with, arrested for, convicted of, or sentenced for a crime involving violence, family and relationship violence, stalking, menacing, intimidation, or possession of a deadly weapon have a continuing duty to report this information to the CHRO, or designee, within seven calendar days of the occurrence and may be subject to a background check (see rule 3356-7-04 of the Administrative Code and university policy 3356-7-04, “Workplace and off-campus violence, threats, and disruptive behavior”).
- (3) Current employees convicted of a criminal offense may be subject to further action, up to and including termination, consistent with university policies, laws/statutes and applicable collective bargaining agreements.
- (4) Current volunteers who have engaged in activity as outlined in (G)(1) or (G)(2) above, may have their services limited or terminated.
- (H) Use of background and credit history checks. Background and credit history checks will be used to evaluate individuals for employment, ~~or~~ continued employment, and volunteer services and will not be used to discriminate on the basis of race, color, national origin, religion, creed, sex, disability, age, veteran’s status, sexual orientation, political affiliation, or any status protected by law.
- (I) Confidentiality. Background checks and credit history checks may only be administered pursuant to this policy and in accordance with human resources procedures. Results of backgrounds such checks will only be disclosed to the extent necessary to administer and enforce this policy or as required by law or appropriate legal process. Violation of the confidentiality requirement is grounds for discipline up to and including termination of employment.



**3356-7-44      Background checks for employees and volunteers.**

Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: June 2011; September 2017; December 2018; December 2020  
Board Committee: University Affairs  
**Effective Date: December 3, 2020**  
Next Review: 2025

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- (A) Policy statement. Youngstown state university (university) is committed to providing a safe environment for all students, employees, and visitors to our campus and associated worksites and to protecting its funds, property, and other assets. Background checks promote safety and security and allow the university to make well-informed employment and staffing decisions.
- (B) Scope.
- (1) This policy applies to all employees and individuals (both internal and external) selected for a position with the university for full- and part-time faculty, professional/administrative, classified, and volunteer positions. It is a condition of employment and a prerequisite for certain volunteer positions, that all such individuals submit to the university's background check procedures. Federal, state, and local regulations may also require background checks for specific individuals or positions.
  - (2) Employees, including student employees, and volunteers in university programs or activities specifically designed for participation by minors are subject to background checks pursuant to university policy 3356-7-04 Minors on campus. Campus departments/offices and current and prospective volunteers are referred to the *Legal Affairs and Human Resources Volunteer Services Administrative Guidelines* for eligibility, processes and procedures regarding all other volunteers/volunteering.

- (3) All individuals seeking to volunteer in the department of athletics are required to undergo a criminal background check.

(C) Definitions.

- (1) “Background check.” The process of verifying credentials or other information about a candidate, including but not limited to, a criminal history check, educational and license verification, financial history check, and employment history.
- (2) “Conviction.” A guilty verdict, a guilty plea, or a plea of no contest (nolo contendere) of a felony or misdemeanor, other than minor traffic offenses.
- (3) “Criminal background/history check.” The process of gathering and reviewing criminal history records or information furnished by a criminal justice agency or third party vendor in the business of obtaining and providing criminal history records relating to an individual's criminal convictions. A criminal history record does not include an individual's conviction records that have been sealed by court order. Criminal records include in-state and out-of-state criminal history, including misdemeanor and felony convictions.
- (4) “Credit history check.” The process of gathering and reviewing financial history records or information furnished by any court of civil law, credit reporting agency (credit report), or a third party vendor in the business of obtaining and providing credit reports.

(D) Parameters.

- (1) The chief human resources officer (“CHRO”) is responsible for developing procedures necessary for the implementation of this policy.
- (2) Former university employees who are proposed for rehire following an interrupted employment period of twelve months or more are subject to a criminal background check.
- (3) With the exception of minor traffic violations, an individual who has falsified or withheld information will be disqualified from

further consideration. This exception for minor traffic violations does not apply to positions which require a motor vehicle record check.

- (4) University departments, offices, or units may require additional background checks such as motor vehicle checks, driver insurability or license verification on final(s) for positions with corresponding job or volunteering responsibilities.
- (E) Procedures.
- (1) Candidates who are considered to be finalists in a job search and all volunteers, are required to provide a written release authorizing a background check using a prescribed form and are required to provide necessary authorization and information for all other applicable background checks. A state of Ohio and a federal criminal background check will be conducted for final candidates who are under consideration for employment.
  - (2) Criminal history checks, including sex offender checks, will be conducted for selected candidates for all employment positions as noted in this policy.
  - (3) A credit history check will be conducted for selected candidates for any positions with access to or responsibility for cash receipts, cash accounts, blank checks, checking accounts or other bank accounts. Credit checks will also be required for positions that initiate accounting/financial transactions that are not reviewed or verified by others, positions that have override authority for spending, and deans, directors and/or department head or above. Current employees who assume these duties during the course of their employment will be subject to a credit history check.
  - (4) Background check forms and documentation will be kept in the office of human resources in accordance with applicable state and federal regulations.
- (F) Guidelines for review of criminal background and credit history checks. The review of criminal background and credit history checks will be done in accordance with state and federal laws

- (1) A previous criminal conviction does not automatically disqualify a candidate from consideration for employment with the university. A criminal background check containing a criminal conviction will be reviewed by the CHRO, or designee, in coordination with the appropriate administrative officer, or designee, in order to determine whether an individual is eligible for the position in question. An individual's eligibility will depend on a variety of factors, including but not limited to:
    - (a) The nature of and circumstances surrounding any crime(s);
    - (b) The time elapsed since conviction, rehabilitation record, and completion of any sentence;
    - (c) The actions and activities of the individual since the crime(s), including the individual's subsequent work history and the truthfulness and completeness of the candidate's disclosure of the conviction(s);
    - (d) The nature and duties of the position;
    - (e) Any other relevant information.
  - (2) A credit history check with potentially negative information will be reviewed by the CHRO, or designee, in coordination with the appropriate administrative officer, or designee, to determine if the information could reasonably pose a financial or security risk for the university.
  - (3) The CHRO, or designee, will inform the hiring manager or volunteer supervisor, and the individual if they have been disqualified from consideration and the basis for disqualification.
- (G) Employee and volunteer continuing duty to disclose/necessity for criminal background check.
- (1) Current employees and volunteers who are convicted of or arrested for a criminal offense (other than a minor traffic violation) have a continuing duty to report any conviction or arrest to the CHRO, or designee, within seven calendar days of the conviction or arrest so

that a determination may be made regarding the necessity to initiate a background check.

- (2) Current employees and volunteers who have been identified as a perpetrator in a police report, criminally charged with, arrested for, convicted of, or sentenced for a crime involving violence, family and relationship violence, stalking, menacing, intimidation, or possession of a deadly weapon have a continuing duty to report this information to the CHRO, or designee, within seven calendar days of the occurrence and may be subject to a background check (see rule 3356-7-04 of the Administrative Code and university policy 3356-7-04, “Workplace and off-campus violence, threats, and disruptive behavior”).
  - (3) Current employees convicted of a criminal offense may be subject to further action, up to and including termination, consistent with university policies, laws/statutes and applicable collective bargaining agreements.
  - (4) Current volunteers who have engaged in activity as outlined in (G)(1) or (G)(2) above, may have their services limited or terminated.
- (H) Use of background and credit history checks. Background and credit history checks will be used to evaluate individuals for employment, continued employment, and volunteer services and will not be used to discriminate on the basis of race, color, national origin, religion, creed, sex, disability, age, veteran’s status, sexual orientation, political affiliation, or any status protected by law.
- (I) Confidentiality. Background checks and credit history checks may only be administered pursuant to this policy and in accordance with human resources procedures. Results of such checks will only be disclosed to the extent necessary to administer and enforce this policy or as required by law or appropriate legal process. Violation of the confidentiality requirement is grounds for discipline up to and including termination of employment.

# Exhibit V

**3356-7-17      Emeritus status ~~for faculty and excluded professional/~~  
~~administrative staff and APAS.~~**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: November 1997; October 2010; September 2015;  
December 2020  
Board Committee: University Affairs  
**Effective Date:** ~~September 24, 2015~~ December 3, 2020  
Next Review: 2020~~5~~

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- (A) Policy statement. The board of trustees of Youngstown state university (university) may confer the title “emeritus” upon ~~retired-university~~ faculty and ~~professional/administrative staff members-executive and administrative officers~~ upon retirement or posthumously in recognition of ~~who have given~~ long and meritorious service.
- (B) Definition. The designation “faculty emeritus” or “administrator emeritus” is an honorary title conferred upon the retirement or death of faculty or staff members in recognition of extended meritorious service.
- (C) Procedures.
- ~~(1) — Emeritus status and president emeritus status is conferred upon retirement or death. Emeritus status provides an honorary title of either administrator emeritus or faculty emeritus, as well as the benefits set forth in this policy.~~
- ~~(21) Names of individuals and the information set forth in paragraph (C)(3) of this policy recommended~~ With the exception of the university president, nominations for the conferral of emeritus status will follow the “Emeritus Nomination Guidelines” and utilize ~~are forwarded on~~ the “Emeritus ~~Status Recommendation~~ Nomination ” form (available on the office of human resources benefits webpage).
- ~~from the retiring department or unit to the dean and provost or executive director and president.~~
- (2) In the event of retirement or death of the university president,

~~his/her name is forwarded to~~ the board of trustees may, in its discretion, confer emeritus status upon the individual. ~~for approval.~~

- (3) Emeritus status ~~would be~~ conferred and presented at the spring meeting of the board of trustees.
  - (4) An individual can only be nominated once for conferral of emeritus status.
  - (5) If emeritus status is conferred, the individual will receive the title of “Faculty Emeritus” or “Administrator Emeritus”.
- (3D) **Eligibility.** Nomination of an individual to be considered for the conferral of emeritus status should be based upon the following factors: length of service (typically totaling more than ten years); the overall quality of that service; the contribution to the university; and the service to society beyond the university community.
- ~~(4) —The vice president or provost forwards names of individuals nominated to the president who may recommend emeritus status be conferred and presented at the spring meeting of the board of trustees.~~
- (5E) **Emeritus privileges.**
- (1) Those retirees achieving emeritus status are granted the following privileges: full library privileges; email services; university identification card; opportunity to secure parking consistent with current university procedures; and the same educational benefits that are available to currently employed faculty or staff at the time of application. (See university policy 3356-7-31, “Fringe benefits, excluded professional/administrative employees fee remission program.”)
  - (62) Those retirees achieving emeritus status also have the opportunity to: purchase reserved seats to intercollegiate athletic contests and performing arts events; utilize designated recreational facilities and wellness programs; attend certain alumni and university events, e.g., homecoming events, holiday breakfast, commencement, and honors convocation, and join the Youngstown state university retirees’ association.

- (73) Retirees that attain emeritus status also have the opportunity to select one of two parking options. They may purchase a permit for designated lots or may choose to receive a free parking permit at the discretion of the university based upon availability.
- (84) Those bargaining unit member retirees achieving emeritus status are granted the benefits in accordance with their collective bargaining agreement as well as any additional benefits provided herein.
- (F) Revocation of emeritus status. Emeritus status may be revoked by the board of trustees at the request of the recipient or for good cause. Good cause includes but is not limited to an award based on misleading or deceptive information or for egregious conduct which diminishes the status or reputation of Youngstown state university.



**3356-7-17 Emeritus status.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: November 1997; October 2010; September 2015;  
December 2020  
Board Committee: University Affairs  
**Effective Date: December 3, 2020**  
Next Review: 2025

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- (A) Policy statement. The board of trustees of Youngstown state university (university) may confer the title “emeritus” upon university faculty and executive and administrative officers upon retirement or posthumously in recognition of long and meritorious service.
- (B) Definition. The designation “faculty emeritus” or “administrator emeritus” is an honorary title conferred upon the retirement or death of faculty or staff members in recognition of extended meritorious service.
- (C) Procedures.
- (1) With the exception of the university president, nominations for the conferral of emeritus status will follow the “Emeritus Nomination Guidelines” and utilize the “Emeritus Nomination” form (available on the office of human resources benefits webpage).
  - (2) In the event of retirement or death of the university president, the board of trustees may, in its discretion, confer emeritus status upon the individual. .
  - (3) Emeritus status is conferred and presented at the spring meeting of the board of trustees.
  - (4) An individual can only be nominated once for conferral of emeritus status.
  - (5) If emeritus status is conferred, the individual will receive the title of “Faculty Emeritus” or “Administrator Emeritus”.

- (D) Eligibility. Nomination of an individual to be considered for the conferral of emeritus status should be based upon the following factors: length of service (typically totaling more than ten years); the overall quality of that service; the contribution to the university; and the service to society beyond the university community.
- (E) Emeritus privileges.
- (1) Those retirees achieving emeritus status are granted the following privileges: full library privileges; email services; university identification card; opportunity to secure parking consistent with current university procedures; and the same educational benefits that are available to currently employed faculty or staff at the time of application. (See university policy 3356-7-31, “Fringe benefits, excluded professional/administrative employees fee remission program.”)
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  - (3) Retirees that attain emeritus status also have the opportunity to select one of two parking options. They may purchase a permit for designated lots or may choose to receive a free parking permit at the discretion of the university based upon availability.
  - (4) Those bargaining unit member retirees achieving emeritus status are granted the benefits in accordance with their collective bargaining agreement as well as any additional benefits provided herein.
- (F) Revocation of emeritus status. Emeritus status may be revoked by the board of trustees at the request of the recipient or for good cause. Good cause includes but is not limited to an award based on misleading or deceptive information or for egregious conduct which diminishes the status or reputation of Youngstown state university.

# Exhibit W

## **SUMMARY OF PERSONNEL ACTIONS Professional Administrative and Faculty Employees 7/16/20 through 10/15/20**

### **Appointments - 13**

#### **New Positions - 4** *(Notated with an asterisk \*)*

- Professional Administrative Staff - 3
- Professional Administrative Excluded- 1

#### **Replacement Positions - 9**

- Professional Administrative Staff - 3
- Professional Administrative Externally Funded - 2
- Faculty-4

### **Separations -13**

- Professional Administrative Staff - 1
- Professional Administrative Excluded - 1
- Professional Administrative Externally Funded - 1
- Faculty - 10

### **Reclassifications/Position Adjustments - 18**

- Professional Administrative Staff - 1
- Professional Administrative Excluded - 1
- Faculty - 16

### **Promotions - 23**

- Professional Administrative Staff- 2
- Professional Administrative Excluded - 2
- Faculty - 19

### **Salary Adjustments- II**

- Professional Administrative Staff - 1
- Professional Administrative Excluded - 2
- Professional Administrative Externally Funded - 3
- Faculty-5

## **Transfers - 4**

- Professional Administrative Staff - 4

## **Layoffs-2**

- Professional Administrative Staff - 2

## **Recalls-16**

- Professional Administrative Staff - 16

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 7/16/20 THROUGH 10/15/20  
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT	DATES	SIFTE	SALARY
Centofanti, Allison *	IAPAS	Success Coordinator	First Year Student Services		8/1/2020	1.00	\$ 38,700.00
Fetty, Katie *	APAS	Success Coordinator	First Year Student Services		8/1/2020	1.00	\$ 38,700.00
Hale, Taryn	IAPAS	Counselor Penguin Service Ctr	Registration & Records		10/1/2020	1.00,	\$ 32,400.00
Miller, Megan	APAS	Counselor Penguin Service Ctr	Registration & Records		10/1/2020	1.00	\$ 29,250.00
Paydock, Joseph *	IAPAS	Success Coordinator	First Year Student Services		8/1/2020	1.00	\$ 38,700.00
Rojas, Rolando	APAS	Coordinator	Undergraduate Admissions		10/1/2020	1.00	\$ 30,362.94
Gygi, Cameron	Excluded	Senior Research Scientist	Excellence Training Center		8/17/2020	1.00	\$ 75,000.00
Carra, Mariah	Externally Funded	Business Advisor	IDean-WCBA		7/16/2020	1.00	\$ 53,000.00
Wright, Emma	Externally Funded	Instruction Specialist 1	Rich Center for Autism		10/7/2020	1.001	\$ 21,175.00
Case, Wendy	Faculty	Lecturer	School of Performing Arts		8/10/2020	1.001	\$ 48,000.00
Daugherty, Timothy	Faculty	Lecturer	Rayen School of Engineering		8/10/2020	1.00	\$ 25,000.00
Ehsani, Sahar	Faculty	Assistant Professor	Rayen School of Engineering		8/10/2020	1.00	\$ 68,291.00
Keller, Garrett	Faculty	Lecturer	Health Professions		8/10/2020	1.001	\$ 41,489.00

**\*New Positions**

*Please note: all APAS positions listed include the furlough reduction.*

*Please note: all Excluded positions listed include the salary reduction.*

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 7/16/20 THROUGH 10/15/20  
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	NET SALARY	SEPARATION TYPE
Johnson, Jacquelyn●	IAPAS	Asst Director Diversity Prog	Housing	9/16/2020	1.00 \$ 51,462.20	Resigned
Beers, Kelly**	Excluded	Dir Housing Off Camp Living	Housing	7/29/2020	1.00 \$ 65,441.00	Non-Renewal
Carfalo, Melanie●●	Externally Funded	Executive Director	Rich Center for Autism	7/18/2020	1.00 \$ 94,012.38	Resigned
Atef Yekta, Hoda	Faculty	Assistant Professor	Management & Marketing	8/16/2020	1.00 \$ 116,850.00	Resigned
Gergits, Julia	Faculty	Professor	English & World Languages	8/1/2020	1.00 \$ 95,029.60	Retired
Harrison, Guy	Faculty	Assistant Professor	Communication	7/31/2020	1.00 \$ 55,388.95	Resigned
Helsel, Jolien	Faculty	Assistant Professor	Economics	8/15/2020	1.00 \$ 60,334.77	Retired
MacDonald, Eric	Faculty	Professor	Rayen School of Engineering	7/31/2020	1.00 \$ 137,170.00	Resigned
O'Neill, Daniel	Faculty	Professor	Communication	8/15/2020	1.00 \$ 134,728.84	Retired
Paylo, Matthew	Faculty	Associate Professor	Counseling	8/10/2020	1.00 \$ 72,174.35	Resigned
Slipski, Ronald	Faculty	Lecturer	Humanities and Social Sciences	8/12/2020	1.00 \$ 43,589.39	Retired
Viehe, Fred	Faculty	Professor	Humanities and Social Sciences	8/17/2020	1.00 \$ 96,068.23	Retired
Yates, George	Faculty	Associate Professor	Mathematics & Statistics	8/15/2020	1.00 \$ 83,545.00	Retired

\*Salary listed includes the furlough reduction.

\*\* Salary listed includes the salary reduction.

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 7/16/20 THROUGH 10/15/20  
RECLASSIFICATIONS/POSITION ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	IFTE	NEW SALARY	PREVIOUS SALARY
Hartman, Christopher	APAS	Broadcast Engineer/Associate Broadcast Engineer	WYSU- RM	8/16/2020	1.00	\$ 39,120.61	\$ 37,257.73
Greene, Barbara**	Excluded	Manager AP and Travel Services/Assoc Dir Fin Analysis Report	Procurement Services/ Financial Aid and Scholarships	8/3/2020	1.00	\$ 66,640.00	\$ 72,186.11
Arslanyilmaz, Abdurrahman	Faculty	Associate Professor/Associate Professor & Chair	School of Computer Science, Information and Systems and Engineering Technology/ Computer Science & Info Systems	8/16/2020	1.00	\$ 85,428.71	\$ 103,111.00
Bonhomme, Brian	Faculty	Professor/Professor & Chair	Humanities and Social Sciences/History	8/16/2020	1.00	\$ 83,543.79	\$ 101,225.79
Dick, Jeffrey	Faculty	Professor/Professor & Chair	Physics, Astronomy, Geology and Environmental Science/ Geological & Environmental Science	8/16/2020	1.00	\$ 89,547.00	\$ 107,229.10
Earnhardt, Adam	Faculty	Professor/Professor & Chair	Communication	8/16/2020	1.00	\$ 82,447.00	\$ 100,128.75
Eunni, Rangamohan	Faculty	Professor/Professor & Chair	Management and Marketing/ Management	8/16/2020	1.00	\$ 133,219.54	\$ 150,901.54
Hu, Ou	Faculty	Professor/Professor & Chair	Accounting & Finance/ Economics	8/16/2020	1.00	\$ as,481.05	\$ 106,163.05
Marie, Hazel	Faculty	Professor/Professor & Chair	Rayen School of Engineering/ Mechanical Engineering	8/16/2020	1.00	\$ 92,937.75	\$ 110,619.75
Mincher, Jeanine	Faculty	Professor/Professor & Chair	Health Professions/ Human Ecology	8/16/2020	1.00	\$ 78,474.00	\$ 96,156.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 7/16/20 THROUGH 10/15/20  
RECLASSIFICATIONS/POSITION ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
O'Mansky, Matt	Faculty	Associate Professor/Associate Professor & Chair	Humanities and Social Sciences/Sociology, Anthropology and Gerontology	8/16/2020,	1.00	\$ 72,310.88	\$ 89,992.88
Price, Douglas	Faculty	Associate Professor/Associate Professor & Chair	Raven School of Engineering/ Civil Environmental & Chemical Engineering	8/16/2020	1.00	\$ 95,616.86	\$ 113,298.86
Protivnak, Jake	Faculty	Professor/Professor & Chair	Psychological Sciences & Counseling/Counseling, Sch Psychl & Ed	8/16/2020	1.00	\$ 83,446.75	\$ 101,128.75
Sarkissian, John	Faculty	Professor/Professor & Chair	English and World Languages/ World Languages and Cultures	8/16/2020	1.00	\$ 91,139.55	\$ 108,821.55
Shaklee, Ronald	Faculty	Professor/Professor & Chair	Humanities and Social Sciences/Geography	8/16/2020	1.00	\$ 96,378.95	\$113,060.95
Stracic, Paul	Faculty	Professor/Professor & Chair	Humanities and Social Sciences/Politics and International Relations	8/16/2020	1.00	\$ 90,025.05	\$ 107,707.05
Walker, Gary	Faculty	Professor/Professor & Chair	Chemical and Biological Sciences/Biological Sciences	8/16/2020	1.00	\$ 89,140.95	\$ 106,822.95
Woodlock, Peter	Faculty	Professor/Professor & Chair	Laricia School of Accounting & Finance/Accounting & Finance	8/16/2020	1.00	\$ 133,045.94	\$ 150,727.94

\*Salary listed includes the furlough reduction.

\*\* Salary listed includes the salary reduction.



**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 7/16/20 THROUGH 10/15/20  
PROMOTIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT APPT. DATES	ITE	NEW SALARY	PREVIOUS SALARY
Gaskell, Jessica*	APAS	(Assistant Director/Senior Counselor Penguin Service Center	First Year Student Services/ Registration & Records	7/16/2020	1.00	\$ 40,500.00	\$ 37,324.86
Reesh, Shannon●	APAS	Success Coordinator/ Counselor Penguin Service Ctr	First Year Student Services/ Registration & Records	8/1/2020	1.00	\$38,700.00	\$ 37,828.94
D'Amico, William	Excluded	Associate Director/Assistant Director	Undergraduate Admissions	8/1/20201	1.00	\$60,000.00	\$ 42,557.56
Hubert, Christine**	Excluded	Director/Associate Director	Undergraduate Admissions	8/1/2020	1.00	\$ 85,042.01	\$ 71,581.17
Crnjak, Dragana	Faculty	Undergraduate Admissions	Art	8/16/2020	1.00	\$ 78,474.00	\$ 72,174.35
Earnheardt, Mary	Faculty	Professor/Associate Professor	Communication	8/16/2020	1.00	\$ 78,761.51	\$ 73,361.51
Beth	Faculty	Professor/Associate Professor	English and World languages/ World Languages & Cultures	8/16/2020	1.00	\$78,615.00	\$ 73,215.00
Palardy, Diana	Faculty	Professor/Associate Professor	Mathematics & Statistics	8/16/20201	1.00	\$ 81,224.00	\$ 71,658.00
Prieto Langarica, Alicia	Faculty	Professor/Associate Professor	School of Performing Arts/ Dana School of Music	8/16/2020	1.00	\$78,474.00	\$ 71,944.00
Reale, Steven	Faculty	Professor/Associate Professor	Criminal Justice and Consumer Sciences/Human Ecology	8/16/2020	1.00	\$78,474.00	\$ 70,893.00
Turel, Tachbalt	Faculty	Professor/Associate Professor	Communication	8/16/2020	1.00	\$ 78,474.00	\$ 72,174.35
Tyus, Jeffrey	Faculty	Professor/Associate Professor	Graduate Studies in Health and Rehabilitation Sciences/Physical Therapy	8/16/2020	1.00	\$ 82,133.82	\$ 78,233.82
Benedict, James	Faculty	Professor/ Associate Professor					

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 7/16/20 THROUGH 10/15/20  
PROMOTIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
Fehlbaum, Amanda	Faculty	(Associate Professor/ Assistant Professor	Humanities and Social Sciences/Sociology, Anthropology, Gerontology	8/16/2020	1.00	\$67,015.00	\$ 56,773.67
Garlick, Katherine	Faculty	Associate Professor/ Assistant Professor	School of Performing Arts/Theatre & Dance	8/16/2020	1.00	\$67,015.00	\$ 56,773.67
Keown, Daniel	Faculty	Associate Professor/ Assistant Professor	School of Performing Arts/ Dana School of Music & Teacher Education	8/16/2020	1.00	\$67,015.00	\$ 56,773.67
Kimosop, Peter	Faculty	Associate Professor/ Assistant Professor	Humanities and Social Sciences/ Geography, Urban & Regional Studies	8/16/2020	1.00	\$67,015.00	\$ 57,408.06
Lindberg, Matthew	Faculty	Associate Professor/ Assistant Professor	Psychological Sciences and Counseling/Psychology	8/16/2020	1.00	\$67,015.00	\$ 56,773.67
Madsen, Thomas	Faculty	(Associate Professor/ Assistant Professor	Mathematics & Statistics	8/16/2020	1.00	\$67,015.00	\$ 60,168.05
Nguyen, Nguyet	Faculty	Associate Professor/ Assistant Professor	Mathematics & Statistics	8/16/2020	1.00	\$67,015.00	\$ 60,168.05
Priour, Donald	Faculty	Associate Professor/ Assistant Professor	Physics, Astronomy, Geology and Environmental Sciences/Physics & Astronomy	8/16/2020	1.00	\$69,182.00	\$ 65,282.00
Ryu, Jae	Faculty	(Associate Professor/ Assistant Professor	Rayen School of Engineering/ Mechanical Industrial & Manufacturing Engineering	8/16/2020	1.00	\$ 78,421.00	\$ 74,521.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 7/16/20 THROUGH 10/15/20  
PROMOTIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
Sanson, Joe	Faculty	Associate Professor/ Assistant Professor	School of Computer Science, Information and Engineering Technology/School of Technology	8/16/2020	1.00	\$ 67,571.34	\$ 63,671.34
Villamizar, Gina	Faculty	Associate Professor/ Assistant Professor	English and World Languages/ World Languages & Cultures	8/16/2020	1.00	\$ 67,015.00	\$ 56,773.67
<i>*Salary listed includes the furlough reduction.</i>							
<i>** Salary listed includes the salary reduction.</i>							

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 7/16/20 THROUGH 10/15/20  
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE JTYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Jiang, Shuiping●	APAS	Asst Director International Admissions Recruitment	International Programs Office	9/1/2020	1.00	\$ 53,014.80	1.00	\$ 52,014.80
Berlinski, Claudia	Excluded	1Director	McDonough Museum	8/16/2020	1.00	\$ 70,059.00	0.50	\$ 35,029.50
Hrusovski, Sherril**	Excluded	Director STEM Professional Services and Evaluation	Dean -STEM	7/16/2020,	1.00	\$ 64,941.37	1.00	\$ 60,266.70
Bandy, Holly	Externally Funded	Research Associate	Ctr for Human Services Dev	10/1/2020	1.00	\$ 49,000.00	0.80	\$ 39,200.00
Cianciola, Elizabeth	Externally Funded	Research Evaluation Associate	Ctr for Human Services Dev	10/1/2020	1.00	\$ 49,000.00	1.00	\$ 46,874.10
Smith, Ashley	Externally Funded	School Nurse	Rich Center for Autism	9/1/2020	0.80	\$ 34,080.00	0.60	\$ 25,560.00
Huber, Marsha	Faculty	Professor	Accounting & Finance	8/16/2020	1.001	\$ 136,284.53	1.00	\$ 122,656.00
Johnston, Carl	Faculty	Professor	Chemical & Biological Sciences	8/16/2020	1.00	\$ 82,717.00	1.00	\$ 74,445.00
Louth, Joseph	Faculty	Associate Professor	School of Performing Arts	8/16/2020	1.00	\$ 10,000.00	1.00	\$ 70,407.64
McCormick, Missy	Faculty	Associate Professor	Art	8/16/2020	1.00	\$ 10,000.00	1.00	\$ 71,658.00
Reale, Steven	Faculty	Professor	School of Performing Arts	8/16/2020	1.00	\$ 70,626.60	1.00	\$ 78,474.00

*\*\* Salary listed includes the furlough reduction.  
\*\* Salary listed includes the salary reduction.*

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 7/16/20 THROUGH 10/15/20  
TRANSFERS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Blinn, Shanna	APAS	Academic Advisor 2	Dean Cliffe College of Creative Arts/ Dean Education	7/16/2020	1.00	\$ 41,501.00	1.00	\$ 41,501.00
Cody, Kathy	APAS	Coordinator	Studies/International Programs Joffice	9/16/2020	1.00	\$ 40,666.11	1.00	\$ 40,666.11
Myers, Jennifer	APAS	Success Coordinator/ Academic Advisor 2	First Year Student Services/ Dean Bitonte Collee of Health & Human Services	8/16/2020	1.001	\$ 38,727.38	1.00	\$ 38,727.38
Gardner, Ann	APAS	Assistant Director	General Counsel/ International Programs Office	10/1/20201	1.00	\$ 52,014.80	1.00	\$ 52,014.80
<i>Please note: all APAS positions listed include the Furlough Reduction.</i>								

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 7/16/20 THROUGH 10/15/20  
 LAYOFFS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	IFTE	SALARY
<b>Lack of Funds Layoff</b>						
Maas, Robyn	APAS	Exhibit Design Production Mgr	MD_o_r_o_u_g_h_M_u_s_e_u_m	8/1/2020	1.00	\$ 37,364.49
Phillips, Desja	APAS	Academic Advisor 1	Dean Health & Human Services	8/1/2020	0.50	\$ 16,169.00

*Please Note: Both employees originally laid off due to lack of work layoff from 6/1/2020 to 7/31/2020.*

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 7/16/20 THROUGH 10/15/20  
RECALLS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF RECALL	FTE	SALARY
Adair, Danielle	IAPAS	Operations Manager	Kilcawley Center	8/1/2020	1.00	\$ 35,667.97
Akers, Wendy	APAS	Costume Shop Specialist	Theatre & Dance	8/1/2020	1.00	\$ 35,937.50
Ault, Robert	IAPAS	Librarian Serials Microforms	Maag Library	8/1/2020	1.00	\$ 56,943.93
Clark, Gary	IAPAS	Coordinator	Office of Research Services	8/1/2020	1.00	\$ 34,046.05
Conroy, Joseph	IAPAS	Coord Facilities and Programs	Andrews Student Recr & Wellness Ctr	8/1/2020	1.00	\$ 53,803.16
Delucia, Angela	IAPAS	Assistant to Director	McDonough Museum	8/1/2020	1.00	\$ 35,877.79
Donchess, Ryan	IAPAS	Coord Media Engrg Tech	Dean Cliffe College of Creative Arts	8/1/2020	1.00	\$ 40,474.13
Fitzpatrick, Ryan	APAS	(Coordinator Production Theater	Theatre & Dance	8/1/2020	1.00	\$ 40,731.66
Jadun, Mohammad	APAS	EIT Cont Comp Training Specialist	IT Customer Services	18/1/2020	1.00	\$ 43,916.57
Jones, Kelsey	IAPAS	Coordinator Intl Stud Serv	International Programs Office	8/1/2020	1.00	\$ 37,270.80
Kirkpatrick, Jennifer	IAPAS	Studio Art Support Specialist	Art	8/1/2020	1.00	\$ 43,551.53
Markowitz, Ronald	APAS	Coordinator Adv Rec	Andrews Student Recr & Wellness Ctr	8/1/2020	1.00	\$ 38,930.14
Moore, Rebecca	APAS	Manager Information Literacy	Maag Library	8/1/2020	1.001	\$ 50,105.24
Moorer, Susan	IAPAS	Assistant Director/ Development Officer	Student Outreach and Support/ WYSU-FM	8/1/2020	1.00	\$ 56,796.38
Reardon, Amanda	IAPAS	Coord. Membership & Marketing	Andrews Student Recr & Wellness Ctr	8/1/2020	1.00	\$ 36,359.23
Sak, Domonique	APAS	Club Sports Camps Coordinator	Club Sports	7/16/2020	1.00	\$ 37,554.59

*Please note: all APAS positions listed include the furlough reduction.*